

St. Tammany Parish Library
Board of Control Meeting
July 26th, 2022
Madisonville Branch Library
1123 Main Street, Madisonville, LA 70447
6:30 P.M.

AGENDA

Public Comment: A three (3) minute time limit is established for each member of the public wishing to speak (for or against) an item on the 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 May 31, 2022.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – June 2022
 - Discussion
 - Public Comment
 - Vote
 - B. Summer Budget Amendment - 2022
 - Discussion
 - Public Comment
 - Vote
 - C. Rules and Regulations Update - Chapter 3 Section 327 & 329
 - Discussion
 - Public Comment
 - Vote
 - D. Director's Report (includes all library activities during June)
 - Discussion
 - Public Comment
3. OLD BUSINESS
 - A. Strategic Planning Update
 - B. Slidell Branch Renovation Community Input
 - C. St. Tammany Parish Library Foundation Update
 - D. Friends of the Library Report
4. Public Comment
5. Adjournment

St. Tammany Parish Library
Board of Control Meeting
May 31, 2022
Madisonville Branch
1123 Main Street
Madisonville, LA 70447
6:30 P.M.

MINUTES

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

Present: Bill Allin, Carmen Butler, Ann Shaw, Becky Taylor

Absent: Dr. A. Morgan, Mary Reneau

1. Approval of the minutes of the meeting of the Library Board of Control that was held on April 26, 2022.

There were no suggested corrections to the minutes. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to approve the minutes of the April 26, 2022 board meeting. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – April 2022

K. LaRocca reported that the library received \$225,968.84 in ad valorem revenue and \$84,209.35 in state revenue sharing since the last meeting. The majority of the budgeted ad valorem revenue has been received and another payment in state revenue sharing is expected later in the year. Revenues and Expenditures should be at 33% at this point in the year. Total revenues are 32.45% and total expenditures are 30.64%.

The Library Salaries line is at 30.33%, which is on target for this point in the year. The Fuel and Lube line is at 45% due to the increasing fuel prices. The Polaris Maintenance, Physical Plant, and Web Design Consultant lines are over budget due to being expended early in the year. The Insurance and Claims lines are expended throughout the year and will be in balance by December. The Office Supplies line is over budget due to an increase in usage and extra office supplies that were purchased for summer reading and strategic planning. The PC Network line is at 99% due to computers that were purchased early in the year.

B. Allin asked why Office Equipment, Furniture and Shelving is only at 11%. Kelly explained that there are items on order that have not been received. B. Allin asked why the Juvenile Books line is under budget. Kelly explained that Children's Services works on the Summer Reading Challenge during the first half of the year and will work on purchasing during the second half of the year.

A. Shaw asked about the Flood Insurance line, as discussed in the previous board meeting. Kelly explained that 65% of the budgeted funds have been paid to the Parish. Other properties will renew later in the year and will be paid at that time. As discussed at the previous meeting, Kelly explained that rates will likely increase. She hopes to have a better idea of the cost before the July budget amendment.

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

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

K. LaRocca reported that the committee met on May 18th at the Administrative Office to discuss the next section of chapter three and to work on the Contracting Policy. The Board was provided with original and in-line marked up copies of sections 323 and 325. The sections were written based on the Parish's Boards and Commissions Guide and best practices as outlined by the Louisiana Legislative Auditor. The committee has also incorporated the District Attorney's Office suggestions. Emily Couvillon, the Assistant District Attorney, attended the board meeting to answer questions.

Kelly reviewed the changes to Section 323: Capital Assets and Section 325: Disbursements. Changes to Section 325 include clarifying that all disbursements are made by paper check or automated clearing house (ACH). Access to paper checks is restricted to the Director, Assistant Directors, and the Bookkeeper/Office Manager. The Bookkeeper/Office Manager enters each bill into the accounting software to be paid. Checks are signed by the Director/designee and two signatures are required. The Administrative Associate detaches each check stub, attaches them to the invoices, and places the checks and receipts into envelopes. Envelopes are mailed at the post office. For an ACH payment, 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. Kelly explained that this ensures that there is more than one person involved in the payment process, as required by the legislative auditor.

B. Taylor asked for public comment. There was no public comment. C. Butler moved to approve the Rules and Regulations Update to Chapter 3, Sections 323 and 325. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

C. Summer Reading Presentation

Benny Bruce played the Summer Reading Challenge (SRC) promotional video. This year's theme is "Oceans of Possibilities". Jillian Boudreaux, Adult Programming Coordinator, reported on the success of the recent Summer Reading Kick-off Party at the Madisonville Branch. Approximately 350 people attended. She presented the details of the Adult Summer Reading Challenge. Adult patrons receive a baseball hat with the library logo after registering for the challenge. After reading 12 hours, the completion prize is a waterproof pouch with the library logo. The bingo/activities badge prize is a backpack with the library logo.

Jennifer Rifino, Teen Services Coordinator, gave details about the Teen Summer Reading Challenge. The community is challenged to read a combined total of one million minutes. Last year's total was 955,000 and she is hopeful that goal can be surpassed this year. Teen patrons will receive a baseball hat with the library logo after registering. After reading 12 hours, teens are entered into three drawings for a \$50 gift card for any retailer in St. Tammany Parish. Jennifer was happy to report that we have almost reached last year's registration total, and are only two weeks into the challenge. There will be events such as cooking and craft workshops, American Sign Language, and a mock underwater dig led by the Department of Archaeology. Jennifer reported that 55 teens attended the Teen Volunteer Orientation this year. She noted how volunteering often serves as a teens' first work experience and four past teen volunteers have continued on to become librarians.

Jenny Mayer, Children's Services Coordinator, gave each board member a summer reading bag, lapel pin, and summer reading guide. Jenny reported that children will receive a beach ball with the library logo after registering for the challenge. After reading 12 hours, the completion prize is a bag with the library logo. Children are also entered into a drawing for ocean-themed Legos. Children can register and keep track of their minutes online or with a paper reading log. There are extra challenges online for children and families. There will be special guest events for all ages such as The PopRocks performances and "The Little Mermaid" musical storytime. Community partners such as the St. Tammany Parish Coroner's Office will give a Pool Safety presentation. Jenny noted that the registration numbers are fantastic so far and she is looking forward to surpassing last year's totals. Kelly suggested that the board members check out the decorations in the Madisonville Branch, noting that there is an amazing life-sized 3-D whale suspended from the ceiling.

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

K. LaRocca reported that construction for the Slidell Parking and Entrance ADA Accessibility project is underway. There are change orders to accommodate Slidell permitting regulations on parking bay depths, a change to a catch basin to accommodate an unforeseen electric cable, and undercutting the existing site an additional 6” due to failed proof roll testing. It was necessary to go slightly deeper to obtain a solid base for approximately half of the parking lot. These change orders will use up our contingency funds. We are requesting an additional \$25,000 in contingency funds to ensure that we can finish the project if anything else is discovered. There is enough capital funding to cover the additional required money. The new proposed total project cost is \$807,500. Any contingency money not used would be released for the next project. A resolution by the Board is needed to designate the additional funds for this project. Randy Oustalet with Meyer Engineering was in attendance and answered several questions from board members. He discussed the ground conditions, water table, and the permitting regulations.

Kelly explained that she does not anticipate needing to use the full \$25,000, but there is a timing issue that needs to be considered. If the Board approves designating the funds, it will be introduced at the July Parish Council meeting. Then it will be presented for approval at the August Parish Council meeting. Since the project is due to be complete in August, the funds would be available if needed. B. Allin asked about the term change order and who requests the change order. Kelly explained that the term is used to describe the variation of costs that result from necessary modifications to the design and construction of the project. The recommendation of a change order is initiated by the engineer. Mr. Allin commented that he just wants to be sure we are prudent and taking care of the problems efficiently.

B. Taylor asked for public comment. There was no public comment. K. LaRocca read the resolution aloud. A. Shaw moved to adopt the resolution to designate additional capital funds for the Slidell parking and entrance ADA accessibility. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

E. Alcohol Request – Slidell Art League

K. LaRocca reported that the Slidell Art League will hold an opening reception on September 9, 2022 and a closing reception on October 21, 2022 for its annual art show at the Slidell Branch. It is requested that the Art League be allowed to serve wine. The wine will be served 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. B. Taylor asked for public comment.

C. Butler asked if there will be any restrictions or limitations on how many glasses of wine are served per person. Kelly is not aware if the Art League has any restrictions. She explained that the wine is served by a licensed bartender to ensure that there is no excessive drinking, and no underage patrons are served. C. Butler stated that she wants to be sure that the library stays within the boundaries of its purpose. Kelly offered to request that the Art League would limit the wine availability to one or two drinks. C. Butler stated that the dynamics of the community have changed, and she would prefer to be on the safe side when allowing alcohol to be served. Kelly clarified that the only events that the library requests alcohol to be served are the yearly Library Foundation meeting and the Slidell Art League. The number of people at those events are limited. The events take place in the meeting rooms, and the group would be liable if anything should occur. B. Taylor asked for an update for the next board meeting.

A. Shaw moved to approve the alcohol request from the Slidell Art League. It was seconded by B. Allin. All were in favor, none were opposed, and two were absent. Motion carried.

F. Director's Report

K. LaRocca reported that the two surplus vehicles were auctioned on May 26th. The Slidell Parking and ADA Accessibility Project is underway. Kelly LaRocca met with Slidell City Councilman-Elect Trey Brownfield, Parish Councilman Chris Canulette, and Parish President Cooper to discuss the Slidell Parking and ADA Accessibility Project and to inform them of the opportunity for public input on the Slidell Branch expansion. Approximately 300 people participated in giving public input on the Slidell Branch expansion project. The Council approved the people counter project and the renovation of the new technical services and maintenance building.

The library promoted the Summer Reading Challenge (SRC) on The Lake 94.7 radio station. There were ads in Slidell Magazine, Northshore Social, and Inside Northside. It was promoted in the library's podcast, three radio interviews, the Check it Out weekly newspaper article, and STPG-TV show. Postcards promoting the SRC were mailed to 21,000 households. Tanya explained how Gayle Analytics uses census statistics to work along with Polaris to generate the list of households that was used to mail the postcards. We were able to reach both users and non-users by utilizing the lists. The Check it Out TV show featured Jillian Boudreaux, Jenny Mayer, Jennifer Rifino, and Amy Bouton. Benny Bruce produced a podcast from the show as well.

Outreach was offered to various organizations. Staff attended informational summer reading meetings, committee meetings, and webinars. Many staff members attended the Mental Health First Aid workshop with NAMI St. Tammany. Amy Bouton participated in Leadership Northshore activities and graduated from the program. Eleven Summer Reading Assistants have

been hired as temporary staff during the SRC. Website statistics show 42,217 sessions and 27,818 users visited the website since the last board meeting. Kelly referenced the service statistics for April 2022 and the year-to-date.

3. OLD BUSINESS

A. Strategic Planning Committee

K. LaRocca reported that various staff committees have met since the last board meeting. There were 33 focus groups conducted in total. All focus group notes are completed and were sent to the consultants for analysis. The community advisory committee met for a short organizing meeting. It was an opportunity for the committee members to get to know each other. Board members were provided with a list of the community advisory committee members. The next committee meeting with the consultants will be in July.

B. St. Tammany Parish Library Foundation

A. Shaw reported that the Foundation is still waiting on final numbers from the Distinguished Speaker event. The Foundation was asked to be the beneficiary of the Winn Dixie community bag program for the month of June. For every bag purchased, one dollar is donated to the Library Foundation. The participating Winn Dixie store is located at 4100 Highway 59 in Mandeville.

C. Friends of the Library Report

B. Geiger met with the West St. Tammany Friends and reported that they are doing well.

4. Public Comment

There was no public comment.

5. Adjournment

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

Mary Reneau, Secretary

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

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ASSETS

Current Assets

Cash	\$ 11,270,594.08
Cash - Health Claims	(2,100.00)
Due from Paylocity	0.00
Due from Bank	1,000.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	156,050.23
Ad Valorem Receivable - 2022	5,683,999.98
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	124,695.03
Prepaid Expenses	0.00

Total Current Assets	17,234,239.32
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Other Assets

Deposits	1,981.00
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Total Other Assets	1,981.00
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Total Assets	\$ 17,236,220.32
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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	(2,350.41)
Retirement Payable	198,897.49
Health Claims Payable	57,234.55

Total Current Liabilities	320,889.72
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Fund Balance

Fund Balance	16,915,330.60
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Total Fund Balance	16,915,330.60
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Total Liabilities & Fund Balance	\$ 17,236,220.32
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St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Six Months Ending June 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 Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 947,333.33	\$ 5,683,999.98	11,668,000.00	5,984,000.02	48.71
State Revenue Sharing	20,966.67	125,800.02	251,600.00	125,799.98	50.00
Fines/Fees	7,861.10	36,830.24	50,000.00	13,169.76	73.66
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	1,302.55	3,222.80	1,500.00	(1,722.80)	214.85
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	11,287.04	17,799.90	50,000.00	32,200.10	35.60
Miscellaneous Income	14,200.21	14,200.21	0.00	(14,200.21)	0.00
Summer Reading Shirt Sales	0.00	1,089.27	1,500.00	410.73	72.62
Total Revenues	1,002,950.90	5,882,942.42	12,023,600.00	6,140,657.58	48.93
Expenditures					
Library Administration	398,757.85	2,465,707.00	5,555,000.00	3,089,293.00	44.39
Employee Benefits	144,535.79	899,929.87	2,025,500.00	1,125,570.13	44.43
Advertising,Dues & Subscriptio	1,149.03	14,933.63	35,500.00	20,566.37	42.07
Signage	0.00	277.50	5,000.00	4,722.50	5.55
Printing, Duplicating & Bindin	0.00	3,820.13	19,000.00	15,179.87	20.11
Promotional Production	0.00	4,658.95	7,000.00	2,341.05	66.56
Utilities	31,904.70	162,965.37	275,000.00	112,034.63	59.26
Communications	12,018.52	72,945.79	144,000.00	71,054.21	50.66
Leases	26,769.17	158,600.85	319,500.00	160,899.15	49.64
Maintenance of Property & Equi	29,432.22	298,397.52	532,000.00	233,602.48	56.09
Maintenance Services (Building	17,804.77	141,637.03	261,000.00	119,362.97	54.27
Professional Services	26,293.54	132,057.82	308,700.00	176,642.18	42.78
Insurance and Claims	162,764.71	212,401.21	220,026.00	7,624.79	96.53
Operating Supplies	14,863.29	70,921.91	143,000.00	72,078.09	49.60
Travel & Continuing Education	10,178.83	36,144.13	77,000.00	40,855.87	46.94
Public Relations/Programming	25,094.68	58,412.31	110,800.00	52,387.69	52.72
Capital Outlay-Non-Book Acq.	18,999.69	194,505.76	574,000.00	379,494.24	33.89
Capital Outlay-library Res. Ac	96,383.20	604,460.13	1,405,500.00	801,039.87	43.01
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Total Expenditures	1,016,949.99	5,532,776.91	12,023,526.00	6,490,749.09	46.02
Excess of Revenues/(Expenditur	\$ (13,999.09)	\$ 350,165.51	74.00	(350,091.51)	473,196.64

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Six Months Ending June 30, 2022

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Beginning Fund Balance	\$ 16,565,165.09
Net Income	350,165.51
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Ending Fund Balance	\$ <u><u>16,915,330.60</u></u>

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

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ASSETS

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

FUND BALANCE

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

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 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>
Library Administration					
Library Salaries	\$ 398,757.85	\$ 2,465,707.00	\$ 5,555,000.00	3,089,293.00	44.39
Total	\$ 398,757.85	\$ 2,465,707.00	\$ 5,555,000.00	3,089,293.00	44.39
Employee Benefits					
FICA/ Supplemental Retirement	\$ 9,407.09	\$ 54,842.58	\$ 107,500.00	52,657.42	51.02
Retirement Contributions	36,571.55	245,771.21	529,000.00	283,228.79	46.46
Health Insurance Expense	38,137.04	218,576.54	450,000.00	231,423.46	48.57
Health Trust	47,313.11	338,247.54	910,000.00	571,752.46	37.17
Worker's Compensation Expense	13,107.00	42,492.00	28,000.00	(14,492.00)	151.76
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 144,535.79	\$ 899,929.87	\$ 2,025,500.00	1,125,570.13	44.43
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 382.75	\$ 1,787.63	\$ 4,000.00	2,212.37	44.69
Membership Dues	0.00	1,945.00	9,500.00	7,555.00	20.47
Advertising	766.28	11,201.00	22,000.00	10,799.00	50.91
Total	\$ 1,149.03	\$ 14,933.63	\$ 35,500.00	20,566.37	42.07
Signage					
Signage	\$ 0.00	\$ 277.50	\$ 5,000.00	4,722.50	5.55
Total	\$ 0.00	\$ 277.50	\$ 5,000.00	4,722.50	5.55
Printing, Duplicating & Binding					
Printing	\$ 0.00	\$ 3,820.13	\$ 9,000.00	5,179.87	42.45
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
Total	\$ 0.00	\$ 3,820.13	\$ 19,000.00	15,179.87	20.11
Promotional Production					
Promotional Production	\$ 0.00	\$ 4,658.95	\$ 7,000.00	2,341.05	66.56
Total	\$ 0.00	\$ 4,658.95	\$ 7,000.00	2,341.05	66.56

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 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>
Utilities					
Electricity	\$ 27,632.58	\$ 143,526.42	\$ 239,500.00	95,973.58	59.93
Gas	169.69	1,689.73	2,500.00	810.27	67.59
Water	4,102.43	17,749.22	33,000.00	15,250.78	53.79
Total	\$ 31,904.70	\$ 162,965.37	\$ 275,000.00	112,034.63	59.26
Communications					
Postage	\$ 130.00	\$ 9,728.47	\$ 7,000.00	(2,728.47)	138.98
Voice Line	8,068.06	40,454.50	88,500.00	48,045.50	45.71
Data Lines (Internet)	3,775.00	22,645.00	48,000.00	25,355.00	47.18
Courier/Shipping	45.46	117.82	500.00	382.18	23.56
Total	\$ 12,018.52	\$ 72,945.79	\$ 144,000.00	71,054.21	50.66
Leases					
Building Lease Expense	\$ 25,629.41	\$ 155,675.50	\$ 311,000.00	155,324.50	50.06
Equipment Lease Expense	1,139.76	2,925.35	6,000.00	3,074.65	48.76
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 26,769.17	\$ 158,600.85	\$ 319,500.00	160,899.15	49.64
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,307.56	\$ 103,259.56	\$ 210,000.00	106,740.44	49.17
Grounds/Lawn Maintenance	6,786.00	38,848.00	85,000.00	46,152.00	45.70
Maintenance Supplies	343.61	5,243.65	8,000.00	2,756.35	65.55
Fuel & Lube	3,936.08	18,194.42	23,500.00	5,305.58	77.42
Vehicle Repairs	29.98	1,568.41	6,000.00	4,431.59	26.14
Small Tools	60.35	634.20	3,000.00	2,365.80	21.14
Office Machine & Equip Repair	0.00	306.99	2,000.00	1,693.01	15.35
Network Utility Software	968.64	79,079.17	110,000.00	30,920.83	71.89
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
Total	\$ 29,432.22	\$ 298,397.52	\$ 532,000.00	233,602.48	56.09
Maintenance of Services (Buildings)					
Physical Plant	\$ 8,296.94	\$ 99,015.29	\$ 133,000.00	33,984.71	74.45
Plumbing, Heating and AC	6,439.58	30,262.35	81,500.00	51,237.65	37.13
Electrical	512.75	3,717.73	10,000.00	6,282.27	37.18
Sanitation	1,455.50	4,484.68	11,000.00	6,515.32	40.77
Pest Control	1,100.00	3,390.00	7,000.00	3,610.00	48.43

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 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
Total	\$ 17,804.77	\$ 141,637.03	\$ 261,000.00	119,362.97	54.27
Professional Services					
Payroll Service Fees	\$ 2,923.22	\$ 17,249.39	\$ 32,500.00	15,250.61	53.08
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	15,065.12	27,638.87	40,000.00	12,361.13	69.10
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	0.00	10,891.01	90,000.00	79,108.99	12.10
Security	3,414.79	3,545.79	12,000.00	8,454.21	29.55
Web Design Consultant	4,890.41	72,732.76	72,200.00	(532.76)	100.74
Movers	0.00	0.00	60,000.00	60,000.00	0.00
Total	\$ 26,293.54	\$ 132,057.82	\$ 308,700.00	176,642.18	42.78
Insurance and Claims					
Library Property Insurance	\$ 132,637.21	\$ 132,637.21	\$ 135,500.00	2,862.79	97.89
Flood Insurance	0.00	23,424.00	23,000.00	(424.00)	101.84
Vehicle Insurance	23,387.50	42,860.00	36,450.00	(6,410.00)	117.59
LBOC Liability	0.00	0.00	4,076.00	4,076.00	0.00
General Liability	6,740.00	13,480.00	21,000.00	7,520.00	64.19
Total	\$ 162,764.71	\$ 212,401.21	\$ 220,026.00	7,624.79	96.53
Operating Supplies					
Office Supplies	\$ 3,799.16	\$ 15,448.24	\$ 20,000.00	4,551.76	77.24
Bank Service Charges	1,247.74	7,538.71	16,000.00	8,461.29	47.12
Book Preparation Supplies	2,194.56	19,024.21	38,000.00	18,975.79	50.06
Computer/Printer Supplies	6,847.54	25,412.50	61,000.00	35,587.50	41.66
Programming Supplies	774.29	3,498.25	8,000.00	4,501.75	43.73
Total	\$ 14,863.29	\$ 70,921.91	\$ 143,000.00	72,078.09	49.60
Travel and Continuing Education					
Staff Travel - Local	\$ 2,948.41	\$ 8,500.16	\$ 15,000.00	6,499.84	56.67
Library In-service Training	1,406.49	4,875.03	7,000.00	2,124.97	69.64
Conventions & Seminars	5,823.93	22,768.94	55,000.00	32,231.06	41.40
Total	\$ 10,178.83	\$ 36,144.13	\$ 77,000.00	40,855.87	46.94

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 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>
Public Relations/Programming					
Summer Reading Program	\$ 14,829.41	\$ 35,066.36	\$ 45,000.00	9,933.64	77.93
Summer Reading T-shirts	315.00	315.00	5,800.00	5,485.00	5.43
Adult Programming	3,619.00	12,802.62	33,000.00	20,197.38	38.80
Young Adult Programming	5,746.88	6,937.45	15,000.00	8,062.55	46.25
Juvenile Programming	584.39	3,290.88	12,000.00	8,709.12	27.42
Total	\$ 25,094.68	\$ 58,412.31	\$ 110,800.00	52,387.69	52.72
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 3,870.00	\$ 11,903.80	\$ 23,000.00	11,096.20	51.76
Imp Phys Plant	3,800.00	33,750.00	215,000.00	181,250.00	15.70
Vehicles	0.00	27,841.26	95,000.00	67,158.74	29.31
Office Equip, Furn & Shelving	4,111.04	27,165.48	150,000.00	122,834.52	18.11
PC Network	6,444.76	91,443.62	85,000.00	(6,443.62)	107.58
Integrated Lib Automation Sys	0.00	0.00	1,000.00	1,000.00	0.00
Audio/Visual Equipment	773.89	2,401.60	5,000.00	2,598.40	48.03
Total	\$ 18,999.69	\$ 194,505.76	\$ 574,000.00	379,494.24	33.89
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 15,132.16	\$ 70,023.50	\$ 205,000.00	134,976.50	34.16
Lease/Purchase Books	0.00	18,363.24	19,000.00	636.76	96.65
Juvenile Books	5,175.17	17,104.70	105,000.00	87,895.30	16.29
Young Adults	1,032.27	5,222.29	15,000.00	9,777.71	34.82
Music Recordings	89.17	1,109.65	6,000.00	4,890.35	18.49
Adult Reference	8,693.62	41,573.80	111,000.00	69,426.20	37.45
Juvenile Reference	0.00	7,651.51	45,000.00	37,348.49	17.00
Periodicals	1,164.90	19,699.60	50,000.00	30,300.40	39.40
Audio Recordings	319.93	2,864.25	20,000.00	17,135.75	14.32
Video Recordings	1,137.88	18,382.85	72,000.00	53,617.15	25.53
Genealogy	66.71	564.23	5,000.00	4,435.77	11.28
Microfilm	0.00	0.00	10,000.00	10,000.00	0.00
Downloadable Media	40,858.39	212,422.44	390,000.00	177,577.56	54.47
CD/Software	22,713.00	65,966.13	92,500.00	26,533.87	71.31
Internet Database Subscription	0.00	123,511.94	260,000.00	136,488.06	47.50
Total	\$ 96,383.20	\$ 604,460.13	\$ 1,405,500.00	801,039.87	43.01
Capital Expenditures					
Capital Expenditures - Cameras	\$ 0.00	\$ 0.00	\$ 6,000.00	6,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 6,000.00	6,000.00	0.00

St. Tammany Parish Library 2022 Summer Budget Amendment

Introduction

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

2022 Revenue

In 2022, the St. Tammany Parish Library will operate on revenue of \$11,821,687. We expect \$224,000 in Ad Valorem taxes less than what we amended earlier this year. Each year we can experience anywhere from 130,000 to 300,000 in growth from the previous year. We are adjusting our income to the more conservative number. State revenue sharing has been adjusted upwards to match what we have received. The Fines and Fees line has been adjusted upwards to match the trend from this year. The Interest line has been adjusted upwards as interest rates have increased slightly. The Summer Reading T-shirt Sales line is reduced to match the revenue received so far. Overall, there is a decrease of \$195,922 in revenue.

2022 Expenditures

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

- **Library Salaries** - There are no changes made to this line.
- **Employee Benefits** – FICA/ Medicare is increased slightly to account for more part-time workers this summer. Retirement contributions are reduced as we have had open positions for the first half of the year. Health Trust is reduced as we have had fewer large medical costs than last year when we were catching up from COVID-19. Worker's Compensation is increased due to having more individual employees over the year 2021 and the amount spent on payroll.
- **Operating Services** – Advertising is increased to cover advertising plans around strategic planning. Signage is reduced as we do not believe we will need additional signs for COVID this year. We are adding additional money to Promotional Production to cover the cost of branded giveaways.
- **Printing, Duplicating, and Binding** – There are no changes, except for Patron Cards. We will not need to purchase cards this year.

- **Utilities** – We have increased the Electricity line to match usage for the first half of 2022 and also the cost of electricity with having both the new and old Annex at the same time. The Gas line has been increased to better match natural gas usage over the first half of this year. Water has been increased to cover the baseline cost of water for our new Annex facility.
- **Communications** – The postage line is increased more closely matching the amount we spent in years previous to COVID. Some of the change is the increase in postage charged by the postal service, and some of the increase is in the number of items being mailed - such as overdue and holds notices.
- **Lease Expense** – No changes are made to these lines.
- **Maintenance of Property and Equipment** – The Fuel & Lube line is increased to reflect the current cost of gasoline. Office Machine and Equipment Repair is reduced as we have not needed repair during the first half of the year. Network Utility software is reduced, and the money is moved to PC Network Maintenance and Repair.
- **Maintenance Services** – Physical Plant Maintenance is increased to cover the cost of additional parking lot repairs. We don't have as many air conditioning repairs to make this year, so the funds needed for Physical Plant Maintenance are coming from Plumbing, Heating, and Air Conditioning. The Electrical line is further reduced as our electrical needs for the Lacombe project are less than expected. Termite Contract will be increased as we will be installing bait systems at each branch, next year's costs will be reduced.
- **Professional Services** – Payroll service fees are adjusted upwards to cover costs related to staff training modules in our payroll/HR software. The Legal and Architectural lines are being reduced as we have not needed these professional services this year. Security is adjusted downwards as we have new pricing on security systems for the branches. Web Design Consultant line is increased as we will now have a full year of app access for our website. The estimate of the cost of movers for the Annex and IT into the new building was adjusted downwards as IT will not move until after the new year.
- **Insurance and Claims** –Flood Insurance line is adjusted upwards to reflect the bills we have received from Parish Government. The Vehicle Insurance increased this year due to the vehicles that could not be auctioned until May. The cost of our liability insurance went down as we got better rates with package pricing.
- **Operating Supplies** – The line for Office Supplies is increased as office supply pricing for all kinds of items ranging from paper to pens has increased overall.
- **Travel and Continuing education** –The Mileage Reimbursement line is increased as we have more staff travel between branches. Library in-service training is increased as we are taking advantage of more online training opportunities.
- **Public Relations/Programming** – No adjustments were made.

- **Non-Book Acquisitions** –Improvement to Physical Plant line is decreased as the Slidell roof repair is being deferred to the renovation of the branch. A more extensive roof repair/replacement that ties into the building addition roof is being planned. The Vehicles line is decreasing as we have paid for last year’s vehicle and cannot order a new one this year. We were also planning to purchase a small forklift to use with industrial shelving in the new Annex’s warehouse. This purchase is being delayed to next year as the Annex won’t move until the end of the year. The Office Equipment, Furniture, and Shelving line is decreased as the cost of modifying the Annex’s furniture is much less than expected as well as not needing furniture for IT as they won’t move until 2023. PC network line is increased as we had a donation of tablets for use by Reference and Children’s librarians from the West Friends of the Library and to cover the costs of added memory requirements for touchscreen computers.
- **Library Resource Acquisitions** – Periodicals line is decreased as this line is expended for the year. The Music Recordings line, Audio Recordings line, and Video Recordings line are reduced as more people are downloading. The funding is redirected to Electronic/Downloadable Media. The Digital Microfilm line is increased as we didn’t pay for the 2021 digital microfilm in 2021. We are paying for both 2021 and 2022 this year. Internet Database Subscriptions is increased due to yearly cost increase.

Savings

Any unused money at the end of the year becomes Prior Years’ Operating Revenue. The cash on hand or savings as of December 31, 2019, was \$5,399,947. This figure is less than half of one year’s worth of operating revenue. There are no changes between the Spring and Summer Amendment. These savings are dedicated to very specific purposes that are delineated below.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish.
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster.
- The following reserved amounts are paid shortly after the beginning of the year and give us a better picture of what money is available in savings to be assigned for projects.
 - Nine of the ten days of the first pay period of 2022 occurred in 2021; the auditor moves this cost to 2021.
 - The auditor moves charges for purchases initiated in 2021 but paid in 2022 to the year in which they were incurred.
 - The fourth quarter 2021 payment for retirement is paid at the beginning of January.
- Dedications for Causeway, Mandeville, and Slidell Furniture Projects.

This leaves us with a current Unassigned Savings of \$135,139.

Budget Analysis

We forecast a decrease in revenue of \$195,922 due primarily to a more conservative estimate of ad valorem growth for 2022. The 2022 Summer Budget Amendment shows a decrease in expenditures of \$195,908 due to how the Annex move will spread over two years, and the effects of COVID and the economy on the ability to purchase vehicles and complete construction projects. This budget is balanced, leaving \$60 of revenue unbudgeted.

Conclusion

Each library department was allocated the funds to enable their plans for the 2022 fiscal year. I am confident that we have adequate funds to meet our goals.

Respectfully Submitted,

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

Kelly LaRocca
Director

2022 Summer Budget Amendment

		7/19/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Budget		2022 Budget
			Actual	Actual	Actual	Actual	Original	Spring	Amendment	Summer
REVENUE										
	405	Ad Valorem Taxes (received)	\$ 9,879,767	\$ 10,306,850	\$10,538,530.93	\$11,300,475.73	\$ 11,368,000	\$ 11,668,000	\$ (224,000)	\$ 11,444,000
	406	Ad Valorem capital reimbursement	\$ 72,458	\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -
	410	State Revenue Sharing	\$ 251,468	\$ 252,016	\$251,523.00	\$251,600.00	\$ 251,600	\$ 251,600	\$ 1,028	\$ 252,628
	415	Fines/Fees	\$ 107,521	\$ 113,286	\$42,496.59	\$49,665.48	\$ 46,000	\$ 50,000	\$ 11,000	\$ 61,000
	416	LA Library Grant - ARPA	\$ -	\$ -	\$0.00	\$47,065.00	\$ -	\$ -	\$ -	\$ -
	417	Grants	\$ 786		\$0.00	\$0.00	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	418	LEH Grant			\$6,755.13	\$2,700.00	\$ -	\$ -	\$ -	\$ -
	420	Interest Income	\$ 34,179	\$ 56,233	\$9,224.39	\$1,141.66	\$ 2,000	\$ 1,500	\$ 2,000	\$ 3,500
	425	Donations	\$ 13,924	\$ 59,078	\$22,930.22	\$9,055.59	\$ 20,000	\$ 50,000	\$ -	\$ 50,000
	430	Miscellaneous Income	\$ 9,794	\$ -	\$0.20	\$0.00	\$ -	\$ -	\$ 14,200	\$ 14,200
	440	CARES Act COVID-19			\$8,365.35	\$0.00	\$ -	\$ -	\$ -	\$ -
	450	Summer Reading T-shirt Sales		\$ -	\$1,550.70	\$1,267.40	\$ 1,800	\$ 1,500	\$ (150)	\$ 1,350
		TOTAL REVENUE	\$ 10,369,897	\$ 10,787,462	\$10,881,376.51	\$11,662,970.86	\$ 11,690,400	\$ 12,023,600	\$ (195,922)	\$ 11,827,678
EXPENDITURES										
LIBRARY ADMINISTRATION										
		PERSONNEL SALARIES								
	503	Library Salaries	\$ 4,561,278	\$ 4,565,653	\$4,752,639.13	\$4,846,642.94	\$ 5,555,000	\$ 5,555,000	\$ -	\$ 5,555,000
		TOTAL	\$ 4,561,278	\$ 4,565,653	\$4,752,639.13	\$4,846,642.94	\$ 5,555,000	\$ 5,555,000	\$ -	\$ 5,555,000
EMPLOYEE BENEFITS										
	505	Accrued Payroll	\$ 10,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	511	FICA/Medicare Tax	\$ 93,769	\$ 103,460	\$105,326.94	\$104,917.88	\$ 107,500	\$ 107,500	\$ 1,100	\$ 108,600
	512	Retirement Contributions	\$ 409,031	\$ 452,248	\$499,949.53	\$511,260.09	\$ 585,000	\$ 529,000	\$ (13,000)	\$ 516,000
	513	Health Insurance/Insurance	\$ 381,712	\$ 417,080	\$435,993.28	\$412,118.33	\$ 450,000	\$ 450,000	\$ -	\$ 450,000
	514	Health Trust	\$ 654,142	\$ 1,049,058	\$795,443.40	\$1,181,116.17	\$ 910,000	\$ 910,000	\$ (45,500)	\$ 864,500
	515	Workers' Compensation/Unemployment	\$ 46,401	\$ 26,603	\$27,464.71	\$6,318.11	\$ 28,000	\$ 28,000	\$ 14,492	\$ 42,492
	516	Employee Miscellaneous	\$ 1,679	\$ 671	\$310.74	\$2,136.60	\$ 1,000	\$ 1,000		\$ 1,000
		TOTAL	\$ 1,597,298	\$ 2,049,121	\$1,864,488.60	\$2,217,867.18	\$ 2,081,500	\$ 2,025,500	\$ (42,908)	\$ 1,982,592
OPERATING SERVICES										
	601	Publication of Legal Notices	\$ 2,204	\$ 3,564	\$2,835.13	\$3,473.25	\$ 3,500	\$ 4,000	\$ -	\$ 4,000
	603	Membership Dues	\$ 374	\$ 853	\$985.00	\$5,901.48	\$ 8,000	\$ 9,500		\$ 9,500
	604	Advertising	\$ 7,164	\$ 8,561	\$20,924.60	\$18,765.19	\$ 22,000	\$ 22,000	\$ 5,000	\$ 27,000
	607	Signage	\$ 3,652	\$ 1,316	\$10,361.92	\$3,406.00	\$ 5,000	\$ 5,000	\$ (2,000)	\$ 3,000
	608	Promotional Production	\$ 8,615	\$ 7,715	\$5,185.37	\$6,664.15	\$ 7,000	\$ 7,000	\$ 500	\$ 7,500
		TOTAL	\$ 22,009	\$ 22,010	\$40,292.02	\$38,210.07	\$ 45,500	\$ 47,500	\$ 3,500	\$ 51,000
PRINTING, DUPLICATING & BINDING										
	611	Printing	\$ 12,473	\$ 8,364	\$6,190.49	\$8,918.93	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
	613	Book Binding	\$ -	\$ -	\$0.00	\$0.00	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	615	Patron Cards	\$ -	\$ 4,170	\$0.00	\$3,380.90	\$ 5,000	\$ 5,000	\$ (5,000)	\$ -
		TOTAL	\$ 12,473	\$ 12,534	\$6,190.49	\$12,299.83	\$ 19,000	\$ 19,000	\$ (5,000)	\$ 14,000
UTILITIES										
	621	Electricity	\$ 228,716	\$ 233,120	\$194,432.60	\$237,246.80	\$ 234,500	\$ 239,500	\$ 23,950	\$ 263,450

2022 Summer Budget Amendment

	7/19/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Budget		2022 Budget
		Actual	Actual	Actual	Actual	Original	Spring	Amendment	Summer
622	Gas	\$ 2,206	\$ 1,872	\$1,868.32	\$2,376.75	\$ 3,450	\$ 2,500	\$ 500	\$ 3,000
623	Water	\$ 29,309	\$ 32,788	\$23,398.60	\$31,790.45	\$ 33,000	\$ 33,000	\$ 1,250	\$ 34,250
	TOTAL	\$ 260,231	\$ 267,779	\$219,699.52	\$271,414.00	\$ 270,950	\$ 275,000	\$ 25,700	\$ 300,700
	COMMUNICATIONS								
625	Postage	\$ 11,433	\$ 11,659	\$8,442.70	\$5,720.78	\$ 12,000	\$ 7,000	\$ 2,000	\$ 9,000
626	Voice Line (Regular Phone Service)	\$ 66,091	\$ 78,692	\$85,695.51	\$85,081.73	\$ 88,500	\$ 88,500		\$ 88,500
627	Data Line (Internet-Network)	\$ 86,515	\$ 38,999	\$47,845.69	\$45,300.00	\$ 48,000	\$ 48,000	\$ -	\$ 48,000
630	Courier/Shipping	\$ 446	\$ 1,236	\$273.48	\$190.93	\$ 1,000	\$ 500	\$ -	\$ 500
	TOTAL	\$ 164,484	\$ 130,587	\$142,257.38	\$136,293.44	\$ 149,500	\$ 144,000	\$ 2,000	\$ 146,000
	LEASE EXPENSE								
634	Building	\$ 367,417	\$ 373,784	\$303,708.00	\$300,508.74	\$ 321,000	\$ 311,000	\$ -	\$ 311,000
636	Equipment	\$ 3,338	\$ 6,067	\$1,596.24	\$7,750.69	\$ 3,000	\$ 6,000	\$ -	\$ 6,000
638	Vehicle	\$ -	\$ -	\$453.54	\$0.00	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
	TOTAL	\$ 370,755	\$ 379,851	\$305,757.78	\$308,259.43	\$ 326,500	\$ 319,500	\$ -	\$ 319,500
	MAINTENANCE OF PROPERTY & EQUIP.								
641	Custodial & Janitorial	\$ 191,725	\$ 180,932	\$191,438.90	\$207,731.07	\$ 192,000	\$ 210,000	\$ -	\$ 210,000
643	Grounds/Lawn Maintenance	\$ 94,377	\$ 88,562	\$94,837.11	\$82,000.00	\$ 95,000	\$ 85,000	\$ -	\$ 85,000
645	Maintenance supplies	\$ 8,561	\$ 10,364	\$6,284.41	\$6,978.24	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
652	Fuel and lube	\$ 28,088	\$ 25,454	\$13,412.21	\$23,295.56	\$ 18,000	\$ 23,500	\$ 6,500	\$ 30,000
654	Vehicle repairs	\$ 11,237	\$ 6,132	\$6,545.93	\$6,138.54	\$ 6,000	\$ 6,000		\$ 6,000
658	Small Tools & Supplies	\$ 2,446	\$ 2,715	\$2,442.04	\$2,895.48	\$ 3,000	\$ 3,000		\$ 3,000
660	Office machine and equip. repair	\$ 1,734	\$ 1,303	\$1,614.50	\$1,557.88	\$ 2,000	\$ 2,000	\$ (1,000)	\$ 1,000
661	Network Utility Software	\$ 40,862	\$ 46,624	\$48,022.10	\$68,859.01	\$ 62,000	\$ 110,000	\$ (5,000)	\$ 105,000
662	Solinet (OCLC) Cost	\$ 32,931	\$ 29,810	\$26,765.00	\$28,249.86	\$ 30,000	\$ 28,500	\$ -	\$ 28,500
663	Polaris Maintenance	\$ 51,000	\$ 54,888	\$49,603.98	\$51,939.66	\$ 54,000	\$ 54,000	\$ -	\$ 54,000
664	P C Network maintenance and repair	\$ 13,825	\$ 19,028	\$6,804.10	\$7,865.00	\$ 10,000	\$ 2,000	\$ 6,000	\$ 8,000
669	Hurricane Disaster Costs	\$ -	\$ -	\$0.00	\$30,726.50	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ 476,787	\$ 465,811	\$447,770.28	\$518,236.80	\$ 480,000	\$ 532,000	\$ 6,500	\$ 538,500
	MAINTENANCE SERVICES (Buildings)								
671	Physical Plant	\$ 90,968	\$ 113,227	\$99,512.86	\$114,819.68	\$ 103,000	\$ 133,000	\$ 15,000	\$ 148,000
672	Plumbing, Heating, & Air Conditioning	\$ 31,138	\$ 25,569	\$31,946.47	\$57,605.29	\$ 78,000	\$ 81,500	\$ (15,000)	\$ 66,500
673	Electrical	\$ 11,650	\$ 14,169	\$11,824.37	\$5,973.18	\$ 12,000	\$ 10,000	\$ (2,000)	\$ 8,000
674	Sanitation	\$ 10,064	\$ 10,657	\$10,756.85	\$8,370.63	\$ 11,000	\$ 11,000	\$ -	\$ 11,000
675	Pest Control	\$ 6,733	\$ 7,289	\$6,031.00	\$6,698.00	\$ 7,400	\$ 7,000	\$ -	\$ 7,000
676	Termite Contracts	\$ 1,192	\$ 2,899	\$1,313.00	\$3,228.00	\$ 3,800	\$ 3,500	\$ 4,300	\$ 7,800
678	Carpet Cleaning	\$ 4,955	\$ 5,118	\$5,045.00	\$4,870.00	\$ 5,000	\$ 15,000	\$ -	\$ 15,000
	TOTAL	\$ 156,700	\$ 178,929	\$166,429.55	\$201,564.78	\$ 220,200	\$ 261,000	\$ 2,300	\$ 263,300
	Professional Services								
680	Payroll Service Fees	\$ -	\$ 21,048	\$21,485.71	\$26,366.03	\$ 32,500	\$ 32,500	\$ 1,000	\$ 33,500
682	Legal	\$ -	\$ -	\$131.50	\$0.00	\$ 1,000	\$ 1,000	\$ (1,000)	\$ -
683	Financial	\$ 28,885	\$ 47,245	\$39,052.16	\$36,384.06	\$ 43,000	\$ 40,000	\$ -	\$ 40,000
684	Architectural	\$ 600	\$ -	\$600.00	\$0.00	\$ 1,000	\$ 1,000	\$ (1,000)	\$ -
685	Consultants	\$ 40,506	\$ 44,647	\$25,352.02	\$38,090.24	\$ 90,000	\$ 90,000	\$ -	\$ 90,000
686	Security	\$ 50,089	\$ 49,023	\$25,010.96	\$6,843.77	\$ 12,000	\$ 12,000	\$ (2,000)	\$ 10,000

2022 Summer Budget Amendment

		7/19/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Budget		2022 Budget
			Actual	Actual	Actual	Actual	Original	Spring	Amendment	Summer
	687	Web Design Consultant	\$ 63,392	\$ 65,808	\$72,171.09	\$66,511.44	\$ 72,200	\$ 72,200	\$ 5,000	\$ 77,200
	688	Movers	\$ 84,931	\$ -	\$55,360.97	\$ -	\$ -	\$ 60,000	\$ (15,000)	\$ 45,000
		TOTAL	\$ 268,403	\$ 227,770	\$239,164.41	\$174,195.54	\$ 251,700	\$ 308,700	\$ (13,000)	\$ 295,700
		INSURANCE & CLAIMS								
	692	Library Property	\$ 103,035	\$ 113,199	\$127,177.12	\$135,438.08	\$ 140,000	\$ 135,500	\$ -	\$ 135,500
	694	Flood insurance	\$ 18,476	\$ 22,208	\$20,277.00	\$22,163.00	\$ 24,000	\$ 23,000	\$ 500	\$ 23,500
	696	Vehicle Insurance	\$ 33,650	\$ 35,259	\$40,860.00	\$36,450.00	\$ 36,450	\$ 36,450	\$ 6,500	\$ 42,950
	698	LBOC Liability	\$ 3,725	\$ 3,725	\$4,176.00	\$4,076.00	\$ 4,076	\$ 4,076	\$ -	\$ 4,076
	699	Gen Liability	\$ 19,101	\$ 20,914	\$22,251.60	\$20,641.00	\$ 21,000	\$ 21,000	\$ (7,000)	\$ 14,000
		TOTAL	\$ 177,987	\$ 195,305	\$214,741.72	\$218,768.08	\$ 225,526	\$ 220,026	\$ -	\$ 220,026
		MATERIALS AND SUPPLIES								
		OPERATING SUPPLIES								
	701	Office Supplies	\$ 44,177	\$ 49,798	\$29,028.19	\$18,984.26	\$ 30,000	\$ 20,000	\$ 5,000	\$ 25,000
	702	Bank Service Charges	\$ 15,750	\$ 20,100	\$15,213.27	\$15,113.22	\$ 18,000	\$ 16,000	\$ -	\$ 16,000
	703	Book Preparation Supplies	\$ 40,887	\$ 44,930	\$27,704.60	\$36,803.34	\$ 38,000	\$ 38,000	\$ -	\$ 38,000
	704	Computer/Printer Supplies	\$ 76,656	\$ 100,855	\$58,589.23	\$61,301.07	\$ 65,000	\$ 61,000	\$ -	\$ 61,000
	705	Programming Supplies	\$ -	\$ 2,976	\$3,197.28	\$6,672.31	\$ 8,000	\$ 8,000	\$ -	\$ 8,000
		TOTAL	\$ 177,470	\$ 218,660	\$133,732.57	\$138,874.20	\$ 159,000	\$ 143,000	\$ 5,000	\$ 148,000
		TRAVEL & CONTINUING EDUCATION								
	710	Mileage Reimbursement	\$ 23,525	\$ 30,962	\$10,255.67	\$12,592.98	\$ 20,000	\$ 15,000	\$ 5,000	\$ 20,000
	712	Library In-service Training	\$ 7,091	\$ 7,942	\$6,327.36	\$985.00	\$ 7,000	\$ 7,000	\$ 2,000	\$ 9,000
	714	Conventions/Seminars	\$ 36,436	\$ 54,393	\$29,847.03	\$29,892.00	\$ 55,000	\$ 55,000	\$ -	\$ 55,000
		TOTAL	\$ 67,052	\$ 93,298	\$46,430.06	\$43,469.98	\$ 82,000	\$ 77,000	\$ 7,000	\$ 84,000
		PUBLIC RELATIONS/PROGRAMMING								
	724	Summer Reading Program	\$ 46,961	\$ 44,842	\$23,980.96	\$26,687.81	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
	725	Summer Reading T-shirts	\$ 3,327	\$ 4,241	\$5,418.00	\$5,191.17	\$ 5,800	\$ 5,800	\$ -	\$ 5,800
	726	Adult Programming	\$ 27,802	\$ 37,806	\$21,533.84	\$24,673.99	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
	727	Young Adult Programming	\$ 12,049	\$ 11,922	\$9,733.62	\$11,434.10	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
	728	Juvenile Programming	\$ 11,221	\$ 12,661	\$5,630.08	\$11,689.70	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
	729	LEH Grant	\$ 930	\$ -	\$ -	\$2,719.65	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$ 102,289	\$ 111,471	\$66,296.50	\$82,396.42	\$ 110,800	\$ 110,800	\$ -	\$ 110,800
		CAPITAL OUTLAY								
		NON-BOOK ACQUISITIONS								
	805	Landscaping Additions	\$ 1,768	\$ 20,052	\$17,348.00	\$19,972.80	\$ 18,000	\$ 23,000	\$ -	\$ 23,000
	810	Improvements to Physical Plant	\$ 30,418	\$ 43,547	\$27,566.73	\$56,136.00	\$ 150,000	\$ 215,000	\$ (83,000)	\$ 132,000
	815	Vehicles	\$ 42,711	\$ 65,899	\$0.00	\$0.00	\$ 30,000	\$ 95,000	\$ (67,000)	\$ 28,000
	820	Office Equipment/Furniture & Shelvin	\$ 59,520	\$ 28,573	\$49,955.50	\$104,778.31	\$ 125,000	\$ 150,000	\$ (80,000)	\$ 70,000
	825	Telephones and Telephone System	\$ 1,000	\$ -	\$0.00	\$0.00	\$ -	\$ -	\$ -	\$ -
	831	Leasehold Improvements	\$ 47,336	\$ -	\$12,000.00	\$0.00	\$ -	\$ -	\$ -	\$ -
	833	ARPA Expense	\$ -	\$ -	\$ -	\$47,064.48	\$ -	\$ -	\$ -	\$ -
	834	PC Network	\$ 70,904	\$ 112,631	\$111,448.37	\$130,157.31	\$ 85,000	\$ 85,000	\$ 35,000	\$ 120,000
	840	Integrated Library Automation Sys.	\$ 14,572	\$ 14,001	\$14,136.77	\$988.00	\$ 12,000	\$ 1,000	\$ -	\$ 1,000
	842	Audio/Visual Equipment	\$ 5,000	\$ -	\$0.00	\$5,019.59	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	898	Cameras	\$ 28,388	\$ 12,015	\$0.00	\$0.00	\$ -	\$ 6,000	\$ -	\$ 6,000

2022 Summer Budget Amendment

	7/19/2022	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2022 Budget		2022 Budget
		Actual	Actual	Actual	Actual	Original	Spring	Amendment	Summer
	TOTAL	\$ 301,618	\$ 296,718	\$232,455.37	\$364,116.49	\$ 425,000	\$ 580,000	\$ (195,000)	\$ 385,000
	LIBRARY RESOURCE ACQUISITIONS								
851	Adult Books	\$ 179,746	\$ 193,620	\$159,245.57	\$192,514.49	\$ 200,000	\$ 205,000	\$ -	\$ 205,000
852	Lease/Purchase Books	\$ 68,120	\$ 20,236	\$18,363.24	\$18,363.24	\$ 19,000	\$ 19,000	\$ (600)	\$ 18,400
853	Juvenile Books	\$ 109,202	\$ 117,000	\$106,822.69	\$102,219.33	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$ 8,361	\$ 13,548	\$14,269.82	\$13,311.08	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
856	Collection Replacement & Enhancement	\$ 1,108	\$ 204				\$ -	\$ -	\$ -
858	Music Recordings	\$ 8,975	\$ 5,372	\$7,899.96	\$3,483.84	\$ 7,500	\$ 6,000	\$ (2,000)	\$ 4,000
861	Adult Reference	\$ 77,235	\$ 88,233	\$77,359.72	\$96,698.32	\$ 91,000	\$ 111,000		\$ 111,000
863	Juvenile Reference	\$ 33,546	\$ 36,697	\$32,312.83	\$37,993.45	\$ 38,000	\$ 45,000	\$ -	\$ 45,000
872	Periodicals	\$ 64,380	\$ 63,245	\$54,617.38	\$43,597.63	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
883	Audio Recordings (Books)	\$ 27,151	\$ 36,715	\$25,791.42	\$18,729.03	\$ 23,000	\$ 20,000	\$ (7,400)	\$ 12,600
885	Video Recordings	\$ 45,744	\$ 49,825	\$50,960.47	\$51,627.62	\$ 48,000	\$ 72,000	\$ (3,000)	\$ 69,000
886	Genealogy	\$ 1,364	\$ 3,943	\$3,212.16	\$4,325.61	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
887	Digital Microfilm	\$ 13,139		\$454,498.00	\$675,766.00	\$ 10,000	\$ 10,000	\$ 5,000	\$ 15,000
891	Electronic /Downloadable Media	\$ 245,635	\$ 256,349	\$226,504.71	\$338,223.68	\$ 330,000	\$ 390,000	\$ 14,000	\$ 404,000
892	CDROM/Software	\$ 88,781	\$ 95,907	\$95,639.46	\$100,851.45	\$ 110,500	\$ 92,500		\$ 92,500
893	Internet Database Subscriptions	\$ 177,799	\$ 205,101	\$213,644.71	\$254,173.01	\$ 234,000	\$ 260,000	\$ 2,000	\$ 262,000
	TOTAL	\$ 1,150,285	\$ 1,185,996	\$1,541,142.14	\$1,951,877.78	\$ 1,286,000	\$ 1,405,500	\$ 8,000	\$ 1,413,500
	LONG-TERM CAPITAL EXPENDITURES								
895	Covington FF & E	\$ -	\$ 264,936	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -
896	Madisonville ART work	\$ 26,094	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -
	Total	\$ 26,094	\$ 264,936	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL EXPENDITURES	\$ 9,893,213	\$ 10,666,429	\$10,704,450.52	\$11,524,486.96	\$ 11,688,176	\$ 12,023,526	\$ (195,908)	\$ 11,827,618
	SAVINGS / (EXCESS EXPENDITURE)	\$ 476,684	\$ 121,033	\$ 176,926	\$138,483.90	\$ 2,224	\$ 74	\$ (14)	\$ 60

Savings Dedications

	7/20/2022			
	December 31st 2020	Difference		December 21st 2021
Savings as of Dec. 31st	\$ 5,176,614	\$ 223,333		\$ 5,399,947
Dedicated for Operational Reserves	\$ 2,500,000	\$ -		\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ -		\$ 1,475,000
Reserved for salaries for last pay period of the year	\$ -	\$ 164,469		\$ 164,469
Reserved for invoices to be moved from 2022 to 2021	\$ -	\$ 4,718		\$ 4,718
Reserved for 4th Quarter 2021 retirement	\$ -	\$ 205,621		\$ 205,621
Dedicated for Slidell Furniture	\$ 500,000	\$ 150,000		\$ 650,000
Dedicated for Causeway Furniture	\$ 24,000	\$ 41,000		\$ 65,000
Dedicated for Mandeville Furniture	\$ 168,000	\$ 32,000		\$ 200,000
Total Dedicated or Reserved	\$ 4,667,000	\$ 597,808		\$ 5,264,808
Unassigned Savings	\$ 509,614	\$ (374,475)		\$ 135,139

Rules and Regulations – Chapter 3 Financial Policies Update

The Rules and Regulations Committee met on Monday July 18th at the Slidell Branch to discuss sections 327 and 329 and ready them for Board review. This completes the remainder of Chapter Three. Our next scheduled meeting is August 4th at 11:00 am at the Causeway Branch meeting room. We will begin to work on Chapter 4 – Collection Management.

The committee is submitting sections 327 and 329 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 previously, 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. Cary Menard, Chief of the Civil Division for the District Attorney's Office, will be at the board meeting.

Section 327. Purchasing and Contracting

Management is to use the dollar thresholds contained in the Public Bid Law [R.S 38:2211-2226] as a guide for purchasing materials and for Public Works.

A. Materials, Supplies and Equipment

The guidelines for purchasing Materials, Supplies and Equipment are as follows:

- Less than 10,000 – 1 quote needed
- Between 10,000 – 30,000 – 3 quotes needed
- Over 30,000 – Public bid – Sealed Bids
- State contracts and parish contracts may also be used for the purchase of materials.

B. Public Works

The guidelines for Public Works projects are as follows:

- Vendor must be in good standing with the Secretary of State
- Projects less than 5,000 require one quote.
- Projects between 5,000 and 150,000 require three written quotes.
- Projects at 150,000 or more must be publicly bid. – Sealed bids

Copies of quotes or bids for purchasing and Public works are kept on file along with project or purchase documentation.

C. Contracts

Contracts are required for leases, purchases of property, and Public Works projects over 150,000. Before any contract can be executed, the contract must be (1) reviewed by Parish legal counsel and recommended for approval in writing; and (2) presented to the St. Tammany Parish Library Board of Control for approval and documented in the minutes. Also, management must ensure that:

- An open and competitive atmosphere is to be provided
- Contracts with related parties (family and business interests) are strictly prohibited
- Payments are made in accordance with the terms and conditions of the contract
- Any additions or modifications of existing contracts are presented to the St. Tammany Parish Library Board of Control for approval
- Contracts and related documentation are maintained in an organized manner and in a central location

~~Section 327. Purchasing and Contracting~~

Section 327. Contracts

~~Management is to use the dollar thresholds contained in the Public Bid Law [R.S. 38:2211-2226] as a guide for purchasing materials and for Public Works.~~

~~A. Materials, Supplies and Equipment~~

~~The guidelines for purchasing Materials, Supplies and Equipment are as follows:~~

- ~~• Less than 10,000 — 1 quote needed~~
- ~~• Between 10,000 — 30,000 — 3 quotes needed~~
- ~~• Over 30,000 — Public bid — Sealed Bids~~
- ~~• State contracts and parish contracts may also be used for the purchase of materials.~~

~~B. Public Works~~

~~The guidelines for Public Works projects are as follows:~~

- ~~• Vendor must be in good standing with the Secretary of State~~
- ~~• Projects less than 5,000 require one quote.~~
- ~~• Projects between 5,000 and 150,000 require three written quotes.~~
- ~~• Projects at 150,000 or more must be publicly bid. — Sealed bids~~

~~Copies of quotes or bids for purchasing and Public works are kept on file along with project or purchase documentation.~~

~~C. Contracts~~

A. Contracts

Contracts are required for professional services, leases, and purchases of property, ~~and Public Works projects over 150,000.~~ Contracts are also required for materials and supplies in excess of \$30,000 and public works projects over \$250,000 and follow the provisions of the Louisiana Public Bid Law (R.S. 38:2211, et seq.) ~~Before any contract can be executed, the contract must be (1) reviewed by Parish legal counsel and recommended for approval in writing; and (2) presented to the St. Tammany Parish Library Board of Control for approval and documented in the minutes.~~

All documentation related to compliance with these provisions should be documented in writing and maintained in the contract file.

Also, management must ensure that:

Administration must ensure that:

- An open and competitive atmosphere is to be provided
- Contracts with related parties (family and business interests) are strictly prohibited in accordance with the Louisiana Code of Governmental Ethics, La. R.S. 42:1101, et seq.
- Payments are made in accordance with the terms and conditions of the contract with funds appropriated for that purpose
- ~~Any additions or modifications of existing contracts are presented to the St. Tammany Parish Library Board of Control for approval~~
- Contracts and related documentation are maintained in an organized manner and in a central location at the administrative office.

B. State Contracts and Piggybacks

The Library will utilize state contracts or “piggyback” on another parish library system’s contract whenever possible. These contracts have been competitively bid and are therefore advantageous to the Library.

C. Standard Terms and Conditions

Contract terms and conditions should be clearly stated and in the best interests of the entity, and include the following:

- Specific goods/services to be performed and costs;
- Timing of service delivery;
- Period covered by the contract;
- Clearly defined performance standards and measurable outcomes;
- How vendor performance will be evaluated/monitored;
- If and how the contract may be amended (change orders) within the scope of the contract or terminated;
- Consequences for failure to meet contract requirements.

D. Review and Approval Process

Before any contract can be executed, the contract must be reviewed by the Director or an Assistant Director to ensure that standard terms and conditions are in place and that Louisiana Public Bid law is followed. The reviewer must recommend the contract approval in writing. Evidence of review should be documented and maintained in the contract file. Legal review for contracts is provided by the Civil Division of the District Attorney’s office in novel situation. Evidence of the District Attorney’s review should be maintained and documented in the contract file.

All contracts the Library enters into will be listed in the Director’s Report at the next meeting of the LBOC. Contracts for the following require Board approval before execution:

- leased library facilities
- purchases of real property
- materials, supplies, and equipment of \$30,000 or more

~~Original LBOC passed November 28, 2017~~

- services (professional and nonprofessional) of \$100,000 or more
- public works projects of \$250,000 or more

All other types of contracts shall be executed by library administration after proper review.

Any additions or modifications of existing contracts shall be reviewed by the Director and if necessary by Legal Counsel. All modifications or additions to existing contracts will be listed in the Director's report at the next meeting of the LBOC. Any significant modifications or additions to contracts meeting the thresholds described in this section will require approval by the LBOC.

E. Monitoring Process

For each contract (including change orders), Administration should designate a contract manager with the authority and knowledge to monitor the contract and related project/service.

F. Payment

Payments to vendors should only be made by the Purchasing function after verifying with the contract manager that the related goods or services have been received or performed in accordance with the terms of the contract.

Section 329. Purchasing

Effective Date: TK

Revision Date: TK

Good controls over purchasing and disbursements require appropriate checks and balances; therefore, more than one individual should be involved in purchasing and disbursement functions. Any personal use or misappropriation of assets of the St. Tammany Parish Library will result in termination of employment and possible legal action. Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is “related” to a municipal official or employee). Administration must always provide an open and competitive atmosphere and ensure that written bids/quotes are solicited for purchases (including recurring purchases) that exceed the applicable dollar thresholds provided in the Louisiana Public Bid Law (R.S 38:2211-2226). All purchasing policies and procedures follow the best practices outlined by the Louisiana Legislative Auditor. The following is an overview of the various methods of procurement that are utilized by the Library.

A. Quotes

Purchases of materials, supplies, or equipment less than \$10,000 require one quote and must be a commercial product or service priced and sold in substantial quantities to the general public. There is no requirement for competition, and reasonableness of cost will be determined by Administration based on experience with similar or like transactions. This type of procurement is conducted by the submission of a Request for Order in the procurement software by the requesting department, approval, and the issuance of a Purchase Order (PO) by the Department Manager or Administration.

At least three (3) quotes are required for the following types of purchases based on estimated cost of the purchase. There is a requirement for competition. Quotes may be written, emailed, or faxed. Quotes can be directly solicited and/or publicly advertised.

- Materials, Supplies & Equipment - \$10,000 to \$29,999
- Services (Professional & Non-Professional) – \$10,000 to \$99,999
- Public Works Projects – Any amount up to \$249,999

The lowest responsive and responsible quote provider who best meets all requirements shall be awarded the job.

B. Bids

The purpose and intention of a bid is to obtain goods and services at the lowest prices by stimulating competition and by preventing favoritism. Bids are required for:

- Materials, supplies, and equipment - \$30,000 or more
- Services (Professional & Non-Professional) - \$100,000 or more
- Public works projects - \$250,000 or more
- Contracts for routine maintenance are not required to be publicly bid unless the contract exceeds two years in duration

Bids require advertising in the official journal to ensure adequate competition. Advertising in other larger circulation newspapers or venues may be suggested and/or required. All specifications, performance requirements, and contract terms must be included in the bid solicitation documents.

Bids shall be submitted in a sealed envelope and are then publicly opened and read aloud on the appointed day and time as stated in the advertisement. The lowest responsive and responsible bidder who best meets all requirements shall be awarded the bid.

C. Request for Proposals

The Request for Proposals (RFP) method of procurement can be used for highly technical equipment or complex services. However, this procurement method can also be used for a wide variety of services. Some examples include, but are not limited to: consulting services, construction Administration services, maintenance/repair services, software programming, computer mainframes, etc. RFPs cannot be used for procurement of Architectural and Engineering (A&E) design services.

Evaluation criteria must be established and included in the RFP. Evaluation criteria includes “price” as one criterion. All documentation of evaluation and scoring must be retained. In addition, RFPs state that rates are subject to negotiation. If an agreement cannot be negotiated with the top ranked firm, negotiations will begin with the next ranked firm.

The RFP process will follow the steps below.

1. After the RFP has been opened, an evaluation team will rate each of the proposals according to the written criteria and rank the proposals according to the firm’s ability to meet or exceed those criteria.
2. The Director makes a recommendation for award to the Library Board of Control based on the overall rankings by the evaluation team. The evaluation scoring sheets and score tabulation sheet shall be provided to LBOC along with the Director’s recommendation. The Director shall also identify factors, terms, or rates which should be negotiated. If the top ranked firm is not recommended or selected, a written explanation shall be kept in the procurement file.
3. The LBOC will consider the director’s recommendation, and upon approval, the Director will begin contract negotiations.

D. Piggy Back

A piggy back purchase is one where the Library procures goods using another public entity's contract prices. The Library is required to obtain documentation from the other public entity that clearly demonstrates the contract was secured properly and is a viable contract. The price paid by the public entity must be the same as the contract's price. Piggy back purchases can only be used for materials, supplies, and equipment.

For purchases to be made under an existing public entity's contract, Administration must document that the Library is bypassing the requirements of the Public Bid Law and is adopting the requirements of the *Louisiana Procurement Code* (R.S. 39:1551 – 1755) to make such purchases. Administration must monitor and ensure that such purchases are made in compliance with those requirements.

Administration will:

1. Obtain written authorization from the public entity to use its contract (when applicable);
2. Obtain documentation that the other entity's contract was properly procured (ex. copy of the public entity's contract, copy of the bidding documents, etc.);
3. Notify the requesting department to submit a Request for Order; and
4. Generate a PO and place the order with the vendor/service provider awarded the public entity's contract on which the Library intends to piggy back.

E. Sole Source Procurement

Sole source procurements are those procurements where two or more offers or quotes are not obtained due to: lack of response to adequate advertising, lack of qualified firms to provide the good or service, or the necessity of having the original equipment manufacturer perform the work (equipment repairs and maintenance).

Sole source procurements require a "Sole Source Justification" narrative which explains the conditions and/or circumstances leading to the sole source procurement and shall be kept on file. Sole Source Justification shall be prepared by the requesting department and provide (at a minimum) the following information:

- The efforts taken by the Library to attract more than one vendor (i.e. number of times advertised and publication name, number of vendors directly solicited, etc.);

- The need for the original equipment manufacturer to perform the work or provide the good/supply/part;
- The original price offered;
- Negotiation procedures conducted and results of negotiation, if applicable.

F. Emergency Purchases

Emergency is defined as unforeseen mischance bringing with it destruction, damage, or injury to public health, safety, or welfare or the imminent threat of such destruction or injury; or as a result of an order from the Director or designee to take immediate action. Every effort shall be made to follow all purchasing procedures including using the approval process and Purchase Orders for all procurements when feasible. The emergency procurements shall be limited only to those supplies, materials, equipment, and services, or major repairs necessary to meet the emergency.

There are two types of emergencies under Public Bid Law: emergency or extreme emergency for both public works, including labor and materials, and for purchases of materials or supplies. In the event of an emergency or extreme emergency, the Public Bid Law may be waived provided that notice was given to the public by publishing in the official journal within 10 days of declaring such public emergency or as soon as practicable thereafter. The Director will include a written statement outlining the reasons for declaring the emergency in the purchase documentation.

G. Purchase Orders

The Purchase Order (PO) is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services. The PO number is the control and reference number. Purchases shall not be made without an approved PO being issued. Service providers shall not be given approval to initiate work by a department or Administration unless a PO has been issued and provided to the requesting department. All purchases require approval by the Administrative staff or the Department Manager who oversees the budgeted account.

Purchases are initiated by a Requester creating a Request for Order (RFO) in the procurement system. Any written quotes, invoices, or other documentation should be attached to the RFO. The RFO includes the items and quantities requested, the price, the account code, the designated Approver, and the vendor information. The Requester should also indicate if the purchase is monthly recurring.

Authorized Approvers are the Director, the Assistant Director of Support Services, the Assistant Director of Branch Services, the Administrative Assistant, and appointed Department Managers.

Requesters are designated for each branch and department by the Administrative staff.

The Approver will evaluate the purchase request and approve or deny the request based on whether the purchase is reasonable and necessary, budgeted, and used solely for the public purposes/functions of the St. Tammany Parish Library.

Designated Department Managers and Administration staff approve purchases up to \$999.

Library Director or Assistant Directors approve purchases between \$1000–\$29,999.

The Library Director approves purchases over \$30,000.

After approval, the designated Administrative staff, Department Manager, or designated staff creates a Purchase Order.

Upon receiving purchases or services, the Purchase Order is received by any staff member in the procurement software. Receipts, packing lists, and other documentation shall be attached. Bid documentation (e.g., solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc.) demonstrating such compliance is to be maintained and filed in an organized manner.

Purchases related to homeland security must be made from the federal General Services Administration (GSA) supply schedules. Administration is required to ensure strict compliance with all applicable GSA requirements.

Section 327. Contracts

Effective Date: TK

Revision Date: TK

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Effective Date: TK

Revision Date: TK

Good controls over purchasing and disbursements require appropriate checks and balances; therefore, more than one individual should be involved in purchasing and disbursement functions. Any personal use or misappropriation of assets of the St. Tammany Parish Library will result in termination of employment and possible legal action. Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is “related” to a municipal official or employee). Administration must always provide an open and competitive atmosphere and ensure that written bids/quotes are solicited for purchases (including recurring purchases) that exceed the applicable dollar thresholds provided in the Louisiana Public Bid Law (R.S 38:2211-2226). All purchasing policies and procedures follow the best practices outlined by the Louisiana Legislative Auditor. The following is an overview of the various methods of procurement that are utilized by the Library.

A. Quotes

Purchases of materials, supplies, or equipment less than \$10,000 require one quote and must be a commercial product or service priced and sold in substantial quantities to the general public. There is no requirement for competition, and reasonableness of cost will be determined by Administration based on experience with similar or like transactions. This type of procurement is conducted by the submission of a Request for Order in the procurement software by the requesting department, approval, and the issuance of a Purchase Order (PO) by the Department Manager or Administration.

At least three (3) quotes are required for the following types of purchases based on estimated cost of the purchase. There is a requirement for competition. Quotes may be written, emailed, or faxed. Quotes can be directly solicited and/or publicly advertised.

- Materials, Supplies & Equipment - \$10,000 to \$29,999
- Services (Professional & Non-Professional) – \$10,000 to \$99,999
- Public Works Projects – Any amount up to \$249,999

The lowest responsive and responsible quote provider who best meets all requirements shall be awarded the job.

B. Bids

The purpose and intention of a bid is to obtain goods and services at the lowest prices by stimulating competition and by preventing favoritism. Bids are required for:

- Materials, supplies, and equipment - \$30,000 or more
- Services (Professional & Non-Professional) - \$100,000 or more
- Public works projects - \$250,000 or more

- Contracts for routine maintenance are not required to be publicly bid unless the contract exceeds two years in duration

Bids require advertising in the official journal to ensure adequate competition. Advertising in other larger circulation newspapers or venues may be suggested and/or required. All specifications, performance requirements, and contract terms must be included in the bid solicitation documents.

Bids shall be submitted in a sealed envelope and are then publicly opened and read aloud on the appointed day and time as stated in the advertisement. The lowest responsive and responsible bidder who best meets all requirements shall be awarded the bid.

C. Request for Proposals

The Request for Proposals (RFP) method of procurement can be used for highly technical equipment or complex services. However, this procurement method can also be used for a wide variety of services. Some examples include, but are not limited to: consulting services, construction Administration services, maintenance/repair services, software programming, computer mainframes, etc. RFPs cannot be used for procurement of Architectural and Engineering (A&E) design services.

Evaluation criteria must be established and included in the RFP. Evaluation criteria includes “price” as one criterion. All documentation of evaluation and scoring must be retained. In addition, RFPs state that rates are subject to negotiation. If an agreement cannot be negotiated with the top ranked firm, negotiations will begin with the next ranked firm.

The RFP process will follow the steps below.

1. After the RFP has been opened, an evaluation team will rate each of the proposals according to the written criteria and rank the proposals according to the firm’s ability to meet or exceed those criteria.
2. The Director makes a recommendation for award to the Library Board of Control based on the overall rankings by the evaluation team. The evaluation scoring sheets and score tabulation sheet shall be provided to LBOC along with the Director’s recommendation. The Director shall also identify factors, terms, or rates which should be negotiated. If the top ranked firm is not recommended or selected, a written explanation shall be kept in the procurement file.
3. The LBOC will consider the director’s recommendation, and upon approval, the Director will begin contract negotiations.

D. Piggy Back

A piggy back purchase is one where the Library procures goods using another public entity's contract prices. The Library is required to obtain documentation from the other public entity that clearly demonstrates the contract was secured properly and is a viable contract. The price paid by the public entity must be the same as the contract's price. Piggy back purchases can only be used for materials, supplies, and equipment.

For purchases to be made under an existing public entity's contract, Administration must document that the Library is bypassing the requirements of the Public Bid Law and is adopting the requirements of the *Louisiana Procurement Code* (R.S. 39:1551 – 1755) to make such purchases. Administration must monitor and ensure that such purchases are made in compliance with those requirements.

Administration will:

1. Obtain written authorization from the public entity to use its contract (when applicable);
2. Obtain documentation that the other entity's contract was properly procured (ex. copy of the public entity's contract, copy of the bidding documents, etc.);
3. Notify the requesting department to submit a Request for Order; and
4. Generate a PO and place the order with the vendor/service provider awarded the public entity's contract on which the Library intends to piggy back.

E. Sole Source Procurement

Sole source procurements are those procurements where two or more offers or quotes are not obtained due to: lack of response to adequate advertising, lack of qualified firms to provide the good or service, or the necessity of having the original equipment manufacturer perform the work (equipment repairs and maintenance).

Sole source procurements require a "Sole Source Justification" narrative which explains the conditions and/or circumstances leading to the sole source procurement and shall be kept on file. Sole Source Justification shall be prepared by the requesting department and provide (at a minimum) the following information:

- The efforts taken by the Library to attract more than one vendor (i.e. number of times advertised and publication name, number of vendors directly solicited, etc.);
- The need for the original equipment manufacturer to perform the work or provide the good/supply/part;
- The original price offered;
- Negotiation procedures conducted and results of negotiation, if applicable.

F. Emergency Purchases

Emergency is defined as unforeseen mischance bringing with it destruction, damage, or injury to public health, safety, or welfare or the imminent threat of such destruction or injury; or as a result of an order from the Director or designee to take immediate action. Every effort shall be made to follow all purchasing procedures including using the approval process and Purchase Orders for all procurements when feasible. The emergency procurements shall be limited only to those supplies, materials, equipment, and services, or major repairs necessary to meet the emergency.

There are two types of emergencies under Public Bid Law: emergency or extreme emergency for both public works, including labor and materials, and for purchases of materials or supplies. In the event of an emergency or extreme emergency, the Public Bid Law may be waived provided that notice was given to the public by publishing in the official journal within 10 days of declaring such public emergency or as soon as practicable thereafter. The Director will include a written statement outlining the reasons for declaring the emergency in the purchase documentation.

G. Purchase Orders

The Purchase Order (PO) is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services. The PO number is the control and reference number. Purchases shall not be made without an approved PO being issued. Service providers shall not be given approval to initiate work by a department or Administration unless a PO has been issued and provided to the requesting department. All purchases require approval by the Administrative staff or the Department Manager who oversees the budgeted account.

Purchases are initiated by a Requester creating a Request for Order (RFO) in the procurement system. Any written quotes, invoices, or other documentation should be attached to the RFO. The RFO includes the items and quantities requested, the price, the account code, the designated Approver, and the vendor information. The Requester should also indicate if the purchase is monthly recurring.

Authorized Approvers are the Director, the Assistant Director of Support Services, the Assistant Director of Branch Services, the Administrative Assistant, and appointed Department Managers.

Requesters are designated for each branch and department by the Administrative staff.

The Approver will evaluate the purchase request and approve or deny the request based on whether the purchase is reasonable and necessary, budgeted, and used solely for the public purposes/functions of the St. Tammany Parish Library.

Designated Department Managers and Administration staff approve purchases up to \$999.

Library Director or Assistant Directors approve purchases between \$1000–\$29,999.

The Library Director approves purchases over \$30,000.

After approval, the designated Administrative staff, Department Manager, or designated staff creates a Purchase Order.

Upon receiving purchases or services, the Purchase Order is received by any staff member in the procurement software. Receipts, packing lists, and other documentation shall be attached. Bid documentation (e.g., solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc.) demonstrating such compliance is to be maintained and filed in an organized manner.

Purchases related to homeland security must be made from the federal General Services Administration (GSA) supply schedules. Administration is required to ensure strict compliance with all applicable GSA requirements.

Director's Report — July, 2022

FACILITIES

Benches were installed at the Pearl River branch – Thank you to the Friends of the Slidell Library that sponsored them.

A new slab was poured at Slidell for the garden area picnic table and shade sail. Thank you to the Friends of the Slidell Library for sponsoring the concrete.

The Lacombe roof was recoated. Inside and outside rust was sanded and metal on the building repainted.

Air conditioning summer maintenance has been on going.

New Water Heater in Covington.

Trimmed perimeter of trees around Pearl River and added new lighting in back of building

Pride Displays at Mandeville Branch

During the month of June, three library locations had Pride displays. Beginning late in the evening of June 14th we began to receive feedback about the displays at the Mandeville branch. People addressed their concerns and support by phone, in person, by e-mail, on Facebook and on our website. People who contacted the Library also contacted Parish Government. Every person who contacted us to express concern or to express support, whether directly via email or phone, in-person, or indirectly through St. Tammany Parish Government, was responded to. Those wishing to receive a Statement of Concern form were sent a copy and all written comments were forwarded in a packet to the LBOC. The New Orleans Advocate wrote a story about the displays and the concern and support surrounding them. The article was published June 22.

In all, we received two phone calls, 32 emails, and 11 website comments to support the displays. We also received five phone calls, seven emails, and three website comments against the displays. Three statements of concern were submitted. All three statements of concern were addressed. Board members were sent copies of all statements and responses.

SUMMER READING

Over 4,000 people registered.

Collective Minutes logged as of July 20th: 1,353,683

Programming ended July 9th; Reading Challenge goes until July 30th

BACK TO SCHOOL BASH

The 2022 Back to School Bash is Saturday, August 6, from 1p.m. – 4p.m. at the Slidell Branch, 555 Robert Boulevard. Entire families are invited to ease back into the school year with the St. Tammany Parish Library.

Special guests:

St. Tammany Fire District #1, Slidell Fire — with a real fire truck

Professional organizer and library presenter Sherrol "Kay" Schewe from Make My Space, who will offer ideas for making the back-to-school morning routine streamlined and organized

The PopRocks musical duo who will usher in the school year with their upbeat music and fun
Hey Now Productions with a Bubble Party
Sherri Hansen with Culinary Kids who will demonstrate how to make healthy snacks including energy -
boosting granola.

STPL Reference Librarian Sarah will help parents and students explore available library databases that
make school life easier

Teens will take part in a panel discussion by the Teen Volunteer Council that will include a combination
lock tutorial.

Touch a School Bus with Mrs. Patricia and Mr. Nick. Their two school buses will be available to board and
explore, to give the littles a feel for what the first bus ride might be like

Don't Let the Pigeon Drive the Bus StoryWalk®

The Lake 94.7 radio station will broadcast live for the entire party.

This event is free and open to the public.

MARKETING AND OUTREACH

Check it Out TV Show taped in June and July:

JUNE Guests: Charlene Barrett and Abby Mayfield, Teen Services Librarians

JULY Guests: Jessica Aucoin and Evan Kramer

Adele: Storytimes at Riverside elementary

Susan Badon: Lancaster Elementary, Pineview Middle School

Kelly LaRocca, Tanya DiMaggio, Amy Bouton- Move Covington Forward Panel

Rhonda Spiess: Summer Reading Challenge Storytimes and Sign-ups at A-Z Preschool, Lacombe
Mandeville Headstart, Chahta-Ima Elementary and 1st Class Academy Daycare, 21st Century Summer
School.

Carly Ngyuen: Mayfield elementary; Little Academy; Brock Elementary; Gymnastics Plus; Open Arms
Child Development Center

Noelle Williams and Byron Holdiman: Juneteenth Celebration

Amy Bouton: Lake 94.7 Radio Station; Hwy. 104.7

PROFESSIONAL INVOLVEMENT

Kelly LaRocca, Tanya DiMaggio, and Brent Geiger attended the Parish Council meeting on July 7th

Evan Kramer: Started an Info People Training Course - Video Creation and Editing for Public Library
Programming Staff

Amy Bouton: Prepare and Respond Virtual Summit; Chevron Community Fellows Class of 2022 Kickoff

LLA Annual Conference

Kelly LaRocca — Named Library Director of the Year
Sally Gill

Director's Report — July, 2022

Libby Garriga

Tanya DiMaggio

Hilari Melerine, Jenny Mayer, and Sally Gill recognized for their work to organize LLA

Tanya DiMaggio

Association of Library Service to Children Research Committee

Regional Assistant Director's meeting

Rhonda Speiss

Lacombe Branch hosted monthly Friends of the Slidell Library Board meeting

ALA Annual Conference

Evan Kramer

Byron Holdiman

Kelly LaRocca

Abby Mayfield was accepted into Leadership Northshore

WEBINAR ATTENDANCE

Lynn Bardell

Amy Bouton

Evan Kramer

PERSONNEL

On August 1, 2022 Megan Jenkins will transfer to the Covington Branch to become branch manager, Iriana Lonon will transfer to the Causeway Branch to become branch manager and Noelle Williams will transfer to the South Slidell Branch to become Branch manager.

WEBSITE

May 19th- July 20th

135,788 Sessions; 78,852 users

New visitors comprised 55.1% of these sessions

June 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	202	58		114	27	90			13	504				
Abita	621	33		371	16	849	8		33	1,931	212	2,219	113	313
Bush	179	18		377	5	305	5		10	899	115	1,027	49	136
Causeway	2,223	215		1,079	44	2,808	23		221	6,613	588	6,245	524	1331
Covington	3,629	411		1,831	48	5,059	117	69	289	11,453	1,399	7,182	2486	1286
Folsom	491	35		839	4	584	74		20	2,047	348	1,748	158	219
Lacombe	235	13		291	1	280			18	838	256	3,765	124	171
Lee Road	330	24		210	4	455	27	2	20	1,072	50	809	63	158
Madisonville	1,605	215		663	15	2,952	14		157	5,621	362	6,066	941	591
Mandeville	2,726	345		995	34	5,918	82	17	338	10,455	1,249	8,030	908	634
Pearl River	462	17		164	8	502	4	64	42	1,263	312	2,512	73	145
Virtual ¹			32,655							32,655				
Slidell	4,215	406		1,808	40	6,093	207	239	564	13,572	2,101	14,181	1418	1108
South Slidell	741	113		730	19	930	12		89	2,634	1,424	5,361	647	1079
Total	17,659	1,903	32,655	9,472	265	26,825	573	391	1,814	91,557	8,416	59,145	7,504	7,171

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: 1090

Jan - June 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	1,503	329	767	189	971			106		3,865				
Abita	3,254	266	1,946	107	4,051	44		179		9,847	1,162	11,360	475	1594
Bush	1,021	77	2,214	52	1,079	36		87		4,566	539	5,000	188	706
Causeway	11,886	1,326	5,747	236	11,225	96		1,043		31,559	3,236	28,231	2902	8233
Covington	20,263	2,001	10,333	204	20,600	652	668	1,124		55,845	7,768	35,513	13385	7198
Folsom	2,853	173	3,411	38	2,068	349		205		9,097	1,770	7,569	663	967
Lacombe	1,283	130	1,586	22	1,092	12		106		4,231	1,398	13,308	611	849
Lee Road	1,785	139	956	24	2,171	44	70	70		5,259	326	4,007	299	1174
Madisonville	7,897	1,081	3,029	151	11,124	114		718		24,114	2,263	24,136	5404	3188
Mandeville	14,528	1,927	5,457	231	23,792	575	34	1,559		48,103	6,862	35,777	4678	3659
Pearl River	2,456	163	1,206	101	1,796	34	356	96		6,208	1,667	10,817	391	912
Virtual ¹									175,706	175,706				
Slidell	22,058	2,174	9,669	280	24,650	1,314	1,839	2,313		64,297	11,991	64,165	7473	6469
South Slidell	3,758	495	3,427	96	3,927	75	23	424		12,225	7,778	27,068	4316	7037
Total	94,545	10,281	49,748	1,731	108,546	3,345	2,990	8,030	175,706	454,922	46,760	266,951	40,785	41,986

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: 4,176

Strategic Planning Committee Update













Strategic planning continues to make headway.

- Consultants met with Library Administration to plan upcoming meetings and to talk about various data maps that could be used in reports.
- Our consultants have pulled together the results of our information collection efforts for Library Administration, the Board, and the strategic planning committee's review.
- The consultant would like to schedule meetings with these groups for the beginning of August.

St. Tammany Parish Library Slidell Branch Renovation Community Input Feedback Ranking

The Community was invited to indicate their interests in various activities, spaces, furniture and technology for inclusion in the Slidell Library Renovation/Expansion. Groups included the Children, Teens, Seniors and Adults as well as Library staff and the Library Board of Control. These results indicate that Children are a high priority as well as Teens, Technology and creating a library that is a vibrant space for exploration and discovery for all. The following are the top 20 rated desires ranked by total votes. The Library Board of Control's, the staff's and the public's top choices are highlighted in orange, green, and yellow respectively. Following the Top 20 are the remaining choices ranked by total votes. Also included are the top choices of Children, Teens, Adults, and Seniors. Finally, the full tally is listed by type with subtotals for each group that gave feedback.

TOP 20	TOTAL	LBOC	Staff	Public	
Children's Spaces- Craft Room with Sink	215	3	21	191	
Special Features- Coffee/Vending Area	197	2	22	173	
Children's Spaces- Reading Alcove	193	3	16	174	
Outdoor Spaces- Exterior Porch	190	3	20	167	
Adult Spaces- Study PODS	190	0	25	165	
Children's Spaces- Multi-purpose Program Room	184	4	24	156	
Learning- Themed Early Literacy	173	3	20	150	
Technology- Steam Lab	172	3	14	155	

TOP 20	TOTAL	LBOC	Staff	Public	
Children's Spaces- Educational Technology	168	3	11	154	
Children's- 3D Thematic Environ	158	1	6	151	
Technology- VR Technology	153	1	6	146	
Teen Area- Gaming Area	144	0	16	128	
Children's- 3D Reading Environs	140	2	10	128	
Learning- Special Nooks	136	0	12	124	
Education Spaces- Maker Space/Hands On	135	3	17	115	
Teen Area- Game Tables	134	2	10	122	
Special Spaces- Social Space	132	1	3	128	
Adult Spaces- Individual Booth	130	1	29	100	
Adult Spaces- Enclosed Quiet Study	128	4	13	111	
Outdoor Spaces- Outdoor Classroom	127	2	15	110	

REMAINING CHOICES RANKED BY TOTAL VOTE

	TOTAL	LBOC	Staff	Public
Education Spaces- Small Group/Tutoring	127	4	32	91
Outdoor Spaces- Courtyard	125	2	12	111
Teen Area- Teen Computers	124	2	17	105
Children's Spaces- Family Restroom	120	2	21	97
Learning- Educational Play	117	3	12	102
Special Spaces- Space to Create	116	1	6	109
Learning- Creative Play	115	3	18	94
Outdoor Spaces- Outdoor Seating	110	2	20	88
Special Features- Caregiver computer station	109	2	7	100
Learning- Creative Play	108	2	6	100
Education Spaces- Digital Maker Space	108	3	9	96
Children's Spaces- Special Entrance	105	1	8	96
Technology- Computer Lab/Classes	103	4	17	82
Adult Spaces- Idea/Maker/Learning	103	2	16	85
Customer Help- Self Service Check-out	101	5	15	81
Children's- Children's Computers	101	2	4	95
Collection- Children's Browsing	98	0	8	90
Technology- Media Lab	96	2	10	84
Teen Area- Fun Seating	93	0	1	92
Collection- Browsing in the stacks	93	3	25	65
Teen Area- Collaboration	89	5	15	69
Special Features- Unique Seating	89	1	3	85
Children's- Reading Nooks	88	0	11	77
Special Spaces- Exterior Art	85	1	6	78
Children's- Wall Interactives	85	3	13	69
Outdoor Spaces- Outdoor Program Space	84	2	19	63
Special Spaces- Exhibit Space	82	3	10	69
Learning- Interactive PLAY table	80	2	8	70
Special Features- Specialty Shelving	79	2	1	76
Customer Help- Accessible Help	79	3	15	61
Outdoor Spaces- Bike Racks	78	0	8	70
Customer Help- Books to Go	76	1	8	67
Education Spaces- Flexible Meeting/Program	71	2	14	55
Customer Help- Printing/Copying/Fax	69	2	6	61
Teen Area- Booth Seating	63	1	12	50
Special Spaces- Classrooms	60	2	8	50
Customer Help- Laptop dispenser	58	1	6	51
Technology- Collaborative Technology	57	0	9	48
Adult Spaces- Booths	57	1	10	46
Education Spaces- Multi-purpose Meeting Room	56	2	5	49
Collection- New Book Display	55	2	2	51
Education Spaces- Conference	54	3	13	38

	TOTAL	LBOC	Staff	Public
Collection- Lower Stacks	54	0	21	33
Collection- Face out display	54	3	7	44
Technology- Electronic End Panel Signage	53	1	4	48
Special Spaces- 2D Exhibit Space	50	1	4	45
Adult Spaces- Quiet Open Study	45	1	9	35
Customer Help- Self Service Holds	44	1	6	37
Special Features- Flexible Walls	43	1	5	37
Adult Spaces- Programming Nook	43	0	3	40
Children's- 2D Thematic Environ	39	0	5	34
Special Features- Bold Graphics	37	0	16	21
Collection- End Panel displays	33	1	5	27
Collection- Mobile Stacks	19	2	3	14

SLIDELL BRANCH RENOVATION PUBLIC'S TOP CHOICES

CHILDREN'S TOP CHOICES

Special Spaces- Social Space	67
Adult Spaces- Study PODS	66
Technology- VR Technology	65
Children's- 3D Reading Environs	61
Children's- 3D Thematic Environ	57
Learning- Special Nooks	55
Learning- Themed Early Literacy	51
Technology- Steam Lab	49
Children's Spaces- Craft Room with Sink	39
Teen Area- Gaming Area	43
Special Features- Unique Seating	43
Children's Spaces- Multi-purpose program Room	42
Collection- Children's Browsing	42

TEEN'S TOP CHOICES

Technology- VR Technology	34
Teen Area- Teen Computers	33
Teen Area- Gaming Area	32
Special Features- Coffee/Vending Area	30
Special Spaces- Social Space	22
Adult Spaces- Study PODS	21
Technology- Steam Lab	21
Outdoor Spaces- Exterior Porch	21
Education Spaces- Digital Maker Space	21
Children's- 3D Reading Environs	20

ADULT'S TOP CHOICES

Children's Spaces- Reading Alcove	127
Children's Spaces- Craft Room with Sink	126
Children's Spaces- Educational Technology	107
Children's Spaces- Multi-purpose program Room	96
Special Features- Coffee/Vending Area	94
Outdoor Spaces- Exterior Porch	90
Technology- Steam Lab	74
Children's Spaces- Special Entrance	72
Children's- 3D Thematic Environ	71
Adult Spaces- Study PODS	67

SENIOR'S TOP CHOICES

Outdoor Spaces- Exterior Porch	28
Technology- Computer Lab/Classes	26
Education Spaces- Small Group/Tutoring	25
Customer Help- Printing/Copying/Fax	24
Adult Spaces- Enclosed Quiet Study	23
Education Spaces- Maker Space/Hands On	20
Education Spaces- Multi-purpose Meeting Room	19
Learning- Creative Play	18
Customer Help- Accessible Help	17
Education Spaces- Flexible Meeting/Program	17

St. Tammany Slidell Branch Expansion - Community Input

	LBOC	Slidell Staff	Admin & Dept Mgrs	Children	Teen	Adults	Seniors	TOTAL
Outdoor Spaces								
Outdoor Classroom	2	5	10	35	6	56	13	127
Bike Racks	0	7	1	25	9	27	9	78
Outdoor Seating	2	13	7	17	11	45	15	110
Exterior Porch	3	15	5	28	21	90	28	190
Courtyard	2	9	3	37	18	50	6	125
Outdoor Program Space	2	12	7	19	4	34	6	84
Collection								
Face Out Display	3	3	4	8	7	20	9	54
Lower Stacks	0	18	3	12	2	17	2	54
Children's Browsing	0	7	1	42	6	34	8	98
Browsing in the Stacks	3	14	11	7	8	37	13	93
Mobile Stacks	2	0	3	4	3	4	3	19
New Book Display	2	2	0	10	6	25	10	55
End Panel displays	1	1	4	14	2	11	0	33
Customer Help								
Accessible Help	3	7	8	4	7	33	17	79
Laptop Dispenser	1	1	5	14	13	22	2	58
Self Service Holds	1	1	5	5	1	27	4	44
Self Service Check-out	5	10	5	12	19	44	6	101
Printing/Copying/Fax	2	2	4	2	4	31	24	69
Books to Go	1	5	3	21	10	32	4	76
Children's								
Children Computers	2	4	0	32	5	45	13	101
Reading Nooks	0	9	2	31	7	32	7	88
3D Reading Environs	2	10	0	61	20	40	7	140
Wall Interactives	3	9	4	28	2	28	11	85
3D Thematic Environ	1	5	1	57	14	71	9	158
2D Thematic Environ	0	2	3	18	1	14	1	39
Children's Spaces								
Multi-purpose Program Room	4	15	9	42	18	96	0	184
Reading Alcove	3	16	0	39	8	127	0	193
Craft Room with Sink	3	14	7	46	19	126	0	215
Special Entrance	1	8	0	19	5	72	0	105
Educational Technology	3	4	7	36	11	107	0	168
Family Restroom	2	13	8	27	5	65	0	120

	LBOC	Slidell Staff	Admin & Dept Mgrs	Children	Teen	Adults	Seniors	TOTAL
Learning								
Themed Early Literacy	3	19	1	51	17	66	16	173
Interactive Play Table	2	8	0	28	5	26	11	80
Creative Play	3	11	7	33	5	42	14	115
Special Nooks	0	12	0	55	19	44	6	136
Educational Play	3	8	4	31	11	47	13	117
Creative Play	2	5	1	26	6	50	18	108
Teen Area								
Teen Computers	2	13	4	15	33	46	11	124
Gaming Area	0	11	5	43	32	48	5	144
Game Tables	2	7	3	33	14	63	12	134
Fun Seating	0	1	0	38	14	31	9	93
Booth Seating	1	7	5	6	7	29	8	63
Collaboration	5	8	7	6	8	45	10	89