

St. Tammany Parish Library  
Board of Control Meeting  
October 27, 2023  
Causeway Branch Library  
3457 US-190  
Mandeville, LA 70471  
11:00 AM

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. In the case of a Statement of Concern decision, the person who filed the Statement of Concern is given 5 minutes to speak. Please note, all comments must pertain to the agenda item announced. There is no general public comment at the end of the meeting. Any person wishing to comment on a topic not listed on the agenda may do so by e-mailing lboc@stpl.us by 9:00 AM on Friday, October 27, 2023.

### AGENDA

Call to order by President and Roll Call by Director

1. NEW BUSINESS
  - A. Fall Budget Amendment
    - Discussion
    - Public Comment
    - Vote
2. Adjournment

# St. Tammany Parish Library 2023 Fall Budget Amendment

## Introduction

This is a brief explanation of the differences in revenue and expenditure forecasts between the 2023 Summer Amendment and the 2023 Fall Amendment. It is best read alongside the budget spreadsheet.

## 2023 Revenue

In 2023, the St. Tammany Parish Library will operate on revenue of \$12,384,896. We will receive an additional \$160,000 in ad valorem taxes based on information from the Parish Finance Office. There is a slight increase in the expected income from Fines and Fees and the Summer Reading T-shirt Sales line has been increased to match actual income. Overall, there is an increase of \$163,762 in revenue.

## 2023 Expenditures

We produced the 2023 Budget in July of 2022. This budget amendment adjusts based on how the library ended the 2022 fiscal year and how the budget has performed over the first three quarters of 2023. Each section in the budget is highlighted below with an explanation.

- **Library Salaries** – We have unfilled positions so there is a reduction in this line.
- **Employee Benefits** – The FICA/Medicare Line is increased due to more part-time positions being filled. The Retirement Contributions line is increased as we have had more full-time vacancies filled. The Health Insurance line is decreased based on last year's performance. The Health Trust line is increased as we had some large claims in September – we will get reimbursed for a portion of this.
- **Operating Services** – The Publication of Legal Notices line is increased as we have had lengthier minutes and more numerous meetings. Promotional production is increased to replenish branded items given out at outreach events.
- **Printing, Duplicating, and Binding** – Printing is increased to cover the cost of replenishing bookmarks and printed promotional material. Bookbinding is decreased to match the current anticipated cost for the rest of the year.
- **Utilities** – The Electricity line is increased as the extremely hot summer caused more usage of air conditioning. The Gas line has been decreased to match the usage from the first three quarters of the year. The Water line has been increased as we had a very hot summer that required more lawn watering and more water deliveries for our staff.
- **Communications** – Our Voice and Data lines are being decreased to match the new pricing we are receiving from our vendor thanks to a higher E-rate percentage reimbursement.
- **Lease Expense** – The Building Lease expense has increased as we had several storage units used during the Annex move that we will continue to use until we get our forklift and can utilize our industrial shelving.
- **Maintenance of Property and Equipment** – The Maintenance Supplies line is increased to cover supplies for our Lee Rd. renovation. Fuel and Lube in decreased as Fuel Costs have come down. Network Utility Software has decreased as we have streamlined software options for our network. The Solinet (OCLC) Cost line is increased as we have had several interlibrary loan

requests for materials outside of the state. PC Network Maintenance and Repair line is reduced as we have enough repair supplies to last us until next year.

- **Maintenance Services** –Physical plant Maintenance line was increased to cover pressure washing and window washing at all branches. The Electrical line is increased to cover parking lot light bulb replacements. The Sanitation line is decreased as we did not need an extra dumpster during the Annex move. The Termite Contract line is decreased to match our invoices as we have switched to a bait system at most branches and don't need as much service.
- **Professional Services** – Payroll service fees are increased as background checks are now being automated with each hire as part of our payroll system. The financial line is increased as the Statewide Agreed Upon Procedures testing is more extensive and expensive than the previous St. Tammany specific testing. The Security line is increased as we have had more meetings that required security.
- **Insurance and Claims** – There are no adjustments to these lines.
- **Operating Supplies** – The Computer/Printer supplies were increased to reflect increased printing at branches and the continued higher costs of supplies. The program supplies line is increased as we have had more programs this year overall that require refreshments.
- **Travel and Continuing Education** –The conventions and seminars line is decreased as there are many more conventions close to home this year.
- **Public Relations/Programming** – Adult programming line is increased to cover the cost of more adult crafting programs. Juvenile programming line is increased to replace manipulatives such as puzzles at all locations along with enhancements to our collection of Ozobots.
- **Non-Book Acquisitions** – The Improvement to Physical Plant line is decreased as we will not do as much parking lot repair this year. The Office Equipment Furniture and Shelving line is increased we needed to replace and add cabinets at three branches. The PC network line is increased as we have some computers that are outside their warranty period that need replacement. The Audio/Visual Line is increased to cover the cost of replacing failing AV equipment at Madisonville that is now 10 years old. The Cameras line is decreased as we will not have any camera purchases this year.
- **Library Resource Acquisitions** – Adult Books is increased to cover the cost of increased requests and weeding replacement. The music and video recording lines are being reduced as we have more usage of downloadable music and videos. The periodicals line is being reduced as there are several periodicals that are no longer printing physical magazines. The Audio Recordings line is increased as we are replacing worn out items. The digital microfilm line is decreased to match the invoice for the year. Electronic downloadable media is increased to match the increased demand for downloadable items. The CDROM Software line is being reduced further as we went with a less expensive provider for our collection analysis software earlier in the year. The Internet Database line is increased to cover the Creative Bug database.

## **Savings**

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand or savings as of December 31, 2022, was \$5,759,521.26. Based on this budget amendment we will have 5,759,788 on December 31<sup>st</sup> 2023. This figure is less than half of one year's worth of 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.
- 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 reserved amounts are paid shortly after the beginning of the year and are released once we receive the majority of our ad valorem taxes in the spring.
- Dedications for Causeway, Mandeville, and Slidell Furniture Projects.

This leaves us with a current Unassigned Savings of \$869,788 and puts us in a good position to work on goals identified during the strategic planning process.

## **Budget Analysis**

We are forecasting an increase in revenue of \$160,136 due primarily to ad valorem taxes. The 2023 Fall Budget Amendment shows an increase in expenditures of \$164,225. This budget is balanced, leaving \$267 of revenue unbudgeted.

## **Conclusion**

Each library department was allocated the funds to enable their plans for the 2023 fiscal year. I am confident that we have adequate funds to meet our goals.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kelly LaRocca".

Kelly LaRocca  
Director

2023 Fall Amendment

	10/19/2023	2021 Budget Actual	2022 Budget Actual	2023 Budget Original	2023 Budget Spring	2023 Budget Summer	Amendment	2023 Budget Fall Amend
<b>REVENUE</b>								
405	Ad Valorem Taxes (received)	\$11,300,475.73	11,494,947.88	\$ 11,594,000	\$ 11,644,000	\$ 11,644,000	\$ 160,136	\$ 11,804,136
410	State Revenue Sharing	\$251,600.00	251,600.00	\$ 252,628	\$ 258,515	\$ 258,515	\$ -	\$ 258,515
415	Fines/Fees	\$49,665.48	70,486.86	\$ 63,000	\$ 70,500	\$ 72,500	\$ 3,625	\$ 76,125
416	LA Library Grant - ARPA	\$47,065.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
417	Grants	\$0.00	0.00	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
418	LEH Grant	\$2,700.00	2,400.00	\$ -	\$ -	\$ -	\$ -	\$ -
420	Interest Income	\$1,141.66	38,715.49	\$ 18,500	\$ 39,000	\$ 194,000	\$ -	\$ 194,000
425	Donations	\$9,055.59	33,302.89	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
430	Miscellaneous Income	\$0.00	14,840.11	\$ 0	\$ 0	\$ 0	\$ -	\$ 0
440	CARES Act COVID-19	\$0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
450	Summer Reading T-shirt Sales	\$1,267.40	1,316.77	\$ 1,350	\$ 1,350	\$ 2,118	\$ 1	\$ 2,119
					\$ -	\$ -	\$ -	\$ -
	<b>TOTAL REVENUE</b>	<b>\$11,662,970.86</b>	<b>11,907,610.00</b>	<b>\$ 11,980,478</b>	<b>\$ 12,064,366</b>	<b>\$ 12,221,134</b>	<b>\$ 163,762</b>	<b>\$ 12,384,896</b>
<b>EXPENDITURES</b>								
<b>LIBRARY ADMINISTRATION</b>								
<b>PERSONNEL SALARIES</b>								
503	Library Salaries	\$4,846,642.94	5,005,221.13	\$ 5,555,000	\$ 5,555,000	\$ 5,555,000	\$ (55,550)	\$ 5,499,450
	<b>TOTAL</b>	<b>\$4,846,642.94</b>	<b>5,005,221.13</b>	<b>\$ 5,555,000</b>	<b>\$ 5,555,000</b>	<b>\$ 5,555,000</b>	<b>\$ (55,550)</b>	<b>\$ 5,499,450</b>
<b>EMPLOYEE BENEFITS</b>								
505	Accrued Payroll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
511	FICA/Medicare Tax	\$104,917.88	111,512.98	\$ 109,600	\$ 109,600	\$ 113,600	\$ 6,815	\$ 120,415
512	Retirement Contributions	\$511,260.09	489,982.62	\$ 516,000	\$ 516,000	\$ 516,000	\$ 6,000	\$ 522,000
513	Health Insurance/Insurance	\$412,118.33	440,256.79	\$ 450,000	\$ 450,000	\$ 460,000	\$ (10,000)	\$ 450,000
514	Health Trust	\$1,181,116.17	804,090.69	\$ 900,500	\$ 855,500	\$ 1,018,000	\$ 97,000	\$ 1,115,000
515	Workers' Compensation/Unemploy	\$6,318.11	31,416.00	\$ 42,492	\$ 30,000	\$ 12,000	\$ -	\$ 12,000
516	Employee Miscellaneous	\$2,136.60	854.42	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	<b>TOTAL</b>	<b>\$2,217,867.18</b>	<b>1,878,113.50</b>	<b>\$ 2,019,592</b>	<b>\$ 1,962,100</b>	<b>\$ 2,120,600</b>	<b>\$ 99,815</b>	<b>\$ 2,220,415</b>
<b>OPERATING SERVICES</b>								
601	Publication of Legal Notices	\$3,473.25	4,166.54	\$ 4,000	\$ 7,000	\$ 14,000	\$ 1,000	\$ 15,000
603	Membership Dues	\$5,901.48	7,045.00	\$ 9,500	\$ 7,500	\$ 7,500		\$ 7,500
604	Advertising	\$18,765.19	24,385.41	\$ 27,000	\$ 27,000	\$ 31,500		\$ 31,500
607	Signage	\$3,406.00	3,498.62	\$ 3,000	\$ 3,000	\$ 1,000		\$ 1,000
608	Promotional Production	\$6,664.15	19,902.10	\$ 7,500	\$ 10,000	\$ 10,000	\$ 5,350	\$ 15,350
	<b>TOTAL</b>	<b>\$38,210.07</b>	<b>58,997.67</b>	<b>\$ 51,000</b>	<b>\$ 54,500</b>	<b>\$ 64,000</b>	<b>\$ 6,350</b>	<b>\$ 70,350</b>
<b>PRINTING, DUPLICATING &amp; BINDING</b>								
611	Printing	\$8,918.93	11,998.47	\$ 9,000	\$ 12,000	\$ 12,000	\$ 3,000	\$ 15,000
613	Book Binding	\$0.00	3,840.20	\$ 5,000	\$ 5,000	\$ 5,000	\$ (2,000)	\$ 3,000

2023 Fall Amendment

	10/19/2023	2021 Budget Actual	2022 Budget Actual	2023 Budget Original	2023 Budget Spring	2023 Budget Summer	Amendment	2023 Budget Fall Amend
615	Patron Cards	\$3,380.90	0.00	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	<b>TOTAL</b>	<b>\$12,299.83</b>	<b>15,838.67</b>	<b>\$ 19,000</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ 1,000</b>	<b>\$ 23,000</b>
	<b>UTILITIES</b>							
621	Electricity	\$237,246.80	316,933.90	\$ 274,000	\$ 284,000	\$ 284,000	\$ 2,840	\$ 286,840
622	Gas	\$2,376.75	2,474.76	\$ 3,050	\$ 3,050	\$ 3,250	\$ (400)	\$ 2,850
623	Water	\$31,790.45	35,776.99	\$ 34,605	\$ 36,000	\$ 41,760	\$ 5,000	\$ 46,760
	<b>TOTAL</b>	<b>\$271,414.00</b>	<b>355,185.65</b>	<b>\$ 311,655</b>	<b>\$ 323,050</b>	<b>\$ 329,010</b>	<b>\$ 7,440</b>	<b>\$ 336,450</b>
	<b>COMMUNICATIONS</b>							
625	Postage	\$5,720.78	10,899.72	\$ 14,000	\$ 14,000	\$ 15,800	\$ -	\$ 15,800
626	Voice Line (Regular Phone Service)	\$85,081.73	83,668.72	\$ 88,500	\$ 88,500	\$ 83,500	\$ (4,000)	\$ 79,500
627	Data Line (Internet-Network)	\$45,300.00	45,295.00	\$ 48,000	\$ 48,000	\$ 50,000	\$ (4,000)	\$ 46,000
630	Courier/Shipping	\$190.93	238.20	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	<b>TOTAL</b>	<b>\$136,293.44</b>	<b>140,101.64</b>	<b>\$ 151,500</b>	<b>\$ 151,500</b>	<b>\$ 150,300</b>	<b>\$ (8,000)</b>	<b>\$ 142,300</b>
	<b>LEASE EXPENSE</b>							
634	Building	\$300,508.74	310,941.75	\$ 311,000	\$ 318,000	\$ 303,000	\$ 15,150	\$ 318,150
636	Equipment	\$7,750.69	5,096.96	\$ 6,000	\$ 6,000	\$ 6,000	\$ (1,000)	\$ 5,000
638	Vehicle	\$0.00	0.00	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
	<b>TOTAL</b>	<b>\$308,259.43</b>	<b>316,038.71</b>	<b>\$ 319,500</b>	<b>\$ 326,500</b>	<b>\$ 311,500</b>	<b>\$ 14,150</b>	<b>\$ 325,650</b>
	<b>MAINTENANCE OF PROPERTY &amp; EQUIP.</b>							
641	Custodial & Janitorial	\$207,731.07	208,585.74	\$ 210,000	\$ 212,000	\$ 212,000		\$ 212,000
643	Grounds/Lawn Maintenance	\$82,000.00	80,224.00	\$ 85,000	\$ 85,000	\$ 85,000		\$ 85,000
645	Maintenance supplies	\$6,978.24	8,973.74	\$ 8,000	\$ 9,000	\$ 9,000	\$ 1,000	\$ 10,000
652	Fuel and lube	\$23,295.56	39,891.89	\$ 35,000	\$ 40,000	\$ 40,000	\$ (3,000)	\$ 37,000
654	Vehicle repairs	\$6,138.54	3,821.26	\$ 6,000	\$ 6,000	\$ 10,000	\$ -	\$ 10,000
658	Small Tools & Supplies	\$2,895.48	2,958.04	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
660	Office machine and equip. repair	\$1,557.88	974.68	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
661	Network Utility Software	\$68,859.01	172,971.54	\$ 105,000	\$ 125,000	\$ 157,250	\$ (5,000)	\$ 152,250
662	Solinet (OCLC) Cost	\$28,249.86	28,026.94	\$ 28,500	\$ 29,500	\$ 29,500	\$ 1,300	\$ 30,800
663	Polaris Maintenance	\$51,939.66	51,978.19	\$ 54,000	\$ 54,000	\$ 54,000	\$ -	\$ 54,000
664	P C Network maintenance and repair	\$7,865.00	6,778.22	\$ 8,000	\$ 8,000	\$ 8,000	\$ (2,000)	\$ 6,000
669	Hurricane Disaster Costs	\$30,726.50	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL</b>	<b>\$518,236.80</b>	<b>605,184.24</b>	<b>\$ 543,500</b>	<b>\$ 572,500</b>	<b>\$ 608,750</b>	<b>\$ (7,700)</b>	<b>\$ 601,050</b>
	<b>MAINTENANCE SERVICES (Buildings)</b>							
671	Physical Plant	\$114,819.68	147,981.76	\$ 150,000	\$ 150,000	\$ 150,000	\$ 27,000	\$ 177,000
672	Plumbing, Heating, & Air Conditioning	\$57,605.29	66,491.54	\$ 66,500	\$ 66,500	\$ 66,500	\$ -	\$ 66,500
673	Electrical	\$5,973.18	7,798.31	\$ 8,000	\$ 8,000	\$ 13,000	\$ 4,000	\$ 17,000
674	Sanitation	\$8,370.63	8,957.58	\$ 11,000	\$ 11,000	\$ 11,000	\$ (1,000)	\$ 10,000
675	Pest Control	\$6,698.00	6,140.00	\$ 7,000	\$ 7,000	\$ 7,350	\$ -	\$ 7,350

2023 Fall Amendment

	10/19/2023	2021 Budget Actual	2022 Budget Actual	2023 Budget Original	2023 Budget Spring	2023 Budget Summer	Amendment	2023 Budget Fall Amend
676	Termite Contracts	\$3,228.00	8,009.00	\$ 4,555	\$ 4,555	\$ 4,555	\$ (1,000)	\$ 3,555
678	Carpet Cleaning	\$4,870.00	14,998.98	\$ 15,000	\$ 17,000	\$ 17,000	\$ -	\$ 17,000
	<b>TOTAL</b>	<b>\$201,564.78</b>	<b>260,377.17</b>	<b>\$ 262,055</b>	<b>\$ 264,055</b>	<b>\$ 269,405</b>	<b>\$ 29,000</b>	<b>\$ 298,405</b>
	<b>Professional Services</b>							
680	Payroll Service Fees	\$26,366.03	33,901.31	\$ 34,100	\$ 34,100	\$ 34,100	\$ 13,000	\$ 47,100
682	Legal	\$0.00	0.00	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
683	Financial	\$36,384.06	39,023.87	\$ 40,000	\$ 40,000	\$ 40,000	\$ 13,000	\$ 53,000
684	Architectural	\$0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
685	Consultants	\$38,090.24	83,160.48	\$ 90,000	\$ 90,000	\$ 90,000	\$ -	\$ 90,000
686	Security	\$6,843.77	7,570.82	\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,000	\$ 14,000
687	Web Design Consultant	\$66,511.44	79,693.35	\$ 79,825	\$ 79,825	\$ 89,825	\$ -	\$ 89,825
688	Movers	\$ -	0.00	\$ 45,000	\$ 45,000	\$ 16,000	\$ -	\$ 16,000
	<b>TOTAL</b>	<b>\$174,195.54</b>	<b>243,349.83</b>	<b>\$ 298,925</b>	<b>\$ 313,925</b>	<b>\$ 294,925</b>	<b>\$ 30,000</b>	<b>\$ 324,925</b>
	<b>INSURANCE &amp; CLAIMS</b>							
692	Library Property	\$135,438.08	132,637.21	\$ 135,500	\$ 135,500	\$ 145,500	\$ -	\$ 145,500
694	Flood insurance	\$22,163.00	23,424.00	\$ 23,500	\$ 23,500	\$ 26,000	\$ -	\$ 26,000
696	Vehicle Insurance	\$36,450.00	42,860.00	\$ 42,950	\$ 42,950	\$ 32,950	\$ -	\$ 32,950
698	LBOC Liability	\$4,076.00	4,076.00	\$ 4,076	\$ 4,076	\$ 2,076	\$ -	\$ 2,076
699	Gen Liability	\$20,641.00	15,054.00	\$ 14,000	\$ 16,000	\$ 25,100	\$ -	\$ 25,100
	<b>TOTAL</b>	<b>\$218,768.08</b>	<b>218,051.21</b>	<b>\$ 220,026</b>	<b>\$ 222,026</b>	<b>\$ 231,626</b>	<b>\$ -</b>	<b>\$ 231,626</b>
	<b>MATERIALS AND SUPPLIES</b>							
	<b>OPERATING SUPPLIES</b>							
701	Office Supplies	\$18,984.26	31,300.98	\$ 28,000	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
702	Bank Service Charges	\$15,113.22	15,699.20	\$ 16,000	\$ 16,000	\$ 16,000	\$ -	\$ 16,000
703	Book Preparation Supplies	\$36,803.34	41,739.05	\$ 38,000	\$ 44,000	\$ 47,000	\$ -	\$ 47,000
704	Computer/Printer Supplies	\$61,301.07	61,918.90	\$ 61,000	\$ 65,000	\$ 75,000	\$ 3,750	\$ 78,750
705	Programming Supplies	\$6,672.31	7,887.23	\$ 8,000	\$ 8,000	\$ 8,000	\$ 1,000	\$ 9,000
	<b>TOTAL</b>	<b>\$138,874.20</b>	<b>158,545.36</b>	<b>\$ 151,000</b>	<b>\$ 166,000</b>	<b>\$ 179,000</b>	<b>\$ 4,750</b>	<b>\$ 183,750</b>
	<b>TRAVEL &amp; CONTINUING EDUCATION</b>							
710	Mileage Reimbursement	\$12,592.98	21,899.16	\$ 20,000	\$ 22,000	\$ 22,000	\$ -	\$ 22,000
712	Library In-service Training	\$985.00	11,459.26	\$ 9,000	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
714	Conventions/Seminars	\$29,892.00	64,771.20	\$ 55,000	\$ 55,000	\$ 44,000	\$ (10,000)	\$ 34,000
	<b>TOTAL</b>	<b>\$43,469.98</b>	<b>98,129.62</b>	<b>\$ 84,000</b>	<b>\$ 86,000</b>	<b>\$ 75,000</b>	<b>\$ (10,000)</b>	<b>\$ 65,000</b>
	<b>PUBLIC RELATIONS/PROGRAMMING</b>							
724	Summer Reading Program	\$26,687.81	45,000.00	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
725	Summer Reading T-shirts	\$5,191.17	5,519.64	\$ 5,800	\$ 6,400	\$ 6,600	\$ -	\$ 6,600
726	Adult Programming	\$24,673.99	35,924.44	\$ 33,000	\$ 36,000	\$ 36,000	\$ 2,000	\$ 38,000
727	Young Adult Programming	\$11,434.10	21,189.10	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000

2023 Fall Amendment

	10/19/2023	2021 Budget Actual	2022 Budget Actual	2023 Budget Original	2023 Budget Spring	2023 Budget Summer	Amendment	2023 Budget Fall Amend
728	Juvenile Programming	\$11,689.70	34,240.17	\$ 12,000	\$ 12,000	\$ 12,000	\$ 6,600	\$ 18,600
729	LEH Grant	\$2,719.65	601.80	\$ -	\$ 1,800	\$ 1,800	\$ -	\$ 1,800
	<b>TOTAL</b>	<b>\$82,396.42</b>	<b>142,475.15</b>	<b>\$ 110,800</b>	<b>\$ 116,200</b>	<b>\$ 116,400</b>	<b>\$ 8,600</b>	<b>\$ 125,000</b>
<b>CAPITAL OUTLAY</b>								
<b>NON-BOOK ACQUISITIONS</b>								
805	Landscaping Additions	\$19,972.80	32,054.76	\$ 23,000	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
810	Improvements to Physical Plant	\$56,136.00	141,084.05	\$ 132,000	\$ 132,000	\$ 90,000	\$ (24,000)	\$ 66,000
815	Vehicles	\$0.00	27,841.26	\$ 68,758	\$ 68,758	\$ 63,758	\$ -	\$ 63,758
820	Office Equipment/Furniture & Shelv	\$104,778.31	124,035.77	\$ 70,000	\$ 48,000	\$ 78,000	\$ 15,500	\$ 93,500
825	Telephones and Telephone System	\$0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
831	Leasehold Improvements	\$0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
833	ARPA Expense	\$47,064.48	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
834	PC Network	\$130,157.31	155,919.15	\$ 120,000	\$ 146,000	\$ 156,000	\$ 9,000	\$ 165,000
840	Integrated Library Automation Sys.	\$988.00	0.00	\$ 1,000	\$ 1,000	\$ 11,500	\$ -	\$ 11,500
842	Audio/Visual Equipment	\$5,019.59	5,398.49	\$ 20,000	\$ 20,000	\$ -	\$ 38,000	\$ 38,000
898	Cameras	\$0.00	0.00	\$ 6,000	\$ 6,000	\$ 800	\$ (800)	\$ -
	<b>TOTAL</b>	<b>\$364,116.49</b>	<b>486,333.48</b>	<b>\$ 440,758</b>	<b>\$ 454,758</b>	<b>\$ 433,058</b>	<b>\$ 37,700</b>	<b>\$ 470,758</b>
<b>LIBRARY RESOURCE ACQUISITIONS</b>								
851	Adult Books	\$192,514.49	214,115.48	\$ 205,000	\$ 205,000	\$ 205,000	\$ 15,000	\$ 220,000
852	Lease/Purchase Books	\$18,363.24	18,363.24	\$ 18,400	\$ 18,400	\$ 18,400	\$ -	\$ 18,400
853	Juvenile Books	\$102,219.33	103,646.73	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$13,311.08	14,017.10	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
858	Music Recordings	\$3,483.84	4,051.12	\$ 4,000	\$ 4,000	\$ 2,800	\$ (400)	\$ 2,400
861	Adult Reference	\$96,698.32	101,940.22	\$ 111,000	\$ 111,000	\$ 111,000	\$ -	\$ 111,000
863	Juvenile Reference	\$37,993.45	42,066.11	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
872	Periodicals	\$43,597.63	45,613.03	\$ 52,000	\$ 52,000	\$ 52,000	\$ (3,000)	\$ 49,000
883	Audio Recordings (Books)	\$18,729.03	12,542.97	\$ 12,600	\$ 12,600	\$ 10,100	\$ 2,000	\$ 12,100
885	Video Recordings	\$51,627.62	69,242.99	\$ 69,000	\$ 69,000	\$ 69,000	\$ (6,000)	\$ 63,000
886	Genealogy	\$4,325.61	6,484.60	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
887	Digital Microfilm	\$675,766.00	15,000.00	\$ 15,000	\$ 10,000	\$ 10,000	\$ (4,000)	\$ 6,000
891	Electronic /Downloadable Media	\$338,223.68	470,508.25	\$ 415,000	\$ 415,000	\$ 415,000	\$ 10,000	\$ 425,000
892	CDROM/Software	\$100,851.45	83,859.06	\$ 92,500	\$ 85,500	\$ 75,500	\$ (13,000)	\$ 62,500
893	Internet Database Subscriptions	\$254,173.01	262,310.63	\$ 274,000	\$ 321,000	\$ 321,000	\$ 6,100	\$ 327,100
	<b>TOTAL</b>	<b>\$1,951,877.78</b>	<b>1,463,761.53</b>	<b>\$ 1,438,500</b>	<b>\$ 1,473,500</b>	<b>\$ 1,459,800</b>	<b>\$ 6,700</b>	<b>\$ 1,466,500</b>
<b>LONG-TERM CAPITAL EXPENDITURES</b>								
895	Covington FF & E	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
896	Madisonville ART work	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total</b>	<b>\$ -</b>	<b>0.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



2023 Fall Amendment

	10/19/2023	2021 Budget Actual	2022 Budget Actual	2023 Budget Original	2023 Budget Spring	2023 Budget Summer	Amendment	2023 Budget Fall Amend
	<b>TOTAL EXPENDITURES</b>	<b>\$11,524,486.96</b>	<b>11,445,704.56</b>	<b>\$ 11,976,811</b>	<b>\$ 12,063,614</b>	<b>\$ 12,220,374</b>	<b>\$ 164,255</b>	<b>\$ 12,384,629</b>
	<b>SAVINGS / (EXCESS EXPENDITURE)</b>	<b>\$138,483.90</b>	<b>461,905.44</b>	<b>\$ 3,667</b>	<b>\$ 752</b>	<b>\$ 760</b>	<b>\$ (493)</b>	<b>\$ 267</b>

Fund Balance and Dedications

Fall Amendment 2023 10/19/23			
	Year End 2022		Year End 2023
Savings as of December 31st	\$ 5,759,521	\$ 267	\$ 5,759,788
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	\$ 192,500	\$ (192,500)	\$ -
Reserved for invoices to be moved from 2023 to 2022	\$ 10,000	\$ (10,000)	\$ -
Reserved for 4th Quarter 2023 retirement	\$ 215,000	\$ (215,000)	\$ -
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	\$ 5,307,500	\$ (417,500)	\$ 4,890,000
<b>Unassigned Savings</b>	<b>\$ 452,021</b>		<b>\$ 869,788</b>



St. Tammany Parish Library Board of Control
FISCAL YEAR 2023 OPERATIONAL BUDGET FALL AMENDMENT ADOPTION RESOLUTION
October 27, 2023

A resolution amending the St. Tammany Parish Library Operational Budget for the fiscal year 2023 ending December 31, 2023.

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

WHEREAS, notice of that Fall Budget Amendment was announced by publication of the October 27, 2023 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 2023 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 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 27th DAY OF OCTOBER 2023 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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