

St. Tammany Parish Library
Board of Control Meeting
February 26, 2024
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
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. 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 4:00 PM on Monday, February 26, 2024.

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 December 11th 2023.
 - Discussion
 - Public Comment
 - Vote

2. NEW BUSINESS
 - A. Financial Reports – December 2023 and January 2024
 - Discussion
 - Public Comment
 - Vote

 - B. Director’s Report

 - C. Report – Transition of materials in the Children’s and Teen Collections
 - Public Comment
 - Discussion

 - D. Statement of Concern Decision – *Red, White, and Royal Blue*
 - Public Comment
 - Discussion
 - Vote

 - E. Statement of Concern Decision – *Little and Lion*
 - Public Comment
 - Discussion
 - Vote

F. Millage renewal request – date and rate

- Discussion
- Public Comment
- Vote

G. Report - Cost Estimates for 2024 update on FF&E and capital projects

H. Report - Establishment of outreach service

I. Resolution regarding fines, fees, and replacement costs for outreach service

- Discussion
- Public Comment
- Vote

J. Designation of Capital Funds – Land for Lacombe Replacement

- Discussion
- Public Comment
- Vote

K. Spring 2024 Budget Amendment

- Discussion
- Public Comment
- Vote

L. Alcohol Request – Slidell Art League

- Discussion
- Public Comment
- Vote

M. Surplus Property Resolution

- Discussion
- Public Comment
- Vote

3. Adjournment

**St. Tammany Parish Library
Board of Control Meeting
December 11, 2023
St. Tammany Parish Council Chambers
21490 Koop Dr.
Mandeville, LA 70471
6:30 P.M.**

MINUTES

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

Present: Bill McHugh, Anthony Parr, Ann Shaw, Becky Taylor
Absent: Jake Airey, Carmen Butler

Emily Couvillon with the Civil Division of the District Attorney's Office was also present as legal counsel for the library.

B. Taylor explained the rules for public comment. A three-minute time limit is established for each member of the public wishing to speak (for or against) an item on the Agenda. Comments must directly relate to the agenda item. In the case of a Statement of Concern (SOC) decision, the person who filed the SOC is given five minutes to speak. Public comments were accepted by email (lboc@stpl.us) until 4:00 p.m. on the day of the meeting.

1. Approval of the minutes of the meetings of the Library Board of Control that were held on October 12, 2023, October 23, 2023, and October 27, 2023

Discussion:

B. Taylor asked for a correction to the minutes dated October 23, 2023, on page three in the last paragraph. The sixth sentence should be rephrased to say: "J. Airey clarified that the library does not have \$5,700,000 in undedicated savings available." There were no other suggested corrections to the three sets of minutes.

Public Comment: There was no public comment.

Vote: A. Parr moved to approve the three sets of minutes with the stated correction to the October 23, 2023 minutes. It was seconded by B. McHugh. All were in favor, none were opposed, and two were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – October 2023

K. LaRocca reported that the library has received a little more than 100% in Ad Valorem taxes and State Revenue Sharing. The budget percentage for this point in the year should be 83%. Revenues are at 82.43% and Expenditures are at 82.27%. Most of the lines that are out of balance are due to expenses paid early or late in the year and will be in balance by year-end. K. LaRocca gave explanations for noteworthy lines that were over or under budget. The Health Trust line is at 96%, but reimbursements are expected from the library's reinsurance carrier. The Equipment Lease line is at 105% due to leasing a lift to perform repairs on the flag poles at the Madisonville and Covington branches.

Discussion: There was no Board discussion.

Public Comment: There was no public comment.

Vote: B. McHugh moved to approve the October 2023 financial reports. It was seconded by A. Parr. All were in favor, none were opposed, and two were absent. Motion carried.

B. Director's Report

K. LaRocca reported that the Maintenance Department is working on improvements to the following library branches: South Slidell, Pearl River, Lee Road, and Abita Springs. A new picnic table donated by the Friends of the Slidell Library was installed at the South Slidell Library. Maintenance purchased a new walk-behind forklift to use at the new Annex building to facilitate storage for the Friends groups, maintenance supplies, and general library storage. A new transmission was installed in the book delivery van. Exterior parking lights will be replaced at the Slidell Library.

Staff are currently being trained on the recent changes to the library card system. The new rollout date for the card system updates is January 2, 2024, which is six months ahead of the deadline.

Librarians and staff performed storytime at Marigny Elementary, Woodlake Elementary, Kinder Haus Montessori, Kidz Klubhouse, St. Margaret Mary, and Appletree. Staff provided outreach services at the following events: Trick or Treat Festival at Atkins Park in Covington, Family Fun Day, Three Rivers Art Festival, Books and Blankets event at Bonne Ecole, and STEM Quest. Staff promoted the library on The Lake and The Highway radio stations. Staff attended the following conferences: State Library Administrators Conference, YALSA Young Adult Services Symposium, Illinois State Genealogical Society Conference, and the 2023 Candid Community Train-the-Trainer Day.

The Kids' Catalog, a standalone catalog made for children's materials, launched on December 11th on the library's website and on all children's area Open Public Access Catalog (OPAC) computers. Santa and Mrs. Claus are visiting the libraries this month. Holiday concerts were held at the South Slidell and Madisonville Libraries. In November, LinkedIn Learning was launched as a new service available to patrons. The service allows library cardholders access to over 16,000 business, creative, and technology-based online courses to enhance career skills.

The library has received 26 public records requests since the beginning of November 2022. Five are currently outstanding. To date, the library has received 220 statements of concern on 173 titles since August 2022. Four titles have been rescinded by the challenger. The library board has made decisions on 22 titles and will be deciding on two titles at this board meeting. There will be 145 titles remaining.

Staff have continued working on goals to implement the strategic plan. K. LaRocca noted that there is a two-year waiting list for a bookmobile, but the library will be able to start other outreach initiatives. T. DiMaggio spoke about putting together art shows with high school students and other groups. The art shows will rotate to different branches throughout the community.

K. LaRocca reviewed the October, November, and year-to-date (YTD) 2023 service statistics. The YTD total circulation was 893,294, computer usage was 84,177, door count was 534,422, wireless internet inside was 97,322, and wireless internet outside was 87,344. A total of 7,884 patrons have registered for library cards so far this year.

A. Parr asked if there is a goal for total circulation for the year. K. LaRocca explained that there is no specific goal, but the main objectives are to ensure that we are getting resources into the hands of those who need them and to increase awareness of the library overall. A. Parr asked how many people are on the neurodiversity task force. T. DiMaggio stated that there are about 10 staff members on the committee and we will be reaching out to community stakeholders to advise us. She stated that she is hoping to have someone on the neurodiverse spectrum join the committee as well.

B. McHugh thanked Jackie Riecke for the great job she does promoting the library by producing creative and well-written material in a variety of formats. B. McHugh asked if the library cancels online resources if they are not being used. K. LaRocca confirmed that is correct and explained that they look at the cost of the database vs. patron usage to make that decision.

C. Alcohol Request – St. Tammany Library Foundation

K. LaRocca explained that the St. Tammany Library Foundation will hold its annual membership meeting on Wednesday, January 24, 2024, at the Madisonville Library. It is requested that the Foundation be allowed to serve wine. The wine will be served along with food and available

only in the meeting room at the Madisonville Library. Approval is required by the Board for any alcohol served at the library, as the Rules and Regulations do not allow for alcohol without approval.

Discussion: There was no Board discussion.

Public Comment: There was no public comment.

Vote: A. Shaw moved to approve the request to serve alcohol at the Library Foundation meeting on January 24, 2024. It was seconded by B. McHugh. All were in favor, none were opposed, and two were absent. Motion carried.

D. Election of Officers

K. LaRocca reported that all members were asked before this final meeting of the year to determine willingness to continue to serve or members wishing to serve in a new capacity, as is required in the Library Board of Control Rules and Regulations. Rebecca Taylor wishes to serve as President, Ann Shaw wishes to serve as Vice-President, and Anthony Parr wishes to serve as Secretary.

Discussion: There was no Board discussion.

Public Comment: There was no public comment.

Vote: B. McHugh moved to approve the election of the proposed slate of officers. It was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

E. Presentation of updated card system and Children's Catalog

K. LaRocca presented the new card system options. She referred to color-coded handouts that explain all of the options available to patrons. The four card types are Juvenile Full Restriction, Juvenile Semi Restriction, Juvenile, and Juvenile Unrestricted. She explained the new "No Digital Access (NDA)" options for the Juvenile Full Restriction and Juvenile Semi-Restriction cards. K. LaRocca explained that digital access refers to digital downloadable material. K. LaRocca reviewed the statements regarding sexually explicit material for each card type. These statements are included on the handouts and on the back of the library card application for minors. There are now separate applications for adults and minors. The color-coded card options with detailed descriptions are listed on the back of the card application for minors.

K. LaRocca spoke about the option for a parent or guardian to grant internet permission to their minor children. When minors log into a public computer in the library using their library card,

the internal system that manages public computer access (CASSIE) will recognize the card type and will only allow access to resources permitted by their card type. For example, if a minor is not granted internet permission by their parent or guardian, CASSIE will not allow them to access the internet. CASSIE will only allow access to programs to work on papers or projects.

K. LaRocca explained that patrons will only see four card types as options, but library staff will actually be juggling 24 different card types due to the number of available combinations of options. K. LaRocca estimates that staff training will be complete next week. The new card system will be ready to launch at the beginning of January 2024. K. LaRocca noted that the library will be well ahead of the deadline, as the law requires libraries to adopt the new policies by January 1, 2024 and implement them by June 1, 2024. STPL adopted its new card policy in September 2023 and other policy updates were adopted in October 2023. T. DiMaggio complimented the staff that worked on creating the training materials for staff and the informational materials for the public.

B. Taylor asked if the application forms are retained. K. LaRocca explained that they are reviewed to ensure the correct information and selections are noted in the patron's record and then they are shredded. B. McHugh asked if the parent is given a copy. K. LaRocca said that we typically do not, but they can be given a copy. B. McHugh stated that he wants to ensure that the library is able to document what the parent has requested and authorized on their child's card in a legally reliable method. A. Parr asked if there is a way to store the scanned application in the patron's record. K. LaRocca said that there was no option for that in the past, but she will check to see if the option is now available. There was discussion about the statistics of new card types. A. Parr asked if K. LaRocca can include those statistics in future Director's Reports and she agreed to do so.

There were technical difficulties with the visual presentation of the new Kids' Catalog, so T. DiMaggio gave a verbal presentation. Bibliocommons, our website provider, built the Kids' Catalog as a self-contained separate component from the library's regular website and online catalog. Patrons cannot access the library's regular online catalog from the Kids' Catalog. Searches performed in the Kids' Catalog will only generate items in the Children's collection. T. DiMaggio gave examples of search results. J. Riecke will create a demonstration video for the public.

F. Statement of Concern Decision – *Ana on the Edge*

K. LaRocca presented the Statement of Concern for the book *Ana on the Edge* by A.J. Sass. The statement was submitted by Connie Phillips, representing the St. Tammany Parish Library Accountability Project. K. LaRocca read the statement aloud.

The recommended action by C. Phillips is: "Move to minor restricted area of the library. Where kids cannot have access without an adult checking out the material. This book should be

shelved in the adult section of the library and identified as an Adult Book not a Young Adult of Junvenile [sic] Book.”

Reason given: “Not suitable for children in St. Tammany Parish See La. R.S. 14:91:11 [sic]. The material is offensive to the average adult applying contemporary community standard. This is a typical book from the ALA grooming agenda causing 12 year old children to question their gender.”

K. LaRocca reviewed the book résumé which includes the publisher’s summary, number of print copies STPL owns (3), total circulation on all print copies (11), comparable library system statistics, reviews by *Publishers Weekly*, *Booklist*, *Bulletin of the Center for Children’s Books*, *Kirkus Reviews*, and *Hornbook Guide to Children*. Also noted are awards featuring this title. A total of 772 public libraries across the nation own copies of the book. The title is shelved in the Juvenile Fiction section at STPL with J Sass as the call number.

K. LaRocca reviewed the committee’s evaluation of the title which includes demographics of the committee members, the committee’s report, and the committee’s recommendation. Since the complainant cites the Louisiana Criminal Law Revised Statute 14:91.11, the book was evaluated based on the criteria set forth in the statute. K. LaRocca stated that legal counsel has advised the Board that all four criteria in LA R.S. 14:91.11 must be true to be a violation of the statute. The committee did not find a violation of the statute. The book does not contain any of the conduct outlined in LA R.S. 25:225 and its current placement does not violate that law’s requirements.

Summary of Committee Report: The book contains no sex acts or sexual conduct. The treatment of gender identity is age appropriate and there is no mention of romance, sexual identity, or sexual activity. Ana’s story models the importance of being honest with one’s self and with others, especially parents. Ana’s anxiety about friendship, her identity, coming out to her mother and coach, money, the pressures of skating, and her relationship with her estranged father are all age-appropriate and is portrayed realistically for the tween audience.

Options for the Board: Keep the book in Juvenile Fiction, move to Young Adult Fiction, move to Adult Fiction, put behind the circulation desk, or remove the book from the library.

Committee Recommendation: Book should remain in the collection and is appropriate in its current location in Juvenile Fiction.

Public Comment:

Connie Phillips, the patron who submitted the Statement of Concern for *Ana on the Edge*, was offered five minutes for public comment. C. Phillips was not in attendance and did not appear for public comment.

Rachel Rhodes – Mandeville, LA. Thanked the Board. Spoke positively about the book *Ana on the Edge* and stated that it contains nothing inappropriate. Stated that it is about gender identity and the struggle of having to hide in secret out of fear of what others will think. Stated it was written to educate. Stated she will continue to fight for all voices to be heard.

Ashlie Chatagnier – Folsom, LA. Stated that it is important to actually read the book rather than searching online and reading other people's opinions. Stated the book was very good and relatable. Stated there is nothing sexual or inappropriate in the book.

Joan Simon – Covington, LA. Thanked the Board. Stated that Kelly's Director's Report shows just how much the library offers. Stated the book is a coming-of-age story, not offensive, and should stay shelved in Juvenile Fiction. Asked for others to stop being tribal and culturally divisive.

Lisa Rustemeyer – Covington, LA. Stated that she appreciates the Board and library staff. Stated that she trusts librarians to select materials that represent everyone. Stated that C. Phillips does not understand the difference between sex and gender. Stated that the book is sweetly written and promotes empathy and understanding. Asked for the book to remain in Juvenile Fiction. She then spoke positively about *The Fighting Infantryman*. Asked for the book to remain in Juvenile Non-Fiction.

Devin McGee – Mandeville, LA. Spoke about the concept of generative themes and their use and purpose in transforming the American education system. Stated that activists are using these works as tools to radicalize children into becoming social, political, and queer activists. Spoke of the difference between the terms gay and queer. Spoke about "Queer Theory" and that it is not rooted in hate towards gay people. Stated that age restrictions are not bans.

Terri Lewis Stevens – Covington, LA. Stated that approximately one million library items circulate each year and noted that the three copies of *Ana on the Edge* have been checked out 11 times. Asked to keep those statistics in perspective. Noted that the book has not been challenged prior to C. Phillips' complaint. Noted that C. Phillips is not in the audience. Stated that the book does not violate LA R.S. 14:91.11 and is not a threat to anyone.

Kevin Marino – Mandeville, LA. Stated that he did not read the book, but stated that it belongs in the Juvenile section. Asked for C. Phillips and others to consider rescinding their challenges to save taxpayers' time and money so the library can focus on important things.

Discussion:

B. Taylor stated that the book does not violate LA R.S. 14:91.11. Stated she is in favor of keeping the book in the Juvenile Fiction section. A. Parr and B. McHugh agreed. B. McHugh stated it is not a book about transgender ideology and that the author notes that it is about gender dysphoria. Stated it is well written and engaging.

Vote: B. McHugh moved to affirm the committee’s recommendation for *Ana on the Edge* to remain in the Juvenile Fiction collection. It was seconded by A. Parr.

Roll call vote:

Airey: Absent Butler: Absent McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

G. Statement of Concern Decision – *The Fighting Infantryman*

K. LaRocca presented the Statement of Concern for the book *The Fighting Infantryman* by Rob Sanders. The statement was submitted by Connie Phillips, representing the St. Tammany Parish Library Accountability Project. K. LaRocca read the statement aloud.

The recommended action by C. Phillips is: “Move to request only section as this book violates the The [sic] Harmful to Minors Statute in particular R.S. 94:91:11 [sic] in particular section 3. ‘The material is offensive to the average adult applying contemporary community standards with respect to what is suitable for minors.’ Transgenderism is rare, sexual disorder with mature subject matter. Books of the nature should be shelved in a ‘Upon Request’ section of the library.”

Reason given: “Mature subject matter that does not comport with the value systems of the citizens of St. Tammany Parish. There should be no effort to ‘normalize’ this confuse children about their sexuality.”

K. LaRocca reviewed the book résumé which includes the publisher’s summary, number of print copies STPL owns (2), total circulation on all print copies (5), comparable library system statistics, reviews by *Kirkus Reviews*, *Bulletin of the Center for Children’s Books*, and *Booklist*. Also noted are awards featuring this title. A total of 191 public libraries across the nation own copies of the book. The title is shelved in the Juvenile Non-Fiction section at STPL with J 306.768 San as the call number. This title was purchased to fulfill a patron request.

K. LaRocca reviewed the committee’s evaluation of the title which includes demographics of the committee members, the committee’s report, and the committee’s recommendation. Since the complainant cites the Louisiana Criminal Law Revised Statute 14:91.11, the book was evaluated based on the criteria set forth in the statute. K. LaRocca stated that legal counsel has advised the Board that all four criteria in LA R.S. 14:91.11 must be true to be a violation of the statute. The committee did not find a violation of the statute. The book does not contain any of the conduct outlined in LA R.S. 25:225 and its current placement does not violate that law’s requirements.

Summary of Committee Report: The book contains no sex acts or sexual conduct. There is no mention of the main character having a romantic partner. There is no discussion of sex or sexuality in the book. The discussion of transgenderism is put into historical context. The book

is in picture book format but it is classified as Juvenile Non-fiction and shelved in the sociology section of Juvenile Non-fiction. It brings up historic opportunities for boys and girls in the mid-19th century. The themes of friendship and patriotism in the book are age appropriate.

Options for the Board: Keep the book in Juvenile Non-Fiction, move to Young Adult Non-fiction (a soon to be formed collection), move to Adult non-fiction, put behind the circulation desk, or remove the book from the library.

Committee Recommendation: Book should remain in the collection and is appropriate in its current location in Juvenile Non-Fiction.

Public Comment:

Connie Phillips, the patron who submitted the Statement of Concern for *The Fighting Infantryman*, was offered five minutes for public comment. C. Phillips was not in attendance and did not appear for public comment.

Cynthia Weatherly – Abita Springs, LA. Stated that stories of all people who have fought for our country should be told. Asked if we would restrict a book about Joan of Arc, who became a military leader and transcended gender roles. Suggested that D. McGee (from earlier public comment) research the other books that have been challenged on the topic of brown, black, and indigenous people of color. She stated that the hate is not just directed towards transgender people.

Rachel Rhodes – Mandeville, LA. Stated that the book is beautifully written and illustrated. Stated that the book is about Albert D.J. Cashier, who was born as Jennie Rodgers in the 1840s. It tells the story of a young transgender soldier's bravery on both the battlefield and his private battles. He fought in over 40 battles during the Civil War and no one knew his secret until 1913. Stated that transgender people have always existed. Stated there is nothing sexually explicit in the book.

Ashlie Chatagnier – Folsom, LA. Stated that the story is a part of history and really happened. Stated that taking history books off the shelves because someone does not like the history is a dangerous game. Stated that this is exactly why people are concerned about book banning.

Rebecca Bohm – Mandeville, LA. Supports keeping the book in the Juvenile Non-Fiction section. Stated that she enjoyed the book and its theme of acceptance. Stated that it does not violate LA R.S. 14:19.11. Stated that most of the content of the complaints about books were copied and pasted by the complainant.

Terri Lewis Stevens – Covington, LA. Stated that since 2020, two copies have been checked out five times and no one else has complained. Stated the book does not violate 14:91.11. Noted that C. Phillips was not in attendance, nor were any current or newly-elected Parish Council

members. Stated that was troubling to her because C. Phillips contributed to campaigns of some incoming council members. Stated that they do not have respect for the Board, as they have not shown up to discuss the books. Stated there is a recurring theme of bigotry that is focused on LGBTQ+ issues.

Sonnet Ireland – Slidell, LA. Stated that she is here as a taxpayer, a life member of the Disabled American Veterans Auxiliary, VFW Auxiliary, and Military Order of Purple Heart Auxiliary. Stated that the same people who would challenge this book are the same people who would agree that we should salute our veterans. Stated that is not real support, it is a façade, and it discounts Cashier’s heroic efforts. Stated that the earlier comment regarding Joan of Arc is on point.

Discussion:

A. Parr stated that the book was very interesting and provided a glimpse into a soldier’s life during the Civil War. He noted that the National Park Service, the State of Illinois, and several historians have provided more information on Cashier, in case anyone is interested in learning more. He stated he agrees with the committee’s recommendation. B. Taylor stated that she also agrees with the committee’s recommendation. B. McHugh stated that the kind of people who would remove books like this are the same kind of people who would remove books about black history and slavery. Stated that this book is a story of truth and that should be the focus.

Vote: B. McHugh moved to affirm the committee’s recommendation for *The Fighting Infantryman* to remain shelved in the Juvenile Non-Fiction collection. It was seconded by A. Parr.

Roll call vote:

Airey: Absent Butler: Absent McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

3. Adjournment

There being no further business, a motion to adjourn was made by B. McHugh and was seconded by A. Shaw. All were in favor, none were opposed, and two were absent. Motion carried.

Rebecca Taylor, Board President

**St. Tammany Parish Library - General Fund
Balance Sheet
December 31, 2023**

Dec 2

ASSETS

Current Assets

Cash	\$	5,960,283.86
Cash - Health Claims		(79,263.33)
Due from Paylocity		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2021		0.00
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		11,594,000.04
Due from State of Louisiana		237,202.62
Prepaid Expenses		0.00

Total Current Assets **17,712,223.19**

Other Assets

Deposits		1,981.00
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Total Other Assets **1,981.00**

Total Assets **\$ 17,714,204.19**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	14,135.06
Accrued Expenses		32,787.00
Accrued Salaries		189,735.09
Deferred Inflows - Ad Valorem		167,512.00
Deferred Compensation Payable		1,656.50
Elective Benefits Payable		(2,823.20)
Retirement Payable		205,337.94
Def Comp Loan Payable		93.62
United Way Payable		4.00
Health Claims Payable		255,932.55
Due to Employee		219.82

Total Current Liabilities **864,590.38**

Fund Balance

Fund Balance		16,849,613.81
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Total Fund Balance **16,849,613.81**

Total Liabilities & Fund Balance **\$ 17,714,204.19**

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Twelve Months Ending December 31, 2023

Dec 3

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 966,166.67	\$ 11,688,413.21	11,804,136.00	115,722.79	99.02
State Revenue Sharing	21,052.33	252,627.96	258,515.00	5,887.04	97.72
Fines/Fees	5,407.67	75,471.23	76,125.00	653.77	99.14
Interest Income	11,467.82	185,805.65	194,000.00	8,194.35	95.78
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	7,475.48	61,165.51	50,000.00	(11,165.51)	122.33
Summer Reading Shirt Sales	0.00	2,118.98	2,119.00	0.02	100.00
Total Revenues	1,011,569.97	12,265,602.54	12,384,895.00	119,292.46	99.04
Expenditures					
Library Administration	405,536.95	5,263,285.57	5,499,450.00	236,164.43	95.71
Employee Benefits	290,292.07	2,423,267.88	2,220,415.00	(202,852.88)	109.14
Advertising, Dues & Subscriptio	7,669.67	54,485.42	54,000.00	(485.42)	100.90
Signage	0.00	642.10	1,000.00	357.90	64.21
Printing, Duplicating & Bindin	2,956.95	20,290.82	23,000.00	2,709.18	88.22
Promotional Production	4,177.54	14,898.97	15,350.00	451.03	97.06
Utilities	27,126.51	332,618.04	336,450.00	3,831.96	98.86
Communications	8,209.93	134,072.21	142,300.00	8,227.79	94.22
Leases	27,558.04	325,663.63	325,650.00	(13.63)	100.00
Maintenance of Property & Equi	35,615.12	603,405.42	601,050.00	(2,355.42)	100.39
Maintenance Services (Building	42,579.32	298,598.42	298,405.00	(193.42)	100.06
Professional Services	15,561.43	309,228.58	324,925.00	15,696.42	95.17
Insurance and Claims	958.00	229,731.86	231,626.00	1,894.14	99.18
Operating Supplies	13,716.29	182,382.02	183,750.00	1,367.98	99.26
Travel & Continuing Education	8,033.65	62,435.77	65,000.00	2,564.23	96.06
Public Relations/Programming	28,673.32	127,155.34	125,000.00	(2,155.34)	101.72
Capital Outlay-Non-Book Acq.	51,328.55	428,519.67	470,758.00	42,238.33	91.03
Capital Outlay-library Res. Ac	174,658.37	1,471,151.17	1,466,500.00	(4,651.17)	100.32
Total Expenditures	1,144,651.71	12,281,832.89	12,384,629.00	102,796.11	99.17
Excess of Revenues/(Expenditur	\$ (133,081.74)	\$ (16,230.35)	266.00	16,496.35	(6,101.64)

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Twelve Months Ending December 31, 2023

Dec 4

Beginning Fund Balance	\$	16,865,844.16
Net Income		(16,230.35)
		<hr/>
Ending Fund Balance	\$	<u>16,849,613.81</u>

Dec 5

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Twelve Months Ending December 31, 2023

Dec 6

	<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	\$ 4,879,218.39	\$ 5,263,285.57	\$ 5,499,450.00	236,164.43	95.71
Total	\$ 4,879,218.39	\$ 5,263,285.57	\$ 5,499,450.00	236,164.43	95.71
Employee Benefits					
FICA/ Supplemental Retirement	\$ 111,330.84	\$ 119,802.99	\$ 120,415.00	612.01	99.49
Retirement Contributions	475,957.71	512,866.56	522,000.00	9,133.44	98.25
Health Insurance Expense	348,263.44	380,065.68	450,000.00	69,934.32	84.46
Health Trust	1,327,209.90	1,395,030.65	1,115,000.00	(280,030.65)	125.11
Worker's Compensation Expense	(5,745.60)	14,901.40	12,000.00	(2,901.40)	124.18
Employee Miscellaneous	600.60	600.60	1,000.00	399.40	60.06
Total	\$ 2,257,616.89	\$ 2,423,267.88	\$ 2,220,415.00	(202,852.88)	109.14
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 15,435.52	\$ 15,505.20	\$ 15,000.00	(505.20)	103.37
Membership Dues	7,499.65	7,499.65	7,500.00	0.35	100.00
Advertising	31,875.57	31,480.57	31,500.00	19.43	99.94
Total	\$ 54,810.74	\$ 54,485.42	\$ 54,000.00	(485.42)	100.90
Signage					
Signage	\$ 642.10	\$ 642.10	\$ 1,000.00	357.90	64.21
Total	\$ 642.10	\$ 642.10	\$ 1,000.00	357.90	64.21
Printing, Duplicating & Binding					
Printing	\$ 12,786.17	\$ 12,786.17	\$ 15,000.00	2,213.83	85.24
Book Binding	2,544.95	2,544.95	3,000.00	455.05	84.83
Patron Cards	4,959.70	4,959.70	5,000.00	40.30	99.19
Total	\$ 20,290.82	\$ 20,290.82	\$ 23,000.00	2,709.18	88.22
Promotional Production					
Promotional Production	\$ 14,898.97	\$ 14,898.97	\$ 15,350.00	451.03	97.06
Total	\$ 14,898.97	\$ 14,898.97	\$ 15,350.00	451.03	97.06

Dec 7

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Twelve Months Ending December 31, 2023

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 255,806.20	\$ 284,245.50	\$ 286,840.00	2,594.50	99.10
Gas	1,717.68	2,299.09	2,850.00	550.91	80.67
Water	43,258.44	46,073.45	46,760.00	686.55	98.53
Total	\$ 300,782.32	\$ 332,618.04	\$ 336,450.00	3,831.96	98.86
Communications					
Postage	\$ 14,205.59	\$ 14,459.39	\$ 15,800.00	1,340.61	91.52
Voice Line	71,396.18	77,627.21	79,500.00	1,872.79	97.64
Data Lines (Internet)	37,032.76	41,470.26	46,000.00	4,529.74	90.15
Courier/Shipping	513.56	515.35	1,000.00	484.65	51.54
Total	\$ 123,148.09	\$ 134,072.21	\$ 142,300.00	8,227.79	94.22
Leases					
Building Lease Expense	\$ 285,726.78	\$ 318,045.64	\$ 318,150.00	104.36	99.97
Equipment Lease Expense	4,970.03	4,970.03	5,000.00	29.97	99.40
Vehicle Lease Expense	2,647.96	2,647.96	2,500.00	(147.96)	105.92
Total	\$ 293,344.77	\$ 325,663.63	\$ 325,650.00	(13.63)	100.00
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 194,843.47	\$ 212,056.10	\$ 212,000.00	(56.10)	100.03
Grounds/Lawn Maintenance	78,338.00	84,861.00	85,000.00	139.00	99.84
Maintenance Supplies	9,750.75	9,972.57	10,000.00	27.43	99.73
Fuel & Lube	32,405.06	32,787.02	37,000.00	4,212.98	88.61
Vehicle Repairs	14,567.55	14,567.55	10,000.00	(4,567.55)	145.68
Small Tools	2,988.96	2,988.96	3,000.00	11.04	99.63
Office Machine & Equip Repair	504.92	504.92	1,000.00	495.08	50.49
Network Utility Software	96,787.99	155,507.60	152,250.00	(3,257.60)	102.14
Automation System Maintenance	30,649.09	30,649.09	30,800.00	150.91	99.51
Polaris Maintenance	1,000.00	53,635.61	54,000.00	364.39	99.33
PC Network Maintenance & Repai	5,875.00	5,875.00	6,000.00	125.00	97.92
Total	\$ 467,710.79	\$ 603,405.42	\$ 601,050.00	(2,355.42)	100.39
Maintenance of Services (Buildings)					
Physical Plant	\$ 167,622.22	\$ 176,994.78	\$ 177,000.00	5.22	100.00
Plumbing, Heating and AC	64,977.65	66,494.36	66,500.00	5.64	99.99
Electrical	16,998.60	16,998.60	17,000.00	1.40	99.99
Sanitation	10,194.80	10,415.68	10,000.00	(415.68)	104.16
Pest Control	6,170.00	7,190.00	7,350.00	160.00	97.82

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Twelve Months Ending December 31, 2023

Dec 8

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	2,915.00	2,915.00	3,555.00	640.00	82.00
Carpet Cleaning	17,590.00	17,590.00	17,000.00	(590.00)	103.47
Total	\$ 286,468.27	\$ 298,598.42	\$ 298,405.00	(193.42)	100.06
Professional Services					
Payroll Service Fees	\$ 34,788.64	\$ 37,555.26	\$ 47,100.00	9,544.74	79.74
Legal	11,869.20	11,869.20	15,000.00	3,130.80	79.13
Financial	50,096.44	50,811.44	53,000.00	2,188.56	95.87
Consultants	89,998.23	89,998.23	90,000.00	1.77	100.00
Security	13,271.60	13,766.82	14,000.00	233.18	98.33
Web Design Consultant	14,516.83	89,789.97	89,825.00	35.03	99.96
Movers	15,437.66	15,437.66	16,000.00	562.34	96.49
Total	\$ 229,978.60	\$ 309,228.58	\$ 324,925.00	15,696.42	95.17
Insurance and Claims					
Library Property Insurance	\$ 145,499.86	\$ 145,499.86	\$ 145,500.00	0.14	100.00
Flood Insurance	25,916.00	25,916.00	26,000.00	84.00	99.68
Vehicle Insurance	31,275.36	31,275.36	32,950.00	1,674.64	94.92
LBOC Liability	1,940.00	1,940.00	2,076.00	136.00	93.45
General Liability	12,520.64	25,100.64	25,100.00	(0.64)	100.00
Total	\$ 217,151.86	\$ 229,731.86	\$ 231,626.00	1,894.14	99.18
Operating Supplies					
Office Supplies	\$ 29,938.40	\$ 32,995.28	\$ 33,000.00	4.72	99.99
Bank Service Charges	14,058.29	15,568.17	16,000.00	431.83	97.30
Book Preparation Supplies	43,736.89	46,688.48	47,000.00	311.52	99.34
Computer/Printer Supplies	74,338.91	78,742.54	78,750.00	7.46	99.99
Programming Supplies	8,403.24	8,387.55	9,000.00	612.45	93.20
Total	\$ 170,475.73	\$ 182,382.02	\$ 183,750.00	1,367.98	99.26
Travel and Continuing Education					
Staff Travel - Local	\$ 19,119.29	\$ 19,509.56	\$ 22,000.00	2,490.44	88.68
Library In-service Training	13,981.49	8,981.49	9,000.00	18.51	99.79
Conventions & Seminars	33,798.72	33,944.72	34,000.00	55.28	99.84
Total	\$ 66,899.50	\$ 62,435.77	\$ 65,000.00	2,564.23	96.06

Public Relations/Programming

Dec 9

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Twelve Months Ending December 31, 2023

	<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>
Summer Reading Program	\$ 45,235.26	\$ 44,955.26	\$ 45,000.00	44.74	99.90
Summer Reading T-shirts	6,575.59	6,575.59	6,600.00	24.41	99.63
Adult Programming	36,595.79	38,832.18	38,000.00	(832.18)	102.19
Young Adult Programming	14,994.21	14,994.21	15,000.00	5.79	99.96
Juvenile Programming	26,239.95	19,998.10	18,600.00	(1,398.10)	107.52
LEH Grant	1,738.36	1,800.00	1,800.00	0.00	100.00
Total	\$ 131,379.16	\$ 127,155.34	\$ 125,000.00	(2,155.34)	101.72
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 33,572.29	\$ 33,572.29	\$ 33,000.00	(572.29)	101.73
Imp Phys Plant	58,086.50	65,986.50	66,000.00	13.50	99.98
Vehicles	61,475.54	61,475.54	63,758.00	2,282.46	96.42
Office Equip, Furn & Shelving	83,821.26	89,836.78	93,500.00	3,663.22	96.08
PC Network	87,476.89	164,278.65	165,000.00	721.35	99.56
Integrated Lib Automation Sys	11,108.45	11,229.91	11,500.00	270.09	97.65
Audio/Visual Equipment	2,140.00	2,140.00	38,000.00	35,860.00	5.63
Total	\$ 337,680.93	\$ 428,519.67	\$ 470,758.00	42,238.33	91.03
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 204,381.10	\$ 220,913.46	\$ 220,000.00	(913.46)	100.42
Lease/Purchase Books	0.00	18,203.89	18,400.00	196.11	98.93
Juvenile Books	97,377.54	98,074.59	105,000.00	6,925.41	93.40
Young Adults	12,555.20	13,206.60	15,000.00	1,793.40	88.04
Music Recordings	2,290.75	2,356.69	2,400.00	43.31	98.20
Adult Reference	102,221.37	110,390.92	111,000.00	609.08	99.45
Juvenile Reference	44,314.69	44,314.69	45,000.00	685.31	98.48
Periodicals	37,894.36	48,892.36	49,000.00	107.64	99.78
Audio Recordings	11,761.75	12,098.64	12,100.00	1.36	99.99
Video Recordings	59,699.87	62,285.35	63,000.00	714.65	98.87
Genealogy	4,999.65	4,999.65	5,000.00	0.35	99.99
Microfilm	5,867.00	5,867.00	6,000.00	133.00	97.78
Downloadable Media	403,783.34	440,068.42	425,000.00	(15,068.42)	103.55
CD/Software	52,776.37	64,893.40	62,500.00	(2,393.40)	103.83
Internet Database Subscription	206,397.98	324,585.51	327,100.00	2,514.49	99.23
Total	\$ 1,246,320.97	\$ 1,471,151.17	\$ 1,466,500.00	(4,651.17)	100.32
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

Jan 1

ST. TAMMANY PARISH LIBRARY	AD VALOREM AND REVENUE SHARING 2023	
AD VALOREM		
2/21/2024	8,788,337.31	
STATE REVENUE SHARING		
2/21/2024	88,100.47	

**St. Tammany Parish Library - General Fund
Balance Sheet
January 31, 2024**

Jan 2

ASSETS

Current Assets

Cash	\$	4,507,432.41
Cash - Health Claims		(18,213.71)
Due from Paylocity		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2021		988,429.42
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		11,594,000.04
Due from State of Louisiana		258,745.54
Prepaid Expenses		0.00

Total Current Assets **17,330,393.70**

Other Assets

Deposits		1,981.00
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Total Other Assets **1,981.00**

Total Assets **\$ 17,332,374.70**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	1,442.00
Accrued Expenses		32,787.00
Accrued Salaries		189,735.09
Deferred Inflows - Ad Valorem		167,512.00
Elective Benefits Payable		(2,263.89)
Retirement Payable		105,311.52
Def Comp Loan Payable		93.62
Health Claims Payable		255,932.55
Due to Employee		219.82

Total Current Liabilities **750,769.71**

Fund Balance

Fund Balance		16,581,604.99
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Total Fund Balance **16,581,604.99**

Total Liabilities & Fund Balance **\$ 17,332,374.70**

Jan 3

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the One Month Ending January 31, 2024**

	<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	\$ 988,429.42	\$ 988,429.42	11,861,153.00	10,872,723.58	8.33
State Revenue Sharing	21,542.92	21,542.92	258,515.00	236,972.08	8.33
Fines/Fees	9,582.79	9,582.79	73,000.00	63,417.21	13.13
Interest Income	9,518.28	9,518.28	194,000.00	184,481.72	4.91
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	474.25	474.25	50,000.00	49,525.75	0.95
Summer Reading Shirt Sales	0.00	0.00	2,120.00	2,120.00	0.00
Total Revenues	1,029,547.66	1,029,547.66	12,438,788.00	11,409,240.34	8.28
Expenditures					
Library Administration	606,239.34	606,239.34	5,705,000.00	5,098,760.66	10.63
Employee Benefits	168,204.31	168,204.31	2,142,000.00	1,973,795.69	7.85
Advertising,Dues & Subscriptio	493.35	493.35	55,000.00	54,506.65	0.90
Signage	0.00	0.00	2,000.00	2,000.00	0.00
Printing, Duplicating & Bindin	911.32	911.32	22,000.00	21,088.68	4.14
Promotional Production	1,837.34	1,837.34	10,000.00	8,162.66	18.37
Utilities	24,858.71	24,858.71	329,470.00	304,611.29	7.55
Communications	9,061.56	9,061.56	150,500.00	141,438.44	6.02
Leases	24,970.08	24,970.08	311,500.00	286,529.92	8.02
Maintenance of Property & Equi	90,592.67	90,592.67	605,750.00	515,157.33	14.96
Maintenance Services (Building	13,593.77	13,593.77	268,605.00	255,011.23	5.06
Professional Services	9,716.65	9,716.65	240,425.00	230,708.35	4.04
Insurance and Claims	18,325.83	18,325.83	233,626.00	215,300.17	7.84
Operating Supplies	20,961.81	20,961.81	184,000.00	163,038.19	11.39
Travel & Continuing Education	1,123.40	1,123.40	94,000.00	92,876.60	1.20
Public Relations/Programming	4,179.31	4,179.31	115,200.00	111,020.69	3.63
Capital Outlay-Non-Book Acq.	113,312.81	113,312.81	511,000.00	397,687.19	22.17
Capital Outlay-library Res. Ac	189,174.22	189,174.22	1,457,600.00	1,268,425.78	12.98
Total Expenditures	1,297,556.48	1,297,556.48	12,437,676.00	11,140,119.52	10.43
Excess of Revenues/(Expenditur	\$ (268,008.82)	\$ (268,008.82)	1,112.00	269,120.82	(24,101.51)

Jan 4

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the One Month Ending January 31, 2024

Beginning Fund Balance	\$	16,849,613.81
Net Income		(268,008.82)
Ending Fund Balance	\$	<u>16,581,604.99</u>

Jan 5

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the One Month Ending January 31, 2024

Jan 6

	<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	\$ 606,239.34	\$ 606,239.34	\$ 5,705,000.00	5,098,760.66	10.63
Total	\$ 606,239.34	\$ 606,239.34	\$ 5,705,000.00	5,098,760.66	10.63
Employee Benefits					
FICA/ Supplemental Retirement	\$ 13,232.86	\$ 13,232.86	\$ 117,000.00	103,767.14	11.31
Retirement Contributions	64,678.09	64,678.09	516,000.00	451,321.91	12.53
Health Insurance Expense	23,974.25	23,974.25	460,000.00	436,025.75	5.21
Health Trust	64,410.12	64,410.12	1,018,000.00	953,589.88	6.33
Worker's Compensation Expense	1,908.99	1,908.99	30,000.00	28,091.01	6.36
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 168,204.31	\$ 168,204.31	\$ 2,142,000.00	1,973,795.69	7.85
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 0.00	\$ 15,000.00	15,000.00	0.00
Membership Dues	0.00	0.00	7,500.00	7,500.00	0.00
Advertising	493.35	493.35	32,500.00	32,006.65	1.52
Total	\$ 493.35	\$ 493.35	\$ 55,000.00	54,506.65	0.90
Signage					
Signage	\$ 0.00	\$ 0.00	\$ 2,000.00	2,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 2,000.00	2,000.00	0.00
Printing, Duplicating & Binding					
Printing	\$ 911.32	\$ 911.32	\$ 12,000.00	11,088.68	7.59
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 911.32	\$ 911.32	\$ 22,000.00	21,088.68	4.14
Promotional Production					
Promotional Production	\$ 1,837.34	\$ 1,837.34	\$ 10,000.00	8,162.66	18.37
Total	\$ 1,837.34	\$ 1,837.34	\$ 10,000.00	8,162.66	18.37

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the One Month Ending January 31, 2024

Jan 7

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 21,175.12	\$ 21,175.12	\$ 284,220.00	263,044.88	7.45
Gas	345.29	345.29	3,250.00	2,904.71	10.62
Water	3,338.30	3,338.30	42,000.00	38,661.70	7.95
Total	\$ 24,858.71	\$ 24,858.71	\$ 329,470.00	304,611.29	7.55
Communications					
Postage	\$ 238.75	\$ 238.75	\$ 16,000.00	15,761.25	1.49
Voice Line	6,387.81	6,387.81	83,500.00	77,112.19	7.65
Data Lines (Internet)	2,435.00	2,435.00	50,000.00	47,565.00	4.87
Courier/Shipping	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 9,061.56	\$ 9,061.56	\$ 150,500.00	141,438.44	6.02
Leases					
Building Lease Expense	\$ 24,970.08	\$ 24,970.08	\$ 303,000.00	278,029.92	8.24
Equipment Lease Expense	0.00	0.00	6,000.00	6,000.00	0.00
Vehicle Lease Expense	0.00	0.00	2,500.00	2,500.00	0.00
Total	\$ 24,970.08	\$ 24,970.08	\$ 311,500.00	286,529.92	8.02
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,553.00	\$ 17,553.00	\$ 212,000.00	194,447.00	8.28
Grounds/Lawn Maintenance	6,523.00	6,523.00	85,000.00	78,477.00	7.67
Maintenance Supplies	1,790.06	1,790.06	9,000.00	7,209.94	19.89
Fuel & Lube	265.88	265.88	37,000.00	36,734.12	0.72
Vehicle Repairs	52.32	52.32	10,000.00	9,947.68	0.52
Small Tools	189.94	189.94	3,000.00	2,810.06	6.33
Office Machine & Equip Repair	390.00	390.00	1,000.00	610.00	39.00
Network Utility Software	8,656.54	8,656.54	157,250.00	148,593.46	5.50
Solinet (OCLC) Cost	0.00	0.00	29,500.00	29,500.00	0.00
Polaris Maintenance	54,914.33	54,914.33	54,000.00	(914.33)	101.69
PC Network Maintenance & Repai	257.60	257.60	8,000.00	7,742.40	3.22
Total	\$ 90,592.67	\$ 90,592.67	\$ 605,750.00	515,157.33	14.96
Maintenance of Services (Buildings)					
Physical Plant	\$ 9,760.78	\$ 9,760.78	\$ 150,000.00	140,239.22	6.51
Plumbing, Heating and AC	3,133.92	3,133.92	66,500.00	63,366.08	4.71
Electrical	0.00	0.00	13,000.00	13,000.00	0.00
Sanitation	304.07	304.07	10,000.00	9,695.93	3.04
Pest Control	395.00	395.00	7,550.00	7,155.00	5.23

Jan 8

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the One Month Ending January 31, 2024

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	0.00	0.00	4,555.00	4,555.00	0.00
Carpet Cleaning	0.00	0.00	17,000.00	17,000.00	0.00
Total	\$ 13,593.77	\$ 13,593.77	\$ 268,605.00	255,011.23	5.06
Professional Services					
Payroll Service Fees	\$ 2,994.13	\$ 2,994.13	\$ 35,600.00	32,605.87	8.41
Financial	0.00	0.00	40,000.00	40,000.00	0.00
Consultants	6,722.52	6,722.52	50,000.00	43,277.48	13.45
Security	0.00	0.00	13,000.00	13,000.00	0.00
Web Design Consultant	0.00	0.00	85,825.00	85,825.00	0.00
Movers	0.00	0.00	16,000.00	16,000.00	0.00
Total	\$ 9,716.65	\$ 9,716.65	\$ 240,425.00	230,708.35	4.04
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 0.00	\$ 145,500.00	145,500.00	0.00
Flood Insurance	0.00	0.00	26,000.00	26,000.00	0.00
Vehicle Insurance	0.00	0.00	32,950.00	32,950.00	0.00
LBOC Liability	4,607.33	4,607.33	4,076.00	(531.33)	113.04
General Liability	13,718.50	13,718.50	25,100.00	11,381.50	54.66
Total	\$ 18,325.83	\$ 18,325.83	\$ 233,626.00	215,300.17	7.84
Operating Supplies					
Office Supplies	\$ 2,646.80	\$ 2,646.80	\$ 33,000.00	30,353.20	8.02
Bank Service Charges	1,717.16	1,717.16	16,000.00	14,282.84	10.73
Book Preparation Supplies	3,288.96	3,288.96	45,000.00	41,711.04	7.31
Computer/Printer Supplies	12,604.43	12,604.43	81,000.00	68,395.57	15.56
Programming Supplies	704.46	704.46	9,000.00	8,295.54	7.83
Total	\$ 20,961.81	\$ 20,961.81	\$ 184,000.00	163,038.19	11.39
Travel and Continuing Education					
Staff Travel - Local	\$ 23.40	\$ 23.40	\$ 22,000.00	21,976.60	0.11
Library In-service Training	0.00	0.00	12,000.00	12,000.00	0.00
Conventions & Seminars	1,100.00	1,100.00	60,000.00	58,900.00	1.83
Total	\$ 1,123.40	\$ 1,123.40	\$ 94,000.00	92,876.60	1.20
Public Relations/Programming					
Summer Reading Program	\$ (1,504.42)	\$ (1,504.42)	\$ 45,000.00	46,504.42	(3.34)

Jan 9

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the One Month Ending January 31, 2024

	<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>
Summer Reading T-shirts	0.00	0.00	7,200.00	7,200.00	0.00
Adult Programming	1,864.19	1,864.19	36,000.00	34,135.81	5.18
Young Adult Programming	732.20	732.20	15,000.00	14,267.80	4.88
Juvenile Programming	3,087.34	3,087.34	12,000.00	8,912.66	25.73
Total	\$ 4,179.31	\$ 4,179.31	\$ 115,200.00	111,020.69	3.63
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 1,625.00	\$ 1,625.00	\$ 33,000.00	31,375.00	4.92
Imp Phys Plant	0.00	0.00	140,000.00	140,000.00	0.00
Vehicles	0.00	0.00	70,000.00	70,000.00	0.00
Office Equip, Furn & Shelving	1,728.11	1,728.11	100,000.00	98,271.89	1.73
PC Network	109,959.70	109,959.70	156,000.00	46,040.30	70.49
Integrated Lib Automation Sys	0.00	0.00	12,000.00	12,000.00	0.00
Total	\$ 113,312.81	\$ 113,312.81	\$ 511,000.00	397,687.19	22.17
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 16,805.40	\$ 16,805.40	\$ 205,000.00	188,194.60	8.20
Lease/Purchase Books	10,966.20	10,966.20	18,400.00	7,433.80	59.60
Juvenile Books	62.74	62.74	105,000.00	104,937.26	0.06
Young Adults	1,036.35	1,036.35	15,000.00	13,963.65	6.91
Music Recordings	238.36	238.36	2,600.00	2,361.64	9.17
Adult Reference	8,232.12	8,232.12	111,000.00	102,767.88	7.42
Juvenile Reference	0.00	0.00	45,000.00	45,000.00	0.00
Periodicals	10,000.00	10,000.00	52,000.00	42,000.00	19.23
Audio Recordings	427.91	427.91	10,100.00	9,672.09	4.24
Video Recordings	1,913.97	1,913.97	65,000.00	63,086.03	2.94
Genealogy	25.00	25.00	7,000.00	6,975.00	0.36
Microfilm	0.00	0.00	10,000.00	10,000.00	0.00
Downloadable Media	23,636.07	23,636.07	415,000.00	391,363.93	5.70
CD/Software	1,944.01	1,944.01	75,500.00	73,555.99	2.57
Internet Database Subscription	113,886.09	113,886.09	321,000.00	207,113.91	35.48
Total	\$ 189,174.22	\$ 189,174.22	\$ 1,457,600.00	1,268,425.78	12.98
Capital Expenditures					
Total	\$ 0.00	\$ 0.00	\$ 0.00	0.00	0.00

Director's Report

February 26, 2024

FACILITIES

On January 24 Mandeville closed in the early afternoon because water came into the building from the heavy rainfall. All branches closed at 4 pm that day due to the severe weather. Mandeville was closed on January 25 for cleanup and reopened the next day. There was no damage to materials or furniture and the carpet was cleaned and sanitized before reopening.

On February 1 someone drove their car into the brick wall surrounding the outdoor AC units at Slidell Branch. The driver had a medical emergency that caused her to lose control of the car. We have heard that she is ok. The AC unit received some minor damage but is operating. The Parish is handling the insurance claim for repair of the wall.

Quotes for the Covington landscape project were opened by the Parish Procurement office on February 22.

A new passenger van was purchased on February 22. This Chrysler Pacifica is a 7-passenger minivan that is replacing the Ford Explorer that was surplused last year. This vehicle is used by staff for interbranch travel, outreach and to attend conferences and meetings in other parishes.

MARKETING AND OUTREACH

Adele Salzer, Pearl River Branch Manager, attended the Parent Meeting and Workshop at the Regina Coeli Headstart on February 21 for outreach.

Jackie Riecke, Public Relations and Community Coordinator, and Jenny Mayer, Children's Services Coordinator promoted Library Con on the radio stations, the Lake and the Highway on January 5 and

Jackie Riecke promoted the Love of Reading Challenge for Library Lovers Month on February 2 on the radio.

Jennifer Rifino, Teen Services Coordinator, attended the St. Tammany Commission on Families Meeting on January 9.

Jackie Riecke provided outreach at the Martin Luther King Community event in Covington on January 15.

Alexis Davis, Slidell Children's Librarian, performed 5 Storytimes between December and February for Appletree and Saint Margaret Mary schools.

Alexis Davis and Cathy Badon, Slidell Children's Assistant, performed outreach at the Bayou Garden Open House on February 24.

Erika Dawson, South Slidell Children's Librarian, performed Storytime for St. Margaret Mary on January 12 and February 23.

Ramona Elder, Mandeville Children's Librarian and Jessica Troske, Causeway's Children's Librarian provided outreach at the Krewe du Kidz in Mandeville on February 6 in Mandeville.

Amy Strain, Folsom Branch Manager attended and provided outreach at Kiwanis meetings on December 21, January 2, January 18, February 6, and February 15. She also attended the Library Foundation meetings on February 7 and February 20.

Tanya DiMaggio, Assistant Director of Support Services, Administration, attended the Friends of the Slidell Library parking lot enhancement meeting with the landscape architect Buck Abbey on January 25.

Kellie Nelson, Causeway Reference Librarian, Jackie Riecke, Ellen John, Reference Coordinator, and Jillian Boudreaux provided outreach at Mardi Paws on February 18.

Ramona Elder, Ellen John, Kellie Nelson, Lori Martha and Barbara Vidacovich provided outreach at Krewe du Pooch on February 24 at the Mandeville Lake Front.

PROFESSIONAL DEVELOPMENT

Jennifer Rifino and Jenny Mayer attended the State Library Summer Reading Challenge Workshop on January 25.

Tanya DiMaggio, attended the State Library of Louisiana Annual Report training on February 8.

Sally McKissack, Adult Collection Development Manager, Amanda Soileau, IT System Administrator, Alex Hughes, IT Desktop Specialist, and Tanya DiMaggio, attended Innovative Interfaces' Polaris Reports A-Z on January 29, 30, and February 1.

Byron Holdiman, Covington Genealogy Librarian, Barret Reich, Mandeville Reference Librarian, and Emily Stephan, Madisonville Reference Librarian, attended My Heritage Database training on January 23.

Noelle Williams, South Slidell Branch Manager, Seth Mattei South Slidell Circ Manager, Megan Ybos South Slidell ERC Manager, Jessica Aucoin, Causeway Branch Manager, Emily Stephan, Kellie Nelson,

Amy Strain and Barret Reich, attended various Gale database training between February 1 and February 5.

Jackie Riecke and Brent Geiger, Assistant Director of Public Services, attended the Friends of the Library of West St. Tammany meeting on January 25.

All Maintenance staff participated in OSHA forklift safety training on February 1.

PROGRAMMING HIGHLIGHTS

Library Con was held on January 13 at the Madisonville Branch, staff from across all branches volunteered to assist with the event. Door counts showed that this year, the attendance nearly doubled from last year to just over 800 attendees.

South Slidell started a new Chess Club and Scrabble program. The Chess Club will be held each Wednesday at 2:15 p.m. and once a month on Saturday at 2 p.m. The Scrabble program will be held once a month on Saturday as well.

CONTRACTS

Contract Renewals

- **Bounds Elevator LLC**, Maintenance agreement for Madisonville elevator, \$2,416.80
- **Zoobean Inc.**, Reading program, \$5,394.00
- **Innovative Interfaces Inc.**, Polaris Syndetics Subscription, Enhances catalog for public, \$4,836.80
- **Innovative Interfaces Inc.**, Polaris ArcServ Subscription for SQL- back up service, \$246.70
- **Innovative Interfaces Inc.**, Polaris ArcServe Subscription - Windows- back up service, \$189.78
- **IUG**, Innovative Users Group membership (network with other Polaris libraries), \$150.00
- **SAGE**, Financial Software, \$5,377.00
- **Comprise Technologies**, Facilitates online payment of fines and fees, \$3070.00
- **Springshare**, LibCal Meeting Room Booking, \$1,629.00
- **ArchiveSocial Inc.**, Social media archiving, \$4,188.00
- **Ninite**, Pushes out Software Updates for PCs, \$1,140.00
- **DATA443**, Malware Protection, \$1,770.00
- **Transformyx**, Email filter, \$5,931.13
- **Cloud Library/Link**, platform fee for downloadable books, \$6000.00
- **Brodart**, for McNaughton leased book subscription, \$10,966.20
- **Gale**, Database package, \$66,414.54
- **JSTOR** (Ithaka) \$1,310.00
- **Credo Reference** (Infobase) \$4,921.00
- **Newsbank**, annual Database Subscription, \$23,012.00
- **Newsbank**, platform fee for Times-Picayune (LA) Historical Archive, \$5,116.00

New Contracts

- **LinkedIn Learning**, online training platform, \$20,000
- **Specialty Vehicle Services, LLC.**, Outreach Vehicle design and procurement assistance, \$16,500
- **AtoZ World Trade Press**, database subscriptions, \$3,058.98

CARD SYSTEM UPDATE

The rollout date for the card system updates was January 2nd, 2023. Putting us six months ahead of the deadline. Patrons now have the "No Digital Access" option. A report on the transition of materials between collections due to the new card policy is directly after this report.

PUBLIC RECORDS REQUESTS

We have answered 9 new public records requests since the new year. Of these 9, one is currently open. A large public records request that dates from August 2023 with over 100,000 results is in the hands of the DA's office for review and redaction but was put on hold by the requestor.

STATEMENTS OF CONCERN

A large number of Statements of Concern were rescinded in December. We now have 39 active statements of concern on 36 titles. Library staff continue to read titles, hold meetings, and make recommendations. Two more titles will be decided tonight. The remaining statements of concern are still "pending review."

STRATEGIC PLANNING UPDATE

Goal 1. The St. Tammany Parish Library will be recognized as a major civic institution that will be responsive to the needs of all residents in a changing, evolving, and increasingly diverse community.

The informational sheet for parents on the new card system, and the card application was translated into Spanish.

Goal 2. The St. Tammany Parish Library will proactively reduce barriers to participation and involvement by increasing accessibility to all community members in its physical facilities and its digital presence.

In January staff members of the Accessibility Working Group (formally called the Neurodiversity Task Force) toured the 22nd Judicial District Court's Kidsense Room, a sensory calming room. The committee is investigating a sensory calming room at the Covington Branch.

Goal 3. The St. Tammany Parish Library will be a thriving, energetic community commons by complementing traditional library services with innovative new services, technology and digital resources.

In January Kelly LaRocca and Tanya DiMaggio met with COAST director Julie Agan and a member of her staff to discuss their interest in and input into outreach services to the COAST centers. STPL will pilot a books by mail program marketed to clients of COAST's Meals on Wheels program. LaRocca and DiMaggio met with Michael Swendrowski of Specialty Vehicle Services to discuss contracting with him for consultant work on an outreach van. A contract was signed. The Parish closed on our new outreach facility on January 31, 2024. The staff Outreach Working Group had their first meeting in the new building in February. The group met virtually with Mr. Swendrowski to discuss features of the outreach van. Mr. Swendrowski is working on specifications to prepare a bid package on the vehicle.

Goal 4. The St. Tammany Parish Library will serve as a platform for creativity, innovation, and community interaction.

In January and February the details for the first community art show were confirmed. The show will feature art by Northshore High School Talented Art students at the South Slidell Branch and will run from March 9-April 6, 2024. An opening reception will be held on Saturday, March 9. In February a small group of committee members visited two East Baton Rouge Parish Library maker spaces and observed a couple of public classes on using the equipment.

Goal 5. The St. Tammany Parish Library will be more creative with resourcing and funding by maximizing mutually beneficial partnership opportunities with the public and private sectors.

Reference staff are researching grant opportunities to fund equipment for a pilot calming/sensory space at one of the branches and a maker's space at Madisonville

Goal 6. The St. Tammany Parish Library will expand its marketing and communications program to reach the many constituencies in the community to create awareness and increase use.

A committee has been formed to address this goal and will have their first meeting in March.

Goal 7. The St. Tammany Parish Library will ensure that its staff has the resources and professional development opportunities needed to underpin the library's goals for the future and maintain its reputation for excellence in customer service.

Gallagher Consulting continues to work on the salary study. Library administration has also developed a job description for a human resources generalist.

December 2023 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	218	19	91	26	166			16		536				
Abita	529	37	224	32	418	38		20		1,298	98	1,574	100	251
Bush	183	10	556	6	131			26		912	92	926	42	96
Causeway	1854	153	1000	33	1431	27		131		4,629	479	5,011	967	1,039
Covington	3122	250	1807	23	2885	71	51	166		8,375	942	5,387	1,856	884
Folsom	402	12	363	3	251	63		27		1,121	187	1,211	99	154
Lacombe	265	16	343	9	225	16		20		894	294	2,948	101	146
Lee Road	246	51	116		201	3	7	9		633	46	524	55	192
Madisonville	1100	171	419	17	1199	13		63		2,982	275	3,069	740	426
Mandeville	2404	309	817	38	2819	57		182		6,626	848	5,333	639	468
Pearl River	372	19	254	15	301	8	27	6		1,002	175	1,771	84	150
Slidell	3133	224	1275	27	3105	262	190	257		8,473	1,590	8,346	1,060	1,890
South Slidell	607	45	685	15	594		6	50		2,002	1,240	4,734	674	907
Virtual ¹									31,478	31,478				
Total	14,435	1,316	7,859	244	13,726	558	281	973	31,478	70,961	6,266	40,834	6,417	6,603

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: 425

YTD Jan - Dec 2023
Service Statistics

Branch	Adult Books	CD	DVD	ILL	In-House NonCirc	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	3,252	757	1,519	481		4,905	23	8	312		11,257				
Abita	7,342	626	3,208	264	1,497	6,713	177		330		20,157	2,163	23,832	1,437	3,576
Bush	2,121	220	4,541	84	26	2,031	121		178		9,322	1,132	10,507	551	1,557
Causeway	26,479	1,794	11,246	493	4,717	26,835	473		2,098		74,135	6,805	66,868	15,219	18,303
Covington	42,544	3,589	20,581	434	4,582	47,378	1,326	817	2,664		123,915	14,342	78,004	32,472	14,715
Folsom	5,314	339	4,360	98	84	5,339	1,083		326		16,943	3,237	16,224	1,687	2,473
Lacombe	3,402	293	3,494	93	716	3,811	54	11	361		12,235	2,900	34,089	1,467	1,984
Lee Road	3,986	421	1,764	38	100	4,197	111	60	155		10,832	949	8,557	831	2,513
Madisonville	15,649	1,740	5,545	227	3,000	22,731	281		1,476		50,649	4,747	48,551	11,677	6,838
Mandeville	31,966	3,364	10,797	530	7,917	46,981	638	26	2,871		105,090	12,873	76,710	10,630	7,456
Pearl River	4,907	187	2,594	279	612	4,135	83	461	246		13,504	2,781	22,046	1,317	2,395
Slidell	43,870	3,876	16,680	470	4,904	47,262	2,329	2,921	4,234		126,546	22,850	128,927	17,706	19,725
South Slidell	7,971	814	7,141	236	1,315	11,000	113	78	818		29,486	15,676	61,106	8,745	12,412
Virtual ¹										378,909	378,909				
Total	198,803	18,020	93,470	3,727	29,470	233,318	6,812	4,382	16,069	378,909	982,980	90,455	575,421	103,739	93,947

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: 8,307

2023 Service Statistics

Circulation by Type	Amount	%
Virtual (all types)	378,909	38.5%
Juv Books	233,318	23.7%
Adult Books	198,803	20.2%
DVD	93,470	9.5%
Non- Circulating - in House	29,470	3.0%
CD	18,020	1.8%
YA	16,069	1.6%
Magazines	6,812	0.7%
Paperbacks	4,382	0.4%
ILL	3,727	0.4%
Total	982,980	100%

Physical Vs. Virtual Items Circulated	Amount	%
Physical Items	604,071	61%
Virtual Items	378,909	39%
Total	982,980	100%

Circulation by Branch	Amount	%
Virtual	378,909	38.5%
Slidell	126,546	12.9%
Covington	123,915	12.6%
Mandeville	105,090	10.7%
Causeway	74,135	7.5%
Madisonville	50,649	5.2%
South Slidell	29,486	3.0%
Abita	20,157	2.1%
Folsom	16,943	1.7%
Pearl River	13,504	1.4%
Lacombe	12,235	1.2%
Administration/Annex	11,257	1.1%
Lee Road	10,832	1.1%
Bush	9,322	0.9%
Total	982,980	100.0%

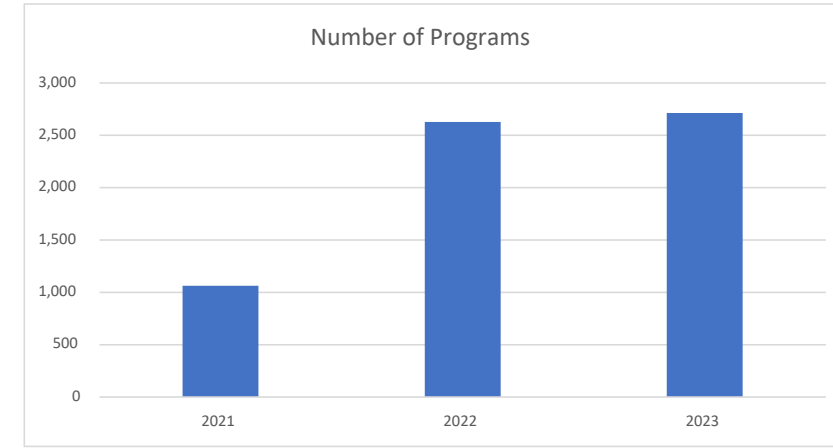
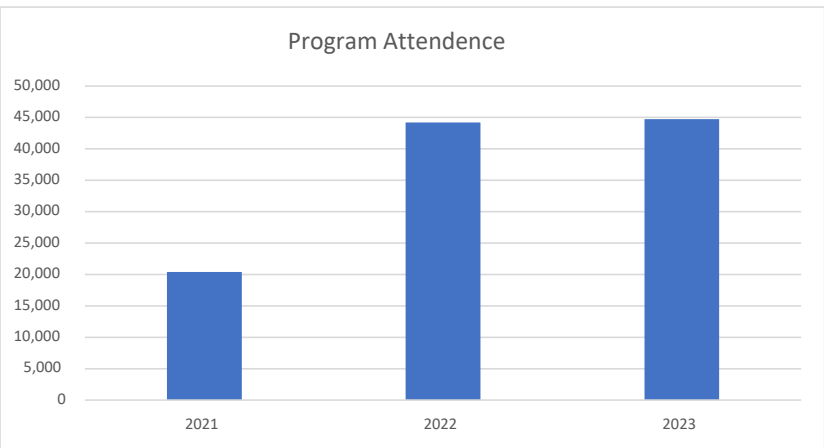
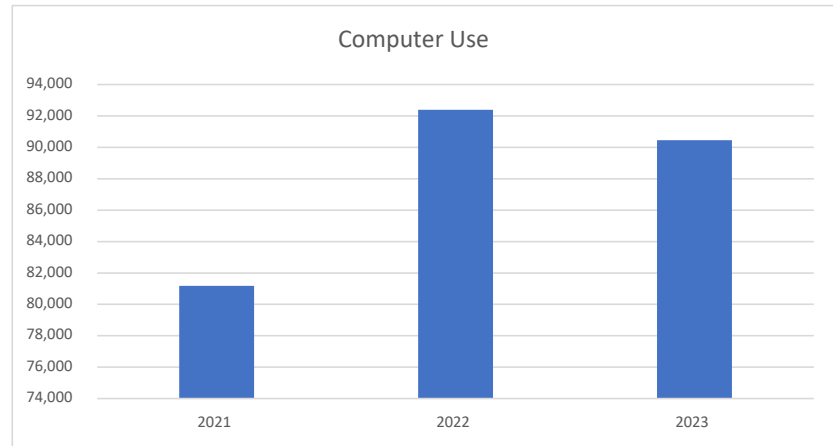
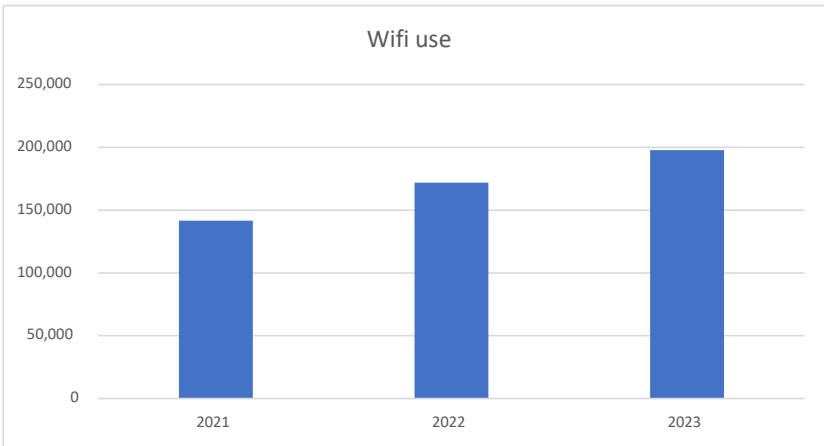
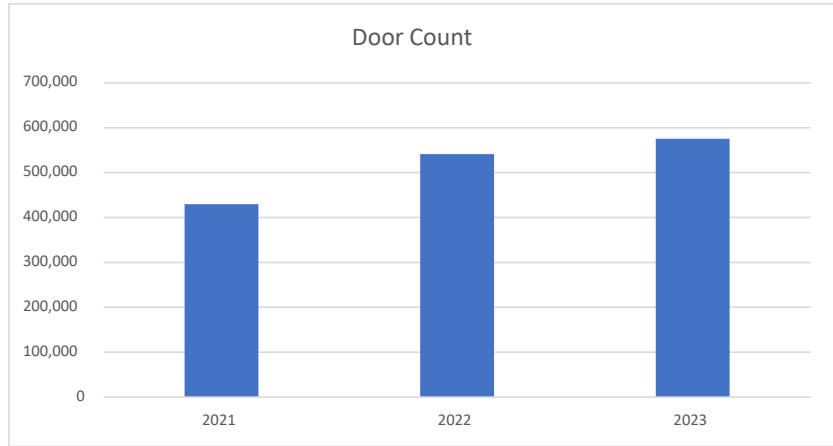
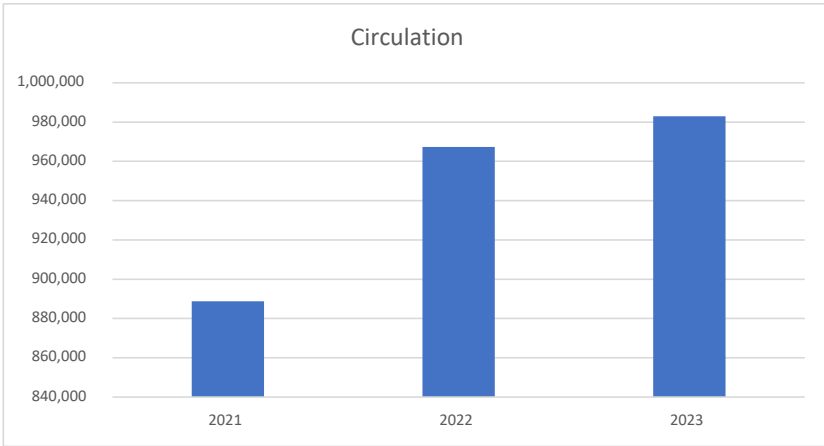
Branch Door Count	Amount	%
Slidell	128,927	22%
Covington	78,004	14%
Mandeville	76,710	13%
Causeway	66,868	12%
South Slidell	61,106	11%
Madisonville	48,551	8%
Lacombe	34,089	6%
Abita	23,832	4%
Pearl River	22,046	4%
Folsom	16,224	3%
Bush	10,507	2%
Lee Road	8,557	1%
Total	575,421	100%

Branch Computer Use	Amount	%
Slidell	22,850	25%
South Slidell	15,676	17%
Covington	14,342	16%
Mandeville	12,873	14%
Causeway	6,805	8%
Madisonville	4,747	5%
Folsom	3,237	4%
Lacombe	2,900	3%
Pearl River	2,781	3%
Abita	2,163	2%
Bush	1,132	1%
Lee Road	949	1%
Total	90,455	100%

Programs by Type	Amount	Attendance
Adult	847	6,508
Children	1,404	28,403
Teen	462	9,807
Total	2,713	44,718

Branch Wireless Inside	Amount	%
Covington	32,472	31%
Slidell	17,706	17%
Causeway	15,219	15%
Madisonville	11,677	11%
Mandeville	10,630	10%
South Slidell	8,745	8%
Folsom	1,687	2%
Lacombe	1,467	1%
Abita	1,437	1%
Pearl River	1,317	1%
Lee Road	831	1%
Bush	551	1%
Total	103,739	100%

Branch Wireless Outside	Amount	%
Slidell	19,725	21%
Causeway	18,303	19%
Covington	14,715	16%
South Slidell	12,412	13%
Mandeville	7,456	8%
Madisonville	6,838	7%
Abita	3,576	4%
Lee Road	2,513	3%
Folsom	2,473	3%
Pearl River	2,395	3%
Lacombe	1,984	2%
Bush	1,557	2%
Total	93,947	100%



January 2024 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	861	76	334	55	509	7	0	20		1,862				
Abita	629	41	195	15	434	7	0	14		1,335	176	1,864	104	207
Bush	138	8	317	10	112	3	0	18		606	79	693	38	101
Causeway	2235	153	932	30	1748	41	0	106		5,245	482	4,945	834	943
Covington	3639	277	1452	33	3448	66	49	182		9,146	1,325	5,529	1,963	872
Folsom	505	23	278	7	267	82	0	18		1,180	205	1,037	110	153
Lacombe	297	10	227	2	254	2	7	13		812	236	2,993	110	129
Lee Road	299	28	197	3	381	14	0	12		934	51	526	44	174
Madisonville	1127	134	401	25	1430	13	0	73		3,203	391	4,069	820	407
Mandeville	2710	229	918	20	3665	42	1	212		7,797	821	5,893	702	449
Pearl River	403	11	254	10	185	2	18	20		903	188	1,486	80	172
Slidell	3717	272	1272	21	3396	96	204	298		9,276	1,737	9,239	1,194	1,836
South Slidell	655	93	587	16	664	2	11	62		2,090	1,279	4,894	731	1,008
Virtual ¹									35,766	35,766				
Total	17,215	1,355	7,030	247	16,493	377	290	1,048	35,766	80,155	6,970	43,168	6,730	6,451

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: 742

Report - Transition of materials between the Children's, Teen, and Adult Collections

The Library's card system complies with LA R.S. 25:225, allowing parents the option to restrict their minor's access to sexually explicit material.

We are required to have "A library card system that requires a minor's parent or guardian to select whether the minor is permitted to check out sexually explicit material physically available in the library." A Juvenile Full Restriction card provides this restriction. According to Library policy, materials in the Children's Collections shall not contain sexually explicit material as defined by LA R.S. 25:225. We have also committed in our collection development policy not to purchase items that are sexually explicit for the children's collection going forward. A Juvenile Full-Restriction card cannot check out items in the YA collection or the Adult collection. In order for the currently owned collection for children to comply with our policies and the law we had to move some books (particularly those dealing with puberty) to the Adult Collection under the call number for parenting. A list of the children's titles that were moved to the Adult Collection before the end of 2023 follows this report.

The YA collection is different. YA collections shall not contain material that have been **deemed sexually explicit by the Library Board of Control** as defined by LA R.S. 25:225. The Library Board of Control deems these items as sexually explicit during an open public meeting using the reconsideration process, as stated in LA R.S. 25:225: "A library card that restricts a minor from checking out any library material that the library board of control has, through majority vote in an open meeting, identified as sexually explicit material pursuant to a request for reconsideration."

When these new policies were drawn up the staff believed we would not have to comb through the YA collection looking for titles. Instead - although there were a few titles that we were aware of that we could move to the Adult Collection - ultimately the Board would review all of the YA titles with a statement of concern and make a decision. We had not anticipated that so many statements of concern would be rescinded before the end of the year.

With the rescission that took place at the end of December there are now 69 titles staff is aware of that might have sexual content but no mechanism for the Board to review these titles. Staff has conducted a cursory review – not evaluating for obscenity or context but purely whether there is sexual conduct as described in LA RS 25:225. Some items will require further review. As a matter of transparency to the public and the Board, we have attached a list of all of the titles that will move to the Adult Collection or that will be evaluated further.

Finally, with the first implantation of the card policy in November of 2022, all YA non-fiction titles were treated as adult materials as they had Adult Collection call numbers and were interfiled with adult titles. This mean that under our card system teens were unable to check out non-fiction titles written for their age level. We have started a project to move non-fiction items that do **NOT** have sexual content back to the YA collection to improve access to materials for teens. Examples are cookbooks, craft books, and ACT and SAT study guides.

We will need room for these Non-fiction materials in the teen areas of our branches. Some of the YA GN (series graphic novels for YA) don't qualify under the graphic novel resolution (for restriction behind the desk) but do qualify under our new card system to move to the adult collection. Rather than have a series of novels across two collections, series of graphic novels that have at least one item with sexual conduct will move to the Adult Collection to make room for our new YA Non-fiction collection. This switch will happen one branch at time – we started with the South Slidell Branch.

CHILDREN'S NON-FICTION AND YOUNG ADULT FICTION UNDER LA. R.S. 25:225

Juvenile Non-Fiction Moved to Adult Non-Fiction

(not available to check out with Restricted or Semi-Restricted card)

TITLE	AUTHOR
<i>The Boy's Body Book</i>	Kelli S. Dunham
<i>Bunk 9's Guide to Growing Up: Secrets, Tips, and Expert Advice on the Good, the Bad, & the Awkward : All About Your Changing Body from the Girls of Camp Silver Moon</i>	Adah Nuchi
<i>The Endocrine System, The Reproductive System, Human Development</i>	Worldbook
<i>The Girl's Body Book</i>	Kelli S. Dunham
<i>It's Not The Stork!: A Book About Girls, Boys, Babies, Bodies, Families, and Friends</i>	Robie Harris
<i>It's So Amazing!: A Book About Eggs, Sperm, Birth, Babies, and Families</i>	Robie Harris
<i>On Your Mark, Get Set, Grow!: A "What's Happening To My Body?" Book for Younger Boys</i>	Lynda Madaras
<i>Ready, Set, Grow!: A "What's Happening To My Body?" Book for Younger Girls</i>	Lynda Madaras
<i>Sex Is A Funny Word: A Book About Bodies, Feelings, and YOU</i>	Cory Silverberg
<i>Sexo ... Qué Es? : Desarrollo, Cambios, Corporales, Sexo y Salud Sexual</i>	Robie Harris
<i>What's the Big Secret? : Talking About Sex with Girls and Boys</i>	Laurene Krasny Brown
<i>Why Is Mommy's Tummy So Big? : Questions Children Ask About the Facts of Life</i>	Mary Atkinson
<i>Who Has What?</i>	Robie H. Harris

CHILDREN'S NON-FICTION AND YOUNG ADULT FICTION UNDER LA. R.S. 25:225Young Adult Fiction Moved to Adult Fiction(not available to check out with Restricted or Semi-Restricted card)

TITLE	AUTHOR
<i>Assassination Classroom Vol. 1</i>	Yusei Matsui
<i>Assassination Classroom Vol. 2</i>	Yusei Matsui
<i>Assassination Classroom Vol. 3</i>	Yusei Matsui
<i>Assassination Classroom Vol. 4</i>	Yusei Matsui
<i>Breathless</i>	Jennifer Niven
<i>Burned</i>	Ellen Hopkins
<i>Cool for the Summer</i>	Dahlia Adler
<i>Crank</i>	Ellen Hopkins
<i>Emergency Contact</i>	Mary Choi
<i>Empire of storms</i>	Sarah Maas
<i>Fade</i>	Lisa McMann
<i>Fallout</i>	Ellen Hopkins
<i>Felix Ever After</i>	Kacen Callender
<i>Gabi, A Girl in Pieces</i>	Isabel Quintero
<i>Glass</i>	Ellen Hopkins
<i>Go Ask Alice</i>	Anonym
<i>Grit</i>	Gillian French
<i>Grown</i>	Tiffany Jackson
<i>I am Margaret Moore</i>	Hannah Capin
<i>I am not your perfect Mexican daughter</i>	Erika Sanchez
<i>Identical</i>	Ellen Hopkins
<i>I'll give you the sun</i>	Jandy Nelson
<i>The Hate You Give</i>	Angie Thomas
<i>L8r G8r</i>	Lauren Myracle
<i>Last night at the Telegraph Club</i>	Malinda Lo
<i>A Lesson in Vengeance</i>	Victoria Lee
<i>Living Dead Girl</i>	Elizabeth Scott
<i>Love & Other Curses</i>	Michael Ford
<i>Me and Earl and the Dying Girl</i>	Jesse Andrews
<i>The Midnight Lie</i>	Marie Rutkoski
<i>Neanderthal Opens the Door to the Universe</i>	Preston Norton
<i>The nerdy and the dirty</i>	B. T. Gottfred
<i>The Passing Playbook</i>	Isaac Fitzsimons

CHILDREN'S NON-FICTION AND YOUNG ADULT FICTION UNDER LA. R.S. 25:225

<i>People kill people</i>	Ellen Hopkins
<i>Ramona Blue</i>	Julie Murphy
<i>Rumble</i>	Ellen Hopkins
<i>Shine</i>	Lauren Myracle
<i>Thirteen Reasons Why</i>	Jay Asher
<i>This One Summer</i>	Mariko Tamaki
<i>Tower of Dawn</i>	Sarah Maas
<i>Tricks</i>	Ellen Hopkins
<i>The Truth About Alice</i>	Jennifer Mathieu
<i>Two boys kissing</i>	David Levithan
<i>The Upside of Unrequited</i>	Becky Albertalli
<i>The You I've Never Known</i>	Ellen Hopkins

Young Adult Fiction Under Review

(All available copies checked out to Administration card until disposition decided)

TITLE	AUTHOR
<i>Allegedly</i>	Tiffany Jackson
<i>Almost Perfect</i>	Brian Katcher
<i>Between Perfect and Real</i>	Ray Stoeve
<i>Birthday</i>	Meredith Russo
<i>Cemetery Boys</i>	Thomas Aiden
<i>The Civil War of Amos Abernathy</i>	Michael Leali
<i>Clockwork Princess</i>	Cassandra Clare
<i>Dead End Girls</i>	Wendy Heard
<i>Dress Codes for Small Towns</i>	Courtney Stevens
<i>Eleanor and Park</i>	Rainbow Rowell
<i>Heartbreakers and Fakers</i>	Cameron Lund
<i>I Was Born for This</i>	Alice Oseman
<i>I Wish You All the Best</i>	Mason Deaver
<i>Jess, Chunk, and the Road Trip to Infinity</i>	Kristin Clark
<i>Lake Lore</i>	Anna-Marie McLemore
<i>Like Other Girls</i>	Britta Lundin
<i>Lily and Dunkin</i>	Donna Gephart
<i>Obie Is Man Enough</i>	Schuyler Bailar
<i>Pet</i>	Emezi Akwaeke
<i>Speak</i>	Laurie Halse Anderson

CHILDREN'S NON-FICTION AND YOUNG ADULT FICTION UNDER LA. R.S. 25:225

<i>The Sunbearer Trials</i>	Thomas Aiden
<i>Symptoms of Being Human</i>	Jeff Garvin
<i>Tiger Honor</i>	Yoon Ha Lee
<i>Under Shifting Stars</i>	Alexandra Latos
<i>Wintergirls</i>	Laurie Halse Anderson



Statement of Concern about Library Resources

Intellectual freedom in a public library necessitates selecting some materials that may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive include use of profanity, divergent viewpoints, controversial authors, sexual content, and depictions of violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. The selection criteria used by the St. Tammany Parish Library must remain broad and flexible in order to provide a collection that supports the broad range of interests and diverse backgrounds of the citizens of St. Tammany Parish.

Date 12/02/2022

Name frances Smith

Address [REDACTED]

City Slidell State LA Zip 70461

Telephone [REDACTED]

Representing (self) St. Tammany Parish Library Accountability Project (organization)

1. Resource on which you are commenting:

book Book Newspaper Other
 Magazine Content of Library Program
 Audiovisual Electronic Resource

2. Title Red, White and Royal Blue

Author/Producer Casey McQuiston

3. What brought this title to your attention?

Content violates the state obscenity statues
2021 Louisiana Laws
Revised Statutes
Title 14 - Criminal Law

4. Did you review the entire item? If not, what sections did you review?

yes

5. What course of action do you recommend in regard to this resource?

Restrict access to minors as outlined in statute above. Require parent to check out for minor. The book should be shelved in a section where minors do not have access. A separate place in the library. A room or some section where minors do not have entry without parent and minors cannot check out.

6. Please state your reasons for making this recommendation. To what in the resource do you object? Please be specific: cite pages, scenes or sections. Consider commenting on the resource as a whole, as well as being specific on the matters which concern you.

Violates Content violates the state obscenity statues for minors.

2021 Louisiana Laws
Revised Statutes
Title 14 - Criminal Law
Not suitable for minors

Summary of Concerns:

7. In its place, what materials would you recommend on this topic?

Something that does not violate the state obscenity statues for minors.

NOTE:

This statement will be referred to a Library Resource Review Committee. You will be advised in writing of the committee's decision. Thank you for your concern and input.

RED WHITE AND ROYAL BLUE by Casey McQuiston

St. Martin's Griffin, 2019

PUBLISHER'S SUMMARY

What happens when America's First Son falls in love with the Prince of Wales? When his mother became President, Alex Claremont-Diaz was promptly cast as the American equivalent of a young royal. Handsome, charismatic, genius--his image is pure millennial-marketing gold for the White House. There's only one problem: Alex has a beef with the actual prince, Henry, across the pond. And when the tabloids get hold of a photo involving an Alex-Henry altercation, U.S./British relations take a turn for the worse. Heads of family, state, and other handlers devise a plan for damage control: staging a truce between the two rivals. What at first begins as a fake, Instagramable friendship grows deeper, and more dangerous, than either Alex or Henry could have imagined. Soon Alex finds himself hurtling into a secret romance with a surprisingly unstuffy Henry that could derail the campaign and upend two nations and begs the question: Can love save the world after all? Where do we find the courage, and the power, to be the people we are meant to be? And how can we learn to let our true colors shine through? Casey McQuiston's *Red, White & Royal Blue* proves: true love isn't always diplomatic.

LIBRARY OF CONGRESS SUBJECT HEADINGS

Gay men
United States
Great Britain
Humorous fiction
Children of presidents
Princes
Romance fiction
Gay fiction

RECOMMENDED AGE GROUP: N/A (Adult)

HOLDINGS AND CIRCULATION

- 5 print copies at Abita Springs, Causeway, Lee Road, Mandeville, and South Slidell/
Shelved in Adult Fiction/Call number Fic MacQu.
- Overdrive E-book

Purchased in June 2019. Available on shelf July 2019.

Total circulation on all print copies: 105

Total circulation on E-book: 131

OTHER LIBRARY HOLDINGS

Held in 1768 libraries.

Calcasieu Parish Public Library – Adult Fiction

Livingston Parish Library – Adult Fiction

Hancock County – Adult Fiction

PATRON REQUEST/SUGGEST A PURCHASE: YES

REVIEWS

Booklist (03/01/2019):

Starred Review As the First Son, Alex Claremont-Diaz cannot totally avoid his archnemesis, the uptight Prince Henry. When his (booze-fueled) anger nearly causes an international incident at the royal wedding, Alex and Henry are required to participate in a publicity tour to prove to the world that they are besties, which they definitely are not. Henry is way too perfect and handsome, and soon, Alex realizes he doesn't actually hate Henry, and the feeling is mutual. McQuiston's debut is for readers who love romantic comedies and *Pod Save America*: Alex is a history nerd and policy wonk, and his and Henry's emails are full of equal parts dirty talk and literary quotes. There is a villain (and, yes, he is a Republican), but he is barely given page time in favor of Alex's relationships with his tight inner circle, with his own political aspirations, and his intense affair with Henry. In between sweet and steamy love scenes, *Red, White & Royal Blue* allows readers to imagine a world where coming out involves no self-loathing; where fan fiction and activist Twitter do actual good; and a diverse, liberal White House wins elections. This Blue Wave fantasy could be the feel-good book of the summer. (Reprinted with permission of *Booklist*, copyright 2019, American Library Association.)

Publishers Weekly (03/04/2019):

McQuiston's outstanding debut pivots on an inspired rom-com premise: What if Alex Claremont-Diaz, the half-Mexican son of the first female president of the United States, fell in love with Prince Henry, England's heir? The two heartthrobs are arch-nemeses at first. After a scandalous mishap at a wedding, however, they are required to pretend to be best friends lest their enmity spark an international incident. Not surprisingly, their hate turns into a bromance. When Henry kisses Alex, the First Son goes into a mild gay panic, but their snide texts soon become gushy emails ending with romantic quotes. The scions also contrive ways of being together at Wimbledon, in Texas, and at a West Hollywood karaoke bar to steal kisses or have secretive sex. Of course, their romance will eventually be discovered and leaked to the press during the president's heated reelection campaign. The impossible relationship between Alex and Henry is portrayed with quick wit and clever plotting. The drama, which involves political rivals, possible betrayals, and even a meeting with the queen, is both irresistible and delicious. Readers will be eager to see more from McQuiston after this extremely promising start. *Agent: Sara Megibow, KT Literary. (June)*

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Kirkus Reviews (03/15/2019):

The much-loved royal romance genre gets a fun and refreshing update in McQuiston's debut. Alex Claremont-Diaz, son of the American President Ellen Claremont, knows one thing for sure: He hates Henry, the British prince to whom he is always compared. He lives for their verbal sparring matches, but when one of their fights at a royal wedding goes a bit too far, they end up falling into a wedding cake and making tabloid headlines. An international scandal could

ruin Alex's mother's chances for re-election, so it's time for damage control. The plan? Alex and Henry must pretend to be best friends, giving the tabloids pictures of their bromance and neutralizing the threat to Ellen's presidency. But after a few photo ops with Henry, Alex starts to realize that the passionate anger he feels toward him might be a cover for regular old passion. There are, naturally, a million roadblocks between their first kiss and their happily-ever-after--how can American political royalty and actual British royalty ever be together? How can they navigate being open about their sexualities (Alex is bisexual; Henry is gay) in their very public and very scrutinized roles? Alex and Henry must decide if they'll risk their futures, their families, and their careers to take a chance on happiness. Although the story's premise might be a fantasy--it takes place in a world in which a divorced-mom Texan Democrat won the 2016 election--the emotions are all real. The love affair between Alex and Henry is intense and romantic, made all the more so by the inclusion of their poetic emails that manage to be both funny and steamy. McQuiston's strength is in dialogue; her characters speak in hilarious rapid-fire bursts with plenty of "likes," "ums," creative punctuation, and pop-culture references, sounding like smarter, funnier versions of real people. Although Alex and Henry's relationship is the heart of the story, their friends and family members are all rich, well-drawn characters, and their respective worlds feel both realistic and larger-than-life. A clever, romantic, sexy love story. COPYRIGHT(2019) Kirkus Reviews, ALL RIGHTS RESERVED.

Library Journal (08/01/2019):

DEBUT Alex Claremont-Diaz, son of U.S. President Ellen Claremont, doesn't consider Prince Henry of Wales his arch-nemesis, not exactly. It's just that Henry is a generic blank canvas with zero personality and a truly unfair resemblance to a real-life Prince Charming, and Alex can't help despising every bland thing about him. After the two have a very public confrontation at a royal wedding, damage control is required from both sides of the pond. In order to maintain friendly international relations, Alex is forced to pretend to be longtime best friends with Henry. When the two actually spend time together, however, they learn that there is much more to the other than they'd realized. As a contentious reelection campaign for Ellen looms on the horizon, Alex and Henry tentatively forge a genuine friendship, which grows into more, until reaching an inevitable boiling point. VERDICT With a diverse cast of characters, quick-witted dialog, and a complicated relationship between two young people with the eyes of the world watching their every move, McQuiston's debut is an irresistible, hopeful, and sexy romantic comedy that considers real questions about personal and public responsibility. For fans of Heather Cocks and Jessica Morgan's *The Royal We*, as well as Alyssa Cole's "Reluctant Royals" series.--Jessica Moore, Milwaukee P.L.
Copyright 2019 Library Journal, LLC Used with permission.

Shelf Awareness (12/03/2019):

Casey McQuiston dazzles in her lively debut, *Red, White & Royal Blue*. With clever comedic timing and a self-possessed charm, she constructs rich sexual tension between two young men who ostensibly hate each other. Alex, the First Son of the United States, and Henry, the Prince of Wales, are forced into a chummy charade to mitigate blowback after an embarrassing scrap at a royal wedding. In private, however, they harbor petty grudges, sniping at one another until they eventually let their guards down, texting more and more. And more. Their growing bond is

heartwarming and organic. Who understands the pressures and boundaries of their lives better than each other? And while Henry's sexuality has been stifled by family decorum, like so many before him, Alex's creeps up on him in the way these things can for those whose attractions are more fluid. This is where *Red, White & Royal Blue* truly shines. Sorting out one's sexuality is hard enough without being under constant public scrutiny. Passion characterizes every moment of this smart, mischievous, gratifying and sensitive novel. The punch lines are deft, the sex is steamy and the romance is stirring. This rom-com has generated buzz all year long, with critics everywhere raving and a film adaptation already in the works. COPYRIGHT (2019) Shelf Awareness, ALL RIGHTS RESERVED.

BIOGRAPHICAL NOTE

CASEY MCQUISTON is the *New York Times* bestselling author of *One Last Stop* and *Red, White & Royal Blue*, as well as a pie enthusiast. Born and raised in southern Louisiana, Casey now lives in New York City with Pepper, a poodle mix and semipro personal assistant.

AWARDS & LISTS

Instant NEW YORK TIMES and USA TODAY bestseller *

GOODREADS CHOICE AWARD WINNER for BEST DEBUT and BEST ROMANCE of 2019 *

2020 Alex Award Winner *

A Vogue Best Novel of 2019

A Vanity Fair Best Book of 2019

One of NPR's Favorite Books of 2019

One of Entertainment Weekly's Top Ten Romance Novels of 2019

A BookPage Best of the Year

A Kirkus Best Book of 2019

A Library Journal Best Romance of 2019

A Shelf Awareness Best of the Year

A She Reads Best Romance of 2019

RESOURCES

Ingram Content Group, LLC

Books in Print 2.0

Worldcat

Individual library websites (for holdings info)



February 16th 2024

Ms. Fran Smith

[REDACTED]
Slidell, LA 70461

Dear Ms. Smith,

Thank you for submitting your Statement of Concern regarding *Red, White, and Royal Blue* by Casey McQuiston. Per the St. Tammany Library Board of Control's policies and procedures, this correspondence is to notify you of the recommendation of the library staff committee regarding the material referenced in your Statement of Concern.

Pursuant to La. R.S. § 14:91.11, it is unlawful for any St. Tammany Library to display, exhibit, disseminate, check-out, or otherwise provide any minor anything that constitutes material harmful to minors by law. However, materials are only deemed harmful to minors if **all** four (4) of the following apply beyond a reasonable doubt:

1. First, the material must exploit, be devoted to, or principally consist of "descriptions or depictions of illicit sex or sexual immorality." To be "descriptions or depictions of illicit or sexual immorality," the material must convey ultimate sex acts, masturbation or excretory functions, lewd exhibition of private areas, sadomasochistic abuse, sexual intimacy via physical acts of private areas, or stimulation of human genitalia.
2. Second, the material must incite, appeal to, or be designed to incite or appeal to "the prurient, shameful, or morbid interest of minors," i.e., a sexual response over and beyond those that would be characterized as normal for a minor.
3. Third, the material must be "offensive to the average adult applying contemporary community standards with respect to what is suitable for minors." These standards are not defined or limited by any specific geographic area.
4. Fourth, the material, when considered in its entirety (including both objectionable and nonobjectionable parts), must lack any "literary, artistic, political, or scientific value for minors."

If any of the foregoing requirements are not met, the material is not unlawful under La. R.S. §14:91.11.

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

BUSH (985) 886-3588

CAUSEWAY (985) 626-9779

COVINGTON (985) 893-6280

FOLSOM (985) 796-9728

LACOMBE (985) 882-7858

LEE RD (985) 893-6284

MADISONVILLE (985) 845-4819

MANDVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099



Importantly, the statute defines “minor” as “any person under the age of eighteen years.” Thus, the last three (3) elements above must be considered in that context, e.g., “The material taken as a whole [must] lack serious literary, artistic, political, or scientific value for [any person under the age of eighteen years].” Additionally, if materials that qualify as harmful to minors are not sold, distributed, advertised, or otherwise distributed to minors, it is permissible under the law to have them available for adults to do so, as long as the minors are unable to see, “as displayed,” descriptions or depictions of illicit sex or sexual immorality.”

Under this analysis, the staff committee determined that the material at issue in your Statement of Concern does not qualify as unlawfully harmful to minors.

1. The committee found that the material does not primarily consist of or is it primarily devoted to the sexual conduct listed in La. R.S. 14:91.11. There reference to sexual activity that is normal in a romance novel written for adults. The focus the story is the main character’s budding relationship, his relationship with is family and mentor, the political milieu in the US and England in the late 2010s, and the press. The sexual activity is not described in detail and is mostly inferred.
2. The committee found that the text and images did not incite or appeal to the prurient interests of minors. The intended audience for this book is adults. The characters are in their mid-20s. The sexual activity described is not meant to arouse or titillate, but to put the relationships into context.
3. The committee did not find the material to be offensive to the average adult applying contemporary community standards with respect to what is suitable for minors. The book was not written for minors, although some older teens may be interested in the story, especially since it was made into a movie. Five copies of the book were purchased in 2019 and placed in the Adult fiction section. These items circulated a total of 105 times and the E-book a total of 131 times before the Statement of Concern was submitted.
4. The committee believes the material taken as a whole does not lack serious literary, artistic, political, or scientific value for minors. The book is an excellent example of the romantic comedy genre, including a “they lived happily together” ending. Most of the humor, pop culture, and political references will be over most teen’s heads. The book

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MANDVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099



shows a diverse group of new adults in a positive light. It shows a biracial and blended family in a positive way. It also shows how conflicts in relationships can be worked out.

You asked that this book be shelved in a “upon request” section of the library. This book was located in the Adult Fiction collection. After reviewing the book and discussion, it was determined that, in the opinion of the committee members, the book does not violate La. R.S. 14:91.11. However, there is activity described in La. R.S. 25:225 (B)(3)(C). The library has adopted new policies designed to comply with this state law. While there is activity described in La. R.S. 25:225 the book is already shelved in Adult Fiction and is not accessible to minors holding a restricted or semi-restricted card. It is the recommendation of the staff committee that the book should remain Adult Fiction.

While we recognize that some may find the material in question not suitable for their family, that alone does not render it unlawful and does not warrant censoring the public at large from accessing and/or checking out the material. Parents are the ultimate deciders of which books and media their children will consume. At the same time, we do acknowledge that this book may not be in line with the values of all families in the Parish. The purchase of any item by the St. Tammany Parish Library is not an affirmation of the content of the item, and each family in our Parish has the right and responsibility to make decisions regarding what their own children will read or hear.

The committee’s report and recommendation will be made available to the St. Tammany Library Control Board, which shall make the ultimate determination based thereupon at the next regularly scheduled meeting on February 26th, 2024, where it will be on the agenda. At that meeting, you will have an opportunity to address the Board for 5 minutes. If you do not wish to speak you may submit a written statement ahead of time to Brent@stpl.us.

Regardless of the outcome, we hope you will recognize the important role that a public library plays in a free and open democratic society as a neutral resource for everyone.

Respectfully,

Kelly LaRocca, Director

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Statement of Concern about Library Resources

Intellectual freedom in a public library necessitates selecting some materials that may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive include use of profanity, divergent viewpoints, controversial authors, sexual content, and depictions of violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. The selection criteria used by the St. Tammany Parish Library must remain broad and flexible in order to provide a collection that supports the broad range of interests and diverse backgrounds of the citizens of St. Tammany Parish.

Date 7/04/23

Name Frances W Smith

Address [Redacted]

City Slidell State La Zip 70461

Telephone [Redacted]

Representing x (self) St Tammany Parish Library Accountability Project (organization)

1. Resource on which you are commenting:

- x Book Newspaper Other
Magazine Content of Library Program
Audiovisual Electronic Resource

2. Title Little and Lion

Author/Producer Brandy Colbert

3. What brought this title to your attention?

Content violates the state obscenity statutes
2021 La. Laws Revised Statutes
Title 14 Criminal La
NOT SUITABLE FOR MINOR

4. Did you review the entire item? If not, what sections did you review?

Yes I looked at the book online. I found in your Covington, Folson and Slidell libraries. It should be shelved for review.

5. What course of action do you recommend in regard to this resource?
restrict from minors from reading this book. It should be in a restricted area with only parental guidance.

6. Please state your reasons for making this recommendation. To what in the resource do you object? Please be specific: cite pages, scenes or sections. Consider commenting on the resource as a whole, as well as being specific on the matters which concern you.
A young teenager should not read this book. It promotes bad behavior for teens. Sex, drugs and bad language.

7. In its place, what materials would you recommend on this topic?
Books that help our society not ones that encourage bad behavior.

NOTE:

This statement will be referred to a Library Resource Review Committee. You will be advised in writing of the committee's decision. Thank you for your concern and input.

LITTLE AND LION by Brandy Colbert

Little Brown and Company, 2017

PUBLISHER'S SUMMARY

When Suzette comes home to Los Angeles from her boarding school in New England, she's isn't sure if she'll ever want to go back. L.A. is where her friends and family are (as well as her crush, Emil). And her stepbrother, Lionel, who has been diagnosed with bipolar disorder, needs her emotional support. But as she settles into her old life, Suzette finds herself falling for someone new...the same girl her brother is in love with. When Lionel's disorder spirals out of control, Suzette is forced to confront her past mistakes and find a way to help her brother before he hurts himself--or worse.

LIBRARY OF CONGRESS SUBJECT HEADINGS

Families

Bisexual teenagers

Mentally ill teenagers

Family life

Manic-depressive illness

Brothers and sisters

Dating (Social customs)

Manic-depressive illness in adolescence

California

Bisexuality

Mental illness

RECOMMENDED AGE GROUP: 14 to 17

HOLDINGS AND CIRCULATION

- 3 print copies at Covington, Folsom, and Slidell/Shelved in Young Adult Fiction/Call Number YA Colb

First purchased in August 2017. Available on shelf September 2017

Total circulation on all print copies: 17

OTHER LIBRARY HOLDINGS

Held in 1523 libraries.

Lafayette Public Library System – Teen Fiction

East Baton Rouge Parish Library – Young Adult Fiction

Hancock County Library System – Young Adult Fiction

PATRON REQUEST/SUGGEST A PURCHASE: N/A

REVIEWS

Kirkus Reviews (05/15/2017):

Sixteen-year-old Suzette was sent to boarding school when her bookish older brother, Lionel, was diagnosed with bipolar disorder, but now she's back in Los Angeles for the summer. Despite the strange looks their family attracts--Suzette and her mom are black, while Lionel and his dad are white--Lionel and Suzette were always close before Lionel's diagnosis. With Suzette back home, Lionel confides in her that he's going off his medication. Fearing that to divulge his secret will ruin any chance of rebuilding their bond, Suzette keeps quiet even though she feels responsible for her brother's well-being. Simultaneously, Suzette balances her blooming feelings for Emil Choi, a sunny, biracial (black/Korean) boy with Meniere's disease, and for Rafaela, a pansexual Latina--whom, disastrously, Lionel is also falling for. To make matters worse, Suzette is still grappling with a homophobic act that exposed her relationship with her white boarding school roommate, Iris. Suzette's engrossing present-tense narration intertwines with sporadic--but pertinent--flashback chapters. Colbert (*Pointe*, 2014) sensitively confronts misconceptions about mental illness, bisexuality, and intersectional identity ("people have too many questions when you're black and Jewish," thinks Suzette). A vibrantly depicted Los Angeles and a rich, though at-times unwieldy cast of characters create a convincing world. Readers will empathize with Suzette as she explores both her sexuality and the tricky line between honesty and betrayal. (Fiction. 14-18) COPYRIGHT(2017) Kirkus Reviews, ALL RIGHTS RESERVED.

Booklist (05/15/2017):

Grades 9-12 *Starred Review* Suzette's back in California for the summer after spending the year at boarding school in New England, and she's looking forward to being back home, though she's nervous about reuniting with her stepbrother, Lion. Before she left for school, she broke a promise to Lion and told their parents his bipolar disorder was getting out of control. Now that she's back, she's worried she irrevocably altered their relationship, and while she's trying to rebuild it, Lion starts to spiral again. Meanwhile, Suzette is facing some new truths about herself, too. At boarding school, she was surprised to fall hard for her roommate, Iris, and back home, she's even more surprised to discover feelings for her old friend Emil, her mother's best friend's son. As the plot bounces back and forth in time, Colbert juggles all the moving parts expertly, handily untangling Suzette's complicated feelings about herself and her relationships and gradually illuminating pithy moments of discovery. One of many notable strengths here is Colbert's subtle, neatly interwoven exploration of intersectionality: Lion is desperate to be defined by something other than his bipolar disorder, and Suzette learns to navigate key elements of her identity -- black, Jewish, bisexual -- in a world that seems to want her to be only one thing. This superbly written novel teems with meaningful depth, which is perfectly balanced by romance and the languid freedom of summer. (Reprinted with permission of Booklist, copyright 2017, American Library Association.)

School Library Journal (06/01/2017):

Gr 10 Up--Suzette has been devoted to Lionel from an early age, and vice versa. At first glance, they don't look like siblings--a black girl and white boy barely a year apart in age--but their blended family is closely knit. At her parents' insistence, Suzette has been away at boarding

school since Lionel's mental health began to deteriorate and he was diagnosed with bipolar disorder. Now she's back in L.A. for the summer, and she finds more complications waiting. Suzette is dealing with the aftermath of a secret relationship with her roommate at school, new feelings for her childhood friend Emil, and an attraction to the same girl her brother likes, and the secrets Lionel wants her to keep are the last thing she needs. Intersectional and honest, this book covers topics of mental health, sexuality, and family without sugarcoating or melodrama. The supporting characters are just as vivid as the leads, with full personalities and backgrounds of their own (for instance, Emil is black and Korean and wears hearing aids) that are never a cheap plot point. Suzette is a sympathetic and flawed character, struggling to overcome her own fears to do right by the people she cares about. **VERDICT** A moving, diverse exploration of the challenges of growing up and the complicated nature of loyalty. Recommended for all YA collections. --Amy Diegelman, formerly at Vineyard Haven Public Library, MA
Copyright 2017 School Library Journal, LLC Used with permission.

Publishers Weekly (06/05/2017):

After a year at boarding school, 16-year-old Suzette is happy to be home for the summer, but that doesn't mean life is simple. Her stepbrother, Lionel, has been diagnosed with bipolar disorder; Suzette has just had her first same-sex relationship (and first encounter with homophobia); and she's attracted to both her longtime friend Emil and her flirtatious coworker Rafaela--whom Lionel also likes. Although love and sexuality are important to the story, its core is Suzette's feelings of responsibility for Lionel and uncertainty about how to help him. Colbert (*Pointe*) powerfully depicts the difficulties that mental illness presents not just for those diagnosed but for the people around them, and her characters reflect the diversity of Los Angeles. Suzette and her mother are black, Lionel and his father are white, and Suzette's friends and love interests are ethnically and sexually varied. While the characters occasionally feel slightly idealized--Suzette always tries to do the right thing, her parents are unfailingly accepting, and her friends have an impressive ability to articulate what they feel and why--it's a moving and well-realized examination of secrecy, trust, and intimacy. Ages 15-up. *Agent: Tina Wexler, ICM. (Aug.)* Copyright 2017 Publishers Weekly, LLC Used with permission.

BookPage (08/01/2017):

BookPage Teen Top Pick, August 2017

Ever since their families merged eight years ago, Suzette and Lionel have been inseparable siblings. She calls him Lion; he calls her Little. Suzette and her mother, Nadine, are African-American, while Lionel and his father, Saul, are white. Suzette and Nadine converted to Judaism as they embraced Saul's traditions, and all four have celebrated Shabbat every Friday night ever since. But when Lionel was diagnosed with bipolar disorder last year, Suzette was sent to boarding school in the Northeast. Her parents expected this separation to help her live her own life, undistracted by her brother's needs, but no one, including Suzette herself, expected her to fall in love at school . . . with her roommate, another girl.

Now back in Los Angeles for the summer, Suzette has a lot of adjusting to do. What does Lionel need from her, and what is she willing to give? As she renews her relationships with her family and her lesbian best friend DeeDee, she also struggles to name her own emerging sexuality. Is

she bisexual if she's attracted to both the hypnotic Rafaela, a Latina co-worker at her summer job, and Emil, a half-black, half-Korean boy?

Told in a combination of present-day narration and flashbacks, **Little & Lion** is simultaneously a quick read and a thoughtful one. Navigating intersectional identities is never easy, and author Brandy Colbert doesn't shy away from details of mental health, racism and how these issues affect friendships and families. This is an intense, readable and highly recommended choice.

Jill Ratzan matches readers with books in a small library in southeastern Pennsylvania.

This article was originally published in the August 2017 issue of BookPage. Download the entire issue for the Kindle or Nook. COPYRIGHT(2017) BookPage, ALL RIGHTS RESERVED.

Bulletin of Ctr for Child Bks (09/01/2017):

As if it wasn't enough of a difference being a black and Jewish girl at her snooty New England boarding school, Suzette then had to deal with being publicly outed as a lesbian after being found in a compromising position with another girl. Thinking she can escape the drama, at least while she's back home in L.A. for the summer, Suzette sets out to focus on making things right with her stepbrother Lionel, whose Bipolar II diagnosis probably would have continued to pass for ADHD had she not informed their parents of his depression the previous year. Now Suzette finds herself with male and female love interests, confused as to what this means and unsettled at just how undone she had left things with Iris back at school. In this story of identity and acceptance, loyalty and responsibility, Colbert weaves the intricacies of adolescence with the sensitivities of family and friends adjusting to loved ones' mental health diagnoses. The featuring of a blended family in terms of both parentage and race (Suzette is black, Lionel is white) adds another level of depth as the family navigates their "normal" in a world that has very concrete definitions of who and what can be defined as belonging together. From the threads of love and romance, to redefining family life, readers of all walks of life will find an entry point to this title and will feel both uneasiness and a strange sense of comfort with Suzette's final decision. MK

Shelf Awareness (08/11/2017):

Returning to Los Angeles from boarding school, Suzette is excited to see her old friends, especially her crush Emil and her stepbrother Lionel, whom she calls "Lion." She is disappointed to find that Lionel, diagnosed with bipolar disorder, has disconnected from their group of friends (he thinks "people ask too many questions"), especially because her parents' desire to focus on his treatment was the reason Suzette was sent to boarding school in the first place. Suzette (whom Lionel calls "Little") thinks her mother "really thought she did what was best for all of us by sending me away," but she knows "how easy it is to believe you're doing the right thing if you say it to yourself often enough."

At a welcome-home party, Suzette meets Rafaela, who starts dating Lionel. Things seem to be perking up between Suzette and Emil until she discovers she also has feelings for Rafaela. Suzette is overwhelmed by guilt: she has a crush on someone even though she's dating someone else; she wasn't there for her brother; and she left things unsaid with her roommate, with whom her secret relationship ended when homophobic classmates outed them.

Little & Lion unfolds in alternating "then" and present-day chapters, allowing Suzette to understand what happened while she was away *and* what happened to send her away. Brandy Colbert (*Pointe*) paints a realistic, nuanced portrait of bipolar disorder, showing Lionel's high energy and irrational anger while also depicting the long process that begins with identifying symptoms and leads to diagnosis and management. Suzette's coming to terms with her bisexuality and Lionel's bipolar disorder are given the gravity and time they deserve without pat outcomes. Sexy moments and raucous but realistic teen parties round out this passionate, contemporary bildungsroman. COPYRIGHT (2017) Shelf Awareness, ALL RIGHTS RESERVED.

Hornbook Guide to Children (01/01/2018):

After her stepbrother's bipolar diagnosis, their parents sent Suzette to boarding school. While Suzette is home in L.A. for the summer, Lionel covertly stops taking his medication and then obviously pursues a romance with her friend/crush Rafaela. With compelling honesty, Colbert portrays Suzette's evolving understanding of her bisexuality, Lionel's longing for self-sufficiency alongside the challenges of his mental illness, and the difficulty of shifting familial relationships. (Copyright 2018 by The Horn Book, Incorporated, Boston. All rights reserved.)

BIOGRAPHICAL NOTE

Brandy Colbert is the critically acclaimed author of the novels *Pointe*, *Finding Yvonne*, and Stonewall Award winner *Little & Lion*. Born and raised in Springfield, Missouri, she now lives and writes in Los Angeles.

AWARDS & LISTS

2018 Stonewall Book Award Winner
YALSA Best Fiction for Young Adults

RESOURCES

Ingram Content Group, LLC
Books in Print 2.0
Worldcat
Individual library websites (for holdings info)



February 16th 2024

Ms. Fran Smith


Slidell, LA 70461

Dear Ms. Smith,

Thank you for submitting your Statement of Concern regarding *Little and Lion* by Brandy Colbert. Per the St. Tammany Library Board of Control's policies and procedures, this correspondence is to notify you of the recommendation of the library staff committee regarding the material referenced in your Statement of Concern.

Pursuant to La. R.S. § 14:91.11, it is unlawful for any St. Tammany Library to display, exhibit, disseminate, check-out, or otherwise provide any minor anything that constitutes material harmful to minors by law. However, materials are only deemed harmful to minors if **all** four (4) of the following apply beyond a reasonable doubt:

1. First, the material must exploit, be devoted to, or principally consist of "descriptions or depictions of illicit sex or sexual immorality." To be "descriptions or depictions of illicit or sexual immorality," the material must convey ultimate sex acts, masturbation or excretory functions, lewd exhibition of private areas, sadomasochistic abuse, sexual intimacy via physical acts of private areas, or stimulation of human genitalia.
2. Second, the material must incite, appeal to, or be designed to incite or appeal to "the prurient, shameful, or morbid interest of minors," i.e., a sexual response over and beyond those that would be characterized as normal for a minor.
3. Third, the material must be "offensive to the average adult applying contemporary community standards with respect to what is suitable for minors." These standards are not defined or limited by any specific geographic area.
4. Fourth, the material, when considered in its entirety (including both objectionable and nonobjectionable parts), must lack any "literary, artistic, political, or scientific value for minors."

If any of the foregoing requirements are not met, the material is not unlawful under La. R.S. §14:91.11.

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BUSH (985) 886-3588

CAUSEWAY (985) 626-9779

COVINGTON (985) 893-6280

FOLSOM (985) 796-9728

LACOMBE (985) 882-7858

LEE RD (985) 893-6284

MADISONVILLE (985) 845-4819

MANDVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099



Importantly, the statute defines “minor” as “any person under the age of eighteen years.” Thus, the last three (3) elements above must be considered in that context, e.g., “The material taken as a whole [must] lack serious literary, artistic, political, or scientific value for [any person under the age of eighteen years].” Additionally, if materials that qualify as harmful to minors are not sold, distributed, advertised, or otherwise distributed to minors, it is permissible under the law to have them available for adults to do so, as long as the minors are unable to see, “as displayed,” descriptions or depictions of illicit sex or sexual immorality.”

Under this analysis, the staff committee determined that the material at issue in your Statement of Concern does not qualify as unlawfully harmful to minors.

1. The committee found that the material does not primarily consist of or is it primarily devoted to the sexual conduct listed in La. R.S. 14:91.11. The focus of the book is relationships within a family and having a sibling with a mental illness. There are references to first love but the book is primarily about family dynamics, mental illness, and the main character’s self-discovery of their identity.
2. The committee found that the text and images did not incite or appeal to the prurient interests of minors. The book includes brief descriptions of sexual activity. There is not a lot of explicit detail in the descriptions.
3. The committee did not find the material to be offensive to the average adult applying contemporary community standards with respect to what is suitable for minors. The book is less explicit than many television shows and movies. The book shows a loving and supportive family. The book addresses topics that appeal to teens in a positive way.
4. The committee believes the material taken as a whole does not lack serious literary, artistic, political, or scientific value for minors. The book is beautifully written. The book is a model for how teens can communicate with parents. The parents are portrayed realistically, but supportive. The book is about trust but shows when it is important to tell parents about a sibling’s self-harm. The book portrays a multi-racial family without any negative stereotypes.

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You asked that this book be shelved in a “upon request” section of the library. This book was located in the YA (teen) fiction collection. After reviewing the book and discussion, it was determined that, in the opinion of the committee members, the book does not violate La. R.S. 14:91.11. However, there is activity described in La. R.S. 25:225 (B)(3)(C). The library has adopted new policies designed to comply with this state law. It is the recommendation of the staff committee that the book should be moved to Adult Fiction where is not accessible to minors holding a restricted or semi-restricted card.

While we recognize that some may find the material in question not suitable for their family, that alone does not render it unlawful and does not warrant censoring the public at large from accessing and/or checking out the material. Parents are the ultimate deciders of which books and media their children will consume. At the same time, we do acknowledge that this book may not be in line with the values of all families in the Parish. The purchase of any item by the St. Tammany Parish Library is not an affirmation of the content of the item, and each family in our Parish has the right and responsibility to make decisions regarding what their own children will read or hear.

The committee’s report and recommendation will be made available to the St. Tammany Library Control Board, which shall make the ultimate determination based thereupon at the next regularly scheduled meeting on February 26th, 2024, where it will be on the agenda. At that meeting, you will have an opportunity to address the Board for 5 minutes. If you do not wish to speak you may submit a written statement ahead of time to Brent@stpl.us.

Regardless of the outcome, we hope you will recognize the important role that a public library plays in a free and open democratic society as a neutral resource for everyone.

Respectfully,

Kelly LaRocca, Director

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Millage Rate and Election Date

The library millage will expire on December 31st 2024. The millage term is 15 years. We currently receive 5.78 mils – 4.91 mils are used for operations and .87 mils are used for capital improvements to library buildings.

The library's construction bonds that funded the construction of the Madisonville Branch will be paid off at the end of the current millage term. We will not need to continue to receive the funding once the bonds are paid off. The library will also finish receiving funding for our capital projects list that was originally presented to the Parish Council. We will not ask to receive this funding once the millage term ends. This money comes from the .87 mils used for capital improvements.

This means that we will no longer need approximately:

- \$425,000 of bond payment each year
- \$1,600,000 of capital improvement funding

We will reduce our millage a total of \$2,025,000 a year and ask for our renewal at a reduced millage rate of 4.91.

The November 5th, 2024, general election is the largest election of the 2024 calendar year. Choosing this election date means that we will have the most number of voters and the least election expense for the taxpayers.

The Board will need to pass a resolution requesting that the Parish Council put us on the ballot for the November 5th, 2024, general election along with the reduced millage rate. A sample resolution is provided for your consideration.



St. Tammany Parish Library Board of Control
Request for Millage Renewal Election and Reduced Rate
February 26th, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control requests that the Parish Council call for a renewal of the Library's millage at the November 5th, 2024 general election at a reduced millage rate of 4.91 for 15 years.

WHEREAS, the St. Tammany Parish Library's current millage will expire on December 31st 2024. and

WHEREAS, the reduction in millage will yield approximately 2,025,000 back to the taxpayers per year for 15 years; and

WHEREAS, the November 5th, 2024, general election will have the highest voter turnout and least election cost for the Library and the taxpayers;

NOW THEREFORE BE IT RESOLVED, The Library Board of Control asks the Parish of St. Tammany to call for a renewal of the Library's millage at the November 5th, 2024 general election at a reduced millage rate of 4.91 for 15 years.

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 26st DAY OF FEBRUARY 2024 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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Report - Cost Estimates for 2024 update on FF&E and Capital Projects

Denelle Wrightson visited with us at the end of November 2023 to talk with us about the Library's current furniture needs, project cost estimate needs, and assist us with updating cost estimates for previously designated funds.

Michael Swendrowski of Specialty Vehicle Services has provided a cost estimate report for the outreach vehicle.

No action is required of the Board for this report on the agenda. We will review each project listed on the next pages as part of the report.



St. Tammany Parish Library
Project Budgets based on 2024 costs

Feb. 13, 2024

Causeway FFE Budget - \$130,000

Covington Program Room Acoustic Work - \$15,000
Rearrangement FFE Budget - \$30,000
Suggest Budgeting - \$50,000

Lacomb – New Building 7,200 SF - \$3,500,000
FEE Budget - \$230,000
Suggest Total Budget – Min. \$3,750,000

Madisonville – Maker Space – FFE - \$25,000
Equipment - \$25,000?

Mandeville – FFE Budget - \$270,000

Outreach – FFE Budget - \$20 -25,000

Slidell – FFE Budget - \$700,000

Note: These budgets are higher than the ones from 2021 due to high inflation in Furniture & Shelving Costs



February 8, 2024

Tanya DiMaggio
St. Tammany Parish Library
1112 W. 21st Avenue
Covington, LA 70433

Re: Outreach Vehicle Recommendation

Dear Ms. DiMaggio,

Please accept this document as my professional recommendation for your new outreach vehicle based on our recent meetings and discussions. The goal of this document is to outline the general vehicle configuration we have determined will best suit the goals, desires, and environmental/operational concerns as surfaced.

Ford Transit Van

Based on our discussions we are recommending a gasoline powered van style “cart hauler” vehicle set on the Ford Transit chassis for your outreach service. The main benefits of this style of vehicle are maneuverability, ease of service, and ease of driving.

CHASSIS FEATURES

The base chassis will have the following major features:

- 11,000lb Gross Vehicle Weight Rating (GVWR) – no CDL required
- 3.5L PFDi V6 gasoline engine
- 10-speed automatic transmission
- All-wheel drive
- Antilock brakes
- Cab air conditioning
- Power windows/locks

“YOUR PARTNER FOR THE ROAD AHEAD!”

3312 W SYCAMORE STREET
FRANKLIN, WI 53132
262.679.9096
VEHICLESUCCESS.COM



Representative Image of Ford Transit style vehicle

OVERALL MAJOR FEATURES

The vehicle envisioned will have the following major features:

- a) 22'L x 9'T x 80"W overall dimensions
- b) Sliding side door
- c) No insulation or interior finishes
- d) Folding hydraulic lift outside rear door
- e) Aluminum modular book shelving
- f) Five (5) aluminum book trucks with covers and one (1) worktop
- g) One (1) modular worksurface
- h) Battery based 1,200 watt power system for stationary operations
- i) LED cabin lighting
- j) LED exterior lighting
- k) Dual ruggedized cellular WiFi systems
- l) 100% coverage graphics
- m) Exterior 360 degree camera system with DVR

The estimated cost for this vehicle is **\$125,000-\$135,000**

I hope this information is helpful and accurately depicts the vehicle(s) envisioned for you. Upon acceptance of these recommendations, I will begin work on your layout and technical specifications in preparation for your bid process. As always, please feel free to contact me directly with any questions or comments and I look forward to next steps.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Michael Swendrowski'.

Michael Swendrowski
President

Report - Establishment of Outreach Service

The Library acquired the outreach facility on January 31st 2024. Tanya and Kelly met with COAST as they will be our pilot partner for the beginning of Outreach Services.

We will be piloting 2 services:

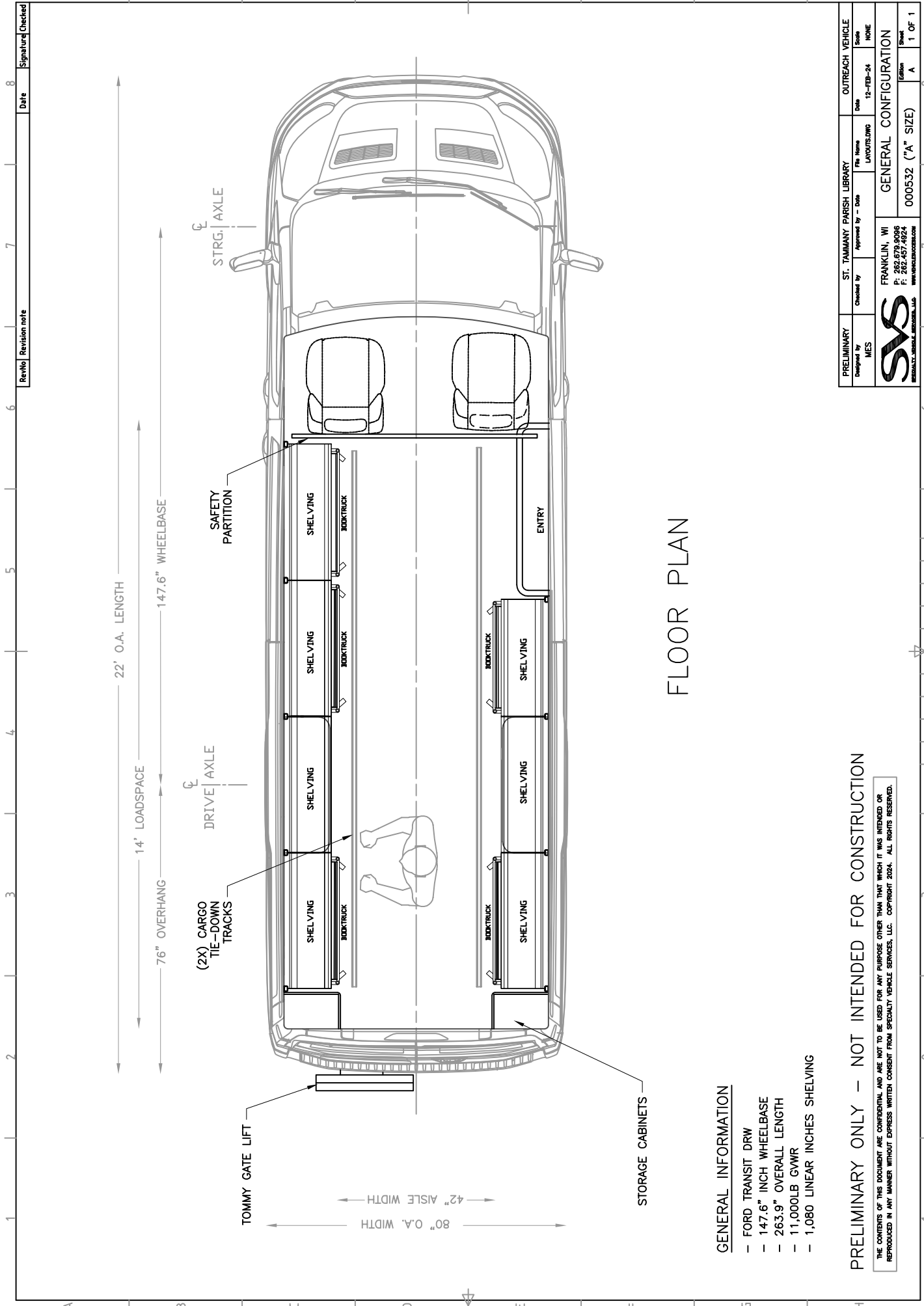
1. Books by Mail - Books will be delivered by mail for those in the Meals on Wheels program. The books will travel by US Mail in pouches. The address label can be reversed to send the materials back. This service will be at no cost to the participant.
2. Lobby Stop Service - We will partner with COAST by bringing selections of materials for seniors to choose from for check out. This will be on a larger scale than the previous work that has been done with milk crates and personal vehicles. The new service will utilize an outreach vehicle.

In all of our research for these services, the feedback from the ABOS conference, and meetings with the outreach committee and COAST it is apparent that it will be necessary to waive fine, fees and replacement costs for these two services. A resolution of the Board will be required for this.

The cost of postage, supplies, furniture, the outreach vehicle, and an opening day collection have been added to the budget.

Examples of the mail bags are below and the first rendition of the vehicle follows this report.





FLOOR PLAN

GENERAL INFORMATION

- FORD TRANSIT DRW
- 147.6" INCH WHEELBASE
- 263.9" OVERALL LENGTH
- 11,000LB GVWR
- 1,080 LINEAR INCHES SHELVING

PRELIMINARY ONLY -- NOT INTENDED FOR CONSTRUCTION

THE CONTENTS OF THIS DOCUMENT ARE CONFIDENTIAL AND ARE NOT TO BE USED FOR ANY PURPOSE OTHER THAN THAT WHICH IT WAS INTENDED OR REPRODUCED IN ANY MANNER WITHOUT EXPRESS WRITTEN CONSENT FROM SPECIALTY VEHICLE SERVICES, LLC. COPYRIGHT 2024. ALL RIGHTS RESERVED.

PRELIMINARY	ST. TAMMANY PARISH LIBRARY	OUTREACH VEHICLE
Checked by MCS	Approved by - Date	Date 12-FEB-24
Checked by	File Name LAYOUTS.DWG	Scale NONE
GENERAL CONFIGURATION		
FRANKLIN, WI P: 262.679.5096 F: 262.457.4924 www.svsvehicles.com		Revision 1 OF 1
000532 ("A" SIZE)		A



Rev/No | Revision note | Date | Signature | Checked

22' O.A. LENGTH

14' LOADSPACE

76" OVERHANG

147.6" WHEELBASE

(2X) CARGO TIE-DOWN TRACKS

DRIVE AXLE

SAFETY PARTITION

STRG. AXLE

TOMMY GATE LIFT

80" O.A. WIDTH
42" AISLE WIDTH

SHELVING

SHELVING

SHELVING

SHELVING

BOOKTRUCK

BOOKTRUCK

BOOKTRUCK

BOOKTRUCK

BOOKTRUCK

SHELVING

SHELVING

ENTRY

STORAGE CABINETS



St. Tammany Parish Library Board of Control
Waiver of Fines, Fees, and Replacement Costs for New Outreach Services
February 26, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control waives the fines, fees, and replacement costs for materials for the new outreach services of Books by Mail and Lobby Stop Service.

WHEREAS, the St. Tammany Parish Library recognizes that these fees, fines, and replacement costs are a barrier to service for the population being served and plans to budget for these new services accordingly;

NOW THEREFORE BE IT RESOLVED, The Library Board of Control waives all fines, fees, and replacement costs for the patrons that will be served with the new Books by Mail and Lobby Stop Service.

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 26st DAY OF FEBRUARY 2024 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
310 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

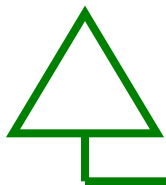
SLIDELL (985) 646-6470

Designation of Capital Funds – Land for Lacombe Branch Replacement

One of the major projects on our Capital Plan was the replacement of one small branch. Our current Lacombe Library is made of sheet metal. As it rusts it has to be sanded and repainted with the addition of Bondo to help keep the integrity of the building. We have been searching for a piece of land close to the center of Lacombe, on 190 which is the main thoroughfare, and close to the current library branch to build a replacement.

Lot 83 of Lacombe Park Subdivision is a piece of vacant land on the south side of 190. The back lines up with the St. Tammany Trace. It is near both Chahta-Ima Elementary School and Bayou Lacombe Middle school, but since it is on the same side of the street as Chahta-Ima the elementary students would be able to walk to the library. The lot is rectangular and would be able to support a 6,000 – 7,000 Sq. Ft. building with ample space for outdoor areas.

Included for your review is the appraisal of the land along with other relevant information about the site. The appraisal price is 180,000 - we would offer the appraisal price but set aside 10,000 for any closing costs. A total of 190,000 would need to be dedicated to this capital purchase. A sample resolution is also included for your consideration.



BLOSSMAN

Appraisal Service

20 Blossman Lane · Covington, LA 70433
(504) 220-7680
appraiser70433@gmail.com

A.R. Blossman III – Owner/Manager
LA Certified General Real Estate Appraiser
License #G0993

February 9, 2024

File Y-010

Mr. Jason Johnson
62001 Oak Pointe
Lacombe, LA 70445
Via email: lacombepharmacy@att.net

RE: Appraisal of 2.07-Acres, Square 83, Lacombe Park S/d, St. Tammany Parish, Louisiana

Dear Jason:

As per your request, I am submitting this Restricted-Use Appraisal, to provide a value estimate for the above referenced property. The effective date of this appraisal is February 2, 2024, the date I inspected the property (at approximately 2:30pm).

Market Value, as herein used, is defined as "the most probable price, in terms of money, which a property is expected to bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller, each acting prudently, knowledgeably, and assuming the price is not affected by undue stimulus".

This is a Restricted Use Appraisal Report that is intended to comply with the reporting requirements set forth under Standards Rule 2-2 of the Uniform Standards of Professional Appraisal Practice for a Restricted Use Appraisal Report. The depth and discussions contained in this report is specific to the needs of the client and for the intended use. The appraiser is not responsible for unauthorized use of this report.

The subject of this appraisal report is a 2.07-acre parcel of wooded, commercially zoned vacant land. The site measures 300' x 300'. There was no current survey available and I could not find one in the clerk of court's online records.

The subject is listed on the tax rolls under the ownership of St. Tammany Parish, under Assessment # 74944, under the name Jason G. Johnson. The current assessment information is attached, as is the tax parcel map.

Mr. Jason Johnson
February 9, 2024
Page 2

The subject lies in census tract 412.13 according to the 2010 Census Tract map (attached).

The subject appears to lie in Flood Zone "X", not a flood hazard area. A flood map (#22103C0455F; dated 4/30/2008) is attached. Site elevation is approximately 14' above msl.

The subject site is zoned HC-2, Highway Commercial District, by St. Tammany Parish. This allows for most practical commercial uses.

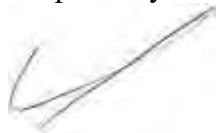
No responsibility has been assumed for matters legal in nature, nor has the title been examined by this appraiser. This appraisal is made as though free from encumbrances and under responsible ownership.

This is to certify that, in our opinion, the unencumbered market value of the Fee Simple title to the subject property, assuming as is condition, as of February 2, 2024, is:

ONE HUNDRED EIGHTY THOUSAND AND 00/100 DOLLARS
(\$180,000.00)

This is to certify that I have no interest, present or contemplated, in the subject properties. My opinion of value is subject to the Assumptions and Limiting Conditions stated elsewhere in this report.

Respectfully submitted,



A.R. Blossman III
Louisiana General Certified
Real Estate Appraiser #G0993

SUMMARY OF SALIENT FACTS AND CONCLUSIONS

CLIENT:	Jason G. Johnson
PROPERTY OWNER:	Jason G. Johnson
INTENDED USERS:	Jason G. Johnson and the St. Tammany Parish Library Board
LEGAL DESCRIPTION:	2.07-acres of vacant land, being Square 83, Lacombe Park S/d, St. Tammany Parish, Louisiana
TYPE OF PROPERTY:	A 2.07-acre tract of wooded, undeveloped land, fronting the south side of Highway 190, the west side of 12 th St., the west side of 13 th St. (only partially constructed as a shell surfaced driveway) and the north side of the Tammany Trace (a recreational hiking/biking trail built on an old railway line)
FLOOD ZONE:	“X”, not a flood hazard area
PURPOSE OF APPRAISAL:	To estimate Market Value
PROPERTY RIGHTS APPRAISED:	Fee Simple
ZONING:	HC-2, Highway Commercial District
HIGHEST AND BEST USE AS VACANT:	Retail or professional office
DATE OF VALUE ESTIMATE:	February 2, 2024
ESTIMATED MARKET VALUE:	\$180,000
ESTIMATED MARKETING TIME:	12-24 months or less
ESTIMATED EXPOSURE TIME:	12-24 months or less
APPRAISER:	A. R. Blossman III; Louisiana Certified General Real Estate Appraiser #G0993

PURPOSE OF THE APPRAISAL

The purpose of this appraisal is to determine the present MARKET VALUE of the defined interest in the subject property in "AS IS" condition.

DEFINITION OF MARKET VALUE

"Market Value" is defined by the United States Treasury Department, Comptroller of the Currency 12 CFR part 34.43 (f) as,

"The most probable price a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- (1) Buyer and seller are typically motivated;
- (2) Both parties are well informed or well advised, and acting in what they consider their own best interest;
- (3) A reasonable time is allowed for exposure in the open market;
- (4) Payment is made in terms of cash in U. S. dollars or in terms of financial arrangements comparable thereto; and
- (5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale.

CLIENT/INTENDED USER OF THE APPRAISAL

Jason G. Johnson is the client of this report. Intended Users of the report are Jason G. Johnson and the St. Tammany Parish Library Board.

INTENDED USE OF THE APPRAISAL

This report is prepared for the client and intended users, for help in negotiating a sales price for the subject. The St. Tammany Parish Library Board is interested in purchasing the site for a future branch library location.

DATE OF THE APPRAISAL

The effective date of this appraisal is February 2, 2024.

PROPERTY RIGHTS APPRAISED

The property rights appraised are of the unencumbered fee simple estate. Fee simple ownership is defined in the Appraisal Terminology and Handbook, Fifth Edition, published by the American Institute of Real Estate Appraisers, as "...an absolute fee: A fee without limitations as to any particular class of heirs or restrictions, but subject to the limitations of eminent domain, escheat, police power, and taxation. It is an inheritable estate."

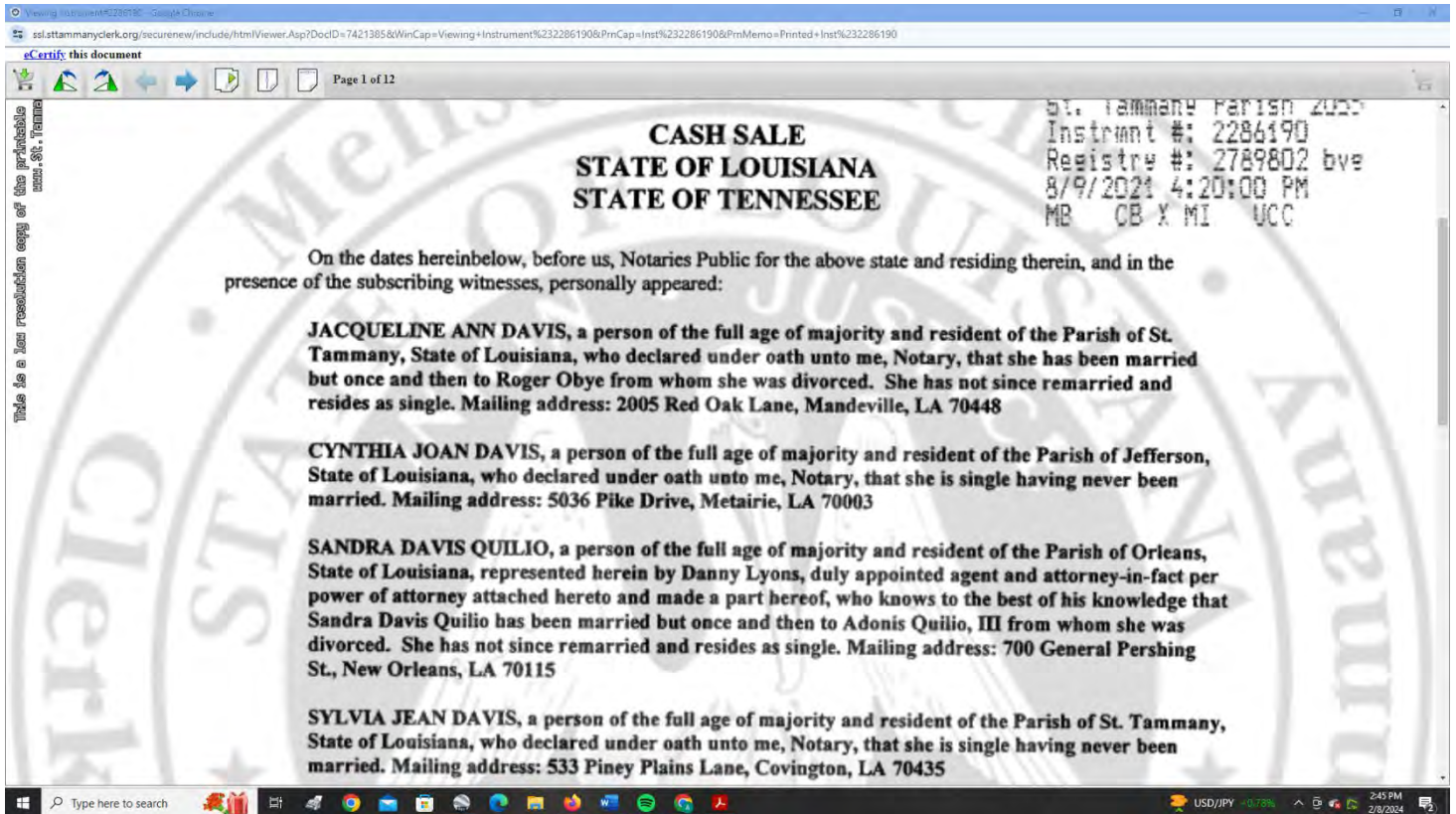
HIGHEST AND BEST USE/AS VACANT

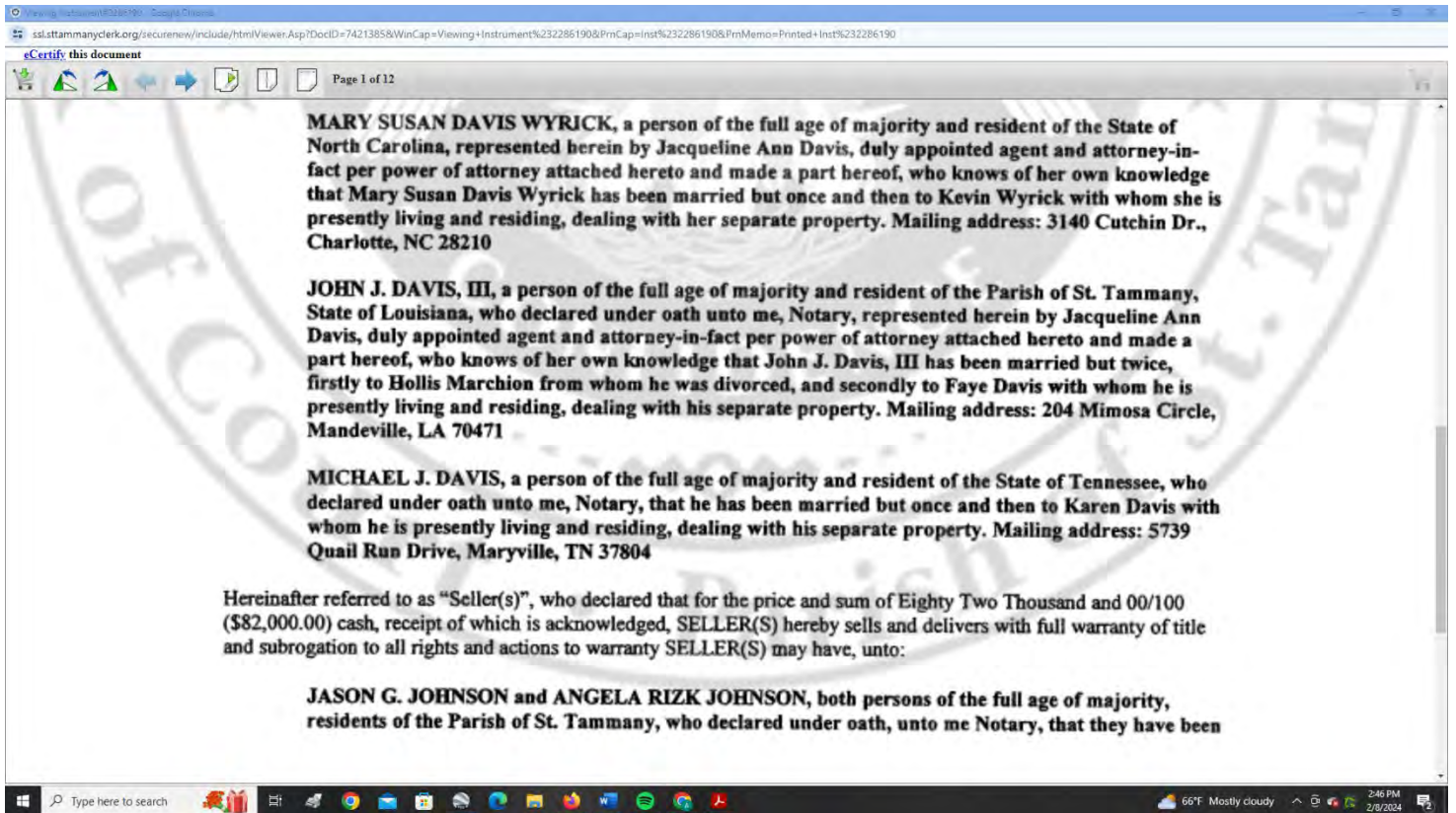
It is my opinion that the highest and best use of the subject property as vacant is retail or professional office use.

TITLE DATA

Ownership of Record: Jason G. Johnson

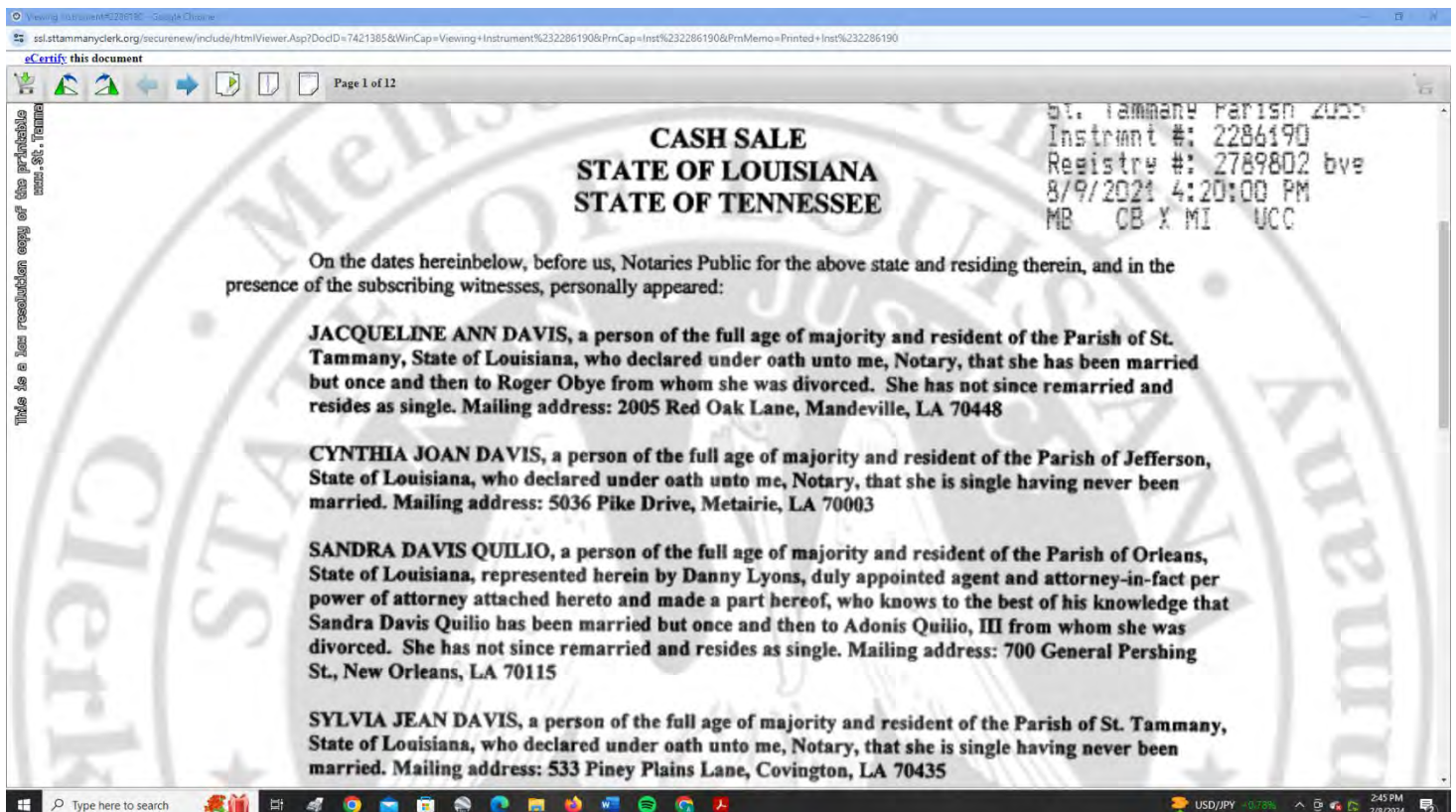
History of the Subject Property: The subject was acquired by Jason G. Johnson, et ux, from Jacqueline Ann Davis, et al, on August 9, 2024, for \$82,000. This act is recorded under Instrument #2286190.





Legal Description:

Square 83, Lacombe Park S/d, St. Tammany Parish, Louisiana



TAX DATA

Assessment Methodology: The method of assessment for the State of Louisiana as defined in the state's new constitution adopted in 1974 and effective as of 1978 is "fair market value times assessment ratio times millage rate". Current assessments are based upon a statewide reappraisal of all properties subject to ad valorem taxation performed and submitted by the individual parish assessors to the State Tax Commission for the tax year 1982. The tax base was established based upon assessment ratios of 10% of "fair Market Value" on land and residential properties and 15% of "fair Market Value" on all other improved properties.

The tax assessment # is 78934.

The following information was taken from the St. Tammany Assessor's website (<http://www.stassessor.org/>).



Louis Fitzmorris, CLA
St. Tammany Parish Assessor
www.stpao.org

Tax Roll For

Year:
2023

Assessment Type: RE

Abstract Status: Active

Assessment Information

Assessment Number
74944

Old Assessment Number
1210394971

Owner Information

Owner Name
JOHNSON, JASON G ETUX

In Care Of

Mailing Address

62001 OAK POINTE, LACOMBE, LA, 70445

Physical Address

0 HWY 190 HIGHWAY LACOMBE, LA 70445

Property Description

2.07 AC SQ 83 LACOMBE PARK SUB CB 705 670 INST N...

Tax District

21

Ward

07R

Property Information

Parish Mills

151.50

City Mills

0.00

Parish Taxes

\$681.90

City Taxes

\$0

Total Taxes

\$681.90

Fair Market Value Improvement

\$0

Fair Market Value Land

\$45,010
Total Fair Market Value
 \$45,010
Assessed Value Land
 \$4,501
Assessed Value Improvements
 \$0
Total Assessed Value
 \$4,501
Homestead Value
 \$0
Other Exemptions Value
 \$0
Taxable Value
 \$4,501
Freeze Type
 None (default)
Exemption Type
 None

Tax Information

Millage/Fee Name	Mill Type	Millage/Fee Rate	Tax/Fee Amount
Alimony 1 (Parish Maint.)	M	2.89	\$13.01
Animal Shelter	M	1	\$4.50
Assessment District	M	2.49	\$11.21
Coroner's Millage	M	3.1	\$13.95
Council On Aging/STARC	M	1.83	\$8.24
Drainage Maintenance	M	1.69	\$7.61
Fire Dist 03	M	34.95	\$157.31
Florida Par. Juv. Center	M	2.75	\$12.38
Law Enforcement	M	11.14	\$50.14
Library	M	5.78	\$26.02
Mosquito Dist 2	M	3.35	\$15.08
Public Health	M	1.78	\$8.01
Recreation Dist 04	M	10	\$45.01
School Additional Support	M	2.75	\$12.38
School Additional Support Tax	M	4.42	\$19.89
School Constitutional Tax	M	3.48	\$15.66
School Debt Service	M	13.9	\$62.56
School Maint. Operations	M	32.41	\$145.88
School Maint. Operations/Const	M	3.14	\$14.13
School Security SRO MHP	M	1.9	\$8.55
Slidell Hospital District	M	6.75	\$30.38

TAX PARCEL MAP/PARENT TRACT

Parcels
74944 [Tax Details](#)

Owner Name: JOHNSON, JASON G ETUX
Assessment Number: 74944
Property Address: 0 HWY 190 HIGHWAY
Old Assessment Number: 1210394971
Mailing Address: 62001 OAK POINTE
LACOMBE, LA 70445
Property Description: 2.07 AC SQ 83
LACOMBE PARK SUB CB 705 670 INST N
Exempt:
Tax District: 21
Subdivision Phase: 1
Lot Number:
Block Number:
Notice:

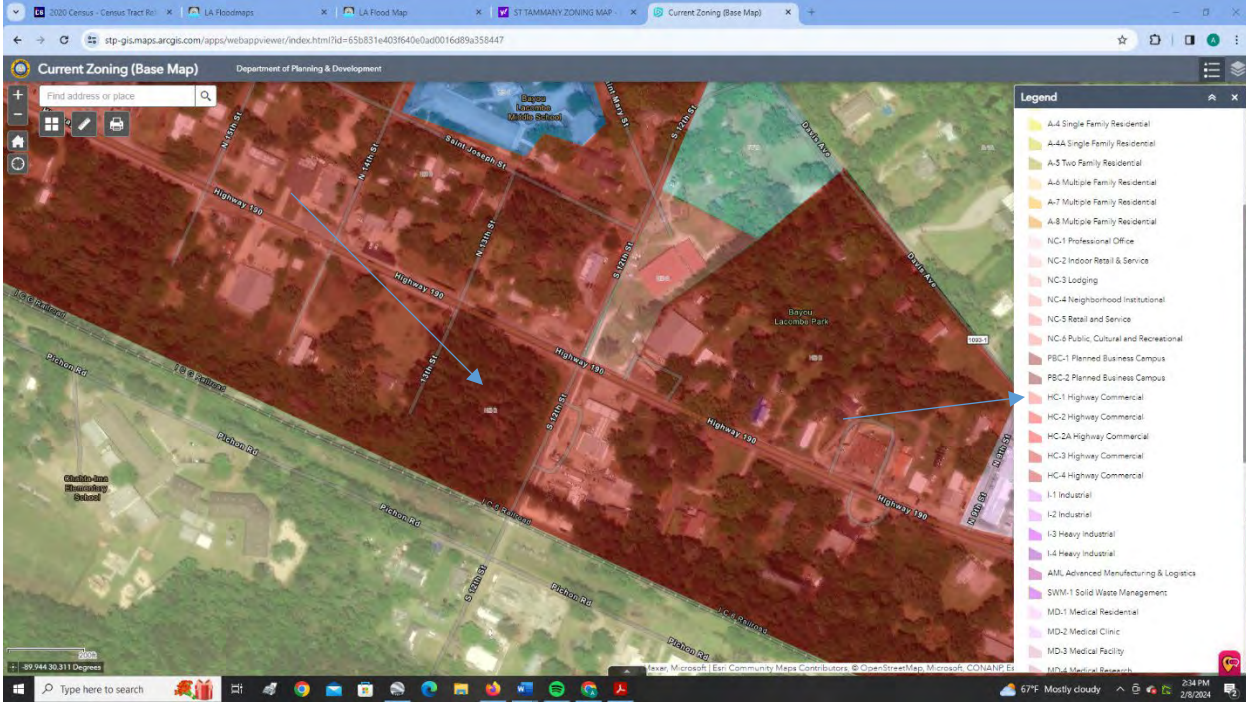
[Images](#)

[Print Info](#) | [Feedback](#)

[Close](#) [Export](#)

Windows taskbar: Type here to search, 66°F Cloudy, 1:22 PM 2/8/2024

ZONING MAP



SCOPE OF WORK

The Scope of Work describes the work program completed to conduct an appraisal assignment and to develop assignment results. USPAP defines “Scope of Work” as the type and extent of research and analyses in an assignment.

The Scope of Work disclosure in the report is to provide intended users with an understanding of the appraiser’s actions in arriving at assignment conclusions. The Scope of Work determination addresses the decision to perform a particular analysis (the work addressed by a particular Standards Rule) and, if it is performed, the extent of research and analysis completed in performing it. This also addresses the exclusion of an approach to value. There are two Advisory Opinions in USPAP that specifically address the Scope of Work Rule, AO-28, An Acceptable Scope of Work and AO-29, Scope of Work Decision, Performance, and Disclosure.

The appraiser uses their training, experience and judgment to determine a Scope of Work that produces credible assignment results. The Scope of Work may change during the course of an assignment, as it is an ongoing process within the assignment. To this end, the appraiser determines the Scope of Work and not the intended user or client of a report. The client is not excluded from the process, however. Client input is part of the appraisal process. Communication with the client is required to establish most of the information necessary for problem identification and scope of work determination. An appraiser’s scope of work is acceptable when it meets or exceeds the expectations of parties who are regularly intended users for similar assignments and what an appraiser’s peers’ actions would be in performing the same or a similar assignment.

The scope of this appraisal is to estimate the value of the Fee Simple Estate of the subject property, as of the effective date of appraisal.

Problem Identification: This involves gathering specific information relative to intended use, intended users, type and definition of value, relevant characteristics of the subject property, effective date of the appraisal report and assignment conditions (these include assumptions, extraordinary assumptions, hypothetical conditions, supplemental standards, jurisdictional exceptions, and other conditions that affect the scope of work), if any.

The Extent to Which the Property is Identified: The property is identified by address, legal description, description, photographs, sketch, survey, and location map. Not all of these items are available in the normal course of business and some are provided by the client. The appraiser looks for a legal description and a survey in the assessor's office and/or courthouse, but the appraiser is not an abstractor. Location maps provide an approximate location as the appraiser is not a surveyor.

The Extent to Which Tangible Property is Examined: In preparing the appraisal, I inspected the subject property on February 2, 2024, at approximately 2pm. The attached photos were taken at that time. I have examined flood plain maps and Google Earth images relative to the subject (said are attached).

The Type and Extent of Data Researched: During the course of this appraisal assignment, the appraiser researched factual information relative to the subject property in terms of zoning, physical attributes, history of the property, flood zone, etc. Research was also conducted to locate land sales, reproduction cost new, improved sales and rentals in order to compare to the subject property for valuation purposes. Some sources used include the various multiple listing systems (MLS) and the various clerk of court and assessor online services. Flood elevation and census tract are provided by an online services from the LSU AG Center (which provided FEMA Flood Plain Maps) and US Census website. The MLS contains data provided by Realtors about sales of buildings and land in the area as well as listing history, active listings, expired sales, and properties under contract. The MLS does not contain information on all sales in the area, just properties listed with agents or affiliated parties. A surveyor or flood certification service should be contacted to ensure accurate flood elevation determination.

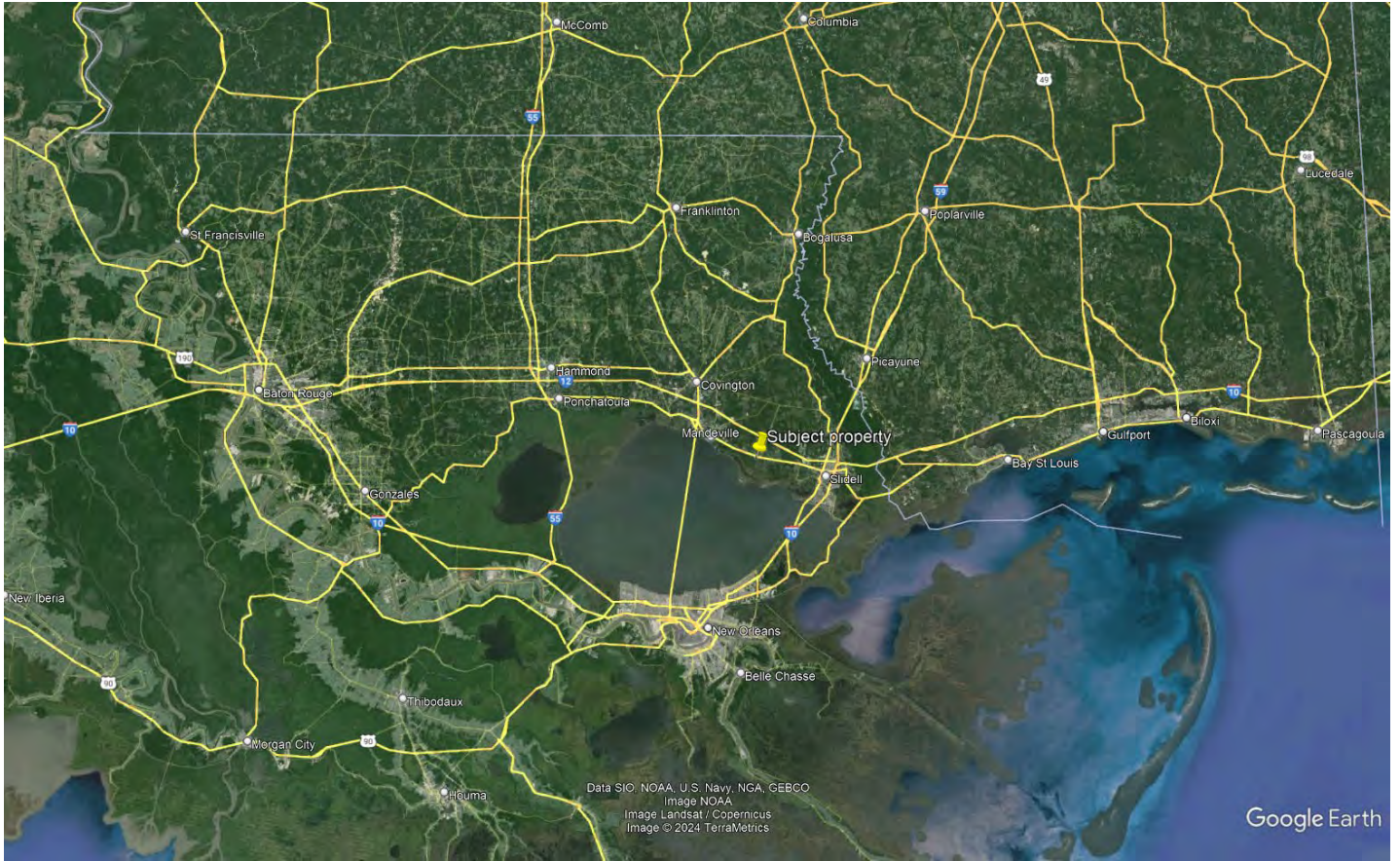
The Type and Extent of Analyses Applied to Arrive at Opinions or Conclusions: There are three traditional approaches to value considered in an appraisal: the Cost Approach, the Sales Comparison Approach, and the Income Approach. The Cost Approach may or may not be applicable due to the age or condition of the subject improvements. If the improvements are 10 years old, or older, or physically deteriorated, the Cost Approach may be rendered unreliable and therefore excluded. The Sales Comparison Approach is almost always applicable and is rarely excluded. The Income Approach may not be reliable for owner-occupied buildings or special-use structures. Values derived from applicable approaches are correlated to a final value estimate.

It is the appraiser who makes the final determination whether or not to include an approach as part of the appraisal. What determines this decision is not that Fannie Mae does or does not require it as part of their Scope of Work, but rather by the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP). USPAP requirements are not limited by what the Lender/Client orders as the scope of work they need, but what is necessary to make a credible appraisal. A client's supplemental standards may require an approach that is normally inapplicable. In that case, the approach may be performed and then discounted in the final reconciliation.

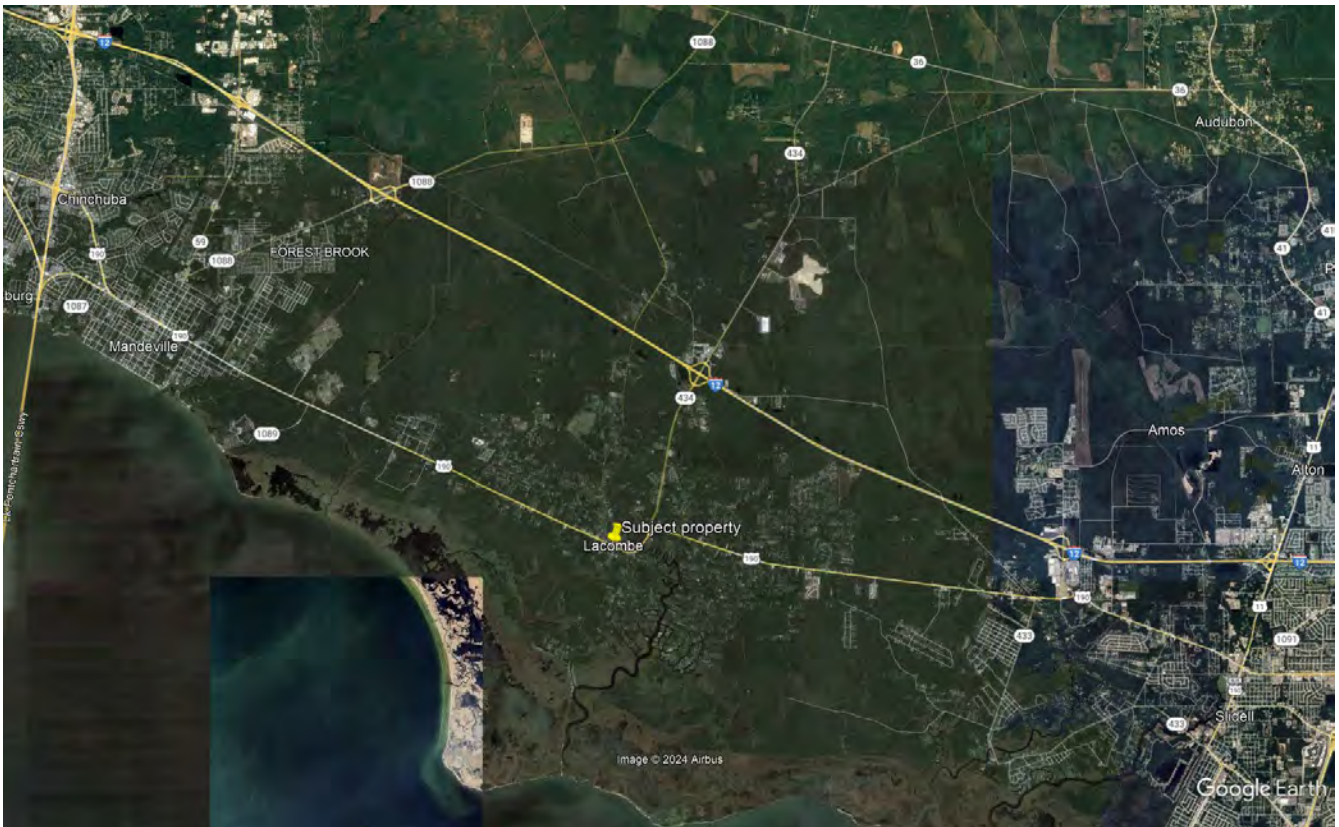
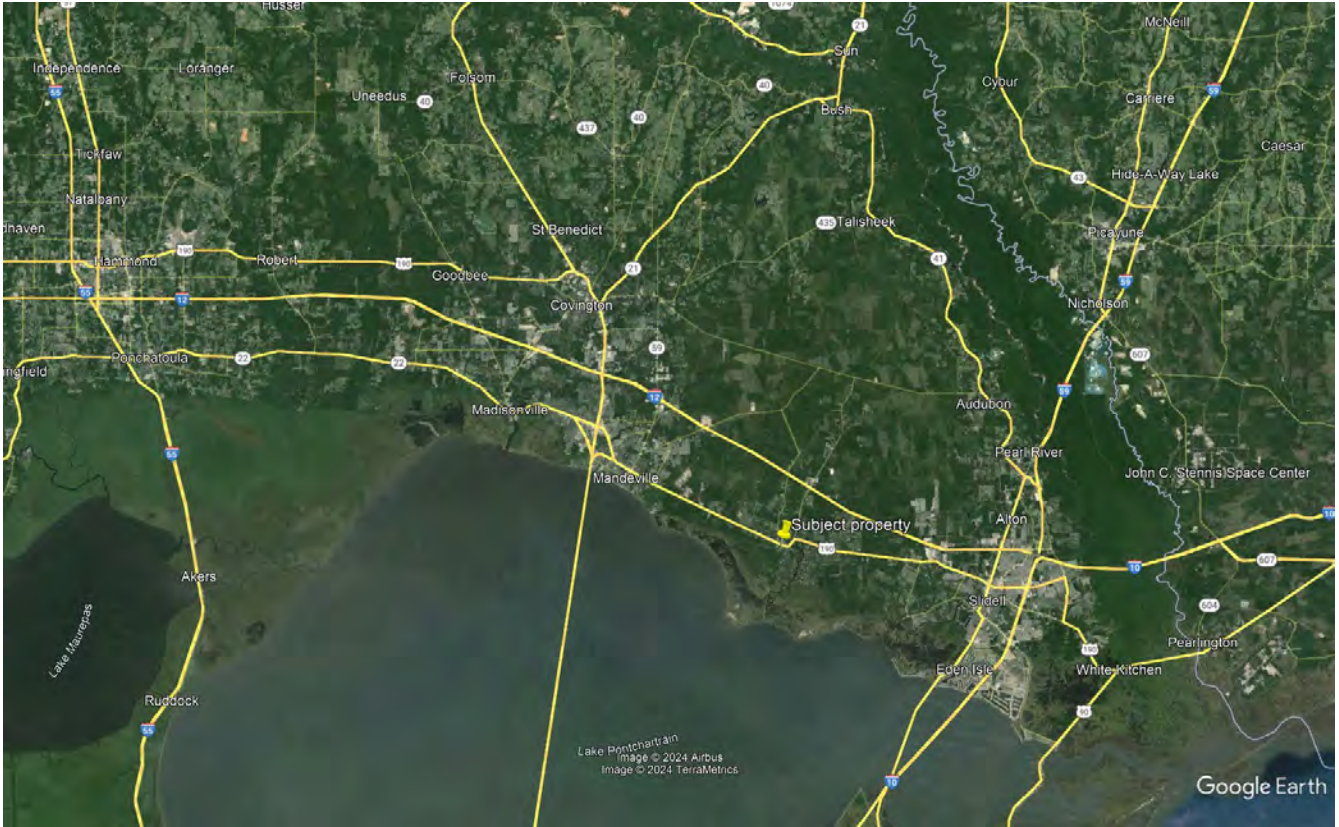
Per Standard Rule 1-4B, (i) and (ii), the departure from a single approach is allowed when an approach is not considered to have any significant effect on the value conclusion. If it is common and acceptable practice in a situation to exclude an approach and its exclusion would not result in a misleading value, the approach may be eliminated.

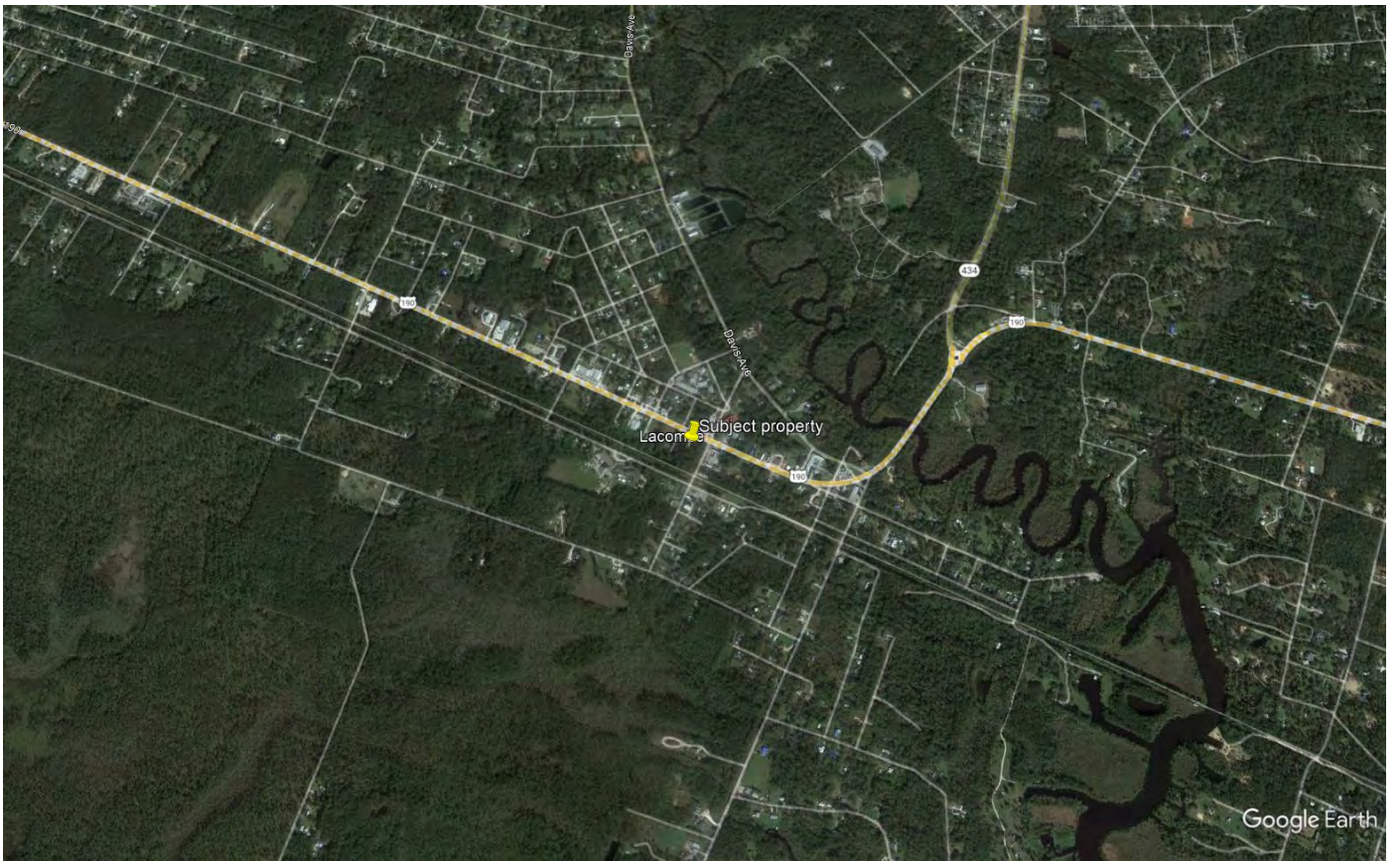
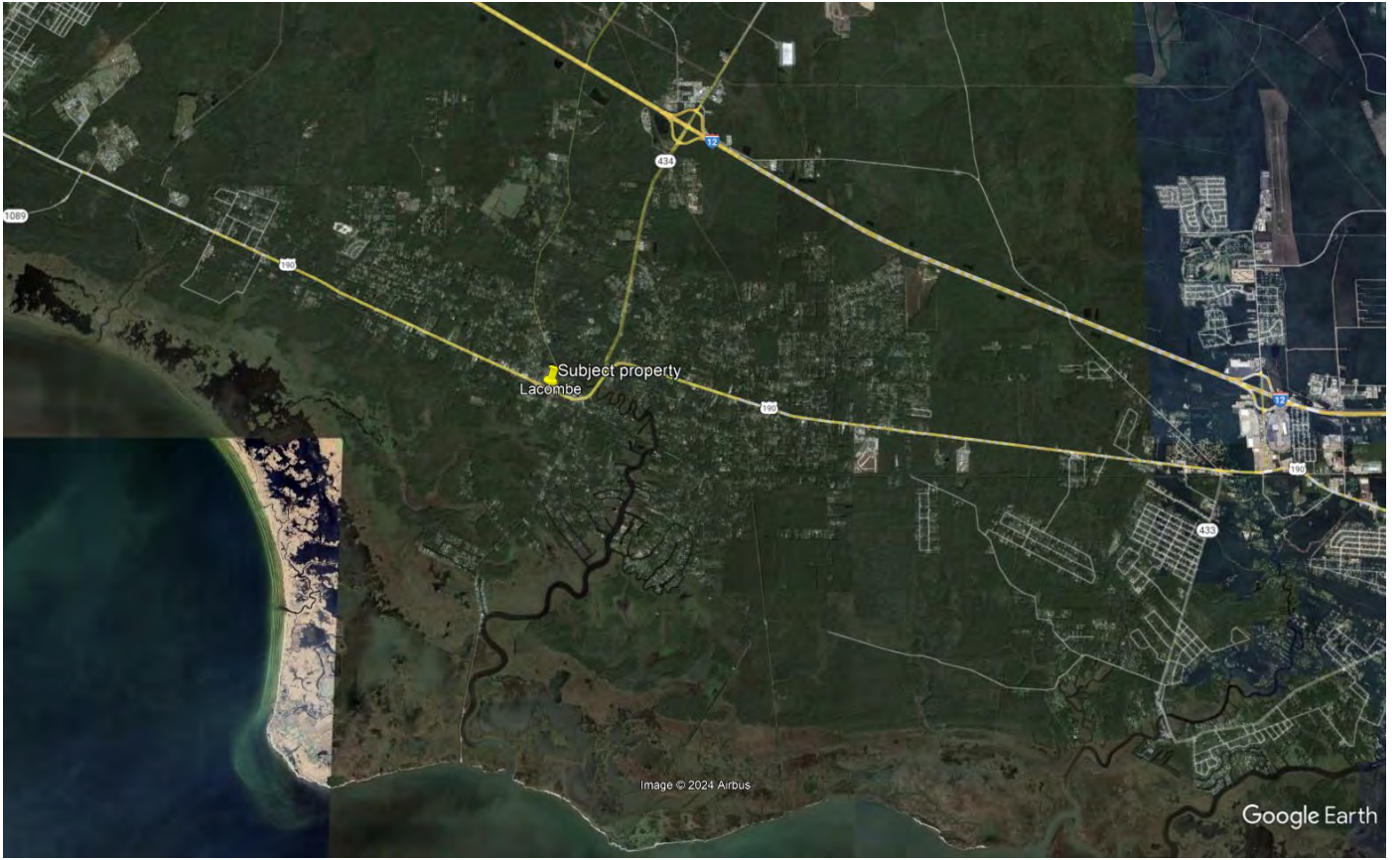
In the case of the subject, the Sales Comparison approach was employed. The Cost Approach is not employed in the appraisal of vacant land. There are very few similar leased sites and not enough data to accurately estimate a potential rental income for the subject. Therefore the Income Approach was not employed. A credible value estimate can be reached by employing only the Sales Comparison Approach.

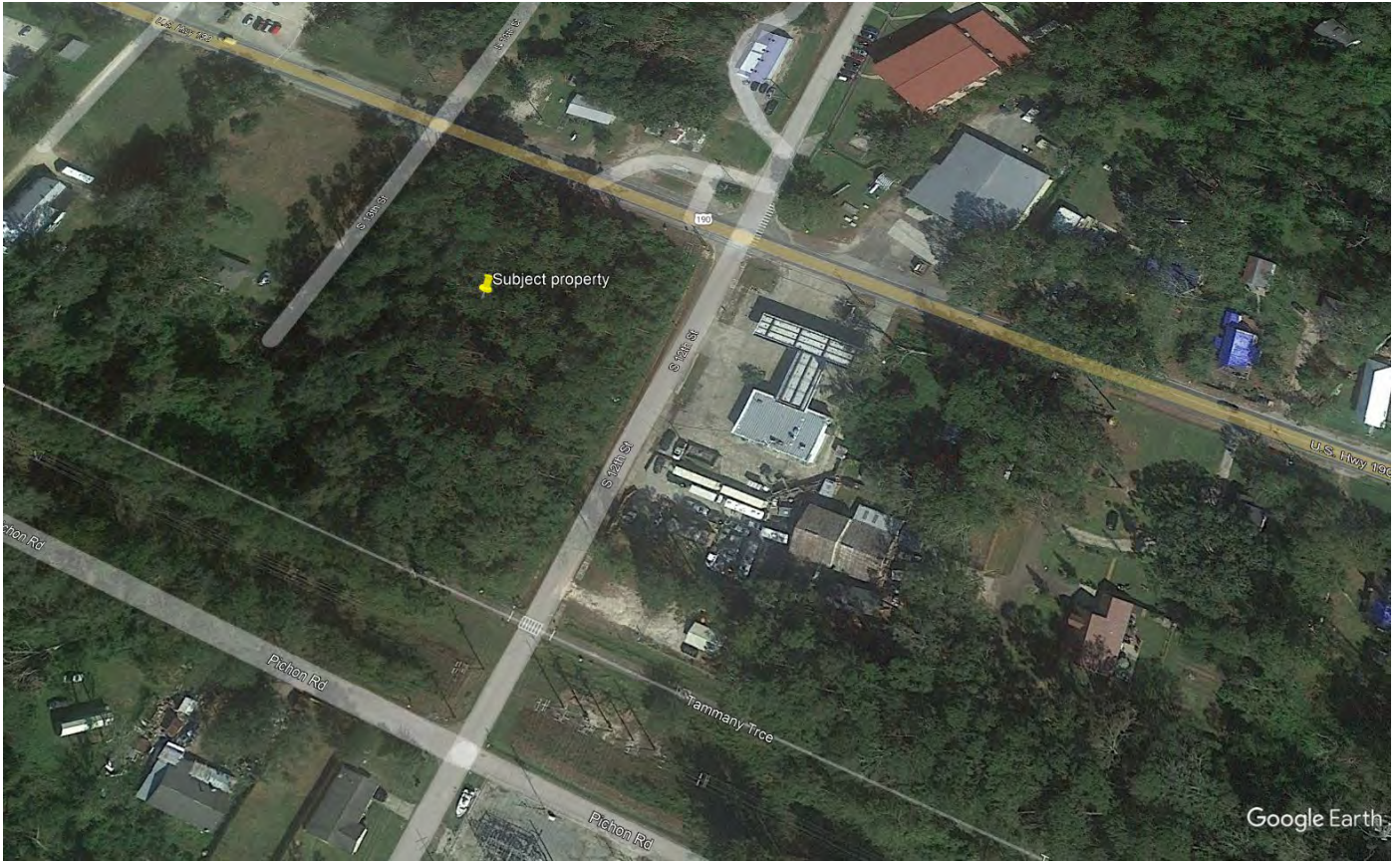
LOCATION MAP/GOOGLE EARTH IMAGE



ALTERNATE SATELLITE VIEWS (GOOGLE EARTH IMAGES)

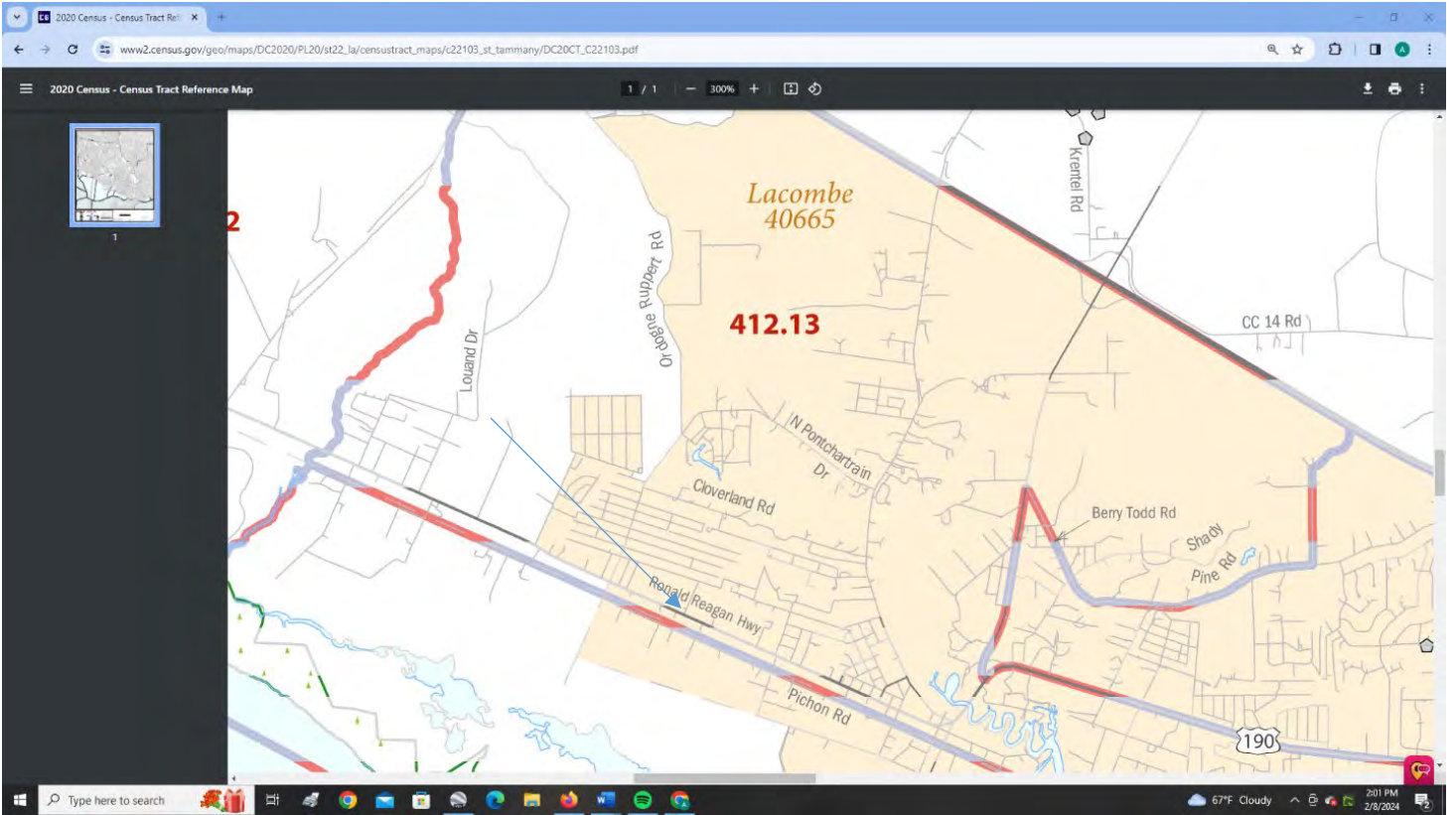






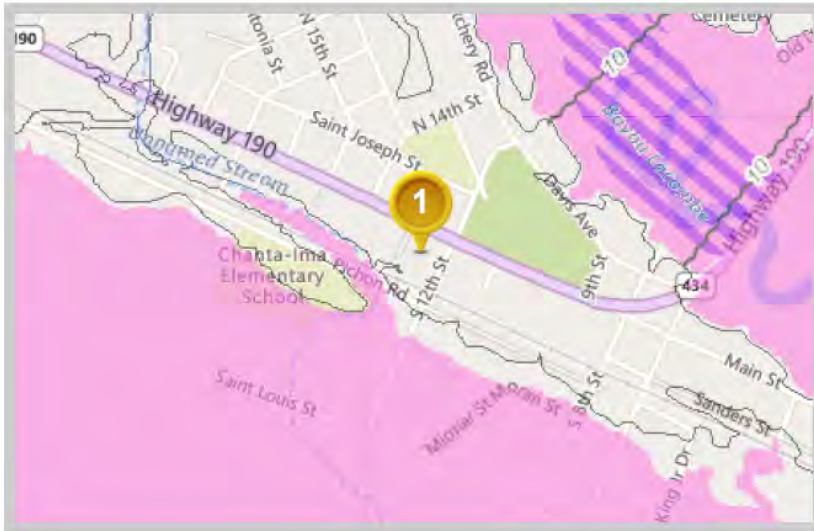


CENSUS TRACT MAP



Louisiana Flood Map

Square 83, Lacombe Park S/d



Visible Layers

	Preliminary FIRM
	Bing Roads

Point Coordinates

Point #	Lat., Long.
1	30.3132, -89.9437

Flood information in this table is from the: Preliminary FIRM

Point	Panel ID	Flood Zone	BFE	Ground Elevation	LOMR
1	22103C0455F 04/30/2008	X	out	14.5	N/A

SUBJECT PHOTOS









ZONING ORDINANCE

Section 5.21 HC-2 Highway Commercial District

5.2101 Purpose

The purpose of this district is to provide for the location of moderately scaled, more intense retail, office and service uses, generally located along major collectors and arterials designed to provide services to a portion of the parish.

5.2102 PERMITTED USES - Use By Right subject to any minimum standards as listed in Section 8.01 of these regulations

All uses permitted in the HC-1 District and,

1. Banks and Financial Institutions (greater than 3000 sq. feet)
2. Convenience Stores (w/gas), when the criteria of paragraph 1 of Section 8.01 AX are met. (amended 07/01/10 ZC10-01-009 OCS#10-2290)
3. Drive-in Restaurants
4. Liquor Stores
5. Any private office use that is a permitted use in the NC District over 20,000 sq. ft.
6. Clubs, Lodges, Fraternal & Religious Institutions, Meeting Halls (over 20,000 sq. ft.)
7. Veterinary Clinics (with outdoor kennels)
8. Parcel Post Delivery stations
9. Mini-Warehouses
10. Commercial Kennels
11. Outdoor storage yards that do not occupy an area greater than 50% of land area, and are enclosed by an 8 ft. opaque perimeter fence, located on the same parcel as, and are accessory to an existing mini-warehouse, not to be located on the street side. (Amended 06/02/11 ZC11-04-032 OCS#11- 2532)
12. Lodging -100 rooms or less. (Including Apartments, hotels, motels)
13. Automotive Repair and Service facilities not to exceed 10,000 sq. ft. (Amended 07/02/09 OCS#09-2083)
14. Automotive sales not to exceed two acres of display and storage. (Amended 07/02/09 OCS#09-2083)
15. Outdoor Retail Sales & Storage Yards (Amended 11/04/10 ZC10-08-098 OCS#10-2366)
16. Portable Storage Containers Use For Storage (Amended 11/04/10 ZC10-08-098 OCS#10-2366)
17. Outdoor Display Area of Pre-Assembled Building, Pool & Playground Equipment (Amended 11/04/10 ZC10-08-098 OCS#10-2366)

5.2103 Administrative Permits (Amended 11/05/09 OCS#09-2151)

The purpose of an Administrative Permit is to provide for a Staff review of certain uses. The following uses are prohibited unless application for the use has been processed by the Department of Planning and are in conformance with the minimum standards for that use as outlined in Section 8.01 - Minimum Standards:

- A. Snowball Stands between April 1 and September 30.
- B. Christmas Tree Sales between November 1 and January 1.

- C. Seasonal Seafood Peddlers using temporary structures provided that the use is temporary and valid for a period not greater than 6 months.
- D. Seasonal Produce stands, provided that the use is temporary and valid for a period not greater than 6 months.
- E. Fireworks sales (where allowed)

All temporary uses not specifically permitted in these regulations are expressly prohibited.

5.2104 SITE AND STRUCTURE PROVISIONS

- A. **Maximum Building Size** – The maximum building size in the HC-2 District shall be forty thousand (40,000) square feet.
- B. **Minimum Lot Area**
No new lot shall be created that is less than twenty thousand (20,000) square feet in area.
- C. **Minimum Area Regulations**
 - 1. **Minimum Lot Width** - For each zoning lot provided with central water and sewerage facilities, the minimum lots width shall not be less than eighty (80) feet.
 - 2. **Street Planting Areas** – All areas along the street(s) or road (or roads) which a property abuts shall comply with the standards of Section 7.0106 “Street Planting Areas” of these regulations.
 - 3. **Side and Rear planting areas** – All areas located along the side and rear interior property lines shall comply with the Section 7.0107 “Side and Rear Buffer Planting Area Requirements” of these regulations.
 - 4. **Transitional Yard** - Where a HC District adjoins a residential district, transitional yards shall be provided in accordance with paragraphs 1 and 2 listed above or the following regulations whichever is more restrictive:
 - a. Where lots in a HC District front on a street and at least eighty (80) percent of the frontage directly across the street between two (2) consecutive intersecting streets is in a residential district, the setback regulations for the residential district shall apply to the said lots in the commercial district.
 - b. In a HC District, where a side lot line coincides with a side or rear lot line of property in an adjacent residential district, a yard shall be provided along such side lot line. Such yard shall be equal in dimension to the minimum side yard which would be required under this ordinance for a residential use on the adjacent property in the residential district.
 - c. In a HC District, where a rear lot line coincides with a rear or side lot line of property in an adjacent residential district, a yard shall be provided along such rear lot line. Such yard shall be equal in dimensions to the minimum rear yard which would be required under this ordinance for a residential use on the adjacent property in the residential district.
 - d. In a HC District, where the extension of a front or side lot line coincides with the front line of an adjacent lot located in a residential district, a yard equal in depth to the minimum setback

required by this ordinance on such adjacent lot in the residential district shall be provided along such front or side lot line for a distance of at least 25 feet, including the width of any intervening alley from such lot in the residential district.

- e. Where a building is taller than 25 feet in height, one additional foot of setback shall be required in each yard. Each façade is measured separately and the additional depth is required perpendicular to that façade.

D. Maximum Lot Coverage

The lot coverage of all principal and accessory buildings on a zoning lot shall not exceed fifty (50) percent of the total area of the lot. However, parking and landscape requirements for the intended use must be met in all instances. Therefore, maximum lot coverage may in some cases be less.

E. Height Regulations

1. No portion of a building or dwelling for residential or business purposes located within 100 feet of a residentially zoned property shall exceed thirty-five (35) feet in height above the natural grade of the property at the location of the structure or base flood elevation as established in Flood Ordinance 791, whichever is higher.
2. In no case shall any building or dwelling for residential or business purposes exceed sixty (60) feet in height above the natural grade of the property at the location of the structure or base flood elevation as established in Flood Ordinance 791, which every is higher.

F. Design criteria

1. Landscaping - All Landscaping shall be in compliance with the provisions of Section 7.01 of these regulations
2. Signage - All signage shall be in compliance with Section 7.02 of these regulations
3. Lighting - All site lighting shall be in compliance with Section 7.03 of these regulations
4. Parking/Loading - All parking and loading will be in compliance with Section 7.07 of these regulations

INDICATED VALUE OF THE SITE BY THE SALES COMPARISON APPROACH

In making the value estimate of the land, the Sales Comparison Approach to Value has been utilized. Anticipation, change, supply and demand, substitution, and balance are appraisal principles that influence land value. Anticipation means that value is created by the expectation of benefits to be derived in the future. The supply of and demand for sites in a particular location tend toward equilibrium. If supply declines and demand remains stable or increases, prices rise. Conversely, if the supply of sites for a particular use increases and demand remains stable or declines, prices fall. Temporary imbalances between supply and demand are usually resolved and equilibrium is reestablished. The price of property reflects this relationship. When prices drop sufficiently, supply will contract because existing uses will be retained. When prices rise, a new supply may be created through rezoning, annexation, or abandonment of existing uses.

The principle of substitution, which holds that a buyer will not pay more for one site than for another that is similar or equal, applies to land values and indicates that the greatest demand will be for the lowest-priced sites. The principle of balance is also applicable to land values. When the various elements of a particular economic mix or a specific environment are in a state of equilibrium, value is sustained; when the balance is upset, values can change.

Land value must always be considered in terms of Highest and Best Use. Even if the site has improvements, the value of the land is based upon its Highest and Best Use as if vacant and available for development to its most economic use.

Although there are numerous procedures available to value the land, the Sales Comparison Approach is the most common, and when data is available, is considered the most accurate.

To apply this method, sales of similar parcels of land are analyzed, compared, and adjusted to provide a value indication for the land being appraised. The appraiser gathers data on actual sales and ground leases if available, as well as listings, offers, and renewal options; identifies the similarities and differences in the data; ranks the data according to their relevance; adjusts the sale prices of the comparable sales to account for the dissimilar characteristics of the land being appraised; and forms a conclusion as to the most reasonable and probably market value of the subject land.

The most variable elements of comparison are the physical characteristics of the site, which typically include its size and shape, frontage, topography, location, zoning (if any), view, availability of utilities, etc. Generally separate adjustments are made to the comparable sale prices for each unit of comparison.

The sales that were considered the most useful in estimating the value of the subject site are summarized on the following pages.

COMPARABLE LAND SALE NO. 1

VENDOR: Quality Properties, LLC (represented by Bruce Wainer)

VENDEE: Big Branch Apiary, LLC (represented by Cheri Ben-Aesau)

DATE: October 23, 2023

RECORDATION: Instrument #22390577

SALES PRICE: \$211,000 Terms: Cash Sale

LEGAL DESCRIPTION: Section 48, T8S, R12E, St. Tammany Parish, Louisiana

LAND SIZE: 101,930 S.F. , or 2.34-acres

UNIT SALES PRICE: \$2.07/S.F.

ZONING: HC-2, Highway Commercial District

FLOOD ZONE: "X", not a flood hazard area

COMMENTS: This site fronts on the south side of Highway 190 and the north side of the Tammany Trace, approximately 2.9-miles west of the subject. This is a significantly inferior location. This is not a corner site. The site is rectangular in shape and heavily wooded.

The St. Tammany Assessor's Office | St. Tammany Parish | St. Tammany Parish Assessor's Office | St. Tammany Parish

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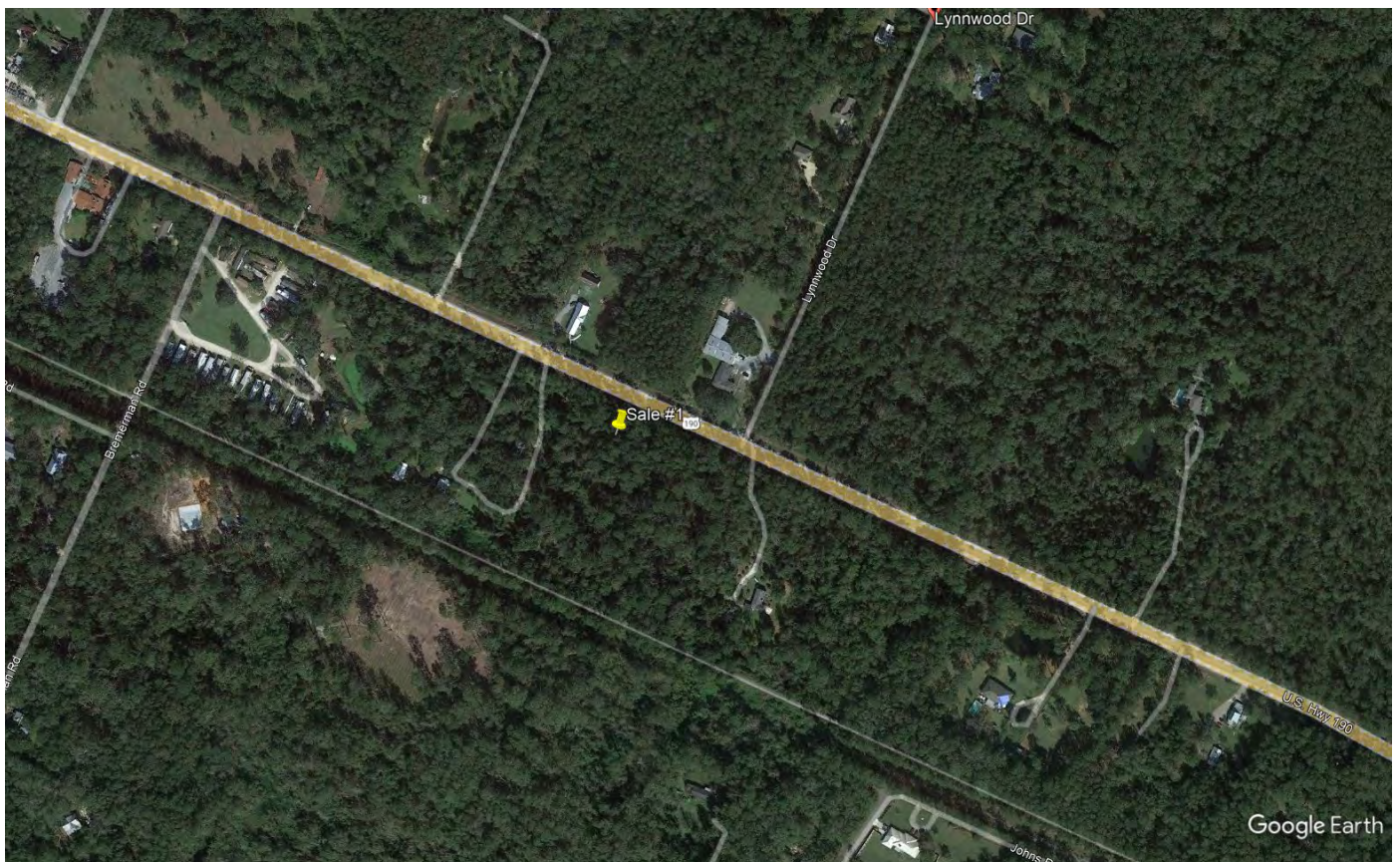
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40195 Tax Details
Street View

Owner Name: BEN-LESAU, CHERI
Assessment Number: 40195
Property Address: 0 NO ADDRESS
Old Assessment Number: 1120199370
Mailing Address: 61690 BREMERMAN RD
LACOMBE, LA 70445
Property Description: 2.16 ACS IN SEC 48
8 12 CB 536 110 CB 656 60
Exempt:
Tax District: 12
Subdivision Phase: 1
Lot Number:
Block Number:
Notice:
Images
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COMPARABLE LAND SALE NO. 2

VENDOR: James P. Vinson, et al

VENDEE: Iglesia Pentecostal Antorcha Encendida (represented by Melvin Escoto, Alejandina Medina and Isabela Sanchez)

DATE: July 19, 2024

RECORDATION: Instrument #2378834

SALES PRICE: \$85,000 Terms: Cash Sale

LEGAL DESCRIPTION: Lot 18-A, Forest Glen Addition to Lacombe Park Farm No. 543, in Section 48, T8S, R12E, St. Tammany Parish, Louisiana

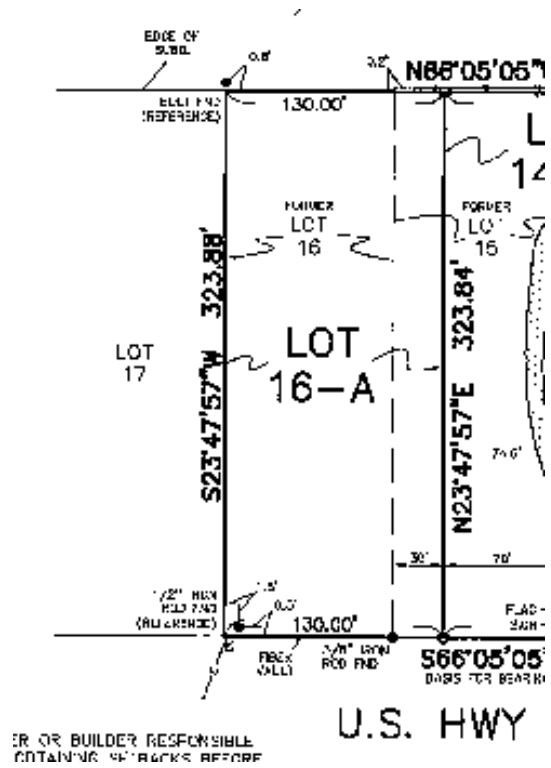
LAND SIZE: 42,102 S.F. , or 0.967-acre

UNIT SALES PRICE: \$2.02/S.F.

ZONING: NC-2, Indoor Retail & Service District

FLOOD ZONE: "X", not a flood hazard area

COMMENTS: This site fronts on the south side of Highway 190 and the north side of the Tammany Trace, approximately 1.75-miles west of the subject. This is an inferior location. This is not a corner site. The site is rectangular in shape and heavily wooded.



St. Tammany Parish Assessor's Office - St. Tammany Parish

Check Your Assessment - St. Tammany Parish Assessor, Louisiana

https://atlas.geoportalmaps.com/st_tammany/q/REID?REID=74944

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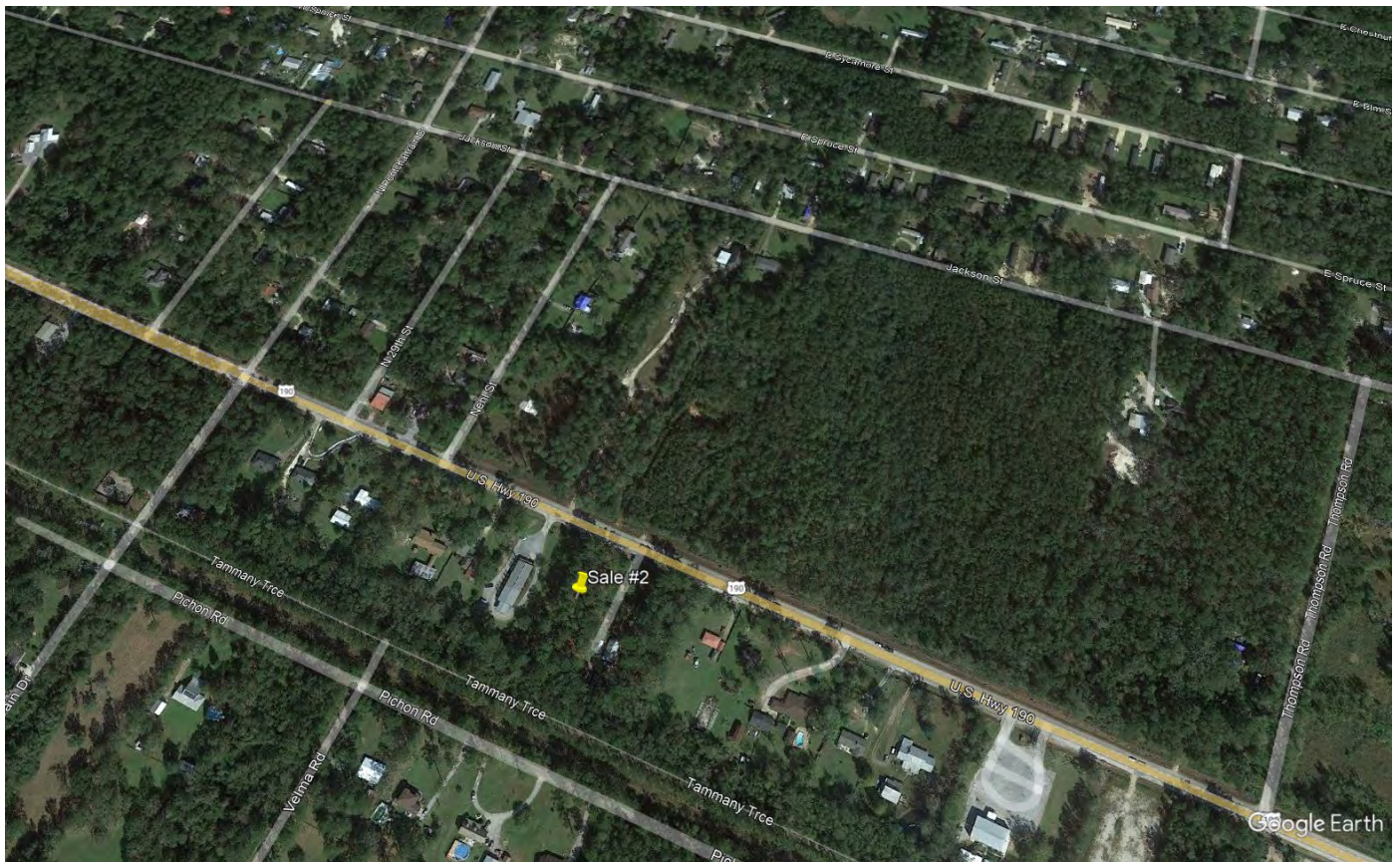
141099 Tax Details

Owner Name:
Assessment Number: 141099
Property Address:
Old Assessment Number:
Mailing Address:
Property Description:
Exempt:
Tax District:
Subdivision Phase:
Lot Number:
Block Number:

Notice: This drawn parcel has been changed or altered since the last tax roll certification due to a transaction or request to split and/or combine parcels, etc. As a result, the Assessment Number(s) changed and the prior associated Assessment Number(s), listing(s), and assessed value(s) no longer reflect nor coincide with the new depicted parcel(s) and should not be used as a comparable.

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COMPARABLE LAND SALE NO. 3

VENDOR: David D.Silvestri and James J. Silvestri

VENDEE: Laron Hicks-Campbell

DATE: March 28, 2023

RECORDATION: Instrument #2367536

SALES PRICE: \$45,000 Terms: Cash Sale

LEGAL DESCRIPTION: East 1/2 of Square 75 Lacombe Park S/d, St. Tammany Parish, Louisiana

LAND SIZE: 45,000 S.F., or 1.03-acre

UNIT SALES PRICE: \$1.00/S.F.

ZONING: HC-1, Highway Commercial District

FLOOD ZONE: "X", not a flood hazard area

COMMENTS: This site fronts on the south side of Highway 190 and the north side of the Tammany Trace, approximately 0.5-mile west of the subject. This is an inferior location. This is not a corner site (its eastern boundary is 20th St., however it is unconstructed at the present time. The site is rectangular in shape and heavily wooded.

St. Tammany Parish Assessor's Office - Atlas Geoportal Maps

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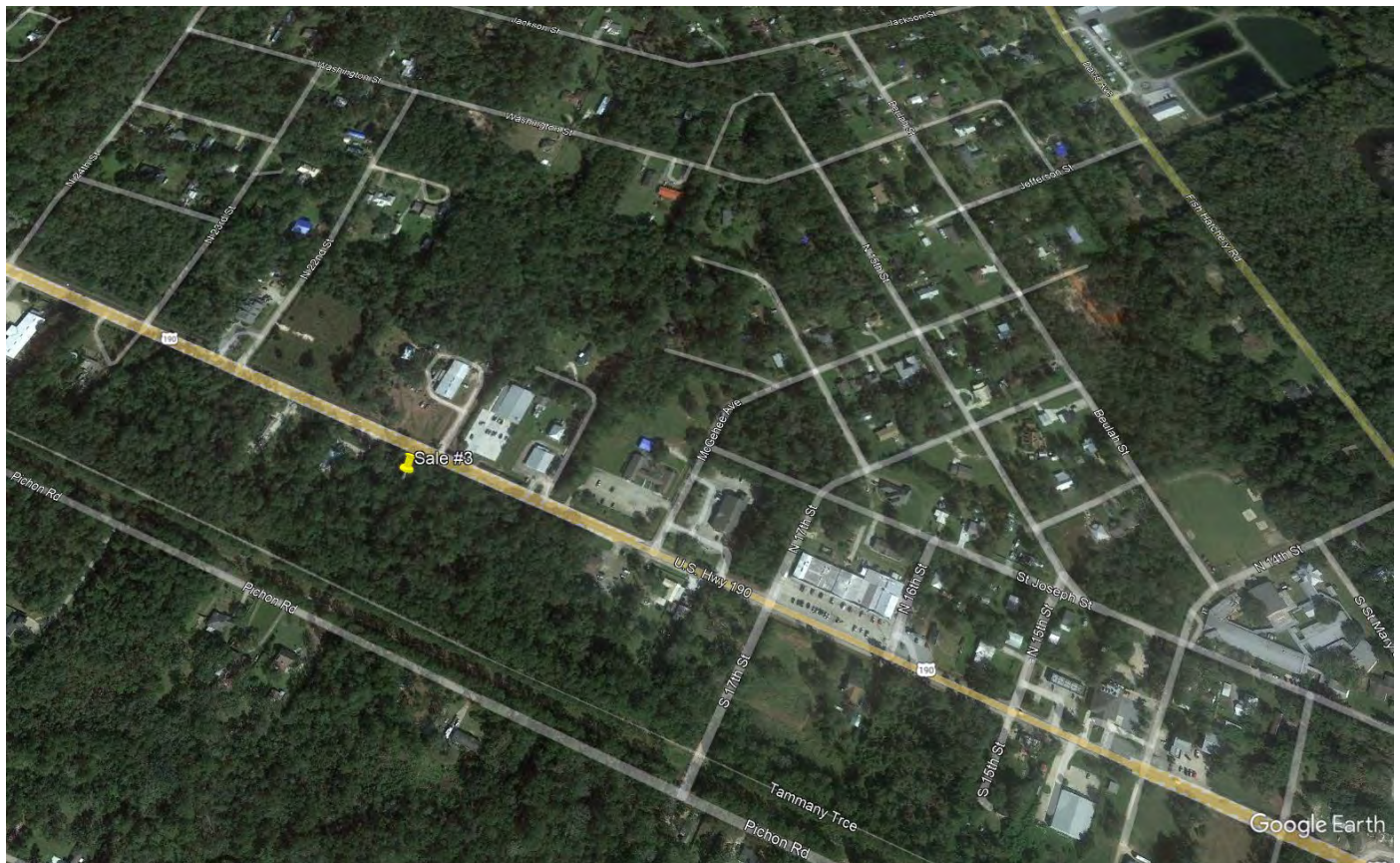
78259 Tax Details

- Owner Name: HICKS-CAMPBELL, LARON
- Assessment Number: 78259
- Property Address: 0 HWY 150 HIGHWAY
- Old Assessment Number: 1211323326
- Mailing Address: 3056 FRONT ST SLIDELL, LA, 70458
- Property Description: E 1/2 SQ 75 LACOMBE
- Exempt:
- Tax District: 21
- Subdivision Phase: 1
- Lot Number:
- Block Number:
- Notice:
- Images

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COMPARABLE LAND SALE NO. 4

VENDOR: Ronald C. Francis and Felix S. Francis, Jr.

VENDEE: Arieux Investments, LLC (represented by Alisha and Beau Arieux)

DATE: March 9, 2022

RECORDATION: Instrument #2317921

SALES PRICE: \$150,000 Terms: Cash Sale

LEGAL DESCRIPTION: Lot 1-A, Square 117, Lacombe Park S/d, St. Tammany Parish, Louisiana

LAND SIZE: 145,937 S.F., or 3.397-acres

UNIT SALES PRICE: \$1.01/S.F.

ZONING: HC-2, Highway Commercial District

FLOOD ZONE: "X", not a flood hazard area

COMMENTS: This site fronts the north south of Highway 190 approximately 0.75-mile west of the subject. This is an inferior location. This is a corner site, with frontage on 3 streets (the site lies between 22nd and 23rd Streets, with frontage on each). The site is heavily wooded. Obviously, being on the north side of the highway, the site has no frontage on the Tammany Trace.

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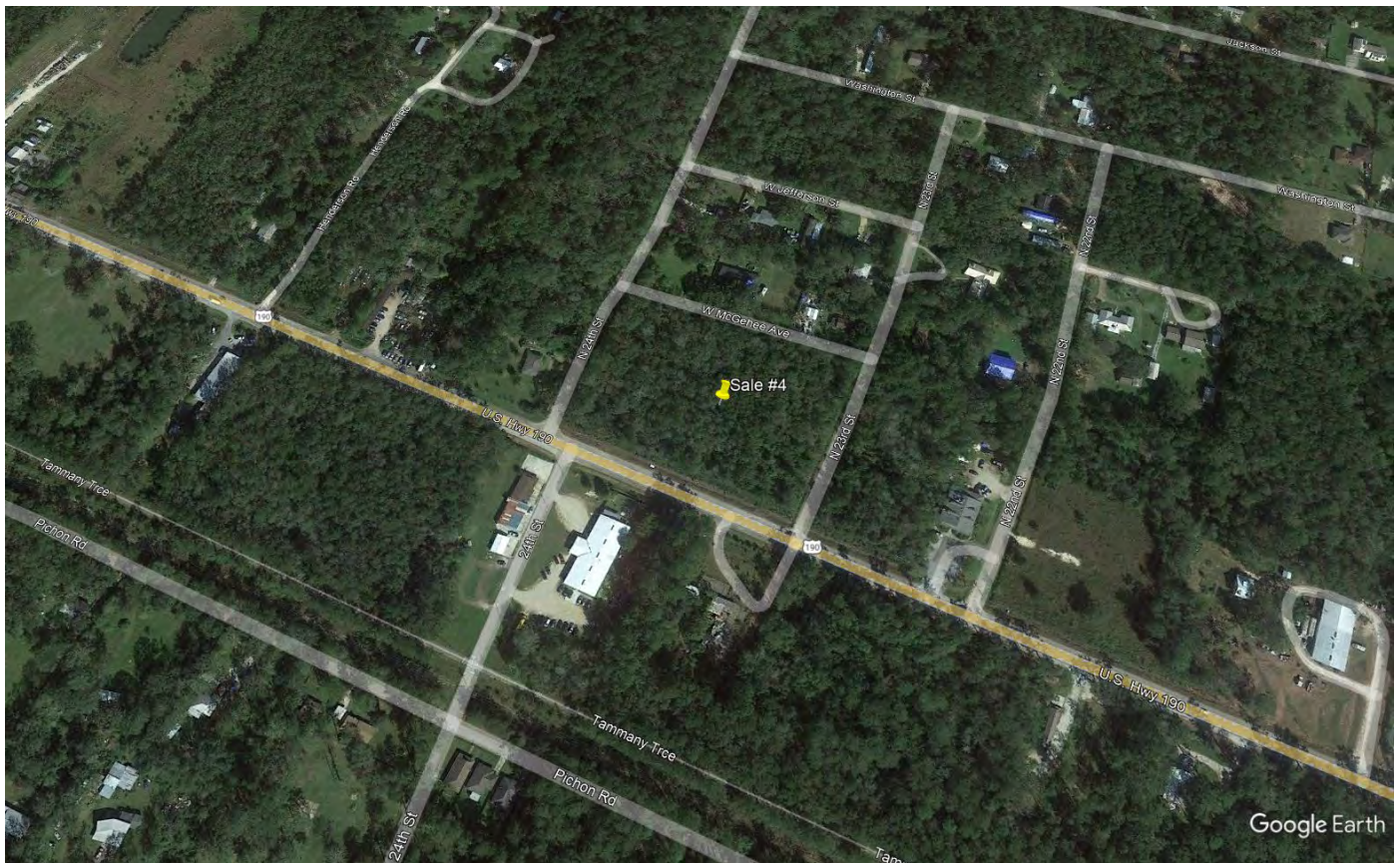
75276 Tax Details

Owner Name: ARIEX INVESTMENTS LLC
Assessment Number: 75276
Property Address: 0 HWY 190
Old Assessment Number: 1210399191
Mailing Address: 108 HOUMAS CT PEARL RIVER, LA 70452
Property Description: 3.4 ACS M/L BEING LOTS 1 THRU 19 SQ 117 LACOMBE PA
Exempt:
Tax District: 21
Subdivision Phase: 1
Lot Number:
Block Number:
Notice:

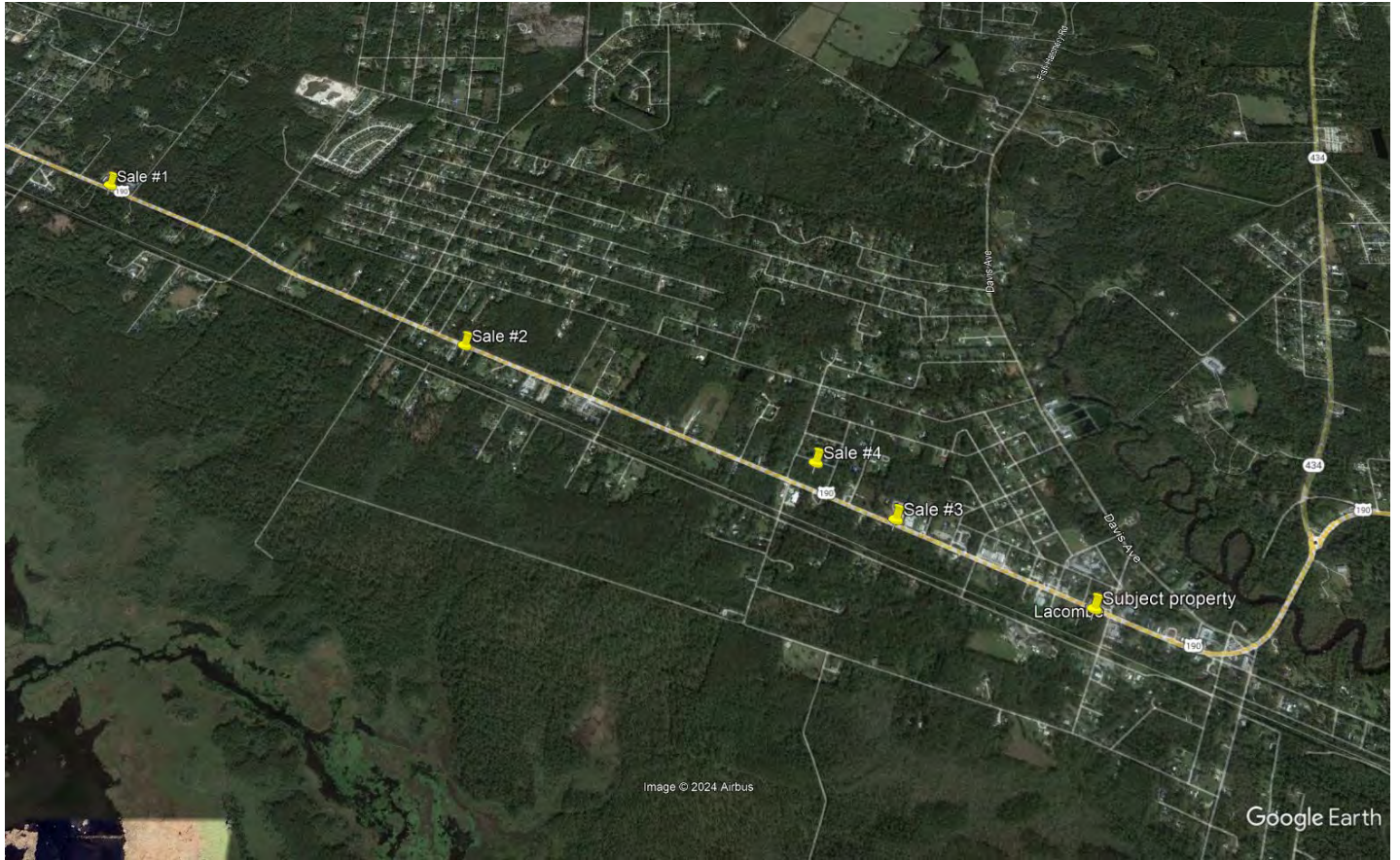
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COMPARABLE LAND SALES MAPS/GOOGLE EARTH IMAGES



ANALYSIS OF COMPARABLE SALES & FINAL VALUE CONCLUSION

After an extensive and thorough investigation of vacant sites in the subject's area, the sales that follow were deemed the most pertinent by the appraiser in determining the subject's land value. These sites were primarily chosen because they represent the most recent sales activity in the area. Adjustments were made to these sales for physical differences with respect to the subject site. Discussion of these adjustments is given in the text that follows the sales chart:

Subject Size 2.07-acres

	1	2	3	4	5
SALE	Highway 190 Lacombe	Highway 190 Lacombe	Highway 190 Lacombe	Highway 190 Lacombe	N/A
DATE	Oct 2023	Jul 2024	Mar 2023	Mar 2022	
SALE PRICE	\$211,000	\$85,000	\$45,000	\$150,000	
LAND SIZE (acres)	2.34	0.967	1.03	3.397	
UNIT PRICE / SQ FT	\$2.07	\$2.02	\$1.00	\$1.01	
ORD. ZONING	HC-2	NC-2	HC-1	HC-2	
CORNER	No	No	No	Yes	
CLEARED/WOODED	Wooded	Wooded	Wooded	Wooded	
FLOOD ZONE	No	No	No	No	
ADJUSTMENTS					
TIME/Conditions of Sale	0	0	0	0	
SIZE	0	-10%	-10%	10%	
LOCATION	20%	20%	0	0	
ZONING	0	20%	10%	0	
TRACE FRONTAGE	0	0	0	20%	
CLEARED/WOODED	0	0	0	0	
FRONTAGE/ACCESS	0	0	0	0	
CORNER/SHAPE	10%	10%	10%	0	
FLOOD ZONE	0	0	0	0	
COMPOSITE	30%	40%	10%	-30%	
INDICATED VALUE	\$2.69	\$2.83	\$1.10	\$1.30	
AVERAGE	\$1.98				
MEDIAN	N/A				
HIGHEST INDICATOR	\$2.83				
LOWEST INDICATOR	\$1.10				

After adjustment, the sales indicate a range of value for the subject from \$1.10-\$2.83/S.F., with an average of \$1.98/S.F.

I am familiar with other sales in the general area. There are 2 recent sales along Highway 434, on either side of I-12. A 12.23-acre site (zoned HC-3) on the west side of Highway 434, just south of I-12 sold in November 2022, for \$2.72/S.F. (Instrument #2354857). A 2.066-acre parcel (zoned PBC-1) on the west side of Highway 434, approximately 0.75-mile north of I-12 sold for \$3.33/S.F., in May 2021 (Instrument #2268713). A related purchaser then bought an adjacent 5.993-acre parcel for \$3.29/S.F. in February 2022).

Based on all available information, I estimate the unit value of the subject property to be \$2.00/S.F.

RECAPITULATION OF LAND VALUE/20.301-ACRES

90,000 S.F. x \$2.00 = \$180,000

I recognize this is well above what the property was purchased for in August 2021. The property was purchased from a group of heirs who became owners after the property was transferred to them upon termination of a trust. I think the owners made a very wise purchase at a price below market value.

This is one of the very best vacant sites in the area.

CERTIFICATION

I certify that, to the best of my knowledge and belief, unless as otherwise noted in this appraisal report:

- the statements of fact contained in this report are true and correct.
- the reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and are my personal unbiased professional analyses, opinions and conclusions.
- I have no present or prospective interest in the property that is the subject of this appraisal report and I have no personal interest or bias with respect to the parties involved.
- my compensation is not contingent on an action or event resulting from the analyses, opinions, or conclusions in or the use of, this report.
- my analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute.
- the analyses, opinions, and conclusions were developed and this report prepared in conformity with the Uniform Standards of Professional Appraisal Practice of the Appraisal Foundation and The Louisiana Certified Real Estate Appraisers Law.
- the use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- The appraisers have made a personal inspection of the property that is the subject of this appraisal report.
- No one other than associates in this office or outside consultants as noted provided significant professional assistance in the preparation of this report.
- The appraisal assignment was not based on a requested minimum valuation, or specific valuation or the approval of a loan.
- The undersigned designated appraisers have completed the requirements under the continuing education program of the appraisal organizations for which they are members.
- I have completed previous appraisal assignments of similar type properties.
- I have not previously appraised the subject property.
- My fee for this restricted appraisal report is \$1,500.

- If this report has been electronically signed, it should be noted that only the signer has access to their electronic signature and thus any electronic signature is considered to be authentic.



A. R. Blossman III
Louisiana Certified General
Real Estate Appraiser License #G0993

ASSUMPTIONS AND LIMITING CONDITIONS

1. This report is subject to the following conditions and to such specifications and limiting conditions that also might be set forth in this report. These conditions affect the analyses; opinions, and value conclusions contained in this report.
2. It is assumed that the property is owned in Fee Simple Title. Fee Simple Title implies that the property is owned free and clear, unencumbered and unless otherwise specified. There are to be no leases, liens, easements, encroachments or other encumbrances on the subject property that have not been specified in this report.
3. No responsibility is assumed for matters of a legal nature affecting the appraised property or title. This appraisal assumes that the subject property is presented with a good and marketable title unless otherwise specified. The appraiser has not rendered an opinion as to the title and does not have the expertise to do so. Data on ownership and legal descriptions were obtained from sources generally considered reliable.
4. The property is appraised assuming it is to be under responsible ownership and competent management. Unless otherwise specified, the property is assumed to be available for its highest and best use.
5. Any survey contained in this report is assumed to be true and correct, and it is also assumed that there are no hidden encroachments upon the property appraised except as noted. Any sketch prepared by the appraiser and included in this report may show approximate dimensions and is included to assist the reader in visualizing the property only. The appraiser has not made a survey of the property and does not warrant any surveys or other presented plans or sketches.
6. The appraiser assumes that there are no hidden or unapparent conditions of the property, subsoil, or other structures, which would render it more or less valuable. The appraiser assumes no responsibility for such conditions or for engineering that might be required to discover these factors. This includes the presence of unusual/extraordinary mineral deposits or subsurface rights not typically transferred with normal comparable data (i.e. valuable mineral rights associated with oil/gas production, etc., are not part of this assignment).
7. Any distributions of the valuation of the report between land and improvements apply only under the existing program of utilization. The separate valuation for land and building must not be used in conjunction with any other appraisal and are invalid if used in conjunction with any other appraisal.
8. No responsibility is assumed for changes in matters that are legal, political, social, or economic which could affect real estate values that take place after the effective date of this evaluation.

9. Information, estimates, and opinions furnished to the appraiser, and contained in the report, was obtained from sources considered reliable and believed to be true and correct. However, no responsibility for the accuracy of such information furnished to the appraiser during the appraisal process is warranted by the appraiser. The appraiser assumes no responsibility for the accuracy of such information as measurements, survey, title information, and other information furnished by comparable sales data found in courthouse records and information obtained from Realtors and other parties during any type of comparable survey.
10. This report is predicated upon the assumption that the property has reached a stabilized occupancy as of the date of valuation, unless otherwise noted.
11. On all appraisals, subject to satisfactory completion, repairs, or alterations, the appraisal report and value conclusion are contingent upon completion of the improvements in a workmanlike manner and in accord with the referred to plans and specifications.
12. The appraiser will not give testimony or appear in court because he or she made an appraisal of the property in question, unless required to do so by a court.
13. Disclosure of the contents of this appraisal report is governed by the By-Laws and Regulations of the Appraisal Institute.
14. Neither all nor any part of the contents of this report, especially any conclusions as to value, identity of the appraiser or the firm with which he (they) is connected or any reference to the Appraisal Institute shall be disseminated to the public through advertising media, public relations media, news media, sales media, or any other public means of communication without prior consent of the undersigned.
15. Unless otherwise stated in this report, the existence of hazardous material, which may or may not be present on the property, was not observed by the appraiser. The appraiser has no knowledge of the existence of such materials on or in the property. The appraiser, however, is not qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation, or other potentially hazardous materials or gases may affect the value of the property. The value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value. No responsibility is assumed for such conditions, or for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired. This report further assumes that there are no under/above ground storage tanks of any kind on the property (unless otherwise noted).

Possible leakage problems have not been addressed. The site history of the subject property has not been explored, nor has the historical land use patterns of surrounding properties been investigated. Again, the appraiser has not addressed any environmental issues that might affect value. This report assumes that no such issues of any kind are present or affecting the Fee Simple Value in any manner (unless otherwise noted). The appraiser urges the client to retain an outside environmental expert to determine the subject property's status from this perspective.

16. The appraiser has personally inspected the property and finds no obvious evidence of structural deficiencies except as stated in the report. However, no responsibility for hidden or unnoticed defects is assumed. No responsibility for conformity to specific governmental requirements (such as fire, building and safety, earthquake, or occupancy codes) can be assumed without provisions of specific professional or governmental inspections.
17. The appraiser has personally inspected the subject property and found no evidence of termite damage or infestation (unless otherwise noted). No termite inspection report was made available to the appraiser. The appraiser is not responsible for damages resulting from any type of insect infestation whatsoever. This is beyond the scope of the appraisal assignment.
18. I have agreed to enter into this assignment requested by the client named in the report for the use specified by the client that is stated in the report, which calls for things that are different from the work that would otherwise be required by the specific guidelines of USPAP. The client agreed that the performance of this limited appraisal service is appropriate for their intended use.

ACCEPTANCE OF AND USE OF THIS APPRAISAL REPORT CONSTITUTES
ACCEPTANCE OF THE ABOVE.

Qualifications of A.R. Blossman, III

REAL ESTATE EXPERIENCE

Blossman Appraisal Service – Owner/Appraiser providing commercial, industrial and multi/single-family residential property valuation, subdivision feasibility studies, real estate consulting and expert testimony (March 2001- Present)

Murphy-Blossman Appraisal Services – Managing Partner/Appraiser providing residential and commercial property valuation (September 1995 – February 2001)

Scoggin & Associates – Appraiser providing commercial and residential property valuation (January 1993 – May 1995)

Deano & Associates – Appraiser providing commercial and residential property valuation (December 1990 – December 1993)

American Realty – Broker specializing in commercial and investment properties (January 1985 – August 1986)

Equity Investment Services, Inc. – Broker/Realtor specializing in commercial and investment properties (August 1983 – December 1984)

OTHER PROFESSIONAL EXPERIENCE

Banking Officer – First National Bank – Credit Review Department (July 1981 – August 1982)

WARB, Inc., Radio – various capacities including President/General Manager (September 1986 – November 1990)

TRAINING

Completed General Appraisal Designation Coursework at Donaldson's Real Estate School

Passed State of Louisiana General Real Estate Appraisal Examination

Real Estate Appraisal Review Seminar – American Association of Real Estate Appraisal Review

Commercial Appraiser Seminar – Louisiana Association of Bankers

Numerous Continuing Education courses, including Reviewing Complex Residential Appraisals, Construction, USPAP, Appraising Convenience Stores, Appraising "Green" Properties, Appraising Self-Storage facilities, Appraising Assisted Living facilities, etc.

EDUCATION

Attended Louisiana State University, Baton Rouge, Louisiana and Southeastern Louisiana University, Hammond, Louisiana; graduated S.L.U. 1981, with B.A. in Management, minor in Economics

St. Paul School (High School), Covington, Louisiana; graduated May 1976, Honors Class 5 Years (8th – 12th Grades)

APPRAISAL ASSIGNMENTS

I specialize in appraising commercial and industrial properties, including:

Land (Commercial and Industrial)
Multi-Family Properties
Subdivisions (Feasibility Study and Development Analysis)
Office Buildings
Office Condominium Units and Projects
Shopping Centers and Retail Stores
Warehouses and Industrial Buildings

Special Purpose Buildings:

Restaurants
Fast Food Restaurants
Convenience Store/Gas Stations
Churches

SAMPLE CLIENT LIST

Bank Plus	Gulf Coast Bank
American Bank & Trust Co.	Resource Bank
Citizen's Savings Bank	Red River Bank
First Guarantee Bank	Louisiana Federal Credit Union
Jones, Fussell Law Firm	Beary & Oaks Law Firm
Carver, Darden Law Firm	Kushner Lagraize-CPA
Wynne & Goux Law Firm	Eric Bissel, Attorney
Roman Catholic Church, Archdiocese of NO	The Planche Company, LLC
St. Tammany Parish Sheriff	St. Tammany Parish School Board
Tangipahoa Parish Sheriff	St. Helena Parish Police Jury

I have performed appraisals for numerous state district courts and the U.S. Bankruptcy Court for Eastern Louisiana. I have testified in numerous trials, mediation hearings and depositions. I have been admitted as an expert witness in the 19th, 21st and 22nd State Judicial District Courts, US Federal Court (New Orleans) and US Bankruptcy Court for Eastern Louisiana (New Orleans).

Louisiana Real Estate Appraisers Board

Having complied with the requirements of Chapter 51 of Title 37 of the Louisiana Revised
Statutes of 1950 and the requirements of the Louisiana Real Estate Appraisers Board,

Certified General Appraiser

license is hereby granted to
Alfred R. Blossman, III

License Number - APR.00993-CGA
First Issuance Date - 01/04/2023
Expiration Date - 12/31/2024

Rebecca A. Rothchild
Chairwoman
[Signature]
Secretary



Library Capital Projects for Renovation and Preservation

Facility	Type	Budget	2023	2024	2025	2026	2027	2028
Causeway Branch	Carpet 9,000 SF.	\$ 50,000.00	\$ -	\$ 50,000.00	\$ -			
Covington Branch	Exterior renovations	\$ 140,800.00		\$ 125,400.00	\$ -			
Mandeville renovation	Recarpet, Cat6 wiring upgrade, update restrooms, front entrance/automatic doors			\$ 200,000.00	\$ 100,000.00			
South Slidell Branch	Roof replacement	\$ 129,400.00	\$ 129,400.00	\$ -	\$ -			
Technical Services/Maintenance/IT	Renovation	\$ 123,990.36	\$ 123,990.36	\$ -	\$ -			
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				
Technical Services/Maintenance/IT	Elevator Installation for ADA compliance	\$ 166,000.00	\$ -	\$ 166,000.00	\$ -			
Technical Services/Maintenance/IT	Purchase small office space & warehouse for new outreach service next door to Tech Services building	\$ 290,724.16		\$ 290,724.16	\$ -			
Lacombe	Land for small branch replacement	\$ 190,000.00		\$ 190,000.00	\$ -			
Lacombe	Small Branch Replacement - 6,000 SF	\$ 3,100,000.00	\$ -	\$ -	\$ 3,120,000.00			
Slidell Expansion/Renovation	Expand Library to Northeast -6,000 SF	\$ 2,960,000.00	\$ -		\$ 2,960,000.00			
TOTAL		\$ 8,338,914.52	\$ 253,390.36	\$ 2,010,124.16	\$ 6,180,000.00	\$ -	\$ -	\$ -

Currently designated by the LBOC and Budgeted by Parish

Projects that we will consider tonight

Current funds	\$ 5,478,200.25	\$ 6,851,174.86	\$ 6,321,900.70	\$ 1,900.70	\$ 1,900.70	\$ 1,900.70
Projected interest	\$ 113,814.97	\$ 30,000.00	\$ 10,000.00	\$ -	\$ -	\$ -
Projected expenditures	\$ (253,390.36)	\$ (2,010,124.16)	\$ (6,180,000.00)	\$ -	\$ -	\$ -
Projected cost allocation plan charges	\$ (37,450.00)	\$ (150,000.00)	\$ (150,000.00)	\$ -	\$ -	\$ -
Balance before annual transfer	\$ 5,301,174.86	\$ 4,721,050.70	\$ 1,900.70	\$ 1,900.70	\$ 1,900.70	\$ 1,900.70
Ad valorem transfer	\$ 1,550,000.00	\$ 1,600,850.00	\$ -	\$ -	\$ -	\$ -
Funds available	\$ 6,851,174.86	\$ 6,321,900.70	\$ 1,900.70	\$ 1,900.70	\$ 1,900.70	\$ 1,900.70

ST. TAMMANY PARISH GOVERNMENT
ST. TAMMANY PARISH LIBRARY CAPITAL FUND AS OF 12/31/2023

BEGINNING AUDITED FUND BALANCE AS OF 01/01/2023	\$	5,478,200.25			
BUDGETED REVENUES	\$	1,663,814.97			
AD VALOREM	\$	1,550,000.00			
INTEREST	\$	113,814.97			(ACTUAL FOR JANUARY - DECEMBER 2023)
CLOSED PROJECTS	\$	(123,990.36)			
LIBRARY TECH & MAINT. BLDG. RENOVATION	\$	(123,990.36)			
BUDGETED EXPENDITURES	\$	(1,600,850.00)			
CAPITAL PROJECTS	\$	(1,563,400.00)			
COST ALLOCATION PLAN CHARGES	\$	(37,450.00)			(WILL BE ADJUSTED BASED ON ACTUAL ACTIVITY AFTER FY2023 IS COMPLETE)
AVAILABLE FUND BALANCE	\$	5,417,174.86			
REVENUES NOT YET TRANSFERRED	\$	-			(TRANSFER OCCURS AT YEAR END AFTER RECEIPT OF 2023 TAXES)

AVAILABLE FUNDS TO BE BUDGETED AS OF 12/31/2023 **\$ 5,417,174.86**

OPEN PROJECTS

<u>PROJECT #</u>	<u>DESCRIPTION</u>	<u>TOTAL BUDGET</u>	<u>PY EXPENDED</u>	<u>CY BUDGET</u>	<u>CY ACTUAL YTD</u>	<u>CY ENCUMB</u>	<u>REMAINING</u>
FM19000176	SOUTH SLIDELL LIBRARY ROOF	\$ 200,000.00	\$ -	\$ 200,000.00	\$ 129,400.00	\$ -	\$ 70,600.00
FM19000234	COVINGTON LIBRARY EXT RENOVATIONS	140,800.00	15,400.00	125,400.00	5,940.05	4,659.95	114,800.00
FM22000212	LIBRARY PEOPLE COUNTER DEVICES	42,000.00	-	42,000.00	-	-	42,000.00
FM22000232	LIBRARY-MANDEVILLE BRANCH RENOVATIO	200,000.00	-	200,000.00	-	20,000.00	180,000.00
FM22000233	LIBRARY-CAUSEWAY BRANCH CARPET	50,000.00	-	50,000.00	-	-	50,000.00
FM22000250	LIBRARY TECHNOLOGY UPGRADE-PARISHWD	946,000.00	-	946,000.00	-	-	946,000.00
		\$ 1,578,800.00	\$ 15,400.00	\$ 1,563,400.00	\$ 135,340.05	\$ 24,659.95	\$ 1,403,400.00

*ORDINANCE TO ADOPT LIBRARY OUTREACH SERVICES FACILITY (\$330,000.00) AND TECHNICAL & MTC BLDG ELEVATOR (\$166,000.00) EFFECTIVE AS OF JANUARY 2024



St. Tammany Parish Library Board of Control
Purchase of 2.07 Acres of Vacant Land, being Square 83, Lacombe Park Subdivision, St.
Tammany Parish, Louisiana
February 26, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$190,000 of
capital funds for the purchase of 2.07 acres of vacant land, being Square 83, Lacombe Park
Subdivision, St. Tammany Parish, Louisiana. The land will be used to build a replacement for
the Lacombe Branch Library.

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 26st DAY OF
FEBRUARY 2024 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A
QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
310 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

BUSINESS RESOURCE CENTER
(985) 626-5314

BUSH (985) 886-3588

CAUSEWAY (985) 626-9779

COVINGTON (985) 893-6280

FOLSOM (985) 796-9728

LACOMBE (985) 882-7858

LEE Rd (985) 893-6284

MADISONVILLE (985) 845-4819

MANDEVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

St. Tammany Parish Library 2024 Spring Budget Amendment

Introduction

This is a brief explanation of the differences in revenue and expenditure forecasts between the 2024 Original Budget and the 2024 Spring Amendment. It is best read alongside the budget spreadsheet.

2024 Revenue

In 2023, the St. Tammany Parish Library will operate on revenue of \$12,609,572. We expect an additional \$161,997 in Ad Valorem taxes and \$5,786 in State Revenue Sharing over what we budgeted last year. Each year we typically experience this amount of growth. The Fines and Fees line has been adjusted upwards to match the money we received in 2023 as we have more circulation and printing. Overall, there is an increase of \$170,784 in revenue.

2024 Expenditures

We produced the 2024 Budget in July of 2023. This budget amendment adjusts based on how the library ended the 2023 fiscal year, on increased supply costs, and on projects such as a new Outreach Branch/Service. Most of the increases and decreases you will see in the individual budget lines will be due to these activities. Each section in the budget is highlighted below with an explanation.

- **Library Salaries** - There are no changes made to this line.
- **Employee Benefits** – The FICA/Medicare line is increased to match last year’s expenditures. The Health Insurance line and Health trust line is adjusted to match our consultant’s estimate for the year.
- **Operating Services** – The Publication of Legal Notices line is increased to match last year’s expenses. Promotional Production is increased to cover costs associated with replenishing branded items.
- **Printing, Duplicating, and Binding** – Printing is increased to cover the costs associated with printing millage information.
- **Utilities** – We have increased the Electricity line as we now have a new outreach building. The Water line has been increased to match last year’s usage plus the new outreach facility.
- **Communications** – Postage was increased so that we can cover postage for outreach. The Voice and Data lines were decreased as we are getting better pricing through E-rate.
- **Lease Expense** – The Building Lease expense is increased as our lease at the admin building increases based on the Consumer Price Index and our Causeway Library rent increased in October as well. We had to adjust for last year and then add the increased cost for this year. Vehicle lease was increased to match last year’s usage.

- **Maintenance of Property and Equipment** – The Custodial & Janitorial line is increased to reflect an increase in janitorial supply costs and the new outreach facility. Maintenance supply line is increased as we may need more supplies during the move into the outreach building. The Fuel & Lube line is decreased based on last year’s usage. The Solinet/OCLC Cost is increased to match last year’s usage of catalog records. The Polaris Maintenance line is increased to match our invoice this year as we have moved to individual sign-ons for increased security.
- **Maintenance Services** –Sanitation is increased as we will have to cover Technical Services and the outreach facility’s garbage removal for the entire year. Carpet Cleaning is increased as there are a few locations that need more cleaning more often.
- **Professional Services** – Payroll service fee is increased to cover costs related to on-boarding/training features of Paylocity so that we can insure timely training of new hires. The Financial line is increased as our audit will now be more expensive due to the State Wide Agreed Upon Procedures. Security is increased to match last year’s cost. Web Design Consultant is increased to cover the upkeep on our new kids catalog.
- **Insurance and Claims** – Vehicle Insurance is increased due to higher rates across the state.
- **Operating Supplies** –Book/Preparation supplies were increased to reflect last year’s usage and the continued higher costs of supplies.
- **Travel and Continuing education** –The Conventions/Seminars line is decreased as we are planning for smaller but topic specific conferences.
- **Public Relations/Programming** –More money was added to Adult Programming to reflect last year’s costs.
- **Non-Book Acquisitions** – The Landscaping Additions line was increased to reflect the continued practice of adding spring and fall flowers to our grounds. Improvement to Physical Plant was reduced to match this year’s plans. The Vehicle line was reduced as we are only purchasing one replacement vehicle this year. The Office Equipment, Furniture, and Shelving line is decreased to reflect this year’s furniture replacement plans – more furniture purchases will happen from savings this year. The Audio-Visual project that was planned for last year has been shifted to this year due to equipment supply problems. Camera costs were added so that we can have cameras at the new Outreach facility.
- **Library Resource Acquisitions** – The Lease/Purchase books line is reduced as we have extra lease credits that will last us further into this year before we have to purchase more. Music Recordings, Periodicals, and Video Recordings are reduced as there are less items being physically published. Digital Microfilm cost is reduced to match this year’s invoice. The CDROM Software line is being reduced as we are going with a less

expensive provider for our collection analysis software. Internet Database Subscriptions is increased to cover the full year of LinkedIn learning.

Planned Usage of Savings – Our new outreach branch will need one-time purchases to get up and running. These include, an Outreach Vehicle, an Opening Day Collection, and Furniture, Fixtures and Equipment.

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, 2023, was \$5,960,283.86. 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.
- Dedications for Causeway, Mandeville, and Slidell furniture projects, with updated numbers based on the most recent information from our consultant. We will be dedicating these funds with this budget amendment but they are not currently budgeted for this year.
- Dedication for Lacombe furniture – we are dedicating these funds with this budget amendment, but not budgeting them for expenditure.
- Dedication for Outreach Opening Day collection, Furniture Fixtures and Equipment, and an Outreach Vehicle. These expenditures will be budgeted in this amendment.

This leaves us with a current Unassigned Savings of \$380,294 and puts us in a good position to continue to work on goals identified during the strategic planning process. Some of the potential dedications that we are working on as a result of strategic planning are detailed in blue.

Budget Analysis

We are forecasting an increase in revenue of \$170,784 due primarily to more ad valorem funds as part of our normal growth and an increase in fines/fees. The 2024 Spring Budget Amendment shows an increase in expenditures of \$410,750 over the original budgeted expenditures for 2024 to cover the increased costs of supplies, Health Insurance, costs associated with the addition of the outreach facility, and a planned usage of savings to get our new outreach service off of the ground. Aside from the planned usage of savings, the operational portion of the budget is balanced.

Conclusion

Each library department was allocated the funds to enable their plans at the beginning of the 2024 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". The signature is written in black ink and is positioned below the text "Respectfully Submitted,".

Kelly LaRocca
Director

2024 Spring Amendment

	2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	Amendment	2023 Budget Fall Amend
REVENUE							
405	Ad Valorem Taxes (received)	\$11,300,475.73	11,494,947.88	11,823,150.21	\$ 11,861,153	\$ 161,997	\$ 12,023,150
410	State Revenue Sharing	\$251,600.00	251,600.00	258,515.31	\$ 258,515	\$ 5,786	\$ 264,302
415	Fines/Fees	\$49,665.48	70,486.86	75,471.23	\$ 73,000	\$ 3,000	\$ 76,000
416	LA Library Grant - ARPA	\$47,065.00	0.00	0.00	\$ -	\$ -	\$ -
417	Grants	\$0.00	0.00	0.00	\$ -	\$ -	\$ -
418	LEH Grant	\$2,700.00	2,400.00	0.00	\$ -	\$ -	\$ -
420	Interest Income	\$1,141.66	38,715.49	185,805.65	\$ 194,000	\$ -	\$ 194,000
425	Donations	\$9,055.59	33,302.89	61,165.51	\$ 50,000	\$ -	\$ 50,000
430	Miscellaneous Income	\$0.00	14,840.11	0.21	\$ -	\$ -	\$ -
440	CARES Act COVID-19	\$0.00	0.00	0.00	\$ -	\$ -	\$ -
450	Summer Reading T-shirt Sales	\$1,267.40	1,316.77	2,118.98	\$ 2,120	\$ -	\$ 2,120
					\$ -	\$ -	\$ -
	TOTAL REVENUE	\$11,662,970.86	11,907,610.00	12,406,227.10	\$ 12,438,788	\$ 170,784	\$ 12,609,572
EXPENDITURES							
LIBRARY ADMINISTRATION							
PERSONNEL SALARIES							
503	Library Salaries	\$4,846,642.94	5,005,221.13	5,263,285.57	\$ 5,705,000	\$ -	\$ 5,705,000
	TOTAL	\$4,846,642.94	5,005,221.13	5,263,285.57	\$ 5,705,000	\$ -	\$ 5,705,000
EMPLOYEE BENEFITS							
505	Accrued Payroll	\$ -	\$ -	0.00	\$ -	\$ -	\$ -
511	FICA/Medicare Tax	\$104,917.88	111,512.98	119,802.99	\$ 117,000	\$ 3,000	\$ 120,000
512	Retirement Contributions	\$511,260.09	489,982.62	512,866.56	\$ 516,000	\$ -	\$ 516,000
513	Health Insurance/Insurance	\$412,118.33	440,256.79	380,065.68	\$ 460,000	\$ (20,000)	\$ 440,000
514	Health Trust	\$1,181,116.17	804,090.69	1,395,030.65	\$ 1,018,000	\$ 179,000	\$ 1,197,000
515	Workers' Compensation/Unemployment Claims	\$6,318.11	31,416.00	14,901.40	\$ 30,000	\$ -	\$ 30,000
516	Employee Miscellaneous	\$2,136.60	854.42	600.60	\$ 1,000	\$ -	\$ 1,000
	TOTAL	\$2,217,867.18	1,878,113.50	2,423,267.88	\$ 2,142,000	\$ 162,000	\$ 2,304,000
OPERATING SERVICES							
601	Publication of Legal Notices	\$3,473.25	4,166.54	15,505.20	\$ 15,000	\$ 500	\$ 15,500
603	Membership Dues	\$5,901.48	7,045.00	7,499.65	\$ 7,500	\$ -	\$ 7,500
604	Advertising	\$18,765.19	24,385.41	31,480.57	\$ 32,500	\$ -	\$ 32,500
607	Signage	\$3,406.00	3,498.62	642.10	\$ 2,000	\$ -	\$ 2,000
608	Promotional Production	\$6,664.15	19,902.10	14,898.97	\$ 10,000	\$ 5,000	\$ 15,000
	TOTAL	\$38,210.07	58,997.67	70,026.49	\$ 67,000	\$ 5,500	\$ 72,500
PRINTING, DUPLICATING & BINDING							
611	Printing	\$8,918.93	11,998.47	12,786.17	\$ 12,000	\$ 1,000	\$ 13,000

2024 Spring Amendment

	2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	Amendment	2023 Budget Fall Amend
613	Book Binding	\$0.00	3,840.20	2,544.95	\$ 5,000	\$ -	\$ 5,000
615	Patron Cards	\$3,380.90	0.00	4,959.70	\$ 5,000	\$ -	\$ 5,000
	TOTAL	\$12,299.83	15,838.67	20,290.82	\$ 22,000	\$ 1,000	\$ 23,000
	UTILITIES						
621	Electricity	\$237,246.80	316,933.90	284,245.50	\$ 284,220	\$ 3,000	\$ 287,220
622	Gas	\$2,376.75	2,474.76	2,299.09	\$ 3,250		\$ 3,250
623	Water	\$31,790.45	35,776.99	46,073.45	\$ 42,000	\$ 5,000	\$ 47,000
	TOTAL	\$271,414.00	355,185.65	332,618.04	\$ 329,470	\$ 8,000	\$ 337,470
	COMMUNICATIONS						
625	Postage	\$5,720.78	10,899.72	14,459.39	\$ 16,000	\$ 3,000	\$ 19,000
626	Voice Line (Regular Phone Service)	\$85,081.73	83,668.72	77,627.21	\$ 83,500	\$ (6,000)	\$ 77,500
627	Data Line (Internet-Network)	\$45,300.00	45,295.00	41,470.26	\$ 50,000	\$ (7,000)	\$ 43,000
630	Courier/Shipping	\$190.93	238.20	515.35	\$ 1,000		\$ 1,000
	TOTAL	\$136,293.44	140,101.64	134,072.21	\$ 150,500	\$ (10,000)	\$ 140,500
	LEASE EXPENSE						
634	Building	\$300,508.74	310,941.75	318,045.64	\$ 303,000	\$ 20,000	\$ 323,000
636	Equipment	\$7,750.69	5,096.96	4,970.03	\$ 6,000	\$ -	\$ 6,000
638	Vehicle	\$0.00	0.00	2,647.96	\$ 2,500	\$ 250	\$ 2,750
	TOTAL	\$308,259.43	316,038.71	325,663.63	\$ 311,500	\$ 20,250	\$ 331,750
	MAINTENANCE OF PROPERTY & EQUIP.						
641	Custodial & Janitorial	\$207,731.07	208,585.74	212,056.10	\$ 212,000	\$ 3,000	\$ 215,000
643	Grounds/Lawn Maintenance	\$82,000.00	80,224.00	84,861.00	\$ 85,000	\$ -	\$ 85,000
645	Maintenance supplies	\$6,978.24	8,973.74	9,972.57	\$ 9,000	\$ 1,000	\$ 10,000
652	Fuel and lube	\$23,295.56	39,891.89	32,787.02	\$ 37,000	\$ (4,000)	\$ 33,000
654	Vehicle repairs	\$6,138.54	3,821.26	14,567.55	\$ 10,000	\$ -	\$ 10,000
658	Small Tools & Supplies	\$2,895.48	2,958.04	2,988.96	\$ 3,000	\$ -	\$ 3,000
660	Office machine and equip. repair	\$1,557.88	974.68	504.92	\$ 1,000	\$ -	\$ 1,000
661	Network Utility Software	\$68,859.01	172,971.54	155,507.60	\$ 157,250	\$ -	\$ 157,250
662	Solinet (OCLC) Cost	\$28,249.86	28,026.94	30,649.09	\$ 29,500	\$ 2,500	\$ 32,000
663	Polaris Maintenance	\$51,939.66	51,978.19	53,635.61	\$ 54,000	\$ 1,000	\$ 55,000
664	P C Network maintenance and repair	\$7,865.00	6,778.22	5,875.00	\$ 8,000	\$ -	\$ 8,000
669	Hurricane Disaster Costs	\$30,726.50	0.00	0.00	\$ -	\$ -	\$ -
	TOTAL	\$518,236.80	605,184.24	603,405.42	\$ 605,750	\$ 3,500	\$ 609,250
	MAINTENANCE SERVICES (Buildings)						
671	Physical Plant	\$114,819.68	147,981.76	176,994.78	\$ 150,000	\$ -	\$ 150,000
672	Plumbing, Heating, & Air Conditioning	\$57,605.29	66,491.54	66,494.36	\$ 66,500	\$ -	\$ 66,500
673	Electrical	\$5,973.18	7,798.31	16,998.60	\$ 13,000	\$ -	\$ 13,000

2024 Spring Amendment

	2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	Amendment	2023 Budget Fall Amend
674	Sanitation	\$8,370.63	8,957.58	10,415.68	\$ 10,000	\$ 2,000	\$ 12,000
675	Pest Control	\$6,698.00	6,140.00	7,190.00	\$ 7,550		\$ 7,550
676	Termite Contracts	\$3,228.00	8,009.00	2,915.00	\$ 4,555		\$ 4,555
678	Carpet Cleaning	\$4,870.00	14,998.98	17,590.00	\$ 17,000	\$ 1,000	\$ 18,000
	TOTAL	\$201,564.78	260,377.17	298,598.42	\$ 268,605	\$ 3,000	\$ 271,605
	Professional Services						
680	Payroll Service Fees	\$26,366.03	33,901.31	37,555.26	\$ 35,600	\$ 2,000	\$ 37,600
682	Legal	\$0.00	0.00	11,869.20	\$ -	\$ -	\$ -
683	Financial	\$36,384.06	39,023.87	50,811.44	\$ 40,000	\$ 11,000	\$ 51,000
684	Architectural	\$0.00	0.00	0.00	\$ -	\$ -	\$ -
685	Consultants	\$38,090.24	83,160.48	89,998.23	\$ 50,000	\$ -	\$ 50,000
686	Security	\$6,843.77	7,570.82	13,766.82	\$ 13,000	\$ 1,000	\$ 14,000
687	Web Design Consultant	\$66,511.44	79,693.35	89,789.97	\$ 85,825	\$ 4,000	\$ 89,825
688	Movers	\$ -	0.00	15,437.66	\$ 16,000	\$ -	\$ 16,000
	TOTAL	\$174,195.54	243,349.83	309,228.58	\$ 240,425	\$ 18,000	\$ 258,425
	INSURANCE & CLAIMS						
692	Library Property	\$135,438.08	132,637.21	145,499.86	\$ 145,500	\$ -	\$ 145,500
694	Flood insurance	\$22,163.00	23,424.00	25,916.00	\$ 26,000	\$ -	\$ 26,000
696	Vehicle Insurance	\$36,450.00	42,860.00	31,275.36	\$ 32,950	\$ 5,000	\$ 37,950
698	LBOC Liability	\$4,076.00	4,076.00	1,940.00	\$ 4,076	\$ 600	\$ 4,676
699	Gen Liability	\$20,641.00	15,054.00	25,100.64	\$ 25,100	\$ -	\$ 25,100
	TOTAL	\$218,768.08	218,051.21	229,731.86	\$ 233,626	\$ 5,600	\$ 239,226
	MATERIALS AND SUPPLIES						
	OPERATING SUPPLIES						
701	Office Supplies	\$18,984.26	31,300.98	32,995.28	\$ 33,000	\$ -	\$ 33,000
702	Bank Service Charges	\$15,113.22	15,699.20	15,568.17	\$ 16,000	\$ -	\$ 16,000
703	Book Preparation Supplies	\$36,803.34	41,739.05	46,688.48	\$ 45,000	\$ 2,000	\$ 47,000
704	Computer/Printer Supplies	\$61,301.07	61,918.90	78,742.54	\$ 81,000	\$ -	\$ 81,000
705	Programming Supplies	\$6,672.31	7,887.23	8,387.55	\$ 9,000	\$ -	\$ 9,000
	TOTAL	\$138,874.20	158,545.36	182,382.02	\$ 184,000	\$ 2,000	\$ 186,000
	TRAVEL & CONTINUING EDUCATION						
710	Mileage Reimbursement	\$12,592.98	21,899.16	19,509.56	\$ 22,000	\$ -	\$ 22,000
712	Library In-service Training	\$985.00	11,459.26	8,981.49	\$ 12,000	\$ -	\$ 12,000
714	Conventions/Seminars	\$29,892.00	64,771.20	33,944.72	\$ 60,000	\$ (25,000)	\$ 35,000
	TOTAL	\$43,469.98	98,129.62	62,435.77	\$ 94,000	\$ (25,000)	\$ 69,000
	PUBLIC RELATIONS/PROGRAMMING						
724	Summer Reading Program	\$26,687.81	45,000.00	44,955.26	\$ 45,000	\$ -	\$ 45,000

2024 Spring Amendment

	2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	Amendment	2023 Budget Fall Amend
725	Summer Reading T-shirts	\$5,191.17	5,519.64	6,575.59	\$ 7,200	\$ -	\$ 7,200
726	Adult Programming	\$24,673.99	35,924.44	38,832.18	\$ 36,000	\$ 2,000	\$ 38,000
727	Young Adult Programming	\$11,434.10	21,189.10	14,994.21	\$ 15,000	\$ -	\$ 15,000
728	Juvenile Programming	\$11,689.70	34,240.17	19,998.10	\$ 12,000	\$ -	\$ 12,000
729	LEH Grant	\$2,719.65	601.80	1,800.00	\$ -	\$ -	\$ -
	TOTAL	\$82,396.42	142,475.15	127,155.34	\$ 115,200	\$ 2,000	\$ 117,200
CAPITAL OUTLAY							
NON-BOOK ACQUISITIONS							
805	Landscaping Additions	\$19,972.80	32,054.76	33,572.29	\$ 33,000	\$ 3,000	\$ 36,000
810	Improvements to Physical Plant	\$56,136.00	141,084.05	65,986.50	\$ 140,000	\$ (10,000)	\$ 130,000
815	Vehicles	\$0.00	27,841.26	61,475.54	\$ 70,000	\$ (20,000)	\$ 50,000
820	Office Equipment/Furniture & Shelving	\$104,778.31	124,035.77	89,836.78	\$ 100,000	\$ (50,000)	\$ 50,000
825	Telephones and Telephone System	\$0.00	0.00	0.00	\$ -	\$ -	\$ -
831	Leasehold Improvements	\$0.00	0.00	0.00	\$ -	\$ -	\$ -
833	ARPA Expense	\$47,064.48	0.00		\$ -	\$ -	\$ -
834	PC Network	\$130,157.31	155,919.15	164,278.65	\$ 156,000	\$ -	\$ 156,000
840	Integrated Library Automation Sys.	\$988.00	0.00	11,229.91	\$ 12,000	\$ -	\$ 12,000
842	Audio/Visual Equipment	\$5,019.59	5,398.49	2,140.00	\$ -	\$ 61,000	\$ 61,000
898	Cameras	\$0.00	0.00	0.00	\$ -	\$ 6,000	\$ 6,000
	TOTAL	\$364,116.49	486,333.48	428,519.67	\$ 511,000	\$ (10,000)	\$ 501,000
LIBRARY RESOURCE ACQUISITIONS							
851	Adult Books	\$192,514.49	214,115.48	220,913.46	\$ 205,000	\$ -	\$ 205,000
852	Lease/Purchase Books	\$18,363.24	18,363.24	18,203.89	\$ 18,400	\$ (7,000)	\$ 11,400
853	Juvenile Books	\$102,219.33	103,646.73	98,074.59	\$ 105,000		\$ 105,000
855	Young Adult	\$13,311.08	14,017.10	13,206.60	\$ 15,000		\$ 15,000
858	Music Recordings	\$3,483.84	4,051.12	2,356.69	\$ 2,600	\$ (100)	\$ 2,500
861	Adult Reference	\$96,698.32	101,940.22	110,390.92	\$ 111,000		\$ 111,000
863	Juvenile Reference	\$37,993.45	42,066.11	44,314.69	\$ 45,000		\$ 45,000
872	Periodicals	\$43,597.63	45,613.03	48,892.36	\$ 52,000	\$ (2,000)	\$ 50,000
883	Audio Recordings (Books)	\$18,729.03	12,542.97	12,098.64	\$ 10,100		\$ 10,100
885	Video Recordings	\$51,627.62	69,242.99	62,285.35	\$ 65,000	\$ (5,000)	\$ 60,000
886	Genealogy	\$4,325.61	6,484.60	4,999.65	\$ 7,000		\$ 7,000
887	Digital Microfilm	\$675,766.00	15,000.00	5,867.00	\$ 10,000	\$ (7,500)	\$ 2,500
891	Electronic /Downloadable Media	\$338,223.68	470,508.25	440,068.42	\$ 415,000		\$ 415,000
892	CDROM/Software	\$100,851.45	83,859.06	64,893.40	\$ 75,500	\$ (10,500)	\$ 65,000
893	Internet Database Subscriptions	\$254,173.01	262,310.63	324,585.51	\$ 321,000	\$ 12,000	\$ 333,000
	TOTAL	\$1,951,877.78	1,463,761.53	1,471,151.17	\$ 1,457,600	\$ (20,100)	\$ 1,437,500
LONG-TERM CAPITAL EXPENDITURES							
895	Outreach FF & E	\$ -	0.00	0.00	\$ -	\$ 25,000	\$ 25,000

2024 Spring Amendment

	2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	Amendment	2023 Budget Fall Amend
896	Outreach Vehicle	\$ -	0.00	0.00	\$ -	\$ 160,000	\$ 160,000
897	Outreach Opening Day Collection	\$ -	0.00	0.00	\$ -	\$ 60,000	\$ 60,000
	Total	\$ -	0.00	0.00	\$ -	\$ 245,000	\$ 245,000
	TOTAL EXPENDITURES	\$11,524,486.96	11,445,704.56	12,281,832.89	\$ 12,437,676	\$ 410,750	\$ 12,848,426
	SAVINGS / (EXCESS EXPENDITURES)	\$138,483.90	461,905.44	124,394.21	\$ 1,112	\$ (239,966)	\$ (238,854)

Fund Balance and Dedications

	2/19/2024		
	Savings as of December 31st 2024	Difference	
Prior Years' Operating Revenue	\$ 5,960,284		\$ 5,960,284
Dedicated for Operational Reserves	\$ 2,500,000	\$ -	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ -	\$ 1,475,000
Dedicated for Causeway Furniture	\$ 65,000	\$ 65,000	\$ 130,000
Dedicated for Mandeville Furniture	\$ 200,000	\$ 70,000	\$ 270,000
Dedicated for Slidell Furniture	\$ 650,000	\$ 50,000	\$ 700,000
Dedication for Lacombe FF&E	\$ -	\$ 250,000	\$ 250,000
Dedication for Outreach FF&E and opening day collection	\$ -	\$ 85,000	\$ 85,000
Dedication for Outreach Vehicle	\$ -	\$ 160,000	\$ 160,000
Total Dedicated or Reserved	\$ 4,890,000	\$ 680,000	\$ 5,570,000
Unassigned Savings	\$ 1,070,284		\$ 390,284

Potential Dedication Covington Acoustic work and calming room	\$ 50,000
Potential Dedication for Makers Space FF&E	\$ 50,000
Potential Dedication Mandeville Carpet	\$ 120,000
Potential Dedication Second Outreach Vehicle	\$ 160,000
Potential Dedication Capital Project Contingency	\$ 170,000
Potential Dedication Bookmobile	\$ 400,000
Total	\$ 950,000

For consideration tonight

For future consideration



St. Tammany Parish Library Board of Control
FISCAL YEAR 2024 OPERATIONAL BUDGET SPRING AMENDMENT ADOPTION RESOLUTION
February 26th, 2024

A resolution amending the St. Tammany Parish Library Operational Budget for the fiscal year 2024 ending December 31, 2024.

WHEREAS, The St. Tammany Parish Library Board of Control has been presented with the Spring Amended Budget for the 2024 fiscal year; and

WHEREAS, notice of that Spring Budget Amendment was announced by publication of the February 26th, 2024 Meeting Agenda; and

WHEREAS, the Board of Control has considered the proposed Spring 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 Spring Budget Amendment accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the 2024 fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the Spring 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 2024.

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 26rd DAY OF FEBRUARY 2024 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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FOLSOM (985) 796-9728

LACOMBE (985) 882-7858

LEE RD (985) 893-6284

MADISONVILLE (985) 845-4819

MANDEVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099

Alcohol Request – Slidell Art League

The Slidell Art League will hold a reception on May 10th at 7:00 pm where the art that has been on show throughout the month of April will be evaluated for awards. The Slidell Art league is requesting that they serve wine. A certified bar tender will be in charge of the wine.

A vote of the Board is required to allow the request for alcohol.

Surplus Property

In November 2023 a new truck for the maintenance department was purchased. It replaced an older vehicle that was purchased in 2008. The vehicle is in fair condition. A resolution is required so the item can be sold at the Government Surplus auction on March 14, 2024, at ServCorp Auctions in Slidell, Louisiana. A sample resolution declaring the items surplus property follows this explanation for your consideration.



**St. Tammany Parish Library Board of Control
Resolution to declare certain movable property surplus and
authorizing its disposition.
February 26, 2024**

WHEREAS, the St. Tammany Parish Library is the owner of the following described movable property; and

WHEREAS, St. Tammany Parish Library declares the following movable property no longer needed for a public purpose due to its age and repair costs and, thus, no longer viable to maintain; and

WHEREAS, St. Tammany Parish Library desires to declare said movable property as surplus and dispose of the same.

NOW THEREFORE BE IT RESOLVED, that St. Tammany Parish Library Board of Control hereby declares the following movable property as surplus and authorizes the disposition of the same, all in accordance with state law:

2008 Ford F-250 VIN 1FTSW21Y28EC76671

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 26th DAY OF FEBRUARY 2024, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Rebecca Taylor, Board President