

St. Tammany Parish Library  
Board of Control Meeting  
May 31, 2022  
Madisonville Branch  
1123 Main Street  
Madisonville, LA 70447  
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 April 26th, 2022.

- Discussion
- Public Comment
- Vote

2. NEW BUSINESS

- A. Financial Reports – April 2022

- Discussion
- Public Comment
- Vote

- B. Rules and Regulations Update - Chapter 3 Section 323, 325

- Discussion
- Public Comment
- Vote

- C. Summer Reading Presentation

- Discussion
- Public Comment

- D. Designation of Capital Funds – Slidell ADA Accessibility and Parking Lot Addition – Additional funds

- Discussion
- Public Comment
- Vote

- E. Alcohol Request – Slidell Art League

- Discussion
- Public Comment
- Vote

- F. Director's Report

- Discussion
- Public Comment

### 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  
April 26, 2022  
Causeway Branch  
3457 U.S. Hwy 190,  
Mandeville, LA 70471  
6:30 P.M.

MINUTES

The meeting was called to order by Rebecca 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

1. Approval of the minutes of the meeting of the Library Board of Control that was held on March 29, 2022.

There were no suggested corrections to the minutes. B. Taylor asked for public comment. There was no public comment. Dr. A. Morgan moved to approve the minutes of the March 29, 2022 board meeting. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – March 2022

K. LaRocca reported that the library has received \$10,738,558.01 in ad valorem revenue, which is 92% of what is expected for the year. The total received in state revenue sharing is \$84,209.35. Two more payments are expected throughout the year. The budget percentage should be 25% at this point in the year. Revenues are at 24% and expenditures are at 23%. Kelly explained that some lines are over or under budget due to the timing of spending the funds. Some expenses are paid early in the year and some are paid later in the year.

The Workers Compensation Expense line is over budget due to adjustments after the Workers Compensation annual audit. The line will be amended in the next budget amendment. Kelly explained that the amount varies from year-to-year based on how many employees we have throughout the year. The Electricity and Gas lines are over budget due to the colder months at the

beginning of the year. The Fuel and Lube line is at 45.43% due to the rising fuel costs. Some of the insurance lines are over budget because the premiums are due early in the year. The lines will be in balance by the end of the year. Dr. A. Morgan stated that the cost of flood insurance has not been released in certain areas of St. Tammany Parish. Dr. A. Morgan asked if the costs would vary and impact the budget depending on the cost of flood insurance at certain branch locations. Kelly explained that flood insurance renews at different times of the year for all locations. Some locations have already renewed and have been paid. The remaining locations will be due later this year. The Parish owns the buildings and acquires the flood insurance. We will not know the costs until we receive those bills. Last year we did not end up spending more than budgeted for flood insurance, but we have in previous years. It is possible that the costs will be higher than budgeted. Kelly explained that if that should happen, we would make adjustments to other lines in the budget amendment.

The Office Supplies line is over budget due to purchasing extra supplies for the strategic planning and public input processes. The PC Network and Internet Database Subscription lines are over budget due to purchases that are made early in the year. The lines will be in balance at the end of the year.

B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the March 2022 Financial Reports. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

K. LaRocca reviewed the Capital Fund Report. Kelly noted that the beginning audited fund balance as of January 1, 2022 is included on the updated Fund Report from the Parish. Our estimation was only off by \$5,000. Kelly will update the Capital Projects spreadsheet for the next board meeting. The people counters and new Annex building renovations were introduced at the last council meeting and will be up for approval at the next council meeting. If approved, those projects will be included in the Capital Fund Report.

#### B. Rules and Regulations Update – Chapter 3, Sections 311-321

K. LaRocca reported that the committee met in April at the Slidell Branch to discuss how the next section of Chapter 3 should be presented for Board review and to work on the Contracting Policy. The next meeting is May 11, 2022 at 11:00 a.m. at the Causeway Branch. The committee is submitting the next section of Chapter 3 for Board review and approval. The Board was provided with the original, edited/marked-up, and clean final copies of sections 311 to 321. The District Attorney's office reviewed the draft and the committee incorporated their suggestions. Kelly introduced Emily Couvillon, Assistant District Attorney, who attended the meeting to answer any questions. Kelly reviewed the changes to the following sections: Bank

Reconciliation, Inventory, Fuel Policy, Credit Card Policy, Walmart Card Policy, and Home Depot and Lowes Card Policy. Policies were combined, rearranged, and re-worded for clarification. Kelly explained that our procurement system called Procurify has streamlined and changed the purchasing process, which led to necessary adjustments to the Walmart Card Policy. A. Shaw asked about the procurement process. Kelly summarized the way Procurify's approval and purchasing process works.

B. Taylor asked for public comment. There was no public comment. Dr. A. Morgan moved to approve the changes to Chapter 3, Sections 311-321 of the Library Board of Control Rules and Regulations Manual. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

#### C. Board input into Slidell expansion

K. LaRocca reported that the Slidell Branch expansion is part of the Capital Projects list that was presented to the Parish Council. The current estimate of the project is \$2,850,000. The Library is in the process of getting input from the public, staff, and Library Board on what they would like to see in the addition. Consultant Denelle Wrightson visited the Slidell Branch in March to conduct staff input sessions. Her presentation was recorded for the public to view via their mobile device by scanning the QR codes included on the presentation boards. Transcripts of the presentation are also available. For the next month, patrons can visit the Slidell Branch to vote on what they would like to see in the expansion of the branch. The presentation boards have examples of 72 different concepts that are possible in the expansion. Patrons will be given 26 color-coded stickers to place on their concept choices. The same boards were on display in the Causeway Branch meeting room at the time of the board meeting. Each board member was given 26 stickers of their own to make their choices. The absent board members will make their choices on another day. The Board viewed Denelle Wrightson's video presentation highlighting the different concepts. No further action is required by the Board at this time. Administration will provide a detailed report on the information yielded by the input sessions at an upcoming board meeting.

#### D. Designation of Capital Funds – Technology Upgrade - RFID

K. LaRocca referenced the Capital Projects spreadsheet. The Radio Frequency Identification (RFID) Technology Upgrade is listed on the spreadsheet and the library would like the Board to consider designating the funds for the project.

T. DiMaggio stated that the RFID project was originally introduced at the July 28, 2020 board meeting and was re-introduced at the February 8, 2022 board meeting. The Board was provided

the full original report and the 2022 cost estimate. Tanya reiterated that RFID implementation does not mean fewer staff positions. It will streamline the materials flow process and free up staff time to do more person-to-person and outreach work instead of mundane tasks. Tanya reviewed some of the benefits of RFID. It will improve the accuracy, efficiency, and flow of materials, provide a better user experience, self-service checkout options, and will streamline the inventory and shelf-reading processes. It will also provide inventory security for branches with space for security gates.

Tanya referenced the cost estimate spreadsheet. The cost includes staff workstation installation, self-check installation, other equipment costs (security gates and handheld scanning wands), service contract and licensing, retroconversion project costs, and 15% contingency. The total estimate is \$945,201.80. The licensing fee is the only recurring cost and can be absorbed annually in the operational budget. A. Shaw asked if the equipment will be under warranty. Tanya stated that a warranty will be part of the proposal. Dr. A. Morgan asked who will prepare the new incoming materials. Tanya explained that the Technical Services department processes new materials and will continue to do so. B. Taylor asked what happens if a patron accidentally walks out of the library with a book that has not been checked out. Tanya said the alarm will sound and staff can proceed to check the item out.

B. Taylor asked for public comment. There was no public comment. A resolution by the Board is required to dedicate the funds for the project. T. DiMaggio read the resolution aloud. M. Reneau moved to approve the Designation of Capital Funds for the RFID Technology Upgrade. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

#### E. Director's Report

K. LaRocca reported that the lot has been cleared for the Slidell Branch parking lot expansion. Benny Bruce created videos of consultant Denelle Wrightson's presentation of the Slidell Branch expansion and taped podcasts to be released in May featuring NAMI St. Tammany with Adele Salzer and Amy Bouton as hosts. Amy and Benny created posters on foamboard, videos, and transcripts for display at the Slidell Branch. The Friends of the Slidell Library donated two oak trees for the Pearl River Branch.

Email blasts went to the St. Tammany Chamber and the Northshore Community Foundation inviting them to participate in our survey and focus groups for strategic planning. The library participated in National Library Week. The theme was Connect with Your Library. We offered food for fines and partnered with local food banks. We celebrated National Library Workers Day.

Staff provided outreach to local schools, Kiwanis Youth Wellness Fair, Women of Infinite Possibilities, and Boats on the Wall. Staff met with the St. Tammany Parish Public School System and Northshore Technical Community College to discuss partnerships and collaboration. Amy Bouton did radio interviews on The Lake 94.7, The Highway 104.7, and taped an episode of Check it Out with Byron Holdiman and Jenny Mayer. Several staff members have facilitated focus groups.

Several staff attended the Public Library Association Conference in Portland, Oregon in-person and virtually in March. Lynn Bardell received three Candid certificates in 2022. Children's and Teen Librarians attended the virtual Faye B. Kaigler Children's Book Festival. Tanya DiMaggio completed the requirements and is now a Certified Public Library Administrator through the Public Library Association with the ALA Allied Professional Association's program. Several staff attended the virtual Innovative Users Group Conference. The library will partner with NAMI St. Tammany for Mental Health Awareness Month. The St. Tammany Master Gardeners are creating a quarterly newsletter to provide in the branches.

Krista Reich is the new Circulation Manager at the Mandeville Branch. Erika Dawson was hired as the Children's Librarian at the Causeway Branch. Jessica Aucoin was hired as the Children's Librarian at the Mandeville Branch. Kelly referenced the March 2022 and year-to-date statistics.

B. Taylor asked for public comment. There was no public comment.

### 3. OLD BUSINESS

#### A. Strategic Planning Committee

K. LaRocca reported that various staff subcommittees met in April. The community survey is now closed and over 1,700 surveys were received. Visioning Sessions for Board members are complete. There have been 20 focus groups held for user and non-user groups, with more scheduled through April 30<sup>th</sup>. Our consultants continue to work on analyzing the information gathered from key stakeholder interviews and visioning sessions.

Publicity and communication efforts for Strategic Planning include: radio, newspaper, eBlasts, Twitter, Facebook, Instagram, LinkedIn. A copy of the focus group invitation was provided to the Board. A. Shaw asked if there is a tally of how many people have participated in focus groups so far. Kelly explained that we do not yet have a tally, and the size of the groups have varied. That information will be provided at the next board meeting. Kelly stated that she really appreciates all of the hard work the staff has put into facilitating the focus groups. The

Community Advisory Committee meeting is currently planned for May 11, 2022 and will be held via Zoom.

#### B. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation has not yet calculated the total amount raised at the Distinguished Speaker event. The Foundation is already looking forward to the next event and are looking for other locations that may be more cost-effective. The Art Auction is now closed.

#### C. Friends of the Library Report

B. Geiger reported that the West St. Tammany Friends participated in a focus group last week. The Friends of the Slidell Library will participate in a focus group this Saturday, April 30<sup>th</sup>. A. Shaw asked about the next West Friends book sale. Brent said that the dates are on the library's website.

#### 4. Public Comment

Dr. A. Morgan stated that she has many books that are just too heavy for her to bring to the Friends herself. Brent said that in the past the Friends had volunteers that would pick them up, but he is not sure if they are doing that at this time. The space at the current West Friends location is also much smaller than the previous location.

Emily Couvillon with the District Attorney's Office commented that there is a ballot initiative for a 1/7% sales tax to fund the criminal division of the District Attorney's office. She stated that there is currently no dedicated fund, and their budget was cut in half this year.

#### 5. Adjournment

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

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Mary Reneau, Secretary



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**St. Tammany Parish Library - General Fund**  
**Balance Sheet**  
**April 30, 2022**

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**ASSETS**

**Current Assets**

Cash	\$ 12,745,184.04
Cash - Health Claims	(41,717.05)
Due from Paylocity	0.00
Due from Bank	1,000.00
Due from Vendor	11,532.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	364,440.51
Ad Valorem Receivable - 2022	3,789,333.32
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	166,971.04
Prepaid Expenses	0.00

<b>Total Current Assets</b>	<b>17,036,743.86</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>\$ 17,038,724.86</b>
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**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Accounts Payable	\$ 67,842.35
Accrued Salaries	26,446.09
Deferred Inflows - Ad Valorem	40,662.00
Elective Benefits Payable	(1,989.55)
Retirement Payable	65,740.53
Health Claims Payable	57,234.55

<b>Total Current Liabilities</b>	<b>255,935.97</b>
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**Fund Balance**

Fund Balance	16,782,788.89
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<b>Total Fund Balance</b>	<b>16,782,788.89</b>
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<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 17,038,724.86</b>
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**St. Tammany Parish Library-General Fund  
Statement of Revenues and Expenditures  
For the Four Months Ending April 30, 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 Act</u> <u>to YTD</u> <u>Budget</u>
<b>Revenues</b>					
Ad Valorem Taxes	\$ 947,333.33	\$ 3,789,333.32	11,668,000.00	7,878,666.68	32.48
State Revenue Sharing	20,966.67	83,866.68	251,600.00	167,733.32	33.33
Fines/Fees	5,860.47	23,321.86	50,000.00	26,678.14	46.64
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	185.43	519.92	1,500.00	980.08	34.66
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	3,565.00	3,665.00	50,000.00	46,335.00	7.33
Summer Reading Shirt Sales	0.00	964.41	1,500.00	535.59	64.29
<b>Total Revenues</b>	<b>977,910.90</b>	<b>3,901,671.19</b>	<b>12,023,600.00</b>	<b>8,121,928.81</b>	<b>32.45</b>
<b>Expenditures</b>					
Library Administration	374,086.26	1,684,717.92	5,555,000.00	3,870,282.08	30.33
Employee Benefits	137,449.00	626,658.56	2,025,500.00	1,398,841.44	30.94
Advertising,Dues & Subscriptio	2,150.72	4,229.72	35,500.00	31,270.28	11.91
Signage	167.50	167.50	5,000.00	4,832.50	3.35
Printing, Duplicating & Bindin	137.38	1,474.71	19,000.00	17,525.29	7.76
Promotional Production	0.00	307.82	7,000.00	6,692.18	4.40
Utilities	28,675.15	112,036.38	275,000.00	162,963.62	40.74
Communications	10,474.62	45,460.73	144,000.00	98,539.27	31.57
Leases	25,629.41	106,202.27	319,500.00	213,297.73	33.24
Maintenance of Property & Equi	52,007.79	221,507.49	532,000.00	310,492.51	41.64
Maintenance Services (Building	35,935.73	95,811.76	261,000.00	165,188.24	36.71
Professional Services	86,690.26	96,383.66	308,700.00	212,316.34	31.22
Insurance and Claims	8,286.00	49,636.50	220,026.00	170,389.50	22.56
Operating Supplies	8,741.63	41,005.14	143,000.00	101,994.86	28.67
Travel & Continuing Education	8,861.88	14,133.82	77,000.00	62,866.18	18.36
Public Relations/Programming	4,062.03	12,702.78	110,800.00	98,097.22	11.46
Capital Outlay-Non-Book Acq.	69,282.49	158,079.31	574,000.00	415,920.69	27.54
Capital Outlay-library Res. Ac	66,155.52	413,544.30	1,405,500.00	991,955.70	29.42
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
<b>Total Expenditures</b>	<b>918,793.37</b>	<b>3,684,060.37</b>	<b>12,023,526.00</b>	<b>8,339,465.63</b>	<b>30.64</b>
<b>Excess of Revenues/(Expenditur</b>	<b>\$ 59,117.53</b>	<b>\$ 217,610.82</b>	<b>74.00</b>	<b>(217,536.82)</b>	<b>294,068.68</b>

**St. Tammany Parish Library**  
**Statement of Changes in Fund Balance**  
**For the Four Months Ending April 30, 2022**

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Beginning Fund Balance	\$ 16,565,178.07
Net Income	217,610.82
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Ending Fund Balance	\$ <u><u>16,782,788.89</u></u>

**St. Tammany Parish Library - General Fixed Asset Account Group**  
**Balance Sheet**  
**April 30, 2022**

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**ASSETS**

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

**FUND BALANCE**

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

## **SUPPLEMENTAL INFORMATION**

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**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 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	\$ 374,086.26	\$ 1,684,717.92	\$ 5,555,000.00	3,870,282.08	30.33
<b>Total</b>	<b>\$ 374,086.26</b>	<b>\$ 1,684,717.92</b>	<b>\$ 5,555,000.00</b>	<b>3,870,282.08</b>	<b>30.33</b>
<b>Employee Benefits</b>					
FICA/ Supplemental Retirement	\$ 8,233.62	\$ 36,803.43	\$ 107,500.00	70,696.57	34.24
Retirement Contributions	41,337.38	172,736.45	529,000.00	356,263.55	32.65
Health Insurance Expense	36,885.10	142,923.04	450,000.00	307,076.96	31.76
Health Trust	50,992.90	244,810.64	910,000.00	665,189.36	26.90
Worker's Compensation Expense	0.00	29,385.00	28,000.00	(1,385.00)	104.95
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
<b>Total</b>	<b>\$ 137,449.00</b>	<b>\$ 626,658.56</b>	<b>\$ 2,025,500.00</b>	<b>1,398,841.44</b>	<b>30.94</b>
<b>Advertising, Dues &amp; Subscriptions</b>					
Publication of Legal Notices	\$ 635.00	\$ 939.00	\$ 4,000.00	3,061.00	23.48
Membership Dues	0.00	1,675.00	9,500.00	7,825.00	17.63
Advertising	1,515.72	1,615.72	22,000.00	20,384.28	7.34
<b>Total</b>	<b>\$ 2,150.72</b>	<b>\$ 4,229.72</b>	<b>\$ 35,500.00</b>	<b>31,270.28</b>	<b>11.91</b>
<b>Signage</b>					
Signage	\$ 167.50	\$ 167.50	\$ 5,000.00	4,832.50	3.35
<b>Total</b>	<b>\$ 167.50</b>	<b>\$ 167.50</b>	<b>\$ 5,000.00</b>	<b>4,832.50</b>	<b>3.35</b>
<b>Printing, Duplicating &amp; Binding</b>					
Printing	\$ 137.38	\$ 1,474.71	\$ 9,000.00	7,525.29	16.39
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>\$ 137.38</b>	<b>\$ 1,474.71</b>	<b>\$ 19,000.00</b>	<b>17,525.29</b>	<b>7.76</b>
<b>Promotional Production</b>					
Promotional Production	\$ 0.00	\$ 307.82	\$ 7,000.00	6,692.18	4.40
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 307.82</b>	<b>\$ 7,000.00</b>	<b>6,692.18</b>	<b>4.40</b>

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 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	\$ 25,672.92	\$ 100,156.04	\$ 239,500.00	139,343.96	41.82
Gas	269.57	1,471.04	2,500.00	1,028.96	58.84
Water	2,732.66	10,409.30	33,000.00	22,590.70	31.54
<b>Total</b>	<b>\$ 28,675.15</b>	<b>\$ 112,036.38</b>	<b>\$ 275,000.00</b>	<b>162,963.62</b>	<b>40.74</b>
<b>Communications</b>					
Postage	\$ 80.65	\$ 3,544.77	\$ 7,000.00	3,455.23	50.64
Voice Line	6,618.97	26,748.60	88,500.00	61,751.40	30.22
Data Lines (Internet)	3,775.00	15,095.00	48,000.00	32,905.00	31.45
Courier/Shipping	0.00	72.36	500.00	427.64	14.47
<b>Total</b>	<b>\$ 10,474.62</b>	<b>\$ 45,460.73</b>	<b>\$ 144,000.00</b>	<b>98,539.27</b>	<b>31.57</b>
<b>Leases</b>					
Building Lease Expense	\$ 25,629.41	\$ 104,416.68	\$ 311,000.00	206,583.32	33.57
Equipment Lease Expense	0.00	1,785.59	6,000.00	4,214.41	29.76
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
<b>Total</b>	<b>\$ 25,629.41</b>	<b>\$ 106,202.27</b>	<b>\$ 319,500.00</b>	<b>213,297.73</b>	<b>33.24</b>
<b>Maintenance of Property &amp; Equipment</b>					
Custodial and Janitorial	\$ 16,677.10	\$ 68,150.82	\$ 210,000.00	141,849.18	32.45
Grounds/Lawn Maintenance	10,001.00	29,134.00	85,000.00	55,866.00	34.28
Maintenance Supplies	535.97	2,903.32	8,000.00	5,096.68	36.29
Fuel & Lube	0.00	10,675.97	23,500.00	12,824.03	45.43
Vehicle Repairs	227.49	1,346.93	6,000.00	4,653.07	22.45
Small Tools	105.98	528.86	3,000.00	2,471.14	17.63
Office Machine & Equip Repair	0.00	26.99	2,000.00	1,973.01	1.35
Network Utility Software	24,460.25	57,477.48	110,000.00	52,522.52	52.25
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>\$ 52,007.79</b>	<b>\$ 221,507.49</b>	<b>\$ 532,000.00</b>	<b>310,492.51</b>	<b>41.64</b>
<b>Maintenance of Services (Buildings)</b>					
Physical Plant	\$ 30,924.59	\$ 73,325.00	\$ 133,000.00	59,675.00	55.13
Plumbing, Heating and AC	3,693.62	15,234.55	81,500.00	66,265.45	18.69
Electrical	265.10	1,832.95	10,000.00	8,167.05	18.33
Sanitation	482.42	2,362.28	11,000.00	8,637.72	21.48
Pest Control	570.00	2,290.00	7,000.00	4,710.00	32.71



**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 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>
Termite Contract	0.00	278.00	3,500.00	3,222.00	7.94
Carpet Cleaning	0.00	488.98	15,000.00	14,511.02	3.26
<b>Total</b>	<b>\$ 35,935.73</b>	<b>\$ 95,811.76</b>	<b>\$ 261,000.00</b>	<b>165,188.24</b>	<b>36.71</b>
<b>Professional Services</b>					
Payroll Service Fees	\$ 2,585.15	\$ 11,385.55	\$ 32,500.00	21,114.45	35.03
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	11,923.75	11,923.75	40,000.00	28,076.25	29.81
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	4,311.01	5,129.01	90,000.00	84,870.99	5.70
Security	28.00	103.00	12,000.00	11,897.00	0.86
Web Design Consultant	67,842.35	67,842.35	72,200.00	4,357.65	93.96
Movers	0.00	0.00	60,000.00	60,000.00	0.00
<b>Total</b>	<b>\$ 86,690.26</b>	<b>\$ 96,383.66</b>	<b>\$ 308,700.00</b>	<b>212,316.34</b>	<b>31.22</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	15,138.00	23,000.00	7,862.00	65.82
Vehicle Insurance	8,286.00	27,758.50	36,450.00	8,691.50	76.16
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>\$ 8,286.00</b>	<b>\$ 49,636.50</b>	<b>\$ 220,026.00</b>	<b>170,389.50</b>	<b>22.56</b>
<b>Operating Supplies</b>					
Office Supplies	\$ 2,009.82	\$ 9,818.51	\$ 20,000.00	10,181.49	49.09
Bank Service Charges	1,278.83	5,022.09	16,000.00	10,977.91	31.39
Book Preparation Supplies	2,284.97	9,560.08	38,000.00	28,439.92	25.16
Computer/Printer Supplies	2,758.76	14,926.16	61,000.00	46,073.84	24.47
Programming Supplies	409.25	1,678.30	8,000.00	6,321.70	20.98
<b>Total</b>	<b>\$ 8,741.63</b>	<b>\$ 41,005.14</b>	<b>\$ 143,000.00</b>	<b>101,994.86</b>	<b>28.67</b>
<b>Travel and Continuing Education</b>					
Staff Travel - Local	\$ 1,145.50	\$ 4,087.25	\$ 15,000.00	10,912.75	27.25
Library In-service Training	1,392.80	1,392.80	7,000.00	5,607.20	19.90
Conventions & Seminars	6,323.58	8,653.77	55,000.00	46,346.23	15.73
<b>Total</b>	<b>\$ 8,861.88</b>	<b>\$ 14,133.82</b>	<b>\$ 77,000.00</b>	<b>62,866.18</b>	<b>18.36</b>

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Four Months Ending April 30, 2022**

10

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
<b>Public Relations/Programming</b>					
Summer Reading Program	\$ 2,266.11	\$ 2,461.22	\$ 45,000.00	42,538.78	5.47
Summer Reading T-shirts	0.00	0.00	5,800.00	5,800.00	0.00
Adult Programming	1,425.00	6,663.62	33,000.00	26,336.38	20.19
Young Adult Programming	327.52	871.45	15,000.00	14,128.55	5.81
Juvenile Programming	43.40	2,706.49	12,000.00	9,293.51	22.55
<b>Total</b>	<b>\$ 4,062.03</b>	<b>\$ 12,702.78</b>	<b>\$ 110,800.00</b>	<b>98,097.22</b>	<b>11.46</b>
<b>Capital Outlay-Non-Book Acq</b>					
Landscape Additions	\$ 0.00	\$ 4,245.00	\$ 23,000.00	18,755.00	18.46
Imp Phys Plant	24,255.00	24,255.00	215,000.00	190,745.00	11.28
Vehicles	0.00	27,841.26	95,000.00	67,158.74	29.31
Office Equip, Furn & Shelving	6,897.82	17,542.70	150,000.00	132,457.30	11.70
PC Network	38,129.67	84,195.35	85,000.00	804.65	99.05
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>\$ 69,282.49</b>	<b>\$ 158,079.31</b>	<b>\$ 574,000.00</b>	<b>415,920.69</b>	<b>27.54</b>
<b>Capital Outlay-Library Res. Acq.</b>					
Adult Books	\$ 3,861.41	\$ 41,017.93	\$ 205,000.00	163,982.07	20.01
Lease/Purchase Books	0.00	18,363.24	19,000.00	636.76	96.65
Juvenile Books	767.48	6,908.42	105,000.00	98,091.58	6.58
Young Adults	451.99	3,777.64	15,000.00	11,222.36	25.18
Music Recordings	0.00	725.99	6,000.00	5,274.01	12.10
Adult Reference	8,706.62	27,469.56	111,000.00	83,530.44	24.75
Juvenile Reference	0.00	7,651.51	45,000.00	37,348.49	17.00
Periodicals	4,216.80	17,216.80	50,000.00	32,783.20	34.43
Audio Recordings	80.97	852.75	20,000.00	19,147.25	4.26
Video Recordings	1,178.53	9,994.97	72,000.00	62,005.03	13.88
Genealogy	0.00	34.40	5,000.00	4,965.60	0.69
Microfilm	0.00	0.00	10,000.00	10,000.00	0.00
Downloadable Media	30,989.72	135,809.50	390,000.00	254,190.50	34.82
CD/Software	160.00	24,104.65	92,500.00	68,395.35	26.06
Internet Database Subscription	15,742.00	119,616.94	260,000.00	140,383.06	46.01
<b>Total</b>	<b>\$ 66,155.52</b>	<b>\$ 413,544.30</b>	<b>\$ 1,405,500.00</b>	<b>991,955.70</b>	<b>29.42</b>
<b>Capital Expenditures</b>					
Capital Expenditures - Cameras	\$ 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>

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

The Rules and Regulations Committee met on Wednesday, May 18<sup>th</sup> at the Administrative Office to discuss how the next section of chapter three should be presented for Board review and to work on the Contracting Policy. We have two more Chapter 3 policies to review, and we should be able to present these to the Board at our next meeting. Our next scheduled meeting is June 22<sup>nd</sup> at 2:00 pm at the Administrative Office.

The committee is submitting sections 323 and 325 of Chapter 3 for Board review and potential approval. Following this explanation are copies of sections 323 and 325 (an original and an in-line marked-up version). As mentioned at the last Board meeting, 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 Board will discuss and potentially adopt the updates. Emily Couvillon, Assistant District Attorney, will be at the board meeting.

## **Section 323.Capital Assets**

*Effective Date: 07/25/2017*

*Revision Date: TK*

Capital assets, which include property, vehicles, furniture and equipment, computers, and building improvements, are reported in the government-wide financial statements.

Capital assets are recorded at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Depreciation of all exhaustible capital assets is charged as an expense against the Library's operations. In the fund financial statements, capital assets are accounted for as capital outlay expenditures upon acquisitions.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. The Library capitalizes equipment in excess of \$2,500 and improvements in excess of \$25,000. The Library capitalizes all books and other items except for periodicals and reference materials.

The following estimated useful lives and methods are used to compute depreciation:

Books	5 years	Straight Line
Vehicles	5 years	Straight Line
Furniture and Equipment	5-10 years	Straight Line
Computers	5 years	Straight Line
Building Improvements	20-30 years	Straight Line

## **Section 325. Disbursements**

*Effective Date: 11/28/2017*

*Revision Date: TK*

All disbursements are made by paper check or automated clearing house (ACH). Cash payments are prohibited.

Checks are printed weekly for payment. ACH payments are drafted on schedule or as needed.

The supply of blank/unused checks are maintained under lock and access is restricted to only the Director, Assistant Directors, and Bookkeeper/Office Manager.

All bills are given to the Bookkeeper/Office Manager who stamps each bill received with the date.

Bills are then approved by the initials of the department head or administrative staff member who made the order—certifying the items were received along with a packing slip. All

documentation supporting a disbursement should be attached together. The Bookkeeper/Office Manager then enters each bill into the accounting software to be paid.

Checks and invoices are then sent to the Director/designee for signatures and verification. The Director/designee must verify that check and invoice amounts match. Once the checks and invoices are matched, the Director/designee must then sign the check. Two signatures are required.

After checks are signed,

- Invoices and checks are returned to the Administrative Associate who detaches each check stub and attaches it to the invoice.
- The Administrative Associate then places the check and payment receipt in the appropriate envelope.
- Payments are then taken by the Administrative Associate to the Post Office and mailed.
- Invoices with attached check stubs are then filed in appropriate folders.

In the case of an ACH, when a paper check is not prepared,

- The invoice is stamped with a location for the two required signatures.
- Once signed, the Bookkeeper initiates a transfer and the Director releases it.
- For scheduled drafts the Bookkeeper verifies all information prior to the draft date.
- Invoices are then filed in appropriate folders.

## Table of Contents

### Chapter 3. Financial Administration

Section 301. Financial Practices

Section 302. Transactions

Section 303. Audit

Section 305. Record Retention

Section 307. ~~Budget~~Budgeting Process

Section 309. Financial Reporting

Section 311. Bank Reconciliation

Section 313. Inventory

Section 315. ~~Fuel~~Credit Card Policy

Section 317. ~~Credit Card~~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~~and Contracting~~

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# OCEANS OF POSSIBILITIES

## REGISTRATION GUIDELINES

### CHILDREN

Ages 0-11

#### HOW DO THEY REGISTER

Kids can register in-person at a branch or online in Beanstack.

In Beanstack, there are 2 programs.

Ages 0-5 Challenge

Ages 6-11 Challenge

\*Beanstack will automatically assign the correct Challenge based on their age.

#### REGISTRATION PRIZE

All kids receive a Beach Ball.

#### CHALLENGE REQUIREMENTS

Read or be read to for 720 minutes.

#### CHALLENGE COMPLETION PRIZE

- A Drawstring Backpack and a Completion Certificate
- Beanstack ONLY - Entered into 6 drawings for a Lego Set (age appropriate).

#### PIN CLUB (Beanstack)

Extra Reading Challenge for kids ages 6 to 11 to read 5 books in a genre to earn a pin. There are 6 categories: Ocean, Scary, Adventure, Animal, Fantasy, and Free Read. If they finish them all, they are entered into a drawing for a Lego Set.

#### WEEKLY ACTIVITIES (Beanstack)

All kids can complete age appropriate weekly activities and earn a trip to the Treasure Chest and an entry in weekly prize drawing.

### TEENS

Ages 12-18

#### HOW DO THEY REGISTER

Teens register online through Beanstack.

#### REGISTRATION PRIZE

Baseball Cap

#### CHALLENGE REQUIREMENTS

Earn 720 points in Beanstack by reading and/or completing activities.

#### COMPLETION PRIZE

Automatically entered into 3 drawings for a \$50 gift card.



### ADULT

Ages 19 and up

#### HOW DO THEY REGISTER

Register online through Beanstack.

#### REGISTRATION PRIZE

Baseball Cap

#### CHALLENGE REQUIREMENTS

Read 12 hours and log it into Beanstack OR

Read and complete activity badges. Both ways earn prizes! Completing 5 activity badges is the equivalent of BINGO, which earns a STPL backpack.

#### COMPLETION PRIZE

When complete, receive a waterproof phone pouch & an automatic entry into the drawing for a \$50 gift card.

## IMPORTANT DATES

Friday, May 20 - First Day of SRC

Saturday, May 21 1-4PM - Kick Off Event at Madisonville

Week of May 31 - First week of programs

Monday, June 13 - First Day to pick up prizes

Week of July 5 - Last week of programs

Saturday, July 30 - Last Day to complete SRC

Monday, August 8 - Drawing for Challenge Prizes

Saturday, August 13 - Last Day to Pick-Up Prizes

\*All drawing winners will be notified by email or phone\*

## **Additional Funding for Slidell Parking and Entrance ADA Accessibility**

Construction is underway for our Slidell Parking and Entrance ADA Accessibility project. We have had change orders to accommodate Slidell permitting regulations on parking bay depths, a change to a catch basin to accommodate an unforeseen electrical cable, and undercutting the existing site an additional 6" due to failed proof roll testing - we needed to go slightly deeper to obtain a solid base for the parking lot.

These change orders will use up our contingency money. Although the engineer says we are unlikely to find more unforeseen site conditions, we are requesting an additional \$25,000 in contingency funds to ensure we can finish the projects should anything else be discovered. We have capital funding to cover the additional required money. The proposed new total project cost would be \$807,500. Any contingency money that is not used would be released to be used on the next project. After this report, a sample resolution dedicating the additional funding is included for your reference.



St. Tammany Parish Library Board of Control  
Designation of Additional Capital Funds for Slidell Parking and Entrance ADA Accessibility  
May 31<sup>st</sup>, 2022

**BE IT RESOLVED** that the St. Tammany Parish Library Board of Control designates an additional \$25,000 of capital funds for the construction of a parking lot and improving ADA accessibility to the south entrance at the Slidell Branch on Robert Blvd for a project total of \$807,500. The additional funding will ensure adequate funds for contingency.

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

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

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

Moved for adoption by \_\_\_\_\_ and seconded by \_\_\_\_\_,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 31<sup>st</sup> DAY OF May 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

**Slidell Art League Alcohol Request**

The Slidell Art League will hold an opening reception on September 9<sup>th</sup>, 2022, and a closing reception on October 21<sup>st</sup>, 2022, for its annual art show at the Slidell Branch on Robert Blvd. It is requested that the Art League be allowed to serve wine. The wine will be served along with food and with the assistance of a licensed bartender.

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

# Director's Report — May, 2022

## FACILITIES

Surplus vehicles will be auctioned on Thursday, May 26.

The Slidell Parking and ADA accessibility Project is underway; the expected completion is July 27, 2022

Kelly LaRocca met with Slidell City Councilman-Elect Trey Brownfield, Parish Councilman Chris Canulette, and Parish President Cooper to discuss the Slidell ADA accessibility and parking project and to inform them of the opportunity for public input on the Slidell Expansion.

All month long, the public had input on the Slidell expansion project utilizing the same concept boards and stickers that the LBOC used. It is estimated that we had 300 people participate. The raw results were sent to Denel Wrightson, and we can expect some results at the next LBOC meeting.

Kelly LaRocca and Brent Geiger attended the Parish Council meeting on May 5<sup>th</sup>, for the Council approval of the people counter project and the renovation of the new technical services and maintenance building. The Parish is now in the process of finding us an architect for that renovation.

## SUMMER READING

PSAs on the Lake 94.7

Ads in Slidell Magazine, Northshore Social, and Inside Northside

Podcast, Check it Out Article, TV Show, three radio interviews

Postcards Mailed to 21,000 households

## MARKETING AND OUTREACH

Check it Out TV Show: Jillian Boudreaux, Jennifer Mayer, Jennifer Rifino, and Amy Bouton taped the Check it Out TV Show about Summer Reading. Benny Bruce produced a podcast from the show as well.

### SRC Promotion

Jessica Aucoin

Carly Nguyen

Erika Dawson

Susan Badon

Rhonda Spiess

Carly Nguyen: Gave the Boys Scouts a library tour.

Kelly LaRocca visited with the Ladies of the Club book club in Slidell to talk about library services and upcoming projects.

Jennifer Rifino and Amy Bouton did outreach at the inaugural Special Needs Expo held at the St. Tammany Parish Coroner's Office.

Rhonda Spiess :

Storytime at Lacombe-Mandeville Headstart

Hosted adult Book Club at Lacombe Branch.

Organized community volunteers to aid in the creation of the Summer Reading Challenge decorations at the Lacombe Branch for the Summer Reading Challenge.

## **PROFESSIONAL INVOLVEMENT**

Summer Reading Informational Day Spearheaded by Jillian Boudreaux, Jennifer Rifino, and Jennifer Mayer was held April 26th. It was attended by managers and Children's and Teen Librarians to learn about the Summer Reading Rollout.

Debbie Cuevas and Mary Thompson attended the Ochsner Health Employer Solutions Meeting

Amy Bouton participated in the Leadership Northshore May activities, including Graduation from the program.

Kelly LaRocca attended a PLA Budget Committee Meeting

## **Mental Health First Aid class with NAMI St. Tammany**

Brent Geiger

Byron Holdiman

Carolyn Erminger

Megan Jenkins

Mary Thompson

Taylor LeBlanc

Sally Mckissack

Kelly LaRocca

Crissie Molina

Pamela Taylor

Tanya DiMaggio

Evan Kramer

Sarah Aucoin

Adrienne Ivy

Jane Johnson

Libby Garriga

Sally Gill

Noelle Williams

Iriana Lonon

Lynn Bardell

Jillian Boudreaux

Hilari Melerine

Brad Westmoreland

Antoinette McGee

Robert Barnes

# Director's Report — May, 2022

## WEBINAR ATTENDANCE

Iriana Lonon  
Amy Bouton  
Jane Johnson  
Evan Kramer  
Sally Gill  
Katie Smith  
Megan Jenkins  
Lynn Bardell

## PERSONNEL

11 summer reading assistants. They are temporary for the summer only.

## WEBSITE

April 26th – May 18th

42,217 Sessions; 27,818 users

# April 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	207	43	139	31	380			12		812				
Abita	530	53	311	15	585	16		29		1,539	200	1,979	73	270
Bush	157	14	400	11	152	1		7		742	125	829	29	123
Causeway	1855	231	801	47	1653	17		176		4,780	529	4,625	464	1428
Covington	3129	314	1779	32	2865	119	151	168		8,557	1,237	5,443	2052	1196
Folsom	411	23	556	6	335	45		66		1,442	368	1,380	90	142
Lacombe	214	29	288	4	156	2		20		713	271	1,979	99	146
Lee Road	304	19	158	5	277	6	18	13		800	51	543	44	179
Madisonville	1097	157	459	33	1667	28		98		3,539	380	3,694	882	551
Mandeville	2254	317	747	44	3467	98	4	233		7,164	1,255	5,909	699	613
Pearl River	373	30	190	19	276	2	43	8		941	297	1,599	72	147
Virtual <sup>1</sup>									28025	28,025				
Slidell	3457	319	1565	47	3834	213	283	355		10,073	2,064	10,499	1251	1078
South Slidell	552	71	460	22	601	15	2	83		1,806	1,255	4,296	661	1214
<b>Total</b>	<b>14,540</b>	<b>1,620</b>	<b>7,853</b>	<b>316</b>	<b>16,248</b>	<b>562</b>	<b>501</b>	<b>1,268</b>	<b>28,025</b>	<b>70,933</b>	<b>8,032</b>	<b>42,775</b>	<b>6,416</b>	<b>7,087</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:**

**493**



Jan - April 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	1010	220	544	130	716			73		2,693				
Abita	2050	190	1268	72	2453	27		111		6,171	758	7,249	289	1025
Bush	675	51	1470	37	571	29		47		2,880	321	3,066	114	452
Causeway	7661	923	3809	155	6171	68		651		19,438	2,169	17,591	1893	5415
Covington	13151	1170	6472	125	11382	431	464	645		33,840	4,988	22,181	8475	4584
Folsom	1870	111	1917	29	1029	219		154		5,329	1,107	4,640	407	595
Lacombe	845	85	1002	18	591	12		68		2,621	816	6,636	393	537
Lee Road	1179	88	608	15	1417	11	57	43		3,418	238	2,258	196	829
Madisonville	4737	682	1813	107	5738	72		410		13,559	1,488	13,106	3520	1972
Mandeville	9093	1311	3644	156	13045	328	14	927		28,518	4,275	21,621	2964	2397
Pearl River	1596	126	848	84	927	17	223	35		3,856	981	6,428	265	627
Virtual <sup>1</sup>									112232	112,232	7,843			
Slidell	13963	1393	6173	195	13729	886	1226	1303		38,868	5,066	39,133	4807	4305
South Slidell	2395	293	2006	57	2178	50	16	259		7,254		17,369	2959	4747
<b>Total</b>	<b>60,225</b>	<b>6,643</b>	<b>31,574</b>	<b>1,180</b>	<b>59,947</b>	<b>2,150</b>	<b>2,000</b>	<b>4,726</b>	<b>112,232</b>	<b>280,677</b>	<b>30,050</b>	<b>161,278</b>	<b>26,282</b>	<b>27,485</b>

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

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

**Patrons Registered:**

**2101**

## Strategic Planning Committee Update

Strategic planning continues to make headway.

Since our last Board meeting, the Strategic Planning Committee's various staff subcommittees have met, particularly those covering focus groups and the community advisory committee.

Progress on Strategic Planning includes:

- All focus groups were completed, and we held a focus group committee wrap-up meeting on May 3<sup>rd</sup>.
- All focus group notes are due to Carson and Susan by May 20th, so they can begin analysis.
- The Community Advisory Committee met for a short organizing meeting on Wednesday, May 11th.
- The next Community Advisory Committee will be scheduled for July so that the consultants can pull together the results of our information collection efforts for the committee's review.
- The Committee members are as follows:
  - Marc Baham – Executive Director of STARC. The organization provides a lifetime of services, training, advocacy, resources, and community connections for individuals with intellectual and developmental disabilities.
  - Errick Baldwin – Coordinator for WorkreadyU, adult high school equivalency (HSE) for Northshore Technical Community College.
  - Mark K. Bellisario – Former School Board member, Wife of a former Parish Councilman, current board member of the Military Rd. Alliance - an association of neighborhoods in Slidell.
  - Mary Burckell – Director of Health and Human Services / Safe Haven Campus, St. Tammany Parish Government. Government umbrella over all social services initiatives in the Parish.
  - Shannon Collins – Small business owner, homeschooler, lives in Covington.
  - Dorrable Dangerfield – Curriculum Coordinator for St. Tammany Parish School Board.
  - Leslie Landry – Vice President Northshore Community Foundation, the Foundation is a regional support for foundations, charitable giving, and community-wide initiatives
  - Elizabeth Lee– Research & Policy Analyst and Project Associate for Strategic Initiatives from St. Tammany Corp. - the Economic Development Organization for St. Tammany Parish.
  - Peter Lewis – Covington City Council Member, Small Business Owner.
  - Pam Miley – Owner and Director of Little Red School House in Covington. She represents early childhood education.
  - Kristen Scott – Retired Librarian, Former Library Board member, rural library user
  - Amber Sheppard – Attorney from Slidell, member of HYP (Habitat for Humanity Young Professionals),
  - Peggy Seeley – Former School Board member, lives in Pearl River, rural library user