

St. Tammany Parish Library
Board of Control Meeting
October 25th, 2022
Slidell Library
555 Robert Blvd.
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

1. Approval of the minutes of the meeting of the Library Board of Control that was held on September 27th 2022.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Reports – September 2022
 - Discussion
 - Public Comment
 - Vote
 - B. 2022 Fall Budget Amendment
 - Discussion
 - Public Comment
 - Vote
 - C. Extension of the Annex Hwy 36 Lease (Old Annex)
 - Discussion
 - Public Comment
 - Vote
 - D. Designation of Capital Funds – Elevator for New Annex Building
 - Discussion
 - Public Comment
 - Vote

E. 2023 Holiday Schedule

- Discussion
- Public Comment
- Vote

F. 2023 Board Meeting Schedule

- Discussion
- Public Comment
- Vote

G. 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
September 27, 2022
Causeway Branch Library
3457 U.S. Hwy 190
Mandeville, LA 70471
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, Ann Shaw, Rebecca Taylor, Susie Tosso

Absent: Carmen Butler, Dr. Argiro Morgan, Mary Reneau

B. Taylor explained the public comment process. Anyone wishing to comment will need to complete and submit a public comment card. There will be a three-minute time limit for public comment.

1. Approval of the minutes of the meeting of the Library Board of Control that was held on August 23, 2022.

There were no suggested corrections to the minutes. There was no public comment. S. Tosso moved to approve the minutes of the August 23, 2022 board meeting. It was seconded by A. Shaw. All were in favor, none were opposed, and three were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – August 2022

K. LaRocca reported that \$11,348,147.90 in ad valorem revenue was received this year. This is 99.16% of what was expected and budgeted for this year. State revenue sharing has also been received in full for the year. Kelly reviewed the revenues and expenditures. The budget percentage for this point in the year is 66.66%. Revenues are at 66.48% and expenditures are at 63.89%. The library has received more money in fines, fees, and interest income than budgeted.

The Library Salaries line is at 61.95% due to open positions. The Health Trust line is under budget but will even out through the end of the year as more deductibles and claims are paid.

The Bookbinding line is at 0% but will be paid once the bookbinding invoice is received. Postage is over budget due to filling both postage meters and mailing board packets. This line will be adjusted in the October budget amendment. The Vehicle Lease Expense line is at 0% because we have not had to lease a vehicle this year.

Some of the Maintenance of Property and Equipment lines are at 90% because they are paid for early in the year. Some of the Maintenance of Services lines are below budget but will be expended at the end of the year. The Movers line is at 0% due to the Technical Services department moving in 2023 instead of 2022. The Office Supplies line is at 78% due to the rising costs of supplies, notably paper. The Improvement to Physical Plant line is under budget but will be expended through the end of the year. The Juvenile Books line is under budget because the children's books are purchased later in the year after summer reading wraps up.

B. Allin asked about the Interest Income line being over budget. Kelly explained that interest rates are much higher than anticipated and the line will be adjusted in the October amendment.

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

B. Health Insurance Update – Leon Golemi

Benefit consultant Leon Golemi gave a yearly update on the UMR group health plan. There are no changes to the health plan benefits for 2023. Leon referenced the 2022-2023 Medical Benefits Summary that was included in the board packets. UMR has partnered with Ochsner Health System to offer benefits at lower costs to the employee by utilizing Ochsner facilities. B. Allin asked about the UHC Network column on the summary. Leon clarified that the UHC Network is our current regular benefit, which pays 85% of certain medical services. Using Ochsner facilities offers an enhanced benefit, which pays 100%. Leon mentioned that the Teledoc feature is being well-utilized for both general medicine and behavioral health purposes. Leon reviewed and highlighted the medical and pharmacy claims reports.

Leon stated that it is time to review our reinsurance carrier and the board will need to vote on the carrier options presented. The carriers are American National, US Fire, and Companion Life. Companion Life is the most cost-effective out of the three comparisons presented. Leon recommends Companion Life as the reinsurance carrier for 2023. Leon reviewed a Group Health Plan Market Analysis comparing the STPL Health Plan with other plans. The STPL Health Plan continues to be the better option.

B. Taylor asked for public comment. There was no public comment. S. Tosso moved to accept the recommendation of Companion Life as reinsurance carrier for 2023. It was seconded by A. Shaw. All were in favor, none were opposed, and three were absent. Motion carried.

C. 2021 Audit Report – John Murray, CPA, CGFM LaPorte

J. Murray reviewed the 2021 Audit Report. It is the auditor's opinion that the accompanying financial statements present fairly in all material respects the respective financial position of the governmental activities and each major fund of the library as of December 31, 2021. Respective changes in financial position for the year ended in accordance with accounting principles generally accepted in the United States of America. Mr. Murray noted a correction of error relating to an understatement of prepaid expenses and an overstatement of capital assets. The auditor's opinion is not modified with respect to this matter.

J. Murray reviewed the following financial statements: Statement of Net Position, Statement of Activities, Governmental Fund balance sheet, Statement of revenues, expenditures, and changes in fund balance, and budgetary comparison schedule. J. Murray reported that there were no deficiencies in internal controls found and no instances of non-compliance.

In the Agreed-Upon Procedures Report, there was an exception noted in reviewing the inventory of capital assets. Four computers were missing inventory asset tag stickers. The library responded that the tags were missed during the manual migration into the new inventory system that was implemented in the spring of 2021. The library will place asset tags on the computers and link them to the inventory system. No other exceptions were identified in the performance of these procedures.

B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the 2021 Audit Report. It was seconded by A. Shaw. All were in favor, none were opposed, and three were absent. Motion carried.

D. RFP for Classification and Compensation Study – Introduction

B. Geiger reviewed the draft of an RFP (Request for Proposal) for a classification and compensation study. The purpose is to have a company evaluate job descriptions to see what changes need to be made to better represent staff duties. The compensation study would entail comparing the salaries of other library systems, local government, and some private companies. The current range and step scale would be evaluated to see if each employee is in the correct range and if their compensation schedule is appropriate for their job duties. We used the format from the RFP for the strategic planning consultant and updated it based on our current

procurement policy. The RFP is being introduced at this meeting with potential approval at the October board meeting. The RFP will be sent for legal review before the Board is asked for approval. B. Taylor asked how long it has been since the library has gone through this process. B. Geiger said that in 2010 a human resources consultant evaluated each employee file, but this will be the first time a study like this is performed.

B. Allin commented that we need to be realistic regarding the salaries. B. Geiger agreed and stated that is why the library is seeking a consultant to perform the study and present the data. S. Tosso asked if this will be put out for bid soon. B. Geiger explained that it is only being introduced at the present meeting and will possibly be up for approval at the October board meeting. B. Allin asked if there will be a selection committee and how will it be structured. K. LaRocca explained that staff will grade the proposals and they will be brought to the Board for approval. The Board will select the consultant. B. Geiger clarified that part of the proposal is that the company will have to present its findings to the Board. The following evaluation criteria will be graded on a point scale: Compliance with the RFP, responsiveness to and understanding of the scope of work, quality of work plan, methodology, overall approach to complete the scope of work, ability to perform within the stated timeframe, qualifications, cost, and proposal quality. B. Allin stated concerns about staff grading the proposals and that we have to be careful about fairness in the process to avoid a fait accompli.

A. Shaw asked if there is a potential budget in mind. K. LaRocca stated that the City of Mandeville conducted a study recently and it was approximately \$80,000. They did not put out an RFP, as it was considered a professional service. We will look at the Parish's point scale and we will also give our RFP to legal counsel for review. B. Allin asked if our RFP should be in sync with the Parish's recent RFP. Kelly explained that the Parish is asking for certain positions to be compared to the private sector outside of Parish government and we are asking for a comparison to other library systems. The RFPs are asking for two very different comparisons, as we could never compete with the private sector.

B. Taylor asked for public comment. There was public comment from Donna Bonnoitt. She stated that the previous board meeting included information from a consultant comparing library staff salaries from surrounding parishes and asked why another consultant is needed. B. Geiger clarified that no consultants were used to gather the figures from the previous meeting. The information was collected by library administration. D. Bonnoitt asked how much the library spends per year on consulting fees. K. LaRocca stated that the library has spent \$47,594.07 on consulting fees this year for strategic planning. K. LaRocca clarified that is not what is typically spent per year, but it is part of what has been budgeted this year for the strategic planning process. D. Bonnoitt stated that she thinks some things need to be put on the back burner until

the economy changes. She stated that she does not know if any more money can be drained from taxpayers.

E. Director's Report

K. LaRocca reported that the Slidell Branch's new parking lot is open. The Lacombe Branch received new carpet, furniture, and paint. Library Administration met with KVS Architects & Associates, the architect for the new Technical Services building, to draw up plans for the renovation. Construction is expected to be underway by the end of December. The current Technical Services building on Hwy. 36 has sold. The new owner is willing to extend the lease on the building until April 30th.

Carson Block Consultants met with the Community Advisory Committee and the Directors for a strategy session to gather input to update the mission and vision statements as part of the Strategic Plan process.

Staff offered outreach to Chahta-Ima Elementary School, Pontchartrain Elementary School, Kidz Klubhouse, and COAST. Amy Bouton gave interviews to The Lake 94.7 radio station. Amy Bouton, Jennifer Rifino, and Susan Badon filmed the Check it Out TV show. Librarians taught multiple technology classes at the Council on Aging Activity Centers in Slidell and Pearl River. Staff and librarians attended committee meetings, webinars, and library conferences. Melanie Sharp has retired after 36 years of service to the library. Ellen John joined Administration as Reference Coordinator. Five new part-timers were hired in September. Website statistics show 69,520 sessions and 39,692 users visited the website. New visitors comprised 53.11% of these sessions. Kelly referenced the August 2022 and year-to-date service statistics.

3. OLD BUSINESS

A. Strategic Planning Committee

K. LaRocca reported that Library Administration received a complete data collection and community engagement report and will meet with the consultants over Zoom to review the report on October 4th. The full report will then be distributed to the community advisory committee and the Library Board of Control. Library Administration, staff, and the Community Advisory Committee participated in an update on strategic planning and a visioning and mission statement word exercise. The Library Board will participate in their visioning and mission statement session on Saturday, October 22nd.

B. Rules and Regulations Committee

K. LaRocca reported that the committee met on September 15th at the Causeway Branch to discuss reviewing and updating Chapter 4 – Collection Management. Copies of sample policies and resources such as the *Intellectual Freedom Manual* and the *Weeding Manual* were distributed. The committee discussed typical features of collection development and collection management policies. Sample policies were chosen based on libraries we typically benchmark against and recommendations from the *Weeding Manual*. The committee will review sample policies and documents such as the Freedom to Read statement, the Library Bill of Rights, and the Code of Professional Ethics found in the Employee Manual. The next meeting is October 12th at 2:00 p.m. at the Causeway Branch.

C. St. Tammany Parish Library Foundation

A. Shaw reported that the committee for the Distinguished Speaker Event believes they may have a speaker for next year's event. The Foundation's membership drive begins in mid-October.

D. Friends of the Library Report

There were no reports from the Friends of the Library.

4. Public Comment

There was public comment from Connie Phillips. She read excerpts from the book *Sex: A Book For Teens* by Nikol Hasler. She spoke about her concerns with the content of the book, citing descriptions of various sexual acts and terms. She stated that the book is not appropriate for teens or children.

There was public comment from Jeannene Kogler. She stated that the library is responsible for how taxpayers' money is spent on library materials. She asked if library staff and the Board are aware of the content of the books in the library. She asked who is responsible for ordering and examining the books.

There was public comment from Diane Bruni. She spoke about the book *I Am Jazz* by Jazz Jennings and Jessica Herthel and submitted a Statement of Concern. She stated that books like this are propaganda promoted by the authors to push an agenda. She stated that teaching children about gender dysphoria is aimed at corrupting children at an early age.

There was public comment from Johanna Miner. She spoke about the book *Frankie & Bug* by Gayle Forman and submitted a Statement of Concern. She stated that the book seemed to have a good storyline until page 192 where being gay is mentioned. She stated that Frankie is a girl who wants to be a boy and that children are too young to comprehend these kinds of ideas.

There was discussion about the Statement of Concern submission process. It was clarified that a Statement of Concern can be submitted at any time, not just during a board meeting. J. Miner commented that there were four police officers and a reporter at the July 2022 board meeting and that the meeting was packed with gay people. She asked why have police officers and reporters not attended any other meetings. B. Geiger explained that we were not sure how many people to expect at the July meeting and asked for one police detail from the Madisonville Police Department. J. Miner asked why there was a reporter at the July meeting. B. Allin stated that the press attends board meetings periodically. J. Miner stated that she will ask for a reporter to attend the next meeting.

There was public comment from Tina Register. She asked how many books have been pulled after a Statement of Concern has been submitted. B. Taylor explained that there is a procedure that is followed when a Statement of Concern is submitted. A committee is formed, committee members read the item in question, and the committee meets to discuss the item and Statement of Concern. A decision is made and the patron is notified in writing of the decision. T. Register asked if any books have been removed after following this process. K. LaRocca answered that in the past the library has moved books and catalogued them in different sections of the library, but has not removed a book from the collection. T. Register questioned how the previously mentioned book *Sex: A Book for Teens* could not qualify for immediate removal from the library. She stated that one should not have to follow a procedure to remove that item. K. LaRocca repeated the review process as previously explained by B. Taylor. She added that if a patron is not satisfied with the committee's decision, they can appeal to the Library Board of Control who will then render a decision.

There was public comment from Donna Bonnoitt. She stated that she represents a group of concerned parents and grandparents. She asked for taxpayers to be involved in approving the displays, collection materials, and the Statement of Concern process. She asked why there are only three librarians responsible for buying books and stated that it is censorship. She questioned whether or not the people who attended the July 2022 board meeting are actually residents of St. Tammany Parish. She asked for photo identification to be part of the process to speak. She asked for the removal of all sexually explicit materials in the children and teen sections of the library. She stated that the library's goal is to promote reading and literacy, not a Marxist agenda. She stated that the library should not be used to sexualize minors, which is a criminal activity. D.

Bonnoitt referred to handouts that she gave to the Board and asked for her concerns to be addressed.

There was public comment from Anita Gamble. She stated that she believes libraries should be a place of knowledge and free speech. She stated that parents should discuss inappropriate books with their children rather than the library restricting and banning books. She stated that children are going to find ways to learn about things and we should help them with that rather than restrict information.

There was public comment from Roxanne Newman. She showed her driver's license and stated that she is a resident of St. Tammany Parish and did attend the July 2022 board meeting. She stated that she has a young adult daughter who is gay. She stated her daughter was born that way and did not learn to be gay from reading books in the library. She stated that it is important for children to see themselves reflected in popular culture. She spoke of the high suicide rate of young LGBTQ people. She expressed that a parent has every right to prevent their own child from checking out materials, but others should not be prevented from accessing the materials. She thanked the library staff and librarians.

There was public comment from Patricia Walsh. She stated that she is against banning books. She stated that access to books giving different perspectives is the whole point of the library. She stated that citizens should not be on committees analyzing books because everyone is different. She stated that children are learning about many topics on the internet on their own and feels that using a book to teach children about certain topics is a better approach.

5. Adjournment

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

Mary Reneau, Secretary

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

ASSETS

Current Assets

Cash	\$ 8,612,531.51
Cash - Health Claims	(23,011.44)
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	8,525,999.97
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	187,595.04
Prepaid Expenses	181,717.00

Total Current Assets	17,485,832.08
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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	\$ 17,487,813.08
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LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Expenses	\$ 4,641.00
Accrued Salaries	170,964.09
Deferred Inflows - Ad Valorem	40,662.00
Elective Benefits Payable	(2,210.95)
Retirement Payable	223,989.23
Health Claims Payable	148,210.55

Total Current Liabilities	586,255.92
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Fund Balance

Fund Balance	16,901,557.16
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Total Fund Balance	16,901,557.16
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Total Liabilities & Fund Balance	\$ 17,487,813.08
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**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Nine Months Ending September 30, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 947,333.33	\$ 8,545,180.51	11,444,000.00	2,898,819.49	74.67
State Revenue Sharing	20,966.67	188,700.03	252,628.00	63,927.97	74.69
Fines/Fees	5,522.54	55,538.77	61,000.00	5,461.23	91.05
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	6,083.84	16,086.63	3,500.00	(12,586.63)	459.62
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	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	0.00	1,316.77	1,350.00	33.23	97.54
Total Revenues	979,906.38	8,842,762.81	11,827,678.00	2,984,915.19	74.76
Expenditures					
Library Administration	384,923.53	3,825,971.33	5,555,000.00	1,729,028.67	68.87
Employee Benefits	178,484.29	1,402,132.12	1,982,592.00	580,459.88	70.72
Advertising, Dues & Subscriptio	6,706.86	25,560.37	40,500.00	14,939.63	63.11
Signage	81.72	758.38	3,000.00	2,241.62	25.28
Printing, Duplicating & Bindin	2,213.40	6,526.35	14,000.00	7,473.65	46.62
Promotional Production	295.00	5,624.26	7,500.00	1,875.74	74.99
Utilities	33,603.19	260,075.31	300,700.00	40,624.69	86.49
Communications	11,433.66	107,661.77	146,000.00	38,338.23	73.74
Leases	26,725.92	236,722.59	319,500.00	82,777.41	74.09
Maintenance of Property & Equi	36,137.83	440,871.38	538,500.00	97,628.62	81.87
Maintenance Services (Building	23,795.52	185,242.45	263,300.00	78,057.55	70.35
Professional Services	8,084.02	192,926.34	295,700.00	102,773.66	65.24
Insurance and Claims	85.00	216,562.21	220,026.00	3,463.79	98.43
Operating Supplies	16,960.36	114,188.37	148,000.00	33,811.63	77.15
Travel & Continuing Education	8,548.09	61,525.07	84,000.00	22,474.93	73.24
Public Relations/Programming	5,700.23	86,117.03	110,800.00	24,682.97	77.72
Capital Outlay-Non-Book Acq.	60,736.31	304,769.99	379,000.00	74,230.01	80.41
Capital Outlay-library Res. Ac	92,688.28	980,065.30	1,413,500.00	433,434.70	69.34
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Total Expenditures	897,203.21	8,453,300.62	11,827,618.00	3,374,317.38	71.47
Excess of Revenues/(Expenditur	\$ 82,703.17	\$ 389,462.19	60.00	(389,402.19)	649,103.65

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

Beginning Fund Balance	\$ 16,512,094.97
Net Income	389,462.19
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Ending Fund Balance	\$ 16,901,557.16
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SUPPLEMENTAL INFORMATION

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 384,923.53	\$ 3,825,971.33	\$ 5,555,000.00	1,729,028.67	68.87
Total	\$ 384,923.53	\$ 3,825,971.33	\$ 5,555,000.00	1,729,028.67	68.87
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,608.23	\$ 85,363.25	\$ 108,600.00	23,236.75	78.60
Retirement Contributions	35,509.80	379,004.36	516,000.00	136,995.64	73.45
Health Insurance Expense	38,637.95	328,165.53	450,000.00	121,834.47	72.93
Health Trust	95,728.31	578,182.98	864,500.00	286,317.02	66.88
Worker's Compensation Expense	0.00	31,416.00	42,492.00	11,076.00	73.93
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 178,484.29	\$ 1,402,132.12	\$ 1,982,592.00	580,459.88	70.72
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 731.86	\$ 2,939.37	\$ 4,000.00	1,060.63	73.48
Membership Dues	5,000.00	6,945.00	9,500.00	2,555.00	73.11
Advertising	975.00	15,676.00	27,000.00	11,324.00	58.06
Total	\$ 6,706.86	\$ 25,560.37	\$ 40,500.00	14,939.63	63.11
Signage					
Signage	\$ 81.72	\$ 758.38	\$ 3,000.00	2,241.62	25.28
Total	\$ 81.72	\$ 758.38	\$ 3,000.00	2,241.62	25.28
Printing, Duplicating & Binding					
Printing	\$ 344.00	\$ 4,656.95	\$ 9,000.00	4,343.05	51.74
Book Binding	1,869.40	1,869.40	5,000.00	3,130.60	37.39
Total	\$ 2,213.40	\$ 6,526.35	\$ 14,000.00	7,473.65	46.62
Promotional Production					
Promotional Production	\$ 295.00	\$ 5,624.26	\$ 7,500.00	1,875.74	74.99
Total	\$ 295.00	\$ 5,624.26	\$ 7,500.00	1,875.74	74.99
Utilities					

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Electricity	\$ 30,789.66	\$ 232,370.37	\$ 263,450.00	31,079.63	88.20
Gas	90.06	1,956.11	3,000.00	1,043.89	65.20
Water	2,723.47	25,748.83	34,250.00	8,501.17	75.18
Total	\$ 33,603.19	\$ 260,075.31	\$ 300,700.00	40,624.69	86.49
Communications					
Postage	\$ 89.60	\$ 10,432.12	\$ 9,000.00	(1,432.12)	115.91
Voice Line	7,537.34	63,096.44	88,500.00	25,403.56	71.30
Data Lines (Internet)	3,775.00	33,970.00	48,000.00	14,030.00	70.77
Courier/Shipping	31.72	163.21	500.00	336.79	32.64
Total	\$ 11,433.66	\$ 107,661.77	\$ 146,000.00	38,338.23	73.74
Leases					
Building Lease Expense	\$ 25,654.41	\$ 232,725.73	\$ 311,000.00	78,274.27	74.83
Equipment Lease Expense	1,071.51	3,996.86	6,000.00	2,003.14	66.61
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 26,725.92	\$ 236,722.59	\$ 319,500.00	82,777.41	74.09
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,690.49	\$ 154,810.68	\$ 210,000.00	55,189.32	73.72
Grounds/Lawn Maintenance	6,536.00	58,761.00	85,000.00	26,239.00	69.13
Maintenance Supplies	588.72	7,096.93	8,000.00	903.07	88.71
Fuel & Lube	3,476.64	28,504.53	30,000.00	1,495.47	95.02
Vehicle Repairs	1,870.10	3,438.51	6,000.00	2,561.49	57.31
Small Tools	139.00	1,507.70	3,000.00	1,492.30	50.26
Office Machine & Equip Repair	0.00	697.69	1,000.00	302.31	69.77
Network Utility Software	3,889.31	100,288.78	105,000.00	4,711.22	95.51
Automation System Maintenance	525.00	28,002.12	28,500.00	497.88	98.25
Polaris Maintenance	715.07	51,978.19	54,000.00	2,021.81	96.26
PC Network Maintenance & Repai	707.50	5,785.25	8,000.00	2,214.75	72.32
Total	\$ 36,137.83	\$ 440,871.38	\$ 538,500.00	97,628.62	81.87
Maintenance of Services (Buildings)					
Physical Plant	\$ 3,078.16	\$ 111,860.92	\$ 148,000.00	36,139.08	75.58
Plumbing, Heating and AC	16,319.83	50,410.28	66,500.00	16,089.72	75.80
Electrical	301.23	5,618.78	8,000.00	2,381.22	70.23
Sanitation	921.30	6,245.49	11,000.00	4,754.51	56.78
Pest Control	550.00	5,040.00	7,000.00	1,960.00	72.00
Termite Contract	0.00	503.00	7,800.00	7,297.00	6.45

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Carpet Cleaning	2,625.00	5,563.98	15,000.00	9,436.02	37.09
Total	\$ 23,795.52	\$ 185,242.45	\$ 263,300.00	78,057.55	70.35
Professional Services					
Payroll Service Fees	\$ 2,784.02	\$ 25,618.85	\$ 33,500.00	7,881.15	76.47
Financial	300.00	38,003.87	40,000.00	1,996.13	95.01
Consultants	4,972.00	52,566.07	90,000.00	37,433.93	58.41
Security	28.00	4,004.79	10,000.00	5,995.21	40.05
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	\$ 8,084.02	\$ 192,926.34	\$ 295,700.00	102,773.66	65.24
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	0.00	4,076.00	4,076.00	0.00	100.00
General Liability	85.00	13,565.00	14,000.00	435.00	96.89
Total	\$ 85.00	\$ 216,562.21	\$ 220,026.00	3,463.79	98.43
Operating Supplies					
Office Supplies	\$ 3,168.45	\$ 22,807.20	\$ 25,000.00	2,192.80	91.23
Bank Service Charges	1,423.63	11,823.46	16,000.00	4,176.54	73.90
Book Preparation Supplies	4,693.65	30,996.17	38,000.00	7,003.83	81.57
Computer/Printer Supplies	7,151.48	43,159.99	61,000.00	17,840.01	70.75
Programming Supplies	523.15	5,401.55	8,000.00	2,598.45	67.52
Total	\$ 16,960.36	\$ 114,188.37	\$ 148,000.00	33,811.63	77.15
Travel and Continuing Education					
Staff Travel - Local	\$ 1,306.98	\$ 14,244.97	\$ 20,000.00	5,755.03	71.22
Library In-service Training	1,000.00	5,875.03	9,000.00	3,124.97	65.28
Conventions & Seminars	6,241.11	41,405.07	55,000.00	13,594.93	75.28
Total	\$ 8,548.09	\$ 61,525.07	\$ 84,000.00	22,474.93	73.24
Public Relations/Programming					
Summer Reading Program	\$ 42.85	\$ 37,859.10	\$ 45,000.00	7,140.90	84.13
Summer Reading T-shirts	0.00	5,834.64	5,800.00	(34.64)	100.60

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2022

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Adult Programming	4,161.78	26,937.88	33,000.00	6,062.12	81.63
Young Adult Programming	653.01	9,613.97	15,000.00	5,386.03	64.09
Juvenile Programming	842.59	5,871.44	12,000.00	6,128.56	48.93
Total	\$ 5,700.23	\$ 86,117.03	\$ 110,800.00	24,682.97	77.72
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 4,345.00	\$ 19,148.80	\$ 23,000.00	3,851.20	83.26
Imp Phys Plant	25,499.00	78,233.49	132,000.00	53,766.51	59.27
Vehicles	0.00	27,841.26	28,000.00	158.74	99.43
Office Equip, Furn & Shelving	28,993.75	58,164.21	70,000.00	11,835.79	83.09
PC Network	266.56	116,952.73	120,000.00	3,047.27	97.46
Integrated Lib Automation Sys	0.00	0.00	1,000.00	1,000.00	0.00
Audio/Visual Equipment	1,632.00	4,429.50	5,000.00	570.50	88.59
Total	\$ 60,736.31	\$ 304,769.99	\$ 379,000.00	74,230.01	80.41
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 23,959.99	\$ 151,673.15	\$ 205,000.00	53,326.85	73.99
Lease/Purchase Books	0.00	18,363.24	18,400.00	36.76	99.80
Juvenile Books	10,311.15	46,492.46	105,000.00	58,507.54	44.28
Young Adults	2,555.46	9,275.31	15,000.00	5,724.69	61.84
Music Recordings	383.72	1,934.10	4,000.00	2,065.90	48.35
Adult Reference	8,522.93	77,730.21	111,000.00	33,269.79	70.03
Juvenile Reference	0.00	7,651.51	45,000.00	37,348.49	17.00
Periodicals	1,433.22	45,555.94	50,000.00	4,444.06	91.11
Audio Recordings	1,646.61	5,777.54	12,600.00	6,822.46	45.85
Video Recordings	6,669.71	34,808.31	69,000.00	34,191.69	50.45
Genealogy	1,275.45	3,677.71	5,000.00	1,322.29	73.55
Microfilm	0.00	0.00	15,000.00	15,000.00	0.00
Downloadable Media	39,205.10	322,725.72	404,000.00	81,274.28	79.88
CD/Software	159.94	67,632.97	92,500.00	24,867.03	73.12
Internet Database Subscription	(3,435.00)	186,767.13	262,000.00	75,232.87	71.29
Total	\$ 92,688.28	\$ 980,065.30	\$ 1,413,500.00	433,434.70	69.34
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 GOVERNMENT
ST. TAMMANY PARISH LIBRARY CAPITAL FUND AS OF 09/30/2022

BEGINNING AUDITED FUND BALANCE AS OF 01/01/2022	\$	5,358,929.60		
BUDGETED REVENUES	\$	1,517,779.87		
AD VALOREM	\$	1,500,000.00		
INTEREST	\$	17,779.87	(ACTUAL FOR JANUARY - AUGUST 2022)	
BUDGETED EXPENDITURES	\$	(3,103,519.20)		
CAPITAL PROJECTS	\$	(3,045,491.20)		
COST ALLOCATION PLAN CHARGES	\$	(58,028.00)	(WILL BE ADJUSTED BASED ON ACTUAL ACTIVITY AFTER FY2022 IS COMPLETE)	
AVAILABLE FUND BALANCE	\$	3,773,190.27		
REVENUES NOT YET TRANSFERRED	\$	(1,500,000.00)	(WILL OCCUR AT YEAR END AFTER RECEIPT OF 2022 TAXES)	

AVAILABLE FUNDS TO BE BUDGETED AS OF 09/30/2022 **\$ 2,273,190.27**

OPEN PROJECTS

PROJECT #	DESCRIPTION	TOTAL BUDGET	PY EXPENDED	CY BUDGET	CY ACTUAL YTD	CY ENCUMB	REMAINING
FM19000176	SOUTH SLIDELL LIBRARY ROOF	\$ 200,000.00	\$ -	\$ 200,000.00	\$ -	\$ -	200,000.00
FM19000234	COVINGTON LIBRARY EXT RENOVATIONS	140,800.00	5,000.00	135,800.00	-	16,000.00	119,800.00
FM20000155	SLIDELL LIBRARY PARKING LOT	807,500.00	58,117.80	749,382.20	629,693.57	85,450.35	34,238.28
FM22000003	LIBRARY TECH & MAINT. BUILDING	523,500.00	-	523,500.00	501,190.09	-	22,309.91
FM22000212	LIBRARY PEOPLE COUNTER DEVICES	42,000.00	-	42,000.00	-	-	42,000.00
FM22000213	LIBRARY TECH & MAINT. BLDG. RENOVATIONS	198,809.00	-	198,809.00	-	19,880.00	178,929.00
FM22000232	LIBRARY-MANDEVILLE BRANCH RENOVATIONS	200,000.00	-	200,000.00	-	-	200,000.00
FM22000233	LIBRARY-CAUSEWAY BRANCH CARPET	50,000.00	-	50,000.00	-	-	50,000.00
FM22000250	LIBRARY TECHNOLOGY UPGRADE-PARISHWIDE	946,000.00	-	946,000.00	-	-	946,000.00
		\$ 3,108,609.00	\$ 63,117.80	\$ 3,045,491.20	\$ 1,130,883.66	\$ 121,330.35	\$ 1,793,277.19

Library Capital Projects for Renovation and Preservation

Facility	Type	Budget	2022	2023	2024	2025	2026	2027
South Slidell Branch	Roof replacement	\$ 200,000.00	\$ 200,000.00					
Covington Branch	Exterior renovations	\$ 140,800.00	\$ 140,800.00					
Technology upgrade	RFID, new security gates, self check, people counters	\$ 946,000.00	\$ 946,000.00					
Technology upgrade	People counters	\$ 42,000.00	\$ 42,000.00					
Mandeville renovation	Recarpet, Cat6 wiring upgrade, update restrooms, front entrance/automatic doors	\$ 200,000.00	\$ 200,000.00					
Slidell Parking and Expansion	Additional Parking & Ada entrance	\$ 807,500.00	\$ 807,500.00					
Slidell Expansion/Renovation - 4,500 SF	Expand Library to Northeast	\$ 2,960,000.00		\$ 2,960,000.00				
Causeway Branch - 9,000 SF	Carpet	\$ 50,000.00	\$ 50,000.00					
Small Branch replacement - 6,000 SF	Abita, Lacombe, or Pearl River	\$ 2,700,000.00				\$ 2,700,000.00		
New Location for Headquarters	Purchase replacement of rented space & renovation	\$ 1,564,000.00						\$ 1,564,000.00
New Location for Technical Services, Maintenance, and IT	Purchase replacement of rented space	\$ 501,190.90	\$ 501,190.90					
New Location for Technical Services, Maintenance, and IT	Renovation	\$ 198,809.00	\$ 198,809.00					
Land for Small Branch Replacement	Land for future small branch replacement Lacombe or Pearl River	\$ 624,000.00		\$ 624,000.00				
Land for Causeway / Mandeville library	Land for consolidation/replacement of two branches	\$ 1,500,000.00					\$ 1,500,000.00	
TOTAL		\$ 12,434,299.90	\$ 3,086,299.90	\$ 3,584,000.00	\$ -	\$ 2,700,000.00	\$ 1,500,000.00	\$ 1,564,000.00
Currently designated by the LBOC and Budgeted by Parish								
Projects requiring millage renewal	Current funds		\$ 5,358,929.60	\$ 3,724,084.70	\$ 1,550,084.70	\$ 3,010,084.70	\$ 220,084.70	\$ (1,279,915.30)
	Projected interest		\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -
	Projected expenditures		\$ (3,086,299.90)	\$ (3,584,000.00)	\$ -	\$ (2,700,000.00)	\$ (1,500,000.00)	\$ (1,564,000.00)
	Projected cost allocation plan charges		\$ (58,545.00)	\$ (150,000.00)	\$ (150,000.00)	\$ (100,000.00)	\$ -	\$ -
	Balance before annual transfer		\$ 2,224,084.70	\$ 84.70	\$ 1,410,084.70	\$ 220,084.70	\$ (1,279,915.30)	\$ (2,843,915.30)
	Ad valorem transfer		\$ 1,500,000.00	\$ 1,550,000.00	\$ 1,600,000.00	\$ -	\$ -	\$ -
	Funds available		\$ 3,724,084.70	\$ 1,550,084.70	\$ 3,010,084.70	\$ 220,084.70	\$ (1,279,915.30)	\$ (2,843,915.30)

St. Tammany Parish Library 2022 Fall Budget Amendment

Introduction

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

2022 Revenue

In 2022, the St. Tammany Parish Library will operate on a revenue of \$11,866,645. The Fines and Fees line has been adjusted upwards as we have collected more printing fees this year due to increased usage. The Grants line has been reduced as we are not expecting any grants before the end of the year. The Interest line has been adjusted upwards as interest rates have continued to increase. Finally, the Summer Reading T-shirt Sales line is reduced to match the revenue for the year. Overall, there is an increase in revenue of \$38,967.

2022 Expenditures

We produced the 2022 Budget in July of 2021 and amended it in February 2022 and July 2022. This budget amendment continues to adjust based on how the library ended the 2021 fiscal year, the budget performance during the first three quarters of 2022, the continued effects of the COVID-19 pandemic, and projects such as the New Annex building renovation being shifted to 2023. 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** – We had open positions throughout the year; this line is reduced to match expected expenditures through the end of 2022.
- **Employee Benefits** – FICA/ Medicare is increased slightly to account for more part-time positions being filled. Health insurance cost is reduced as we have had open full-time positions throughout the year and pay for health insurance on a per member per month basis. Worker's Compensation is decreased as we have received a credit for an error discovered on the yearly worker's comp audit.
- **Operating Services** – Membership is decreased as we had a membership pro-rated to line up with the fiscal year next year. Signage is increased so we can update any aging door “hours” decals. We are adding additional money to Promotional Production to cover the cost of branded eclipse glasses for programming over the next two years.
- **Printing, Duplicating, and Binding** – We are adding money to printing to cover the cost of replenishing bookmarks and brochures. The Book Binding line is reduced as we are not sending another order this year.

- **Utilities** – We have increased the Electricity line to match usage for the first three quarters of 2022 and also the cost of electricity with having both the new and old Annex at the same time.
- **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. In addition, the Voice and Data lines are being reduced as we had initially anticipated having these services in place at the New Annex building.
- **Lease Expense** – The Vehicle Lease line is reduced as the library delivery truck is in good shape, and we do not anticipate needing a lease.
- **Maintenance of Property and Equipment** – The Maintenance Supplies line is increased because of the increased cost of supplies. The Fuel and Lube line is increased due to the increased fuel cost. The vehicle repair line is reduced as our vehicles are in good shape, maintenance is done for the year, and no vehicles are due for tires. Network utility software is increased to cover the cost of cloud backup and improved cyber security protections. Polaris Maintenance is finished for the year, so the line is reduced to reflect the entire cost. PC network Maintenance and Repair line has been reduced as we have not needed as much computer repair this year. Most of our computers are still under warranty.
- **Maintenance Services** – The Sanitation line is reduced as we do not need a dumpster for clean-up at the old Annex yet. Termite Contract is increased to match the final cost of the service.
- **Professional Services** – Payroll service fees are adjusted upwards to cover costs related to staff training modules in our payroll/HR software. Security is adjusted downwards as we have new pricing on security systems for the branches. The Web Design Consultant line is increased as we now have a full year of app access for Android and Apple. The Movers line is adjusted to zero as we will not move until after the first quarter of the new year.
- **Insurance and Claims** – The General Liability line is increasing to cover the cost of the renewal of cybercrime insurance.
- **Operating Supplies** – The line for Office Supplies and Book Preparation Supplies are increasing as office supply pricing for items ranging from paper to pens to book covers 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. The Conventions and Seminars line is increased to take advantage of early registration opportunities for

conferences in January and February, along with covering the cost of required training in cyber security for our IT department.

- **Public Relations/Programming** – Adult Programming is adjusted upwards to cover the cost associated with the fall concerts on the east side of the Parish. Young adult programming is increased to cover the cost of craft supplies and replacing crafting equipment. Juvenile programming is increased to cover the cost of new Ellison machines for outreach and training for staff on stem programming equipment.
- **Non-Book Acquisitions** –landscaping additions are increased to cover the cost of installation of new trees for Bush and Pearl River. Improvement to Physical Plant is increased to cover the cost of concrete driveway repair at Abita and Lacombe and a new fence for Lacombe. The Office Equipment, Furniture, and Shelving line are decreased during the summer amendment due to the delay of the New Annex Building. However, we will be able to furnish the upstairs of the building this year, so the line is being increased to cover those costs. PC network line is increased to cover the cost of an e-mail backup server as we continue to upgrade security and backup capabilities across the system and 15 new PCs to cover PCs that are out of warranty. The Integrated Library Automation system line is reduced to zero as we will not need to purchase a Polaris server this year. The Audio/Visual line is increased to replace a projector. The Cameras line is reduced to zero as we will not be installing cameras at the New Annex building this year.
- **Library Resource Acquisitions** – The Adult books line is increased to cover increased requests we have had over the summer. The Adult Reference line is being reduced as publishing delays have made it challenging to make purchases. Juvenile Reference is increased slightly as some of the Reference sets we could not purchase last year have finally been published. The Genealogy line is increased to cover the cost of completing some reference sets for the Slidell Genealogy collection. Electronic/Downloadable media is increased based on the demand for downloadable materials and the replacement of popular items that have reached the end of their metered access. Finally, the Internet Database Subscriptions line is increased to cover electronic searchable passenger list indexes for the Genealogy department.

Savings

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand or savings as of December 31st, 2019, was \$5,399,947. We are anticipating savings of \$104,931 by the end of this year. The projected fund balance for December 31st, 2022, is \$5,504,878. This figure is less than half of one year's worth of operating revenue. 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, giving us a better picture of what money is available in savings to be assigned for projects.
 - Ten of the ten days of the first pay period of 2023 will occur in 2022; the auditor moves this cost to 2022.
 - The auditor moves charges for purchases initiated in 2022 but paid in 2023 to the year in which they were incurred.
 - The fourth quarter 2022 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 \$197,416. This puts us in a good place considering we had not planned for the entire Annex move to occur in 2023.

Budget Analysis

We forecast an increase in revenue of \$38,967 due primarily to more print fees being collected and higher interest rates. The 2022 Fall Budget Amendment shows a decrease in expenditures of \$65,904 due to how the Annex move will occur in 2023 and the open positions we have had throughout the year. This budget is balanced, leaving \$104,931 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,



Kelly LaRocca
Director

2022 Fall Amendment

		10/5/2022	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Spring	2022 Budget Summer	Amendment	2022 Budget Fall
REVENUE									
	405	Ad Valorem Taxes (received)	\$10,538,530.93	\$11,300,475.73	\$ 11,368,000	\$ 11,668,000	\$ 11,444,000	\$ -	\$ 11,444,000
	410	State Revenue Sharing	\$251,523.00	\$251,600.00	\$ 251,600	\$ 251,600	\$ 252,628	\$ -	\$ 252,628
	415	Fines/Fees	\$42,496.59	\$49,665.48	\$ 46,000	\$ 50,000	\$ 61,000	\$ 10,000	\$ 71,000
	416	LA Library Grant - ARPA	\$0.00	\$47,065.00	\$ -	\$ -	\$ -	\$ -	\$ -
	417	Grants	\$0.00	\$0.00	\$ 1,000	\$ 1,000	\$ 1,000	\$ (1,000)	\$ -
	418	LEH Grant	\$6,755.13	\$2,700.00	\$ -	\$ -	\$ -	\$ -	\$ -
	420	Interest Income	\$9,224.39	\$1,141.66	\$ 2,000	\$ 1,500	\$ 3,500	\$ 30,000	\$ 33,500
	425	Donations	\$22,930.22	\$9,055.59	\$ 20,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
	430	Miscellaneous Income	\$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	\$ 1,350	\$ (33)	\$ 1,317
		TOTAL REVENUE	\$10,881,376.51	\$11,662,970.86	\$ 11,690,400	\$ 12,023,600	\$ 11,827,678	\$ 38,967	\$ 11,866,645
EXPENDITURES									
LIBRARY ADMINISTRATION									
		PERSONNEL SALARIES							
	503	Library Salaries	\$4,752,639.13	\$4,846,642.94	\$ 5,555,000	\$ 5,555,000	\$ 5,555,000	\$ (360,000)	\$ 5,195,000
		TOTAL	\$4,752,639.13	\$4,846,642.94	\$ 5,555,000	\$ 5,555,000	\$ 5,555,000	\$ (360,000)	\$ 5,195,000
EMPLOYEE BENEFITS									
	505	Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	511	FICA/Medicare Tax	\$105,326.94	\$104,917.88	\$ 107,500	\$ 107,500	\$ 108,600	\$ 3,910	\$ 112,510
	512	Retirement Contributions	\$499,949.53	\$511,260.09	\$ 585,000	\$ 529,000	\$ 516,000	\$ -	\$ 516,000
	513	Health Insurance/Insurance	\$435,993.28	\$412,118.33	\$ 450,000	\$ 450,000	\$ 450,000	\$ (9,000)	\$ 441,000
	514	Health Trust	\$795,443.40	\$1,181,116.17	\$ 910,000	\$ 910,000	\$ 864,500	\$ -	\$ 864,500
	515	Workers' Compensation/Unemployr	\$27,464.71	\$6,318.11	\$ 28,000	\$ 28,000	\$ 42,492	\$ (11,076)	\$ 31,416
	516	Employee Miscellaneous	\$310.74	\$2,136.60	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
		TOTAL	\$1,864,488.60	\$2,217,867.18	\$ 2,081,500	\$ 2,025,500	\$ 1,982,592	\$ (16,166)	\$ 1,966,426
OPERATING SERVICES									
	601	Publication of Legal Notices	\$2,835.13	\$3,473.25	\$ 3,500	\$ 4,000	\$ 4,000	\$ -	\$ 4,000
	603	Membership Dues	\$985.00	\$5,901.48	\$ 8,000	\$ 9,500	\$ 9,500	\$ (1,500)	\$ 8,000
	604	Advertising	\$20,924.60	\$18,765.19	\$ 22,000	\$ 22,000	\$ 27,000	\$ -	\$ 27,000
	607	Signage	\$10,361.92	\$3,406.00	\$ 5,000	\$ 5,000	\$ 3,000	\$ 500	\$ 3,500
	608	Promotional Production	\$5,185.37	\$6,664.15	\$ 7,000	\$ 7,000	\$ 7,500	\$ 13,000	\$ 20,500
		TOTAL	\$40,292.02	\$38,210.07	\$ 45,500	\$ 47,500	\$ 51,000	\$ 12,000	\$ 63,000
		PRINTING, DUPLICATING & BINDING							
	611	Printing	\$6,190.49	\$8,918.93	\$ 9,000	\$ 9,000	\$ 9,000	\$ 3,000	\$ 12,000
	613	Book Binding	\$0.00	\$0.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ (1,000)	\$ 4,000

2022 Fall Amendment

		10/5/2022	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Spring	2022 Budget Summer	Amendment	2022 Budget Fall
	615	Patron Cards	\$0.00	\$3,380.90	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -
		TOTAL	\$6,190.49	\$12,299.83	\$ 19,000	\$ 19,000	\$ 14,000	\$ 2,000	\$ 16,000
		UTILITIES							
	621	Electricity	\$194,432.60	\$237,246.80	\$ 234,500	\$ 239,500	\$ 263,450	\$ 34,250	\$ 297,700
	622	Gas	\$1,868.32	\$2,376.75	\$ 3,450	\$ 2,500	\$ 3,000	\$ -	\$ 3,000
	623	Water	\$23,398.60	\$31,790.45	\$ 33,000	\$ 33,000	\$ 34,250	\$ -	\$ 34,250
		TOTAL	\$219,699.52	\$271,414.00	\$ 270,950	\$ 275,000	\$ 300,700	\$ 34,250	\$ 334,950
		COMMUNICATIONS							
	625	Postage	\$8,442.70	\$5,720.78	\$ 12,000	\$ 7,000	\$ 9,000	\$ 3,000	\$ 12,000
	626	Voice Line (Regular Phone Service)	\$85,695.51	\$85,081.73	\$ 88,500	\$ 88,500	\$ 88,500	\$ (3,000)	\$ 85,500
	627	Data Line (Internet-Network)	\$47,845.69	\$45,300.00	\$ 48,000	\$ 48,000	\$ 48,000	\$ (1,000)	\$ 47,000
	630	Courier/Shipping	\$273.48	\$190.93	\$ 1,000	\$ 500	\$ 500		\$ 500
		TOTAL	\$142,257.38	\$136,293.44	\$ 149,500	\$ 144,000	\$ 146,000	\$ (1,000)	\$ 145,000
		LEASE EXPENSE							
	634	Building	\$303,708.00	\$300,508.74	\$ 321,000	\$ 311,000	\$ 311,000		\$ 311,000
	636	Equipment	\$1,596.24	\$7,750.69	\$ 3,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
	638	Vehicle	\$453.54	\$0.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ (2,500)	\$ -
		TOTAL	\$305,757.78	\$308,259.43	\$ 326,500	\$ 319,500	\$ 319,500	\$ (2,500)	\$ 317,000
		MAINTENANCE OF PROPERTY & EQUIP.							
	641	Custodial & Janitorial	\$191,438.90	\$207,731.07	\$ 192,000	\$ 210,000	\$ 210,000	\$ -	\$ 210,000
	643	Grounds/Lawn Maintenance	\$94,837.11	\$82,000.00	\$ 95,000	\$ 85,000	\$ 85,000	\$ -	\$ 85,000
	645	Maintenance supplies	\$6,284.41	\$6,978.24	\$ 8,000	\$ 8,000	\$ 8,000	\$ 1,000	\$ 9,000
	652	Fuel and lube	\$13,412.21	\$23,295.56	\$ 18,000	\$ 23,500	\$ 30,000	\$ 6,000	\$ 36,000
	654	Vehicle repairs	\$6,545.93	\$6,138.54	\$ 6,000	\$ 6,000	\$ 6,000	\$ (2,000)	\$ 4,000
	658	Small Tools & Supplies	\$2,442.04	\$2,895.48	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
	660	Office machine and equip. repair	\$1,614.50	\$1,557.88	\$ 2,000	\$ 2,000	\$ 1,000	\$ -	\$ 1,000
	661	Network Utility Software	\$48,022.10	\$68,859.01	\$ 62,000	\$ 110,000	\$ 105,000	\$ 68,000	\$ 173,000
	662	Solinet (OCLC) Cost	\$26,765.00	\$28,249.86	\$ 30,000	\$ 28,500	\$ 28,500	\$ -	\$ 28,500
	663	Polaris Maintenance	\$49,603.98	\$51,939.66	\$ 54,000	\$ 54,000	\$ 54,000	\$ (1,000)	\$ 53,000
	664	P C Network maintenance and repa	\$6,804.10	\$7,865.00	\$ 10,000	\$ 2,000	\$ 8,000	\$ (1,000)	\$ 7,000
	669	Hurricane Disaster Costs	\$0.00	\$30,726.50	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$447,770.28	\$518,236.80	\$ 480,000	\$ 532,000	\$ 538,500	\$ 71,000	\$ 609,500
		MAINTENANCE SERVICES (Buildings)							
	671	Physical Plant	\$99,512.86	\$114,819.68	\$ 103,000	\$ 133,000	\$ 148,000	\$ -	\$ 148,000
	672	Plumbing, Heating, & Air Conditioni	\$31,946.47	\$57,605.29	\$ 78,000	\$ 81,500	\$ 66,500	\$ -	\$ 66,500
	673	Electrical	\$11,824.37	\$5,973.18	\$ 12,000	\$ 10,000	\$ 8,000	\$ -	\$ 8,000
	674	Sanitation	\$10,756.85	\$8,370.63	\$ 11,000	\$ 11,000	\$ 11,000	\$ (2,000)	\$ 9,000
	675	Pest Control	\$6,031.00	\$6,698.00	\$ 7,400	\$ 7,000	\$ 7,000	\$ -	\$ 7,000

2022 Fall Amendment

		10/5/2022	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Spring	2022 Budget Summer	Amendment	2022 Budget Fall
	676	Termite Contracts	\$1,313.00	\$3,228.00	\$ 3,800	\$ 3,500	\$ 7,800	\$ 300	\$ 8,100
	678	Carpet Cleaning	\$5,045.00	\$4,870.00	\$ 5,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
		TOTAL	\$166,429.55	\$201,564.78	\$ 220,200	\$ 261,000	\$ 263,300	\$ (1,700)	\$ 261,600
		Professional Services							
	680	Payroll Service Fees	\$21,485.71	\$26,366.03	\$ 32,500	\$ 32,500	\$ 33,500	\$ 670	\$ 34,170
	682	Legal	\$131.50	\$0.00	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
	683	Financial	\$39,052.16	\$36,384.06	\$ 43,000	\$ 40,000	\$ 40,000	\$ -	\$ 40,000
	684	Architectural	\$600.00	\$0.00	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
	685	Consultants	\$25,352.02	\$38,090.24	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ 90,000
	686	Security	\$25,010.96	\$6,843.77	\$ 12,000	\$ 12,000	\$ 10,000	\$ (2,000)	\$ 8,000
	687	Web Design Consultant	\$72,171.09	\$66,511.44	\$ 72,200	\$ 72,200	\$ 77,200	\$ 3,000	\$ 80,200
	688	Movers	\$55,360.97	\$ -	\$ -	\$ 60,000	\$ 45,000	\$ (45,000)	\$ -
		TOTAL	\$239,164.41	\$174,195.54	\$ 251,700	\$ 308,700	\$ 295,700	\$ (43,330)	\$ 252,370
		INSURANCE & CLAIMS							
	692	Library Property	\$127,177.12	\$135,438.08	\$ 140,000	\$ 135,500	\$ 135,500	\$ -	\$ 135,500
	694	Flood Insurance	\$20,277.00	\$22,163.00	\$ 24,000	\$ 23,000	\$ 23,500	\$ -	\$ 23,500
	696	Vehicle Insurance	\$40,860.00	\$36,450.00	\$ 36,450	\$ 36,450	\$ 42,950	\$ -	\$ 42,950
	698	LBOC Liability	\$4,176.00	\$4,076.00	\$ 4,076	\$ 4,076	\$ 4,076	\$ -	\$ 4,076
	699	Gen Liability	\$22,251.60	\$20,641.00	\$ 21,000	\$ 21,000	\$ 14,000	\$ 1,300	\$ 15,300
		TOTAL	\$214,741.72	\$218,768.08	\$ 225,526	\$ 220,026	\$ 220,026	\$ 1,300	\$ 221,326
		MATERIALS AND SUPPLIES							
		OPERATING SUPPLIES							
	701	Office Supplies	\$29,028.19	\$18,984.26	\$ 30,000	\$ 20,000	\$ 25,000	\$ 5,000	\$ 30,000
	702	Bank Service Charges	\$15,213.27	\$15,113.22	\$ 18,000	\$ 16,000	\$ 16,000	\$ -	\$ 16,000
	703	Book Preparation Supplies	\$27,704.60	\$36,803.34	\$ 38,000	\$ 38,000	\$ 38,000	\$ 2,280	\$ 40,280
	704	Computer/Printer Supplies	\$58,589.23	\$61,301.07	\$ 65,000	\$ 61,000	\$ 61,000	\$ -	\$ 61,000
	705	Programming Supplies	\$3,197.28	\$6,672.31	\$ 8,000	\$ 8,000	\$ 8,000		\$ 8,000
		TOTAL	\$133,732.57	\$138,874.20	\$ 159,000	\$ 143,000	\$ 148,000	\$ 7,280	\$ 155,280
		TRAVEL & CONTINUING EDUCATION							
	710	Mileage Reimbursement	\$10,255.67	\$12,592.98	\$ 20,000	\$ 15,000	\$ 20,000	\$ 2,000	\$ 22,000
	712	Library In-service Training	\$6,327.36	\$985.00	\$ 7,000	\$ 7,000	\$ 9,000	\$ 2,500	\$ 11,500
	714	Conventions/Seminars	\$29,847.03	\$29,892.00	\$ 55,000	\$ 55,000	\$ 55,000	\$ 15,342	\$ 70,342
		TOTAL	\$46,430.06	\$43,469.98	\$ 82,000	\$ 77,000	\$ 84,000	\$ 19,842	\$ 103,842
		PUBLIC RELATIONS/PROGRAMMING							
	724	Summer Reading Program	\$23,980.96	\$26,687.81	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
	725	Summer Reading T-shirts	\$5,418.00	\$5,191.17	\$ 5,800	\$ 5,800	\$ 5,800		\$ 5,800
	726	Adult Programming	\$21,533.84	\$24,673.99	\$ 33,000	\$ 33,000	\$ 33,000	\$ 3,000	\$ 36,000
	727	Young Adult Programming	\$9,733.62	\$11,434.10	\$ 15,000	\$ 15,000	\$ 15,000	\$ 6,200	\$ 21,200

2022 Fall Amendment

		10/5/2022	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Spring	2022 Budget Summer	Amendment	2022 Budget Fall
	728	Juvenile Programming	\$5,630.08	\$11,689.70	\$ 12,000	\$ 12,000	\$ 12,000	\$ 22,800	\$ 34,800
	729	LEH Grant		\$2,719.65	\$ -	\$ -	\$ -	\$ -	\$ -
		TOTAL	\$66,296.50	\$82,396.42	\$ 110,800	\$ 110,800	\$ 110,800	\$ 32,000	\$ 142,800
		CAPITAL OUTLAY							
		NON-BOOK ACQUISITIONS							
	805	Landscaping Additions	\$17,348.00	\$19,972.80	\$ 18,000	\$ 23,000	\$ 23,000	\$ 9,500	\$ 32,500
	810	Improvements to Physical Plant	\$27,566.73	\$56,136.00	\$ 150,000	\$ 215,000	\$ 132,000	\$ 9,200	\$ 141,200
	815	Vehicles	\$0.00	\$0.00	\$ 30,000	\$ 95,000	\$ 28,000	\$ -	\$ 28,000
	820	Office Equipment/Furniture & Shelv	\$49,955.50	\$104,778.31	\$ 125,000	\$ 150,000	\$ 70,000	\$ 65,000	\$ 135,000
	825	Telephones and Telephone System		\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	831	Leasehold Improvements	\$12,000.00	\$0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	833	ARPA Expense		\$47,064.48		\$ -	\$ -	\$ -	\$ -
	834	PC Network	\$111,448.37	\$130,157.31	\$ 85,000	\$ 85,000	\$ 120,000	\$ 37,000	\$ 157,000
	840	Integrated Library Automation Sys.	\$14,136.77	\$988.00	\$ 12,000	\$ 1,000	\$ 1,000	\$ (1,000)	\$ -
	842	Audio/Visual Equipment	\$0.00	\$5,019.59	\$ 5,000	\$ 5,000	\$ 5,000	\$ 500	\$ 5,500
	898	Cameras	\$0.00	\$0.00	\$ -	\$ 6,000	\$ 6,000	\$ (6,000)	\$ -
		TOTAL	\$232,455.37	\$364,116.49	\$ 425,000	\$ 580,000	\$ 385,000	\$ 114,200	\$ 499,200
		LIBRARY RESOURCE ACQUISITIONS							
	851	Adult Books	\$159,245.57	\$192,514.49	\$ 200,000	\$ 205,000	\$ 205,000	\$ 5,000	\$ 210,000
	852	Lease/Purchase Books	\$18,363.24	\$18,363.24	\$ 19,000	\$ 19,000	\$ 18,400	\$ -	\$ 18,400
	853	Juvenile Books	\$106,822.69	\$102,219.33	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
	855	Young Adult	\$14,269.82	\$13,311.08	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
	856	Collection Replacement & Enhancement				\$ -	\$ -	\$ -	\$ -
	858	Music Recordings	\$7,899.96	\$3,483.84	\$ 7,500	\$ 6,000	\$ 4,000	\$ -	\$ 4,000
	861	Adult Reference	\$77,359.72	\$96,698.32	\$ 91,000	\$ 111,000	\$ 111,000	\$ (12,000)	\$ 99,000
	863	Juvenile Reference	\$32,312.83	\$37,993.45	\$ 38,000	\$ 45,000	\$ 45,000	\$ 2,820	\$ 47,820
	872	Periodicals	\$54,617.38	\$43,597.63	\$ 50,000	\$ 50,000	\$ 50,000	\$ (4,400)	\$ 45,600
	883	Audio Recordings (Books)	\$25,791.42	\$18,729.03	\$ 23,000	\$ 20,000	\$ 12,600	\$ -	\$ 12,600
	885	Video Recordings	\$50,960.47	\$51,627.62	\$ 48,000	\$ 72,000	\$ 69,000	\$ -	\$ 69,000
	886	Genealogy	\$3,212.16	\$4,325.61	\$ 5,000	\$ 5,000	\$ 5,000	\$ 1,500	\$ 6,500
	887	Digital Microfilm	\$454,498.00	\$675,766.00	\$ 10,000	\$ 10,000	\$ 15,000	\$ -	\$ 15,000
	891	Electronic /Downloadable Media	\$226,504.71	\$338,223.68	\$ 330,000	\$ 390,000	\$ 404,000	\$ 66,000	\$ 470,000
	892	CDROM/Software	\$95,639.46	\$100,851.45	\$ 110,500	\$ 92,500	\$ 92,500	\$ -	\$ 92,500
	893	Internet Database Subscriptions	\$213,644.71	\$254,173.01	\$ 234,000	\$ 260,000	\$ 262,000	\$ 6,000	\$ 268,000
		TOTAL	\$1,541,142.14	\$1,951,877.78	\$ 1,286,000	\$ 1,405,500	\$ 1,413,500	\$ 64,920	\$ 1,478,420
		LONG-TERM CAPITAL EXPENDITURES							
	895	Covington FF & E	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	896	Madisonville ART work		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Total	\$284,963.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

2022 Fall Amendment

		10/5/2022	2020 Budget Actual	2021 Budget Actual	2022 Budget Original	2022 Budget Spring	2022 Budget Summer	Amendment	2022 Budget Fall
		TOTAL EXPENDITURES	\$10,704,450.52	\$11,524,486.96	\$ 11,688,176	\$ 12,023,526	\$ 11,827,618	\$ (65,904)	\$ 11,761,714
		SAVINGS / (EXCESS EXPENDITURE)	\$ 176,926	\$138,483.90	\$ 2,224	\$ 74	\$ 60		\$ 104,931

Fund Balance and Dedications

Fall Amendment 10/20/2022	
Savings as of Dec. 31st 2021	\$ 5,399,947
To be added to Savings as of December 31st 2022	\$ 104,931
Total estimated savings on December 31st 2022	\$ 5,504,878
Dedicated for Operational Reserves	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000
Reserved for salaries for last pay period of the year	\$ 192,462
Reserved for invoices to be moved from 2023 to 2022	\$ 10,000
Reserved for 4th Quarter 2022 retirement	\$ 215,000
Dedicated for Slidell Furniture	\$ 650,000
Dedicated for Causeway Furniture	\$ 65,000
Dedicated for Mandeville Furniture	\$ 200,000
Total Dedicated or Reserved	\$ 5,307,462
Unassigned Savings	\$ 197,416



St. Tammany Parish Library Board of Control
FISCAL YEAR 2022 OPERATIONAL BUDGET FALL AMENDMENT ADOPTION RESOLUTION
October 25, 2022

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

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

WHEREAS, notice of that Fall Budget Amendment was announced by publication of the October 25, 2022 Meeting Agenda; and

WHEREAS, the Board of Control has considered the proposed Fall Budget Amendment, and has heard and considered public comment on the proposed budget amendment; and

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the Fall Budget Amendment, as proposed, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the operation, support, improvement, and maintenance of the Library for fiscal year 2022.

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 25th DAY OF OCTOBER 2022 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
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ABITA SPRINGS (985) 893-6285

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MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099

Extension of the Hwy 36 Lease

The current lease for the Technical Services/ Maintenance building also called the “Annex,” will expire on December 31st 2022. Our new building is likely to be under construction starting in December 2022. Construction is estimated to last 90 days. We have the opportunity to extend our lease until April 30th 2023, at the same current rent of 3,000 per month with all of the same conditions as the previous lease. The Board will need to vote in order to extend the lease.

ADDENDUM TO LEASE AGREEMENT

This Addendum to the Lease is made on the 20 day of October, 2022, by and between SRD Flooring LLC (hereinafter "Lessor") and St. Tammany Parish Library (hereinafter "Lessee").

Witnesseth:

Whereas, under the date of May 1, 2017, the parties hereto executed a Lease Agreement for approximately 3200 square feet of office and warehouse space bearing the municipal address of 19612 Highway 36, Covington, LA 70433.

Whereas, under the date first mentioned above, Lessor and Lessee agree to renew this agreement under the following terms and conditions:

- 1) Term: The term of this lease renewal is eight (4) months commencing January 1, 2023 and expiring April 30, 2023.
- 2) Rental: The monthly rental shall be \$3,000.00 per month on a gross lease basis.
- 3) It is understood and agreed that this Addendum to Lease Agreement shall not be binding until and unless all parties have signed it.
- 4) All other terms and conditions of the original Lease Agreement dated October 31, 2007 shall remain unchanged.

WITNESSES:

LESSOR: SRD Flooring LLC

By: Steele McDaniel Date _____
Title: Managing Member

LESSEE: St. Tammany Parish Library

By: Kelly Larocca
Title:

Designations of Capital Funds – Technical Services/ Maintenance Building Elevator

The new annex building will need an elevator to ease IT and Public Relations equipment moving from the first to the second floor. This will also provide overall ADA accessibility for the building. The architect for the building renovation was able to give us a cost estimate. This will not be a change order to the current project, as we would then be unable to meet the move-in deadline. This will be a separate project on the Capital Budget. The cost of the elevator and construction is \$120,000. The Board will need to vote to include this in the capital projects list. The cost estimate from the Parish Engineering Office and a sample resolution for your consideration follow this page.

Department of Engineering Statement of Probable Cost

Project:	<u>St. Tammany Parish Library Technical Services Elevator</u>	Date:	<u>10/12/2022</u>
Project No:	<u>TBD</u>		
Project Manager:	<u>Chris Dean</u>		
Total New Construction:	<u>sq. ft.</u>		
Total Renovation:	<u>sq. ft.</u>		
Phase:	<u>Preliminary</u>		

Item No.	Item Description	Quantity	Unit	Rate	Cost
1	Concrete Ramp	1	ea	\$11,200.00	\$11,200.00
2	Structural Steel	1	ea	\$6,000.00	\$6,000.00
3	Wood Framing Elevator Shaft	1	ea	\$15,800.00	\$15,800.00
4	Wood Framing Stairs	1	ea	\$5,000.00	\$5,000.00
5	Commercial LU/LA Lift	1	ea	\$75,000.00	\$75,000.00
6	Elevator Pit Floor Drain	1	ea	\$1,500.00	\$1,500.00
7	Electrical	1	ea	\$3,500.00	\$3,500.00
8	Elevator Phone Line	1	ea	\$1,600.00	\$1,600.00
8	Contractor OH&P	15	%		\$17,940.00
Sub-total					\$137,540.00
Design Fee - 10%					\$13,754.00
Contingency - 10%					\$13,754.00
Total					\$165,048.00



St. Tammany Parish Library Board of Control
Designation of Capital Funds for Technical Services / Maintenance Building Elevator
October 25th, 2022

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$120,000 of capital funds for the construction and installation of an elevator to allow for the ability to move equipment safely between floors and to improve overall ADA accessibility to the building at 68361 Commercial Way S. unit 3.

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

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 25th DAY OF OCTOBER 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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BUSINESS RESOURCE CENTER
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PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

Proposed 2023 Holiday Schedule

The proposed 2023 Holiday schedule is presented for your approval. The day before Christmas is on a Sunday. The Employee Handbook designated holiday is exchanged for Veterans Day. The schedule lists all official holidays and system-wide closed days.

ST. TAMMANY PARISH LIBRARY

Holiday Schedule – 2023

Monday, January 2, 2023	New Year's Day (observed)
Monday, January 16, 2023	Martin Luther King, Jr. Day
Monday, February 20, 2023	Presidents' Day
Tuesday, February 21, 2023	Mardi Gras Day
Friday, April 7, 2023	Good Friday
Saturday, April 8, 2023	<i>System-wide closed day</i>
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2022	Labor Day
Friday, November 10, 2023	Veterans Day Observed
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day After Thanksgiving
Saturday, November 25, 2023	<i>System-wide closed day</i>
Saturday, December 23, 2023	<i>System-wide closed day</i>
Monday, December 25, 2023	Christmas Day
Tuesday, December 26, 2023	Day After Christmas

Floating Holiday – Birthday

15 paid holidays; 3 system-wide closed days

Proposed 2023 LBOC Meeting Dates

The proposed 2023 LBOC Meeting Dates are presented for your approval. We will need to select an early February meeting date, as the year-end financial reports will not be done in time for a late January meeting. We will also need to select an early December meeting date as the end of November coincides with the Thanksgiving Holiday week. Although dates have been suggested for both the February and December meeting dates, please check your calendars so we can select the date that works best.

**ST. TAMMANY PARISH
LIBRARY BOARD OF CONTROL**

MEETING DATES – 2023

February 7, 2023	Madisonville Branch
March 28, 2023	Covington Branch
April 25, 2023	Causeway Branch
May 23, 2023	Slidell Branch
July 25, 2023	Madisonville Branch
August 22, 2023	South Slidell Branch
September 26, 2023	Causeway Branch
October 24, 2023	Slidell Branch
December 5 or 12, 2023	Covington Branch

All meetings begin at 6:30 p.m. unless otherwise scheduled.

Director's Report — October, 2022

FACILITIES

New Centicon termite bait stations were installed at branches who did not already have them during the week of October 10th – 15th. This will alleviate the need for yearly spraying.

2,200 Pounds of Non-perishable food were collected during Food For Fines in September for distribution to local food banks: First Baptist Church of Slidell Food Pantry; Bush Food Pantry, Northshore Food Bank, and Samaritan Center

Strategic Planning

Susan Kent of Carson Block Consultants met with staff via zoom at our Allstaff Day. She gave an overview of the Strategic planning progress and staff participated in an exercise as part of the planning process.

MARKETING AND OUTREACH

STP Chamber Expo, Harbor Center in Slidell-Jennifer Rifino, Teen Services Coordinator, and Amy Bouton, Public Relations and Community Coordinator

NTCC Wellness Resource Fair – Ellen John, Reference Coordinator

Game on with COAST, Resource Festival – Ellen John, Reference Coordinator, Amy Bouton, Public Relations and Community Coordinator

Pumpkin Festival in Slidell (Oct. 1st and October 15th)

Abby Mayfield Teen Services Librarian, Alexis Davis, CS Librarian, Cathy Badon, Children's Services Assistant, Admin, and Yvette Elzie, Library Associate from South Slidell

Wooden Boat Festival – (Two-day event)

Libby Garriga, Madisonville's Circulation Manager, Viktoria Alexander, Jane Johnson, Madisonville's Branch Manager

Evan Kramer, Reference Librarian - **Veterans Resource Festival at the St. Tammany Parish Coroner's Office**

Jessica Aucoin, Children's Librarian Mandeville Branch - Storytime, Kinder Haus Montessori in Mandeville and Storytime for Woodlake Elementary School Visit, Mandeville Branch

Robert Barnes, Madisonville's Reference Librarian- COAST presentation Folsom

Sarah Aucoin, Slidell Reference Librarian, Two COAST presentations Slidell

Taylor Leblanc, Slidell Reference Librarian, COAST presentation Pearl River

Kay Redd, Abita Springs Branch - Montessori School visited

Adele Salzer, Pearl River Branch Manager -Two separate Storytimes, Regina Coeli Development Center

Cathy Badon, Children's Services Assistant, Admin, and Libby Garriga, Madisonville's Circulation Manager - Lancaster Elementary.

Radio TV Podcasts

- Jenny Mayer recorded *Great Day Louisiana*. The show aired October 20th on the WWL -TV Morning show and on WUPL.
- Jennifer Rifino, Teen Services Coordinator, and Amy Bouton, *Check It Out* TV Show
- Amy Bouton, Lake 94.7 and the Highway 104.7 radio

Outreach materials provided to Rhea of Hope Oktoberfest Event

STATEMENTS OF CONCERN:

The library received 3 statements of concern at our August 23rd meeting. As part of section 407 of the Library Rules and Regulations Manual the staff formed a committee and responded to the statements of concern. These were mailed on Sept. 30th 2022. We have not as of yet received a request for an appeal to the LBOC from any of the three petitioners.

We received three additional statements of concern at our September 27th, meeting we are currently working on responses to these concerns and will mail them over the next week.

PROFESSIONAL INVOLVEMENT:

Allstaff Training was Monday October 10th.

Tanya DiMaggio attended the Association for Library Service to Children's William Morris Seminar on September 29 and served on a panel at the ALSC Institute in Kansas City, MO on September 30 and October 1.

Ethan Drott, Yanzik DiMaggio, and Donell Jenkins attended LaSSAL (Louisiana Support Staff Association of Libraries) conference.

Ellen John, Reference Coordinator, Administration, Louisiana Library Association Board Member meeting

Susan Badon, Madisonville's Children's Librarian, Jessica Aucoin, Children's Librarian Mandeville Branch, attended the ALSC National Institute Conference in Kansas City, MO from Sept. 29 to Oct. 2.

Kelly LaRocca and Brent Geiger attended the CORE conference in Salt Lake City Utah

Jennifer Rifino, Teen Services Coordinator, Commission on Families Meeting

Jennifer Rifino, Teen Services Coordinator, Northshore Nonprofit Resources Round-Up Meeting

Amy Bouton, Public Relations and Community Coordinator, Attended September class of Chevron Community Fellows.

The Library Board of Control must complete Ethics and Sexual Harassment Training: Brent to discuss Personnel

Director's Report — October, 2022

Employees of the Year:

Librarian of the Year: Sally Cooper Gill

Employee of the Year: Cassi Breaux

Rookie of the Year: Byron Holdiman

Part-time Employee of the Year: Eric Collins

Nichola Kleyle will be the new Circulation Manager at the Covington Branch (date TBD)

Barret Reich is the new Reference Librarian in Mandeville

Evan Kramer will move to Covington and Robert Barnes will move to Causeway

WEBINAR ATTENDANCE

Robert Barnes

Nichola Kleyle

Sarah Aucoin and Evan Kramer are both taking training course for our Funding Information Network program through Candid Learning.

Sarah has completed the following trainings:

- Recertify as a Foundation Directory Expert and Trainer (2022)
- Candid Profiles and Seals of Transparency
- 2021 FDO Expert Certification Program
- 2021 FDO Trainer Certification Program

WEBSITE

September 21st – October 20th

53,142 Sessions; 30,423 users

New visitors comprised 52.29% of these sessions

September 2022 Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	323	56	144	34	117			19		693				
Abita	613	54	294	9	709	59		26		1,764	188	1,870	126	338
Bush	166	9	385	7	222	2		13		804	88	797	48	136
Causeway	2,038	140	1,045	36	1,820	20		163		5,262	679	5,205	542	1567
Covington	3,512	407	1,730	42	4,003	103	116	223		10,136	1,270	6,245	2748	1442
Folsom	490	42	369	3	349	73		17		1,343	265	1,361	160	235
Lacombe	197	18	217	1	176	3		16		628	162	2,435	128	188
Lee Road	332	34	150	5	385		14	8		928	66	748	81	245
Madisonville	1,229	144	465	26	1,603	49		73		3,589	348	348	990	567
Mandeville	2,511	336	990	38	3,825	70	12	202		7,984	1,110	6,200	972	682
Pearl River	405	27	233	22	305	4	26	11		1,033	327	2,229	118	226
Slidell	3,743	370	1,490	46	3,684	113	358	400		10,204	2,286	11,967	1545	1328
South Slidell	751	64	601	13	857	17	8	105		2,416	1,343	5,317	676	1227
Virtual ¹									30,382	30,382				
Total	16,310	1,701	8,113	282	18,055	513	534	1,276	30,382	77,166	8,132	44,722	8,134	8,181

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: 790

YTD Jan - Sept. 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	2,429	531	1,213	327	1,426			149		6,075				
Abita	5,263	447	2,948	142	6,136	148		261		15,345	1,777	17,031	803	2479
Bush	1,609	110	3,554	83	1,778	46		129		7,309	827	7,455	317	1089
Causeway	18,562	1,903	9,297	381	17,851	161		1,703		49,858	5,204	45,063	4510	12746
Covington	32,104	3,206	16,588	321	33,420	979	1,073	1,889		89,580	11,961	55,472	21203	11196
Folsom	4,348	297	4,803	61	3,242	546		276		13,573	2,473	11,286	1079	1589
Lacombe	1,988	185	2,531	32	1,798	15		161		6,710	2,067	21,721	967	1378
Lee Road	2,890	270	1,602	41	3,347	60	97	109		8,416	520	6,030	495	1818
Madisonville	12,316	1,658	4,997	235	17,653	231		1,087		38,177	3,387	33,550	8163	4850
Mandeville	22,912	3,061	8,787	351	37,185	914	51	2,292		75,553	10,381	55,815	7501	5689
Pearl River	3,709	255	1,939	175	2,767	74	448	167		9,534	2,528	16,722	703	1486
Slidell	34,734	3,398	15,001	438	37,674	1,822	2,838	3,653		99,558	18,905	101,339	11916	10141
South Slidell	5,947	824	5,514	148	6,439	106	34	657		19,669	11,974	42,506	6355	10597
Virtual ¹									272,042	272,042				
Total	148,811	16,145	78,774	2,735	170,716	5,102	4,541	12,533	272,042	711,399	72,004	413,990	64,012	65,058

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: **5,953**

Rules and Regulations Committee Update

The Rules and Regulations Committee met on Wednesday, October 12th, at the Causeway Branch to continue discussing, reviewing, and updating Chapter 4 - Collection Management.

We discussed background documents to collection management policies, made an outline of all sections contained in the sample policies we reviewed, and began to discuss the value of having demographics as part of the policy, as not all sample policies included this data.

Committee members will continue reading sample policies over the next month. In addition, we will be deciding how demographic data should be included as part of our policy.

Our next meeting is November 16th at Causeway Branch at 11:30 am.

Strategic Planning Committee Update

Strategic planning continues to make headway.

- Library Administration received the complete data collection and community engagement report and met with consultants over Zoom to review this report on October 4th. The full report was distributed to the Community Advisory Committee and the Library Board of Control.
- A visioning/mission statement session for all staff was held during the October 10th AllStaff day.
- The consultants visited in person for the Board strategic planning workshop and visioning/mission statement session on Saturday, October 22nd.