

St. Tammany Parish Library
Board of Control Meeting
August 23rd, 2022
South Slidell Library
3901 Pontchartrain Dr,
Slidell, LA 70458
6:30 P.M.

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.

AGENDA

Call to order by President and Roll Call by Director

Introduction of New Board Member Sussie Tosso

1. Approval of the minutes of the meeting of the Library Board of Control that was held on July 26th 2022.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – July 2022
 - Discussion
 - Public Comment
 - Vote
 - B. Presentation of the 2023 Budget
 - Discussion
 - Public Hearing (Motion required to open and close)
 - Vote
 - C. Summer Reading Wrap Up
 - Discussion
 - Public Comment
 - D. Cost of Living Adjustments 2022 & 2023
 - Discussion
 - Public Comment
 - Vote

E. Director's Report

- Discussion
- Public Comment

3. OLD BUSINESS

- A. Rules and Regulations Committee Update
- B. Strategic Planning Committee Update
- 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
July 26, 2022
Madisonville Branch Library
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, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Becky Taylor
Absent: None

B. Taylor referenced the meeting agenda and explained that there would be a three-minute time limit for each member of the public wishing to speak on an item on the agenda. Becky explained that the board wants to hear from the public and in order to comment they must complete a comment card located on a table in the meeting room. The cards will be collected by a library staff member.

1. Approval of the minutes of the meeting of the Library Board of Control that was held on May 31, 2022.

B. Taylor asked for a spelling correction on page 5. Gayle should be corrected to Gale. There were no other suggested corrections to the minutes. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to approve the corrected minutes. It was seconded by M. Reneau. All were in favor, none were opposed, and none were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – June 2022

K. LaRocca reported that \$208,390.28 was received in ad valorem revenue. The 3rd payment of \$84,209.35 in state revenue sharing was received. We expect to receive more ad valorem revenue before the end of the year. The budget percentage should be 50% at this point in the year. Revenues are at 48.9% and expenditures are at 46%. The Postage line is over budget due to higher postage rates and filling the postage machines. The Web Design Consultant line is over budget due to having the library apps all year and will be adjusted in the amendment.

The insurance lines have been expended for the year. The Office Supplies line is over budget due to the increasing cost of supplies and the use of lamination film during the summer. The West St. Tammany Friends of the Library sponsored tablets for librarians to use for teaching patrons how to use apps on their devices. That donation will go into the PC Network line to reimburse the cost of the tablets. The CD Software line is over budget because the licenses are renewed early in the year.

B. Taylor asked for questions from the Board. The Board had no questions. B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the June 2022 financial reports. It was seconded by Dr. A. Morgan. All were in favor, none were opposed, and none were absent. Motion carried.

B. Summer Budget Amendment - 2022

K. LaRocca reported that she expects \$224,000 less in ad valorem taxes than what we amended earlier this year. This budget amendment is adjusted based on how the library ended the 2021 fiscal year, the performance of the budget during the first half of 2022, the COVID-19 pandemic, and upcoming projects such as the Annex building renovation. Most of the increases and decreases in the budget lines will be due to these activities. Kelly reviewed some of the changes. Adjustments were made to the employee benefits lines. The Advertising line is increased to cover advertising for strategic planning. The Electricity line is adjusted to account for the cost of electricity on both the old and new Annex buildings at the same time.

Since I.T. will not move until after the new year, the cost of Movers has been reduced. The Liability Insurance line is reduced due to better rates with package pricing. Flood insurance has increased this year and is adjusted to match. The Office Supplies line is increased due to higher costs of paper and other supplies at this time. The Mileage Reimbursement line is increased as there is more staff travel between branches.

The Improvement to Physical Plant line is decreased as the Slidell roof repair is deferred to the renovation of the branch, with a more extensive roof repair/replacement planned. B. Allin asked if the roof was replaced when the HVAC system was replaced. Kelly stated that the roof was not replaced but was recoated at that time. Dr. A. Morgan stated that the library has been discussing the Slidell roof as long as she has been on the library board. She hopes that it is repaired fully, as it has been leaking on and off for 20 years. Kelly explained that the coating has kept the roof in good shape for about 10 years, but it is now at the end of its lifetime. Dr. A. Morgan stated that the plans for the roof should be presented to the Library Board since there have been such issues with the roof in the past. The Board should be able to ask questions and make independent appointments with the persons or businesses involved in the roofreplacement. Kelly explained

that the Parish will get an architect and engineer who will create the plans and present them to the Library Board. Once those plans are approved, then the project would go out to bid. The Office Equipment, Furniture, and Shelving line is decreased as the cost of modifying the Annex's furniture is less than expected and I.T furniture will not be needed until 2023. The PC Network line is increased to account for the tablets donated by the West St. Tammany Friends of the Library. The Periodicals line is decreased as it has been expended for the year. The Music, Audio, and Video Recordings lines are reduced as more people are downloading materials. That funding is redirected to Electronic & Downloadable media.

Kelly referenced the Savings spreadsheet. The cash on hand, or savings, as of December 31, 2021 was \$5,399,947. There were no changes to the dedicated savings lines. The savings are dedicated to operational reserves, disaster and emergency funds, payroll adjustments made by the auditor, and furniture projects at the Causeway, Mandeville, and Slidell branches. The current unassigned savings is \$135,139.

Overall, Kelly forecasts a decrease in revenue of \$195,922 due 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 the Annex move being spread over two years, ongoing effects of COVID-19, and the inability to purchase vehicles and complete construction projects due to the economy. The budget is balanced, leaving \$60 of revenue unbudgeted. Kelly met with each department head to discuss their plans for 2022. She is confident that there are adequate funds to meet the library's goals.

B. Taylor asked for public comment. There was no public comment. A resolution of the board is needed to approve the amendment. Kelly read the resolution aloud. B. Allin moved to approve the resolution for the 2022 Summer Budget Amendment. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

C. Rules and Regulations Update – Chapter 3. Section 327 & 329

T. DiMaggio reported that the committee met in July to discuss sections 327 and 329. This completes the remainder of Chapter 3. The next meeting is August 4, 2022 at 11:00 a.m. in the Causeway Branch meeting room. The committee will work on Chapter 4 - Collection Management. The committee is submitting sections 327 and 329 of Chapter 3 for Board review and approval. The Board was provided original, edited, and final copies of the sections to review. The sections were reviewed and rewritten based on the Parish's Boards and Commissions Guide and best practices as outlined by the Louisiana Legislative Auditor. The District Attorney's Office reviewed the draft and their suggestions were incorporated. Cary Menard, Chief of the Civil Division for the District Attorney's Office, was in attendance during the meeting to answer

any questions. B. Allin asked a question about real property in Part D under bid thresholds. Kelly explained that real property is land/real estate.

Kelly clarified that contracts for the following require the Board's approval before they can happen: Leased library facilities, purchases of real property, materials, supplies, and equipment of \$30,000 or more, professional and non-professional services of \$100,000 or more, and public works projects of \$250,000 or more. Contracts that are less than the thresholds do not require Board approval but would be listed in the Director's Report. B. Allin asked if the roof at the Slidell Branch could be replaced without Board approval. Kelly explained that the roof at Slidell would be considered a public works project of under \$250,000, but the Board would know about it prior to happening because it would be discussed in the Director's Report.

A. Shaw referenced Part E, the Monitoring Process, and asked if the contract manager would be in-house or provided by the vendor. Kelly and Tanya explained that it would be whichever library staff member has been designated to monitor those services. Kelly used the janitorial supply contract as an example. A staff member manages that by monitoring the vendor's prices for toilet paper, paper towels, and other janitorial supplies that are on the state contract to ensure that we are paying contract pricing. Larger projects such as the Slidell parking lot are public works projects handled by the Parish. Someone assigned by the Parish is the manager of that project.

B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the updates to Chapter 3, Section 327 and 329 of the Rules and Regulations Manual. All were in favor, none were opposed, and none were absent. Motion carried.

D. Director's Report

K. LaRocca reported that the Friends of the Slidell Library sponsored benches at the Pearl River Branch and a new slab at the Slidell Branch for the garden area picnic table and shade sail. The Lacombe Branch roof was recoated, rust was sanded, and metal on the building was repainted. Trees were trimmed and new lighting was added to the back of the Pearl River Branch.

There were Pride displays during the month of June at three branches. In mid-June, the library began to receive feedback regarding the displays at the Mandeville Branch. People expressed their concerns and support by phone, in person, by email, on Facebook, and on our website. Some patrons also contacted Parish Government. Every person who contacted the library to express their concern or support was responded to. Those wishing to receive a Statement of Concern were sent a copy and all written comments were forwarded to the Library Board of Control. The New Orleans Advocate wrote a story about the displays and the article was

published on June 22nd. We received two phone calls, 32 emails, and 11 website comments in support of the displays. We received five phone calls, seven emails, and three website comments against the displays. Three Statements of Concern were submitted. All three statements were addressed, and board members were sent copies of all statements and responses.

The summer reading statistics are as follows: Over 4,000 people registered and total collective minutes as of July 20th was 1,353,683. Programming ended July 9th and the challenge continues until July 30th.

The Back to School Bash is Saturday, August 6th from 1:00 p.m. to 4:00 p.m. at the Slidell Branch. Special guests include: St. Tammany Fire District #1, The PopRocks, Hey Now Productions, Culinary Kids, and Touch a Bus with two school buses. The event is free for the whole family and open to the public.

The Check it Out TV show was filmed in June and July. Staff offered outreach services to pre-schools, day cares, elementary schools, and middle schools. Noelle Williams and Byron Holdiman held a Juneteenth Celebration program. Amy Bouton spoke on The Lake 94.7 and Hwy 104.7 radio stations. Kelly LaRocca, Tanya DiMaggio, and Brent Geiger attended the Parish Council meeting in July. Staff attended training, webinars, and meetings. Several staff attended the Louisiana Library Association Conference. Kelly LaRocca was named Louisiana's Library Director of the Year. Abby Mayfield was accepted into Leadership Northshore.

In August, Megan Jenkins will transfer to the Covington Branch as branch manager, Iriana Lonon will transfer to the Causeway Branch as branch manager, and Noelle Williams will transfer to the South Slidell Branch as branch manager.

Website statistics show 135,788 sessions and 78,852 users have used the website between May 19th and July 20th. New visitors comprised 55.1% of these sessions. Kelly referred to the June 2022 and year-to-date statistics. It was noted that the June statistics have some typos and will be redone. B. Taylor asked about the Slidell Art League's decision on limiting the amount of wine served at their event. Kelly said that the Art League has changed the date of their event. The awards evening will be on October 7th and they will limit the amount of wine per person served at their event.

B. Taylor asked for public comment. Katie Cook spoke in support of the Pride displays. She shared that her daughter's friends' parents would not allow them to go inside her home because she has two moms. Roxanne Newman spoke in support of the Pride displays. She expressed that she believes it is important that all children see themselves represented in books and other media. Barbara Hargrove stated that she is in support of the Pride displays in the library. Christopher

Manguno spoke in support of the Pride displays, stating that libraries should remain a space that is objective, supportive, and represents individuals in the community. John Hastings spoke in support of the Pride displays, stating that it is helpful to have those resources easily accessible to patrons who may not necessarily go out of their way to find them on their own. Brandon West spoke in support of the Pride displays and shared his late younger brother's experiences as a young gay man. Baileigh Bosco spoke in support of the Pride displays and noted the suicide statistics of LGBTQ youth.

Jeremy Thompson spoke in support of the Pride displays and named many literary works written by gay authors. Mel Manuel spoke in support of the Pride displays and spoke of the importance of LGBTQ youth being represented and included, as they are future stakeholders in this community. Barbara Mamoulides expressed her support of the Pride displays. She often counsels clients with questions about LGBTQ topics and refers youth and parents to the library for books on navigating those topics. Randy Trahan spoke in support of the Pride displays and spoke of the PFLAG (Parents, Friends, and Family of Lesbians and Gays) organization. Jeff Sims spoke in support of the Pride displays and appreciates the library for having the displays. Ruth Terry-Sipos spoke in support of the Pride displays and thanked the library for not removing the displays. Rev. Dr. Jarrett Banks spoke in support of the Pride displays and noted the importance of community members getting to know their neighbors and walking in their shoes.

Donna Bonnoitt spoke in opposition to having the Pride displays. She noted that residents pay a millage for the library. She stated that children do not need to be exposed to these displays in the library. She asked about the procedures for deciding what displays are put in the library and said there should be questionnaires for the public to give input on displays. Susie Knights spoke in support of the Pride displays and recalled her experiences taking refuge in books in the library. Heather Marcotte spoke in support of the Pride displays and hopes that the library continues to offer resources to all community members. Will Marcotte spoke in support of the Pride displays. Erin Kennedy spoke in support of the Pride displays. Lilly Rowland spoke in support of the Pride displays. Amy Kussmann spoke in support of the Pride displays and hopes that next year there will be more displays supporting everyone in the community. Maryjo "MJ" Cascio spoke in support of the Pride displays and hopes that there are more displays next year. She stated that the LGBTQ community also pays taxes that fund the library through the millage.

B. Allin thanked everyone for taking the time to speak.

3. OLD BUSINESS

A. Strategic Planning Update

K. LaRocca reported that the strategic planning consultants met with Library Administration to plan upcoming meetings and review data maps that can be used in reports. They have the results of our information collection efforts for Library Administration, the Board, and the committee. The consultants will be meeting with the Community Advisory Committee on August 11th. Kelly will send the Board suggestions for meeting dates and times.

B. Slidell Branch Renovation Community Input

K. LaRocca reviewed the results of the community input for the Slidell Library renovation and expansion. Each board member was provided a printout of the results. The groups of people included in the survey are children, teens, adults, seniors, library staff, and the Library Board of Control. The results indicate that children are a high priority as well as teens and technology. A few of the top choices are as follows: Craft room with sink in the children's space, a coffee/vending machine area, children's reading alcove, an exterior porch, and study pods.

C. St. Tammany Parish Library Foundation Update

There was no report from the Library Foundation.

D. Friends of the Library Report

There was no report from the Friends of the Library.

4. Public Comment

There was public comment from Donna Bonnoitt. She asked what the procedures are for creating a display. B. Taylor responded that the Board would ask Library Administration to send her that information. Ms. Bonnoitt stated that the display policy on the website states that all aspects of an issue will be presented in an equal manner, but that was not done with this display. Ms. Bonnoitt also questioned the statistics and number of people who complained about the display.

B. Taylor assured Ms. Bonnoitt that Library Administration would be in touch with her. Roxanne Newman spoke in response to Ms. Bonnoitt's comment. She stated that equal time should not be given to hatred and used the subject of Holocaust Remembrance as an example. She stated that no one should endorse a display for the pro-Nazi side of the Holocaust, nor should an anti-

LGBTQ display be endorsed. Christopher Manguno stated that he hopes that the controversy of the displays does not prevent the library from having these displays in the future. Brandon West stated that he can appreciate having opposing views on something that one does not agree with. He encourages anyone with an opposition to this to sit down with parties that can help educate them on this topic.

5. Adjournment

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

Mary Reneau, Secretary

[illegible]

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

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ASSETS

Current Assets

Cash	\$ 10,425,363.14
Cash - Health Claims	(29,080.51)
Due from Paylocity	0.00
Due from Bank	1,000.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	0.00
Ad Valorem Receivable - 2022	6,631,333.31
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	145,661.70
Prepaid Expenses	0.00

Total Current Assets	17,174,277.64
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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	\$ 17,176,258.64
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LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$ (445.00)
Accrued Salaries	26,446.09
Deferred Inflows - Ad Valorem	40,662.00
Elective Benefits Payable	(2,932.98)
Retirement Payable	67,134.98
Health Claims Payable	57,234.55

Total Current Liabilities	188,099.64
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Fund Balance

Fund Balance	16,988,159.00
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Total Fund Balance	16,988,159.00
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Total Liabilities & Fund Balance	\$ 17,176,258.64
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**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Seven Months Ending July 31, 2022**

3

	<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	\$ 966,513.87	\$ 6,650,513.85	11,444,000.00	4,793,486.15	58.11
State Revenue Sharing	20,966.67	146,766.69	252,628.00	105,861.31	58.10
Fines/Fees	5,975.05	42,805.29	61,000.00	18,194.71	70.17
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	2,838.56	6,061.36	3,500.00	(2,561.36)	173.18
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	3,939.99	21,739.89	50,000.00	28,260.11	43.48
Miscellaneous Income	0.00	14,200.21	14,200.00	(0.21)	100.00
Summer Reading Shirt Sales	227.50	1,316.77	1,350.00	33.23	97.54
Total Revenues	1,000,461.64	6,883,404.06	11,827,678.00	4,944,273.94	58.20
Expenditures					
Library Administration	389,054.56	2,854,761.56	5,555,000.00	2,700,238.44	51.39
Employee Benefits	168,625.55	1,068,555.42	1,982,592.00	914,036.58	53.90
Advertising,Dues & Subscriptio	1,800.00	16,733.63	40,500.00	23,766.37	41.32
Signage	399.16	676.66	3,000.00	2,323.34	22.56
Printing, Duplicating & Bindin	0.00	3,820.13	14,000.00	10,179.87	27.29
Promotional Production	0.00	4,658.95	7,500.00	2,841.05	62.12
Utilities	23,153.82	186,119.19	300,700.00	114,580.81	61.90
Communications	11,734.23	84,845.02	146,000.00	61,154.98	58.11
Leases	25,209.41	183,810.26	319,500.00	135,689.74	57.53
Maintenance of Property & Equi	68,143.56	366,541.08	538,500.00	171,958.92	68.07
Maintenance Services (Building	7,775.81	149,412.84	263,300.00	113,887.16	56.75
Professional Services	46,911.58	178,969.40	295,700.00	116,730.60	60.52
Insurance and Claims	4,076.00	216,477.21	220,026.00	3,548.79	98.39
Operating Supplies	11,263.93	82,185.84	148,000.00	65,814.16	55.53
Travel & Continuing Education	6,901.80	43,045.93	84,000.00	40,954.07	51.25
Public Relations/Programming	12,447.30	70,859.61	110,800.00	39,940.39	63.95
Capital Outlay-Non-Book Acq.	6,159.92	200,665.68	379,000.00	178,334.32	52.95
Capital Outlay-library Res. Ac	143,811.61	748,271.74	1,413,500.00	665,228.26	52.94
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Total Expenditures	927,468.24	6,460,410.15	11,827,618.00	5,367,207.85	54.62
Excess of Revenues/(Expenditur	\$ 72,993.40	\$ 422,993.91	60.00	(422,933.91)	704,989.85

St. Tammany Parish Library - General Fixed Asset Account Group
Balance Sheet
July 31, 2022

4

ASSETS

Fixed Assets

Fixed Assets \$ 13,958,944.25

Total Assets \$ 13,958,944.25

FUND BALANCE

Fund Balance

Investment in Gen. Fixed Asset \$ 13,958,944.25

Total Fund Balance \$ 13,958,944.25

5

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Seven Months Ending July 31, 2022

Beginning Fund Balance	\$	16,565,165.09
Net Income		422,993.91
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Ending Fund Balance	\$	<u><u>16,988,159.00</u></u>

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2022

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 389,054.56	\$ 2,854,761.56	\$ 5,555,000.00	2,700,238.44	51.39
Total	\$ 389,054.56	\$ 2,854,761.56	\$ 5,555,000.00	2,700,238.44	51.39
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,956.46	\$ 63,799.04	\$ 108,600.00	44,800.96	58.75
Retirement Contributions	41,346.53	287,117.74	516,000.00	228,882.26	55.64
Health Insurance Expense	38,122.32	256,698.86	450,000.00	193,301.14	57.04
Health Trust	80,200.24	418,447.78	864,500.00	446,052.22	48.40
Worker's Compensation Expense	0.00	42,492.00	42,492.00	0.00	100.00
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 168,625.55	\$ 1,068,555.42	\$ 1,982,592.00	914,036.58	53.90
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 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	1,800.00	13,001.00	27,000.00	13,999.00	48.15
Total	\$ 1,800.00	\$ 16,733.63	\$ 40,500.00	23,766.37	41.32
Signage					
Signage	\$ 399.16	\$ 676.66	\$ 3,000.00	2,323.34	22.56
Total	\$ 399.16	\$ 676.66	\$ 3,000.00	2,323.34	22.56
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
Total	\$ 0.00	\$ 3,820.13	\$ 14,000.00	10,179.87	27.29
Promotional Production					
Promotional Production	\$ 0.00	\$ 4,658.95	\$ 7,500.00	2,841.05	62.12
Total	\$ 0.00	\$ 4,658.95	\$ 7,500.00	2,841.05	62.12

Utilities

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2022

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Electricity	\$ 20,482.34	\$ 164,008.76	\$ 263,450.00	99,441.24	62.25
Gas	88.16	1,777.89	3,000.00	1,222.11	59.26
Water	2,583.32	20,332.54	34,250.00	13,917.46	59.37
Total	\$ 23,153.82	\$ 186,119.19	\$ 300,700.00	114,580.81	61.90
Communications					
Postage	\$ 343.35	\$ 10,236.82	\$ 9,000.00	(1,236.82)	113.74
Voice Line	7,602.21	48,056.71	88,500.00	40,443.29	54.30
Data Lines (Internet)	3,775.00	26,420.00	48,000.00	21,580.00	55.04
Courier/Shipping	13.67	131.49	500.00	368.51	26.30
Total	\$ 11,734.23	\$ 84,845.02	\$ 146,000.00	61,154.98	58.11
Leases					
Building Lease Expense	\$ 25,209.41	\$ 180,884.91	\$ 311,000.00	130,115.09	58.16
Equipment Lease Expense	0.00	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	\$ 25,209.41	\$ 183,810.26	\$ 319,500.00	135,689.74	57.53
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,255.62	\$ 120,515.18	\$ 210,000.00	89,484.82	57.39
Grounds/Lawn Maintenance	6,791.00	45,639.00	85,000.00	39,361.00	53.69
Maintenance Supplies	802.96	6,046.61	8,000.00	1,953.39	75.58
Fuel & Lube	3,310.83	21,505.25	30,000.00	8,494.75	71.68
Vehicle Repairs	0.00	1,568.41	6,000.00	4,431.59	26.14
Small Tools	155.56	789.76	3,000.00	2,210.24	26.33
Office Machine & Equip Repair	0.00	306.99	1,000.00	693.01	30.70
Network Utility Software	11,650.47	90,729.64	105,000.00	14,270.36	86.41
Automation System Maintenance	27,477.12	27,477.12	28,500.00	1,022.88	96.41
Polaris Maintenance	0.00	51,263.12	54,000.00	2,736.88	94.93
PC Network Maintenance & Repai	700.00	700.00	8,000.00	7,300.00	8.75
Total	\$ 68,143.56	\$ 366,541.08	\$ 538,500.00	171,958.92	68.07
Maintenance of Services (Buildings)					
Physical Plant	\$ 2,531.90	\$ 101,547.19	\$ 148,000.00	46,452.81	68.61
Plumbing, Heating and AC	2,214.85	32,477.20	66,500.00	34,022.80	48.84
Electrical	198.49	3,916.22	8,000.00	4,083.78	48.95
Sanitation	155.57	4,640.25	11,000.00	6,359.75	42.18
Pest Control	0.00	3,390.00	7,000.00	3,610.00	48.43
Termite Contract	225.00	503.00	7,800.00	7,297.00	6.45

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2022

9

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Carpet Cleaning	2,450.00	2,938.98	15,000.00	12,061.02	19.59
Total	\$ 7,775.81	\$ 149,412.84	\$ 263,300.00	113,887.16	56.75
Professional Services					
Payroll Service Fees	\$ 2,888.42	\$ 20,137.81	\$ 33,500.00	13,362.19	60.11
Financial	9,300.00	36,938.87	40,000.00	3,061.13	92.35
Consultants	34,695.16	45,586.17	90,000.00	44,413.83	50.65
Security	28.00	3,573.79	10,000.00	6,426.21	35.74
Web Design Consultant	0.00	72,732.76	77,200.00	4,467.24	94.21
Movers	0.00	0.00	45,000.00	45,000.00	0.00
Total	\$ 46,911.58	\$ 178,969.40	\$ 295,700.00	116,730.60	60.52
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 132,637.21	\$ 135,500.00	2,862.79	97.89
Flood Insurance	0.00	23,424.00	23,500.00	76.00	99.68
Vehicle Insurance	0.00	42,860.00	42,950.00	90.00	99.79
LBOC Liability	4,076.00	4,076.00	4,076.00	0.00	100.00
General Liability	0.00	13,480.00	14,000.00	520.00	96.29
Total	\$ 4,076.00	\$ 216,477.21	\$ 220,026.00	3,548.79	98.39
Operating Supplies					
Office Supplies	\$ 1,677.52	\$ 17,125.76	\$ 25,000.00	7,874.24	68.50
Bank Service Charges	1,277.53	8,816.24	16,000.00	7,183.76	55.10
Book Preparation Supplies	3,231.70	22,255.91	38,000.00	15,744.09	58.57
Computer/Printer Supplies	4,340.70	29,753.20	61,000.00	31,246.80	48.78
Programming Supplies	736.48	4,234.73	8,000.00	3,765.27	52.93
Total	\$ 11,263.93	\$ 82,185.84	\$ 148,000.00	65,814.16	55.53
Travel and Continuing Education					
Staff Travel - Local	\$ 2,547.23	\$ 11,047.39	\$ 20,000.00	8,952.61	55.24
Library In-service Training	0.00	4,875.03	9,000.00	4,124.97	54.17
Conventions & Seminars	4,354.57	27,123.51	55,000.00	27,876.49	49.32
Total	\$ 6,901.80	\$ 43,045.93	\$ 84,000.00	40,954.07	51.25
Public Relations/Programming					
Summer Reading Program	\$ 1,802.44	\$ 36,868.80	\$ 45,000.00	8,131.20	81.93
Summer Reading T-shirts	5,519.64	5,834.64	5,800.00	(34.64)	100.00

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 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>
Adult Programming	3,117.33	15,919.95	33,000.00	17,080.05	48.24
Young Adult Programming	1,467.49	8,404.94	15,000.00	6,595.06	56.03
Juvenile Programming	540.40	3,831.28	12,000.00	8,168.72	31.93
Total	\$ 12,447.30	\$ 70,859.61	\$ 110,800.00	39,940.39	63.95
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 2,900.00	\$ 14,803.80	\$ 23,000.00	8,196.20	64.36
Imp Phys Plant	0.00	33,750.00	132,000.00	98,250.00	25.57
Vehicles	0.00	27,841.26	28,000.00	158.74	99.43
Office Equip, Furn & Shelving	575.88	27,741.36	70,000.00	42,258.64	39.63
PC Network	2,684.04	94,127.66	120,000.00	25,872.34	78.44
Integrated Lib Automation Sys	0.00	0.00	1,000.00	1,000.00	0.00
Audio/Visual Equipment	0.00	2,401.60	5,000.00	2,598.40	48.03
Total	\$ 6,159.92	\$ 200,665.68	\$ 379,000.00	178,334.32	52.95
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 35,301.66	\$ 105,325.16	\$ 205,000.00	99,674.84	51.38
Lease/Purchase Books	0.00	18,363.24	18,400.00	36.76	99.80
Juvenile Books	10,695.83	27,800.53	105,000.00	77,199.47	26.48
Young Adults	480.11	5,702.40	15,000.00	9,297.60	38.02
Music Recordings	280.26	1,389.91	4,000.00	2,610.09	34.75
Adult Reference	21,529.69	63,103.49	111,000.00	47,896.51	56.85
Juvenile Reference	0.00	7,651.51	45,000.00	37,348.49	17.00
Periodicals	7,376.08	27,075.68	50,000.00	22,924.32	54.15
Audio Recordings	951.76	3,816.01	12,600.00	8,783.99	30.29
Video Recordings	5,807.93	24,190.78	69,000.00	44,809.22	35.06
Genealogy	756.14	1,320.37	5,000.00	3,679.63	26.41
Microfilm	0.00	0.00	15,000.00	15,000.00	0.00
Downloadable Media	36,834.54	249,256.98	404,000.00	154,743.02	61.70
CD/Software	224.40	66,190.53	92,500.00	26,309.47	71.56
Internet Database Subscription	23,573.21	147,085.15	262,000.00	114,914.85	56.14
Total	\$ 143,811.61	\$ 748,271.74	\$ 1,413,500.00	665,228.26	52.94
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

Proposed 2023 Operational Budget

The 2023 Proposed Budget Spreadsheet and the 2023 Budget Message are included for your review. The 2023 Budget Adoption Resolution is also included for your consideration.

Due to the recent updates of the Library Board of Control Rules and Regulations Manual, we will now be displaying the proposed budget more in line with best practices by the Louisiana Legislative Auditor. I have color coded the spreadsheet to make it easier to read.

In blue, you will see the three previous years' actual numbers.

In yellow, you will see the current year: the original budget, the last adopted amendment, the year-to-date actual as of the most recent financial report, how much more we project to spend (or receive) before the end of the year, the projected total amount for expenditures (or revenues) at the end of the year, and the percentage change between the last adopted budget amendment and the projected actual amounts at the end of the year.

In green, you will see the next proposed budget year: the monetary difference between the last adopted budget amendment and the upcoming proposed budget, the amount proposed for each line of the 2023 budget, and the percentage change between what we think we will spend by the end of the current year and the proposed next years' budget.

St. Tammany Parish Library 2023 Budget

Introduction

The library was established in March of 1951 when voters approved a millage to provide the Parish with a library system. The St. Tammany Parish Library provides St. Tammany residents with resources and programs that meet their cultural, informational, economic, educational, and recreational needs. We strive to promote lifelong learning and offer programs and services for all ages.

The library remains an integral part of the fabric of life in St. Tammany Parish, with 429,766 visits to the library and 888,708 items checked out in 2021.

I am pleased to submit the 2023 proposed Annual Operating Budget for the St. Tammany Parish Library for your consideration. The following budget explanation and discussion should be read alongside the 2023 budget spreadsheet.

2023 Budgetary Basis and Assumptions

Expected revenue numbers were provided to the library by the Assessor's Office and the St. Tammany Parish Department of Finance. The figures provided by those offices are estimates, and because of that, we budgeted our revenue conservatively. Expected expenditures were based on the three previous years, and budget discussions about the upcoming year were held with each library department. The difference between the 2022 summer amendment and the 2023 proposed budget is noted for each line.

2023 Revenue

In 2023, the St. Tammany Parish Library will operate on a revenue of \$11,980,478. The primary source (i.e., 97 percent) of the library's 2023 income will be a 5.78 mil property tax millage – 4.91 mils for operations and .87 mils for capital improvements to library buildings. The remaining three percent of the library's income comes from state revenue sharing, fines and fees, interest, and donations.

We are projecting to receive \$150,000 more in Ad Valorem Taxes. State Revenue Sharing reflects the amount we received in 2022. The Fines and Fees line has been adjusted upward as we have received increasing fines and print fees as library usage has increased. We are not expecting any grants for 2023, but left the 1,000 placeholder in case a grant opportunity presents itself. Interest Income has been increased as Interest rates are now higher. Miscellaneous income is decreased to zero as this income came from the auction of surplus vehicles in 2022. We will not have vehicles to auction in 2023. The amount for Donations is reflective of previous years' experience. Summer reading tee-shirt sales have been matched to the summer amendment. Overall, there is an increase of \$152,800 in revenue due mainly to average growth in ad valorem taxes.

2023 Expenditures

2023 will hopefully see the continued gradual end of the pandemic. The economy and the pandemic continues to affect the availability of supplies. Our strategic planning process is ongoing and will not be completed until the end of the 2022 fiscal year. Our Technical Services move will span 2022 and 2023. Many of the increases and decreases you will see in the individual budget lines will be due to the implications of these conditions. Each section in the budget is highlighted below with an explanation.

- **Library Salaries and Employee Benefits** - There is enough funding in the salary line to cover a 1.5% cost of living raise and merit raises. In approving this budget, you will also approve these raises. There is also flexibility to allow the director to create a new position or add hours if needed. The FICA/Medicare line is increased as we anticipate more of our part-time positions being filled. The Health Trust line has been adjusted upward to account for more usage of health insurance benefits as pandemic conditions continue to improve and the possibility of more staff positions being filled.
- **Operating Services** – No changes are being made to these lines between the most recent adopted and 2023 budget.
- **Printing, Duplicating, and Binding** – Patron Cards has been increased to match previous years' budget, as we will need to purchase cards in 2023.
- **Utilities** – All utilities are being increased to match projections through the end of this year. Electricity is increased as we will not know precisely how long we will need to have both Technical Services buildings operational.
- **Communications** – More money was added to cover the cost of postage, which is more in line with 2018's pre-pandemic expenditures and reflective of the increased shipping cost. In addition, Courier/Shipping is increased to reflect the shipping cost in 2019 as it is unpredictable what type of shipping is required for interlibrary loan materials.
- **Lease Expense** – We believe the cost of our leases will be stable in 2022. Although we will eventually stop leasing the Annex building, we expect increases in other rents to offset these savings. No changes are being made to these lines.
- **Maintenance of Property and Equipment** – Many of the lines in Maintenance of Property and equipment are estimated to be the same cost as this year. We are adding funds to cover the increased cost of Fuel.
- **Maintenance Services** –We are adding extra funding to Physical Plant Maintenance to bring it more in line with the projected expenses for 2022. We have added regular window washing and power washing parking and sidewalks to our regular maintenance routine. Termite Contract has been reduced to a maintenance level now that bait stations are installed.
- **Professional Services** –Payroll service fees are increased to reflect the projected cost from this year. The web Design Consultant line is increased to cover further development of apps.
- **Insurance and Claims** – It is unknown at this time what increases will be incurred with insurance of all types. We based amounts off of 2022 and made no increases to these lines at this time.
- **Operating Supplies** – Office supplies are increased as supply costs have increased.
- **Travel and Continuing education** We are keeping most of these lines at funding levels that are the same for 2022. Continuing education continues to be a priority as we are involved in strategic planning and adapting services post-pandemic.
- **Public Relations/Programming** – Public relations and programming lines have been kept stable for 2023 and match the budget for 2022.
- **Non-Book Acquisitions** – Funding for vehicle purchase has been added to cover the cost of a forklift for the new technical services building and a replacement of 1 vehicle for 2023. The Audiovisual equipment line is increased to cover the purchase of a screen and projector for Covington.

- **Library Resource Acquisitions** – The cost of Periodicals is increasing as the cost for individual titles has increased. Electronic/Downloadable media increased to fund the higher usage of downloadable items. The Internet Database Subscriptions line is increased as the cost of several databases is increasing.
- **Long-Term Capital expenditures** – We currently have no long-term expenditures that we will spend out of savings scheduled for 2023. We can re-evaluate this at amendment time to coincide with capital projects we coordinate with the Parish.

Prior Years' Operating Revenue – Savings/Fund Balance

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand after all bills were paid for December and the auditors made their adjustments in March 2022 was \$5,399,947. Based on the current 2022 budget, we will have \$461,676 unbudgeted funding for savings on December 31st, 2022, for a total of \$5,861,623. This figure is less than half of one year's operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish. \$2,500,000
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster. \$1,475,000
- We reserve funding for immediate expenditures in 2023 that we will be obligated to pay, such as invoices left over from the previous year, salaries from the last pay period, and retirement payments.
- Slidell Furniture \$650,000
- Mandeville furniture \$200,000
- Causeway Furniture – \$65,000

This leaves us with a current Unassigned Savings of \$591,533. This puts us in good stead to have funding for any special projects identified during strategic planning.

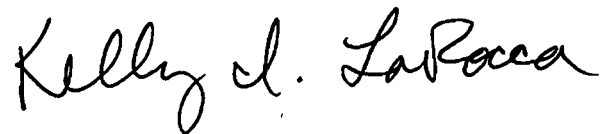
Budget Analysis

We are forecasting an increase in revenue of \$152,800 due to an increase in Ad Valorem Taxes as part of average growth. We predict an increase in expenditures of \$149,193 from 2022. This is due to increased costs in utilities, supplies of all kinds, and employee health costs. Almost all the revenues were budgeted to be expended leaving only \$3,667 as a free balance. We are presenting a balanced operational budget for the 2023 year. Each library department was allocated the funds to enable their plans. I am confident that we have adequate funds to meet our goals for the year.

Conclusion

In 2023, the St. Tammany Parish Library will continue to serve the needs of St. Tammany Parish while striving to improve our collections, programs, services, and facilities. We look forward to a successful year created with the help of our partners, patrons, and friends.

Respectfully Submitted:

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

Kelly I. LaRocca
Director

2023 Proposed Budget - St. Tammany Parish Library

		8/3/2022												
			2019 Budget Actual	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Last adopted (Summer Amendment)	2022 Budget Actual YTD as of 7/31/22	2022 Budget Estimated Remaining for Year	2022 Budget Projected Actual Year End	% Change 2022 Last adopted vs. Projected Actual Result at Year End 2022	Amount Diff. between 2023 Proposed and 2022 Last Adopted Budget	2023 Budget Proposed	% Change 2022 Projected Actual Year End vs. 2023 Proposed Budget
			Previous years			Current Year						Upcoming Year		
REVENUE														
	405	Ad Valorem Taxes (received)	\$ 10,306,850	\$ 10,538,531	\$ 11,300,476	\$ 11,368,000	\$ 11,444,000	\$ 11,348,148	\$ 95,852	\$ 11,444,000	0.00%	\$ 150,000	\$ 11,594,000	1.31%
	410	State Revenue Sharing	\$ 252,016	\$ 251,523	\$ 251,600	\$ 251,600	\$ 252,628	\$ 252,629	\$ -	\$ 252,629	0.00%	\$ -	\$ 252,628	0.00%
	415	Fines/Fees	\$ 113,286	\$ 42,497	\$ 49,665	\$ 46,000	\$ 61,000	\$ 42,805	\$ 20,000	\$ 62,805	2.96%	\$ 2,000	\$ 63,000	0.31%
	416	LA Library Grant - ARPA	\$ -	\$ -	\$ 47,065	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	417	Grants		\$ -	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.00%	\$ -	\$ 1,000	0.00%
	418	LEH Grant		\$ 6,755	\$ 2,700	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	420	Interest Income	\$ 56,233	\$ 9,224	\$ 1,142	\$ 2,000	\$ 3,500	\$ 6,061	\$ 12,500	\$ 18,561	430.32%	\$ 15,000	\$ 18,500	-0.33%
	425	Donations	\$ 59,078	\$ 22,930	\$ 9,056	\$ 20,000	\$ 50,000	\$ 21,740	\$ 28,260	\$ 50,000	0.00%	\$ -	\$ 50,000	0.00%
	430	Miscellaneous Income	\$ -	\$ 0	\$ -	\$ -	\$ 14,200	\$ 14,200	\$ -	\$ 14,200	0.00%	\$ (14,200)	\$ 0	-100.00%
	440	CARES Act COVID-19		\$ 8,365	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	450	Summer Reading T-shirt Sales	\$ -	\$ 1,551	\$ 1,267	\$ 1,800	\$ 1,350	\$ 1,317	\$ -	\$ 1,317	-2.46%	\$ -	\$ 1,350	2.52%
														0.00%
		TOTAL REVENUE	\$ 10,787,462	\$10,881,376.51	\$11,662,970.86	\$ 11,690,400	\$ 11,827,678	\$ 11,686,900	\$ 157,612	\$ 11,844,512	0.14%	\$ 152,800	\$ 11,980,478	1.15%
EXPENDITURES														
LIBRARY ADMINISTRATION														
		PERSONNEL SALARIES												
	503	Library Salaries	\$ 4,565,653.31	\$ 4,752,639.13	\$ 4,846,642.94	\$ 5,555,000	\$ 5,555,000	\$ 2,854,762	\$ 2,260,000	\$ 5,114,762	-7.93%	\$ -	\$ 5,555,000	8.61%
		TOTAL	\$ 4,565,653.31	\$ 4,752,639.13	\$ 4,846,642.94	\$ 5,555,000	\$ 5,555,000	\$ 2,854,762	\$ 2,260,000	\$ 5,114,762	-7.93%	\$ -	\$ 5,555,000	8.61%
EMPLOYEE BENEFITS														
	511	FICA/Medicare Tax	\$ 103,459.85	\$ 105,326.94	\$ 104,917.88	\$ 107,500	\$ 108,600	\$ 63,807	\$ 45,254	\$ 109,061	0.42%	\$ 1,000	\$ 109,600	0.49%
	512	Retirement Contributions	\$ 452,248.34	\$ 499,949.53	\$ 511,260.09	\$ 585,000	\$ 516,000	\$ 287,118	\$ 215,017	\$ 502,135	-2.69%	\$ -	\$ 516,000	2.76%
	513	Health Insurance/Insurance	\$ 417,080.12	\$ 435,993.28	\$ 412,118.33	\$ 450,000	\$ 450,000	\$ 256,699	\$ 187,515	\$ 444,214	-1.29%	\$ -	\$ 450,000	1.30%
	514	Health Trust	\$ 1,049,058.36	\$ 795,443.40	\$ 1,181,116.17	\$ 910,000	\$ 864,500	\$ 418,448	\$ 446,052	\$ 864,500	0.00%	\$ 36,000	\$ 900,500	4.16%
	515	Workers' Compensation/Unemployment Claims	\$ 26,603.36	\$ 27,464.71	\$ 6,318.11	\$ 28,000	\$ 42,492	\$ 42,492	\$ -	\$ 42,492	0.00%	\$ -	\$ 42,492	0.00%
	516	Employee Miscellaneous	\$ 671.44	\$ 310.74	\$ 2,136.60	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.00%	\$ -	\$ 1,000	0.00%
		TOTAL	\$ 2,049,121.47	\$ 1,864,488.60	\$ 2,217,867.18	\$ 2,081,500	\$ 1,982,592	\$ 1,068,563	\$ 894,838	\$ 1,963,402	-0.97%	\$ 37,000	\$ 2,019,592	2.86%
OPERATING SERVICES														
	601	Publication of Legal Notices	\$ 3,563.68	\$ 2,835.13	\$ 3,473.25	\$ 3,500	\$ 4,000	\$ 1,788	\$ 2,212	\$ 4,000	0.00%	\$ -	\$ 4,000	0.00%
	603	Membership Dues	\$ 852.92	\$ 985.00	\$ 5,901.48	\$ 8,000	\$ 9,500	\$ 1,945	\$ 7,555	\$ 9,500	0.00%	\$ -	\$ 9,500	0.00%
	604	Advertising	\$ 8,561.35	\$ 20,924.60	\$ 18,765.19	\$ 22,000	\$ 27,000	\$ 13,001	\$ 13,999	\$ 27,000	0.00%	\$ -	\$ 27,000	0.00%
	607	Signage	\$ 1,316.10	\$ 10,361.92	\$ 3,406.00	\$ 5,000	\$ 3,000	\$ 677	\$ 2,323	\$ 3,000	-0.01%	\$ -	\$ 3,000	0.01%
	608	Promotional Production	\$ 7,715.46	\$ 5,185.37	\$ 6,664.15	\$ 7,000	\$ 7,500	\$ 4,659	\$ 2,841	\$ 7,500	0.00%	\$ -	\$ 7,500	0.00%
		TOTAL	\$ 22,009.51	\$ 40,292.02	\$ 38,210.07	\$ 45,500	\$ 51,000	\$ 22,069	\$ 28,930	\$ 51,000	0.00%	\$ -	\$ 51,000	0.00%
		PRINTING, DUPLICATING & BINDING												
	611	Printing	\$ 8,364.13	\$ 6,190.49	\$ 8,918.93	\$ 9,000	\$ 9,000	\$ 3,820	\$ 5,000	\$ 8,820	-2.00%	\$ -	\$ 9,000	2.04%
	613	Book Binding	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	0.00%	\$ -	\$ 5,000	0.00%
	615	Patron Cards	\$ 4,170.15	\$ -	\$ 3,380.90	\$ 5,000	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 5,000	\$ 5,000	100% (line added)
		TOTAL	\$ 12,534.28	\$ 6,190.49	\$ 12,299.83	\$ 19,000	\$ 14,000	\$ 3,820	\$ 10,000	\$ 13,820	-1.28%	\$ 5,000	\$ 19,000	37.48%
		UTILITIES												
	621	Electricity	\$ 233,119.87	\$ 194,432.60	\$ 237,246.80	\$ 234,500	\$ 263,450	\$ 164,009	\$ 109,780	\$ 273,788	3.92%	\$ 10,550	\$ 274,000	0.08%
	622	Gas	\$ 1,871.66	\$ 1,868.32	\$ 2,376.75	\$ 3,450	\$ 3,000	\$ 1,778	\$ 1,250	\$ 3,028	0.93%	\$ 50	\$ 3,050	0.73%

2023 Proposed Budget - St. Tammany Parish Library

		8/3/2022												
			2019 Budget Actual	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Last adopted (Summer Amendment)	2022 Budget Actual YTD as of 7/31/22	2022 Budget Estimated Remaining for Year	2022 Budget Projected Actual Year End	% Change 2022 Last adopted vs. Projected Actual Result at Year End 2022	Amount Diff. between 2023 Proposed and 2022 Last Adopted Budget	2023 Budget Proposed	% Change 2022 Projected Actual Year End vs. 2023 Proposed Budget
			Previous years			Current Year						Upcoming Year		
	623	Water	\$ 32,787.88	\$ 23,398.60	\$ 31,790.45	\$ 33,000	\$ 34,250	\$ 20,333	\$ 14,272	\$ 34,605	1.04%	\$ 355	\$ 34,605	0.00%
		TOTAL	\$ 267,779.41	\$ 219,699.52	\$ 271,414.00	\$ 270,950	\$ 300,700	\$ 186,119	\$ 125,302	\$ 311,421	3.57%	\$ 10,955	\$ 311,655	0.08%
		COMMUNICATIONS												
	625	Postage	\$ 11,658.81	\$ 8,442.70	\$ 5,720.78	\$ 12,000	\$ 9,000	\$ 10,237	\$ 3,750	\$ 13,987	55.41%	\$ 5,000	\$ 14,000	0.09%
	626	Voice Line (Regular Phone Service)	\$ 78,692.46	\$ 85,695.51	\$ 85,081.73	\$ 88,500	\$ 88,500	\$ 48,057	\$ 38,878	\$ 86,935	-1.77%	\$ -	\$ 88,500	1.80%
	627	Data Line (Internet-Network)	\$ 38,999.24	\$ 47,845.69	\$ 45,300.00	\$ 48,000	\$ 48,000	\$ 26,420	\$ 22,002	\$ 48,422	0.88%	\$ -	\$ 48,000	-0.87%
	630	Courier/Shipping	\$ 1,236.27	\$ 273.48	\$ 190.93	\$ 1,000	\$ 500	\$ 131	\$ 369	\$ 500	0.00%	\$ 500	\$ 1,000	100.00%
		TOTAL	\$ 130,586.78	\$ 142,257.38	\$ 136,293.44	\$ 149,500	\$ 146,000	\$ 84,845	\$ 64,998	\$ 149,843	2.63%	\$ 5,500	\$ 151,500	1.11%
		LEASE EXPENSE												
	634	Building	\$ 373,783.72	\$ 303,708.00	\$ 300,508.74	\$ 321,000	\$ 311,000	\$ 181,417	\$ 129,594	\$ 311,011	0.00%	\$ -	\$ 311,000	0.00%
	636	Equipment	\$ 6,067.41	\$ 1,596.24	\$ 7,750.69	\$ 3,000	\$ 6,000	\$ 2,925	\$ 3,000	\$ 5,925	-1.24%	\$ -	\$ 6,000	1.26%
	638	Vehicle	\$ -	\$ 453.54	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ 2,500	0.00%	\$ -	\$ 2,500	0.00%
		TOTAL	\$ 379,851.13	\$ 305,757.78	\$ 308,259.43	\$ 326,500	\$ 319,500	\$ 184,342	\$ 135,094	\$ 319,436	-0.02%	\$ -	\$ 319,500	0.02%
		MAINTENANCE OF PROPERTY & EQUIP.												
	641	Custodial & Janitorial	\$ 180,931.58	\$ 191,438.90	\$ 207,731.07	\$ 192,000	\$ 210,000	\$ 120,515	\$ 89,000	\$ 209,515	-0.23%	\$ -	\$ 210,000	0.23%
	643	Grounds/Lawn Maintenance	\$ 88,561.88	\$ 94,837.11	\$ 82,000.00	\$ 95,000	\$ 85,000	\$ 45,639	\$ 39,360	\$ 84,999	0.00%	\$ -	\$ 85,000	0.00%
	645	Maintenance supplies	\$ 10,363.72	\$ 6,284.41	\$ 6,978.24	\$ 8,000	\$ 8,000	\$ 6,047	\$ 1,900	\$ 7,947	-0.67%	\$ -	\$ 8,000	0.67%
	652	Fuel and lube	\$ 25,454.27	\$ 13,412.21	\$ 23,295.56	\$ 18,000	\$ 30,000	\$ 21,505	\$ 12,501	\$ 34,006	13.35%	\$ 5,000	\$ 35,000	2.92%
	654	Vehicle repairs	\$ 6,131.52	\$ 6,545.93	\$ 6,138.54	\$ 6,000	\$ 6,000	\$ 1,568	\$ 4,430	\$ 5,998	-0.03%	\$ -	\$ 6,000	0.03%
	658	Small Tools & Supplies	\$ 2,714.95	\$ 2,442.04	\$ 2,895.48	\$ 3,000	\$ 3,000	\$ 790	\$ 2,210	\$ 3,000	-0.01%	\$ -	\$ 3,000	0.01%
	660	Office machine and equip. repair	\$ 1,303.37	\$ 1,614.50	\$ 1,557.88	\$ 2,000	\$ 1,000	\$ 307	\$ 693	\$ 1,000	0.00%	\$ -	\$ 1,000	0.00%
	661	Network Utility Software	\$ 46,624.13	\$ 48,022.10	\$ 68,859.01	\$ 62,000	\$ 105,000	\$ 90,730	\$ 14,270	\$ 105,000	0.00%	\$ -	\$ 105,000	0.00%
	662	Solinet (OCLC) Cost	\$ 29,810.00	\$ 26,765.00	\$ 28,249.86	\$ 30,000	\$ 28,500	\$ 27,477	\$ 1,000	\$ 28,477	-0.08%	\$ -	\$ 28,500	0.08%
	663	Polaris Maintenance	\$ 54,887.65	\$ 49,603.98	\$ 51,939.66	\$ 54,000	\$ 54,000	\$ 51,263	\$ 1,000	\$ 52,263	-3.22%	\$ -	\$ 54,000	3.32%
	664	P C Network maintenance and repair	\$ 19,027.54	\$ 6,804.10	\$ 7,865.00	\$ 10,000	\$ 8,000	\$ 700	\$ 7,300	\$ 8,000	0.00%	\$ -	\$ 8,000	0.00%
	669	Hurricane Disaster Costs	\$ -	\$ -	\$ 30,726.50	\$ -	\$ -			\$ -	0.00%	\$ -	\$ -	0.00%
		TOTAL	\$ 465,810.61	\$ 447,770.28	\$ 518,236.80	\$ 480,000	\$ 538,500	\$ 366,541	\$ 173,664	\$ 540,205	0.32%	\$ 5,000	\$ 543,500	0.61%
		MAINTENANCE SERVICES (Buildings)												
	671	Physical Plant	\$ 113,226.78	\$ 99,512.86	\$ 114,819.68	\$ 103,000	\$ 148,000	\$ 101,547	\$ 46,450	\$ 147,997	0.00%	\$ 2,000	\$ 150,000	1.35%
	672	Plumbing, Heating, & Air Conditioning	\$ 25,568.79	\$ 31,946.47	\$ 57,605.29	\$ 78,000	\$ 66,500	\$ 32,477	\$ 34,000	\$ 66,477	-0.03%	\$ -	\$ 66,500	0.03%
	673	Electrical	\$ 14,169.27	\$ 11,824.37	\$ 5,973.18	\$ 12,000	\$ 8,000	\$ 3,916	\$ 4,083	\$ 7,999	-0.01%	\$ -	\$ 8,000	0.01%
	674	Sanitation	\$ 10,657.47	\$ 10,756.85	\$ 8,370.63	\$ 11,000	\$ 11,000	\$ 4,640	\$ 6,350	\$ 10,990	-0.09%	\$ -	\$ 11,000	0.09%
	675	Pest Control	\$ 7,289.42	\$ 6,031.00	\$ 6,698.00	\$ 7,400	\$ 7,000	\$ 3,390	\$ 3,610	\$ 7,000	0.00%	\$ -	\$ 7,000	0.00%
	676	Termite Contracts	\$ 2,899.00	\$ 1,313.00	\$ 3,228.00	\$ 3,800	\$ 7,800	\$ 503	\$ 7,297	\$ 7,800	0.00%	\$ (3,245)	\$ 4,555	-41.60%
	678	Carpet Cleaning	\$ 5,118.00	\$ 5,045.00	\$ 4,870.00	\$ 5,000	\$ 15,000	\$ 2,939	\$ 12,061	\$ 15,000	0.00%	\$ -	\$ 15,000	0.00%
		TOTAL	\$ 178,928.73	\$ 166,429.55	\$ 201,564.78	\$ 220,200	\$ 263,300	\$ 149,413	\$ 113,851	\$ 263,264	-0.01%	\$ (1,245)	\$ 262,055	-0.46%
		Professional Services												
	680	Payroll Service Fees	\$ 21,047.75	\$ 21,485.71	\$ 26,366.03	\$ 32,500	\$ 33,500	\$ 20,138	\$ 13,959	\$ 34,097	1.78%	\$ 600	\$ 34,100	0.01%
	682	Legal	\$ -	\$ 131.50	\$ -	\$ 1,000	\$ -	\$ -		\$ -	0.00%	\$ -	\$ -	0.00%
	683	Financial	\$ 47,244.64	\$ 39,052.16	\$ 36,384.06	\$ 43,000	\$ 40,000	\$ 36,939	\$ 3,061	\$ 40,000	0.00%	\$ -	\$ 40,000	0.00%
	684	Architectural	\$ -	\$ 600.00	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	685	Consultants	\$ 44,647.41	\$ 25,352.02	\$ 38,090.24	\$ 90,000	\$ 90,000	\$ 45,586	\$ 44,414	\$ 90,000	0.00%	\$ -	\$ 90,000	0.00%

		8/3/2022												
			2019 Budget Actual	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Last adopted (Summer Amendment)	2022 Budget Actual YTD as of 7/31/22	2022 Budget Estimated Remaining for Year	2022 Budget Projected Actual Year End	% Change 2022 Last adopted vs. Projected Actual Result at Year End 2022	Amount Diff. between 2023 Proposed and 2022 Last Adopted Budget	2023 Budget Proposed	% Change 2022 Projected Actual Year End vs. 2023 Proposed Budget
			Previous years			Current Year						Upcoming Year		
	686	Security	\$ 49,022.53	\$ 25,010.96	\$ 6,843.77	\$ 12,000	\$ 10,000	\$ 3,774	\$ 6,226	\$ 10,000	0.00%	\$ -	\$ 10,000	0.00%
	687	Web Design Consultant	\$ 65,808.04	\$ 72,171.09	\$ 66,511.44	\$ 72,200	\$ 77,200	\$ 72,733	\$ 4,467	\$ 77,200	0.00%	\$ 2,625	\$ 79,825	3.40%
	688	Movers	\$ -	\$ 55,360.97	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000	\$ 45,000	0.00%	\$ -	\$ 45,000	0.00%
		TOTAL	\$ 227,770.37	\$ 239,164.41	\$ 174,195.54	\$ 251,700	\$ 295,700	\$ 179,169	\$ 117,128	\$ 296,297	0.20%	\$ 3,225	\$ 298,925	0.89%
		INSURANCE & CLAIMS												
	692	Library Property	\$ 113,199.30	\$ 127,177.12	\$ 135,438.08	\$ 140,000	\$ 135,500	\$ 132,637	\$ -	\$ 132,637	-2.11%	\$ -	\$ 135,500	2.16%
	694	Flood insurance	\$ 22,208.00	\$ 20,277.00	\$ 22,163.00	\$ 24,000	\$ 23,500	\$ 23,424	\$ -	\$ 23,424	-0.32%	\$ -	\$ 23,500	0.32%
	696	Vehicle Insurance	\$ 35,259.00	\$ 40,860.00	\$ 36,450.00	\$ 36,450	\$ 42,950	\$ 42,860	\$ -	\$ 42,860	-0.21%	\$ -	\$ 42,950	0.21%
	698	LBOC Liability	\$ 3,725.00	\$ 4,176.00	\$ 4,076.00	\$ 4,076	\$ 4,076	\$ 4,076	\$ -	\$ 4,076	0.00%	\$ -	\$ 4,076	0.00%
	699	Gen Liability	\$ 20,913.68	\$ 22,251.60	\$ 20,641.00	\$ 21,000	\$ 14,000	\$ 13,480	\$ -	\$ 13,480	-3.71%	\$ -	\$ 14,000	3.86%
		TOTAL	\$ 195,304.98	\$ 214,741.72	\$ 218,768.08	\$ 225,526	\$ 220,026	\$ 216,477	\$ -	\$ 216,477	-1.61%	\$ -	\$ 220,026	1.64%
MATERIALS AND SUPPLIES														
		OPERATING SUPPLIES												
	701	Office Supplies	\$ 49,798.39	\$ 29,028.19	\$ 18,984.26	\$ 30,000	\$ 25,000	\$ 17,126	\$ 10,418	\$ 27,543	10.17%	\$ 3,000	\$ 28,000	1.66%
	702	Bank Service Charges	\$ 20,099.97	\$ 15,213.27	\$ 15,113.22	\$ 18,000	\$ 16,000	\$ 8,816	\$ 6,667	\$ 15,483	-3.23%	\$ -	\$ 16,000	3.34%
	703	Book Preparation Supplies	\$ 44,929.84	\$ 27,704.60	\$ 36,803.34	\$ 38,000	\$ 38,000	\$ 22,256	\$ 15,835	\$ 38,091	0.24%	\$ -	\$ 38,000	-0.24%
	704	Computer/Printer Supplies	\$ 100,855.29	\$ 58,589.23	\$ 61,301.07	\$ 65,000	\$ 61,000	\$ 29,753	\$ 31,246	\$ 60,999	0.00%	\$ -	\$ 61,000	0.00%
	705	Programming Supplies	\$ 2,976.44	\$ 3,197.28	\$ 6,672.31	\$ 8,000	\$ 8,000	\$ 4,235	\$ 3,765	\$ 8,000	0.00%	\$ -	\$ 8,000	0.00%
		TOTAL	\$ 218,659.93	\$ 133,732.57	\$ 138,874.20	\$ 159,000	\$ 148,000	\$ 82,186	\$ 67,930	\$ 150,116	1.43%	\$ 3,000	\$ 151,000	0.59%
		TRAVEL & CONTINUING EDUCATION												
	710	Mileage Reimbursement	\$ 30,961.97	\$ 10,255.67	\$ 12,592.98	\$ 20,000	\$ 20,000	\$ 11,047	\$ 8,952	\$ 19,999	0.00%	\$ -	\$ 20,000	0.00%
	712	Library In-service Training	\$ 7,942.15	\$ 6,327.36	\$ 985.00	\$ 7,000	\$ 9,000	\$ 4,875	\$ 4,125	\$ 9,000	0.00%	\$ -	\$ 9,000	0.00%
	714	Conventions/Seminars	\$ 54,393.38	\$ 29,847.03	\$ 29,892.00	\$ 55,000	\$ 55,000	\$ 27,124	\$ 27,876	\$ 55,000	0.00%	\$ -	\$ 55,000	0.00%
		TOTAL	\$ 93,297.50	\$ 46,430.06	\$ 43,469.98	\$ 82,000	\$ 84,000	\$ 43,046	\$ 40,953	\$ 83,999	0.00%	\$ -	\$ 84,000	0.00%
		PUBLIC RELATIONS/PROGRAMMING												
	724	Summer Reading Program	\$ 44,841.50	\$ 23,980.96	\$ 26,687.81	\$ 45,000	\$ 45,000	\$ 36,869	\$ 8,131	\$ 45,000	0.00%	\$ -	\$ 45,000	0.00%
	725	Summer Reading T-shirts	\$ 4,240.89	\$ 5,418.00	\$ 5,191.17	\$ 5,800	\$ 5,800	\$ 5,835	\$ -	\$ 5,835	0.60%	\$ -	\$ 5,800	-0.59%
	726	Adult Programming	\$ 37,806.25	\$ 21,533.84	\$ 24,673.99	\$ 33,000	\$ 33,000	\$ 15,920	\$ 17,080	\$ 33,000	0.00%	\$ -	\$ 33,000	0.00%
	727	Young Adult Programming	\$ 11,922.11	\$ 9,733.62	\$ 11,434.10	\$ 15,000	\$ 15,000	\$ 8,405	\$ 6,251	\$ 14,655	-2.30%	\$ -	\$ 15,000	2.35%
	728	Juvenile Programming	\$ 12,660.51	\$ 5,630.08	\$ 11,689.70	\$ 12,000	\$ 12,000	\$ 3,831	\$ 8,168	\$ 11,999	-0.01%	\$ -	\$ 12,000	0.01%
	729	LEH Grant	\$ -	\$ 2,719.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
		TOTAL	\$ 111,471.26	\$ 66,296.50	\$ 82,396.42	\$ 110,800	\$ 110,800	\$ 70,860	\$ 39,630	\$ 110,489	-0.28%	\$ -	\$ 110,800	0.28%
CAPITAL OUTLAY														
		NON-BOOK ACQUISITIONS												
	805	Landscaping Additions	\$ 20,051.63	\$ 17,348.00	\$ 19,972.80	\$ 18,000	\$ 23,000	\$ 14,804	\$ 8,196	\$ 23,000	0.00%	\$ -	\$ 23,000	0.00%
	810	Improvements to Physical Plant	\$ 43,546.73	\$ 27,566.73	\$ 56,136.00	\$ 150,000	\$ 132,000	\$ 33,750	\$ 98,250	\$ 132,000	0.00%	\$ -	\$ 132,000	0.00%
	815	Vehicles	\$ 65,898.77	\$ -	\$ -	\$ 30,000	\$ 28,000	\$ 27,841	\$ -	\$ 27,841	-0.57%	\$ 40,758	\$ 68,758	146.96%
	820	Office Equipment/Furniture & Shelving	\$ 28,573.45	\$ 49,955.50	\$ 104,778.31	\$ 125,000	\$ 70,000	\$ 27,741	\$ 42,259	\$ 70,000	0.00%	\$ -	\$ 70,000	0.00%
	831	Leasehold Improvements	\$ -	\$ 12,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	833	ARPA Expense			\$ 47,064.48		\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	834	PC Network	\$ 112,631.14	\$ 111,448.37	\$ 130,157.31	\$ 85,000	\$ 120,000	\$ 94,128	\$ 25,872	\$ 120,000	0.00%	\$ -	\$ 120,000	0.00%
	840	Integrated Library Automation Sys.	\$ 14,001.16	\$ 14,136.77	\$ 988.00	\$ 12,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	0.00%	\$ -	\$ 1,000	0.00%

2023 Proposed Budget - St. Tammany Parish Library

		8/3/2022												
			2019 Budget Actual	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Last adopted (Summer Amendment)	2022 Budget Actual YTD as of 7/31/22	2022 Budget Estimated Remaining for Year	2022 Budget Projected Actual Year End	% Change 2022 Last adopted vs. Projected Actual Result at Year End 2022	Amount Diff. between 2023 Proposed and 2022 Last Adopted Budget	2023 Budget Proposed	% Change 2022 Projected Actual Year End vs. 2023 Proposed Budget
			Previous years			Current Year						Upcoming Year		
	842	Audio/Visual Equipment	\$ -	\$ -	\$ 5,019.59	\$ 5,000	\$ 5,000	\$ 2,402	\$ 2,598	\$ 5,000	0.00%	\$ 15,000	\$ 20,000	300.00%
	898	Cameras	\$ 12,015.00	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	0.00%	\$ -	\$ 6,000	0.00%
		TOTAL	\$ 296,717.88	\$ 232,455.37	\$ 364,116.49	\$ 425,000	\$ 385,000	\$ 200,666	\$ 184,176	\$ 384,841	-0.04%	\$ 55,758	\$ 440,758	14.53%
										\$ -				
		LIBRARY RESOURCE ACQUISITIONS								\$ -				
	851	Adult Books	\$ 193,620.24	\$ 159,245.57	\$ 192,514.49	\$ 200,000	\$ 205,000	\$ 105,325	\$ 99,675	\$ 205,000	0.00%	\$ -	\$ 205,000	0.00%
	852	Lease/Purchase Books	\$ 20,235.90	\$ 18,363.24	\$ 18,363.24	\$ 19,000	\$ 18,400	\$ 18,363	\$ -	\$ 18,363	-0.20%	\$ -	\$ 18,400	0.20%
	853	Juvenile Books	\$ 117,000.48	\$ 106,822.69	\$ 102,219.33	\$ 105,000	\$ 105,000	\$ 27,801	\$ 77,199	\$ 105,000	0.00%	\$ -	\$ 105,000	0.00%
	855	Young Adult	\$ 13,548.10	\$ 14,269.82	\$ 13,311.08	\$ 15,000	\$ 15,000	\$ 5,702	\$ 9,298	\$ 15,000	0.00%	\$ -	\$ 15,000	0.00%
	856	Collection Replacement & Enhancement	\$ 203.79	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	858	Music Recordings	\$ 5,372.01	\$ 7,899.96	\$ 3,483.84	\$ 7,500	\$ 4,000	\$ 1,390	\$ 2,610	\$ 4,000	0.00%	\$ -	\$ 4,000	0.00%
	861	Adult Reference	\$ 88,233.27	\$ 77,359.72	\$ 96,698.32	\$ 91,000	\$ 111,000	\$ 63,103	\$ 47,897	\$ 111,000	0.00%	\$ -	\$ 111,000	0.00%
	863	Juvenile Reference	\$ 36,697.00	\$ 32,312.83	\$ 37,993.45	\$ 38,000	\$ 45,000	\$ 7,652	\$ 37,348	\$ 45,000	0.00%	\$ -	\$ 45,000	0.00%
	872	Periodicals	\$ 63,245.18	\$ 54,617.38	\$ 43,597.63	\$ 50,000	\$ 50,000	\$ 27,076	\$ 22,924	\$ 50,000	0.00%	\$ 2,000	\$ 52,000	4.00%
	883	Audio Recordings (Books)	\$ 36,714.88	\$ 25,791.42	\$ 18,729.03	\$ 23,000	\$ 12,600	\$ 3,816	\$ 8,784	\$ 12,600	0.00%	\$ -	\$ 12,600	0.00%
	885	Video Recordings	\$ 49,825.07	\$ 50,960.47	\$ 51,627.62	\$ 48,000	\$ 69,000	\$ 24,191	\$ 44,809	\$ 69,000	0.00%	\$ -	\$ 69,000	0.00%
	886	Genealogy	\$ 3,943.18	\$ 3,212.16	\$ 4,325.61	\$ 5,000	\$ 5,000	\$ 1,320	\$ 3,680	\$ 5,000	0.00%	\$ -	\$ 5,000	0.00%
	887	Digital Microfilm		\$ 454,498.00	\$ 675,766.00	\$ 10,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	0.00%	\$ -	\$ 15,000	0.00%
	891	Electronic /Downloadable Media	\$ 256,348.70	\$ 226,504.71	\$ 338,223.68	\$ 330,000	\$ 404,000	\$ 249,257	\$ 154,743	\$ 404,000	0.00%	\$ 11,000	\$ 415,000	2.72%
	892	CDROM/Software	\$ 95,907.03	\$ 95,639.46	\$ 100,851.45	\$ 110,500	\$ 92,500	\$ 66,191	\$ 26,309	\$ 92,500	0.00%	\$ -	\$ 92,500	0.00%
	893	Internet Database Subscriptions	\$ 205,101.14	\$ 213,644.71	\$ 254,173.01	\$ 234,000	\$ 262,000	\$ 147,085	\$ 114,915	\$ 262,000	0.00%	\$ 12,000	\$ 274,000	4.58%
		TOTAL	\$ 1,185,995.97	\$ 1,541,142.14	\$ 1,951,877.78	\$ 1,286,000	\$ 1,413,500	\$ 748,272	\$ 665,191	\$ 1,413,463	0.00%	\$ 25,000	\$ 1,438,500	1.77%
		LONG-TERM CAPITAL EXPENDITURES												
	895	Covington FF & E	\$ 264,936.29	\$ 284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	896	Madisonville ART work	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
		Total	\$ 264,936.29	\$ 284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
		TOTAL EXPENDITURES	\$ 10,666,429.41	\$ 10,704,450.52	\$ 11,524,486.96	\$ 11,688,176	\$ 11,827,618	\$ 6,461,150	\$ 4,921,685	\$ 11,382,836	-3.76%	\$ 149,193	\$ 11,976,811	5.22%
		SAVINGS / (EXCESS EXPENDITURES)	\$ 121,033.08	\$ 176,925.99	\$ 138,483.90	\$ 2,224	\$ 60			\$ 461,676			\$ 3,667	

8/3/2022			
	Summer Amendment July 2022		Proposed 2023
	December 31st 2021	Difference	December 21st 2022
Savings as of Dec. 31st	\$ 5,399,947	\$ 461,676	\$ 5,861,623
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	\$ 5,282	\$ 10,000
Reserved for 4th Quarter 2021 retirement	\$ 205,621	\$ -	\$ 205,621
Dedicated for Slidell Furniture	\$ 650,000	\$ -	\$ 650,000
Dedicated for Causeway Furniture	\$ 65,000	\$ -	\$ 65,000
Dedicated for Mandeville Furniture	\$ 200,000	\$ -	\$ 200,000
Total Dedicated or Reserved	\$ 5,264,808	\$ 5,282	\$ 5,270,090
Unassigned Savings	\$ 135,139	\$ 456,394	\$ 591,533



St. Tammany Parish Library Board of Control
FISCAL YEAR 2023 OPERATIONAL BUDGET ADOPTION RESOLUTION
August 23, 2022

A resolution adopting, finalizing, and implementing the St. Tammany Parish Library Operational Budget for the fiscal year beginning January 1, 2023, and ending December 31, 2023.

WHEREAS, The St. Tammany Parish Library Board of Control has been presented with the proposed Operational Budget for the 2023 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on August 23, 2022, in accordance with the provisions of La R.S. 39 §1307, §1309; and

WHEREAS, notice of that public hearing was duly published in the St. Tammany Farmer newspaper on August 3th, 10th, and 17th, 2022; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after August 3th, 2021; and

WHEREAS, the Board of Control has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Control has determined that the proposed budget accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the budget, as proposed, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the operation, support, improvement, and maintenance of the Library for fiscal year 2023.

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 23rd DAY OF AUGUST 2022 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

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LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099

SUMMER READING 2022

OCEANS OF POSSIBILITIES

KIDS

3,947
REGISTERED

584
COMPLETIONS

37,119
BADGES EARNED

612,837
MINUTES READ

380
PROGRAMS



TEEN

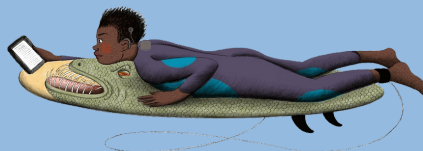
409
REGISTERED

97
COMPLETIONS

2,040
BADGES EARNED

203,738
MINUTES READ

80
PROGRAMS



ADULTS

1,028
REGISTERED

48
COMPLETIONS

8,216
BADGES EARNED

677,341
MINUTES READ

110
PROGRAMS



TOTAL PATRONS
REGISTERED
5,748



TOTAL MINUTES
READ
1,493,916

Cost of Living Adjustments 2022 & 2023

The library administration is currently working on an RFP to seek a consulting firm to review the current compensation and classification of library employees and how we compare to area employers. The RFP should be ready later this year. In the meantime, there are some things that the library can do to address salary concerns with the rising cost of inflation.

There is room in this year's (2022) budget to provide a 1.5 percent cost of living adjustment. The cost of living adjustment would be across the board and include adjustments for starting pay for associates and librarians. We would like to increase the starting pay so that we can begin to catch up with salary competition from the outside. The starting pay for an associate in 2022 would go from \$10.97 to \$11.13 and the starting pay for a librarian would go from \$19.23 to \$19.52.

A 1.5 percent Cost of Living adjustment was included for approval in next years (2023) budget. At this time, we are also requesting that the adjustment also be made in starting salaries. In 2023 this would make an associate's starting pay go from \$11.13 to \$11.30 in 2023 and a librarian's starting salary go from \$19.52 to \$19.81.

A vote of the Library Board will be required to approve both the 2022 Cost of Living Adjustment and the change in starting pay for both 2022 and 2023. Below are some examples of starting salaries and trends.

National Trends:

- The annual inflation rate for the United States is 8.5% for the 12 months ended July 2022 after rising 9.1% previously — the most since November 1981, according to U.S. Labor Department data published Aug. 10, 2022.
- 5.9% COLA increase for Social Security in 2022

Surrounding libraries current starting salaries per hour:

- **Lafourche Parish Library**
 - Associate \$15.96
 - Librarian \$19.40
- **St. Charles Parish Library**
 - Associate \$15.45
 - Librarian \$26.92
- **Livingston Parish Library**
 - Associate \$10.35
 - Librarian \$20.48
- **Tangipahoa Parish Library**
 - Associate \$11.01
 - Librarian \$22.00

Local Government lowest paying positions:

- **St. Tammany Parish Hospital and Slidell Memorial**
\$12.00 per hour minimum pay for any position
- **St. Tammany Parish Government**
Litter Abatement Specialist \$14.04 starting pay

Director's Report — August, 2022

FACILITIES

Slidell Parking lot is approximately 14-21 days from completion.

New gutter installation at the Folsom branch.

The St. Tammany Parish Government Department of Engineering will facilitate projects moving forward.

Back-to-School Kickoff Party

The 2022 Back-to-School Bash happened Saturday, August 6th, at the Slidell Branch location from 1 p.m. – 4 p.m. Based on the door count, an estimated 400 people attended.

Special guests/partners included: St. Tammany Fire District #1 — Touch A Fire Truck; Miss Patricia and Mr. Nick Mayfield — Touch A School Bus; Kay Schewe with Make My Space — Organizing Tips; Hey Now Productions — Bubble Fun; Culinary Kids — Healthy Eating Demos; NTCC — Mobile STEM lab; Cub Scouts and Girl Scouts; Teen Volunteer Council — panel discussions and combination lock tutorials; Friends of the Slidell Library — Membership and organization information; The Lake 94.7 Broadcasting live; Musical Performance by the PopRocks; *Don't Let the Pigeon Drive the Bus* Storywalk: Database help with Reference Librarian Sarah.

MARKETING AND OUTREACH

Jessica Aucoin, Children's Librarian at Mandeville, and Evan Kramer, Reference Librarian at Mandeville, were guests on the July Check it Out TV Show.

Evan Kramer, Reference Librarian at Mandeville, Library Resources Visit, Bush Community Center, August 9th, 2022

Carly Nguyen, South Slidell Children's Librarian, Storytime Outreach, Little Feet First Daycare- July 29

Jennifer Rifino, Teen Services Coordinator, interviewed with The Lake 94.7 and The Highway, 104.9 to promote the Back to School Bash

PERSONNEL

Brad Westmoreland – IT Department head has retired after 23 years of service.

PROFESSIONAL INVOLVEMENT

Amy Bouton, Public Relations and Community Coordinator, attended the July class of Chevron Community Fellows

WEBINAR ATTENDANCE

Evan Kramer, Reference Librarian at Mandeville, 2 Webinars, 1 Online Professional Development Course
Amy Bouton

WEBSITE

July 18th – August 17th

65,521 Sessions; 39,894 users

New visitors comprised 56.61% of these sessions

Jan - July 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	1,779	421	954	254	1,078		1	112		4,599				
Abita	3,903	326	2,322	116	4,803	85		209		11,764	1,327	13,167	565	1858
Bush	1,206	89	2,731	69	1,310	43		100		5,548	637	5,863	235	840
Causeway	14,314	1,514	7,235	291	13,802	120		1,370		38,646	3,854	34,229	3459	9711
Covington	24,313	2,440	12,631	244	25,234	777	860	1,466		67,965	9,231	42,354	15929	8477
Folsom	3,324	217	3,952	45	2,491	417		233		10,679	1,921	8,635	794	1166
Lacombe	1,517	152	1,994	26	1,367	12		124		5,192	1,658	16,580	724	1019
Lee Road	2,188	196	1,246	29	2,607	60	78	90		6,494	386	4,639	352	1335
Madisonville	9,551	1,295	3,886	174	13,806	155		904		29,771	2,595	29,269	6370	3803
Mandeville	17,576	2,301	6,724	278	28,951	710	39	1,852		58,431	8,046	42,833	5596	4312
Pearl River	2,890	199	1,429	121	2,262	61	396	138		7,496	1,932	12,532	497	1085
Slidell	26,560	2,651	11,672	319	29,923	1,500	2,079	2,786		77,490	14,126	76,215	8912	7628
South Slidell	4,523	676	4,065	117	4,732	77	23	518		14,731	9,056	31,657	4955	8145
Virtual ¹									208,504	208,504				
Total	113,644	12,477	60,841	2,083	132,366	4,017	3,476	9,902	0	338,806	54,769	317,973	48,388	49,379

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:

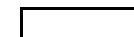
5,283

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	9,472	265	26,825	573	391	1,814	32,655	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

July 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	264	89	179	61	104			6		703				
Abita	615	56	372	9	738	38		27		1,855	165	1,807	90	264
Bush	183	10	515	17	215	7		13		960	98	863	47	134
Causeway	2,322	183	1,403	54	2,520	24		317		6,823	618	5,998	557	1478
Covington	3,892	427	2,167	39	4,395	122	192	336		11,570	1,463	6,841	2544	1279
Folsom	420	43	516	7	389	65		27		1,467	151	1,066	131	199
Lacombe	211	22	390	4	270			17		914	260	3,272	113	170
Lee Road	377	49	250	4	408	16	8	19		1,131	60	632	53	161
Madisonville	1,582	204	812	21	2,557	40		186		5,402	332	5,133	966	615
Mandeville	2,918	362	1,186	46	4,961	114	5	288		9,880	1,184	7,056	918	653
Pearl River	413	35	212	20	437	26	36	40		1,219	265	1,715	106	173
Slidell	4,331	452	1,899	38	4,981	181	236	457		12,575	1,278	12,050	1439	1159
South Slidell	712	168	594	20	737	2		84		2,317	2,135	4,589	639	1108
Virtual ¹									32,798	32,798				
Total	18,240	2,100	10,495	340	22,712	635	477	1,817	0	56,816	8,009	51,022	7,603	7,393

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

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

Patrons Registered: **1,111**

Rules and Regulations Update

The Rules and Regulations Committee met on Monday, August 15th, at the Causeway Branch to discuss the logistics of reviewing and updating Chapter 4 - Collection Management.

We will be collecting policies from other libraries for review and our next meeting is scheduled for September 15th 2022, at the Causeway branch.

Strategic Planning Committee Update

Strategic planning continues to make headway.

- Our consultants recently presented a preview of the results of our information collection efforts and community engagement for Library Administration, the Board, and the Strategic Planning Committee's review.
- Library Administration has begun to review the draft of the full report of data collection and community engagement and will continue to work with the consultants on this report.
- The next step is a visioning workshop for staff, the Community Advisory Committee, and the Library Board of Control. Dates are being considered for the staff and community advisory committee. The consultants will visit in person for the Board visioning session having identified Saturday October 22nd as the ideal date.