

St. Tammany Parish Library
Board of Control Meeting
March 25, 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, March 25, 2024.

AGENDA

Call to order by President and Roll Call by Director

1. Recognition and thanks for years of service to the Library Board of Control – Mary Reneau
2. Approval of the minutes of the meeting of the Library Board of Control that was held on February 26th, 2024.
 - Discussion
 - Public Comment
 - Vote
3. NEW BUSINESS
 - A. Financial Reports – February 2024
 - Discussion
 - Public Comment
 - Vote
 - B. Director's Report
 - C. Resolution to extend time to allow for procedural due process of undecided statements of concern
 - Discussion
 - Public Comment
 - Vote
 - D. Discussion and resolution regarding investigating an update to the Rules and Regulations of the Library Board of Control *Section 209. Limits of Library Use*
 - Discussion
 - Public Comment
 - Vote
 - E. Rules and Regulations - Disaster Recovery Policy Update
 - Discussion
 - Public Comment
 - Vote

F. Designation of Capital Funds - Elevator

- Discussion
- Public Comment
- Vote

G. Spring Project Budget Amendment

- Discussion
- Public Comment
- Vote

H. Executive Session for the Annual Evaluation of the Director pursuant to La R.S. 42:17(1)

*2/3 majority vote of members present required to go into executive session

- Discussion
- Public Comment
- Vote

4. Adjournment

**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.**

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: Carmen Butler, Bill McHugh, Anthony Parr, Ann Shaw, Becky Taylor
Absent: None

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. Members of the public wishing to speak must submit a comment card and their comments must relate to the agenda item specified on the card.

1. Approval of the minutes of the meeting of the Library Board of Control (LBOC) that was held on December 11, 2023.

Discussion: There were no suggested corrections to the minutes.

Public Comment: There was no public comment.

Vote: B. McHugh moved to approve the minutes of the December 11, 2023, LBOC meeting. Seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – December 2023 and January 2024

Discussion:

K. LaRocca reviewed the financial reports for December 2023. She reported that \$11,823,150.21 in Ad Valorem Revenue and \$258,515.31 in State Revenue Sharing was received in 2023. Revenues were at 99.04% and Expenditures were at 99.17%. K. LaRocca gave explanations for lines that were over or under budget. The Health Trust line was at 125%. The library is self-insured; therefore, the costs can be

higher than budgeted by the end of the year. Reimbursements from the library's reinsurance carrier are expected. The Workers' Compensation line is over budget due to paying for January 2024 coverage in December 2023. The Publication of Legal Notices line continues to be over budget due to longer LBOC meeting minutes. The Vehicle Lease line is over budget due to leasing a box truck while the library delivery van underwent a transmission replacement. As a result, the Vehicle Repairs line was over budget due to the transmission replacement. The Network Utility Software line was over budget by 2% due to a new cloud-based backup system.

The Sanitation line was over budget due to the addition of the Annex building in 2023. The Adult Programming line is over budget because the amount added in the last amendment was underestimated. The Juvenile Programming line is over budget due to supplies meant for 2024 being delivered in December 2023. Some of the Library Resource Acquisitions lines were under budget due to a delay in receiving materials. As a result of this, more Downloadable Media was purchased, bringing that line slightly over budget.

Public Comment: There was no public comment.

Vote: C. Butler moved to approve the December 2023 financial reports. It was seconded by A. Parr. All were in favor, none were opposed, and none were absent. Motion carried.

K. LaRocca reviewed the financial reports for January 2024. A total of \$8,788,337.31 in Ad Valorem revenue and \$88,100.47 in State Revenue Sharing was received in February 2024. The budget percentage for the end of January should be around 8.33%. Revenues were at 8.28% and Expenditures were at 10.43%. K. LaRocca noted that there are several bills that are due at the beginning of the year, which explains overages in budget lines. The Promotional Production line is at 18.37% due to replenishing promotional items at the beginning of the year. The Maintenance Supplies line is at 19.89% due to replenishing supplies, but there are some items that can be recoded to other lines. The Office Machine and Equipment Repair line is at 39% due to a CD cleaning machine that needed repairs.

The Polaris Maintenance line is at 101% due to paying in full for the year and adding more accounts since switching to individual logins for enhanced security. The LBOC Liability Insurance line is at 113% due to a premium increase and the full payment being made at the beginning of the year. The Computer/Printer Supplies line is at 15% due to ordering toner early in the year. The PC Network line is at 70% due to purchasing new computers, as they are on a five-year replacement cycle.

B. Taylor asked about the line showing "Ad Valorem Receivable – 2021" on page two of the January 2024 financial reports. K. LaRocca stated that the CPA will correct that by making an adjustment to the years that are listed.

Public Comment: There was no public comment.

Vote: A. Shaw moved to approve the January 2024 financial reports. It was seconded by C. Butler. All were in favor, none were opposed, and none were absent. Motion carried.

B. Director's Report

K. LaRocca reviewed the Director's Report.

On January 24, 2024, the Mandeville Branch received water in the building due to heavy rainfall. On February 1, 2024, someone had a medical emergency and drove their car into the brick wall surrounding the outdoor AC units at the Slidell Branch. There was minor damage to the AC and the Parish is handling the insurance claim for the repair of the wall. A new Chrysler Pacifica passenger van was purchased to replace the Ford Explorer that was declared surplus last year.

Staff offered outreach services to the Regina Coeli Head Start Child Development Center, Martin Luther King Community event, Bayou Garden Open House, Krewe du Kidz, Mardi Paws, Krewe du Pooch, and Kiwanis Club. Staff attended meetings of the St. Tammany Commission on Families, Library Foundation, and Friends of the Library meetings. Staff participated in training and workshops, such as the State Library Summer Reading Challenge Workshop, State Library Annual Report training, Innovative Interfaces' Polaris Reports A – Z, Gale Database training, and OSHA Forklift Safety training. Staff promoted the library on The Lake and The Highway radio stations. Library Con was held on January 13th at the Madisonville Branch. Attendance nearly doubled from last year to just over 800 attendees.

The rollout date for the card system update was January 2, 2024, putting us six months ahead of the deadline. K. LaRocca reviewed statistics on the juvenile cards by card type. There are 4,997 active cards for minors. The card type statistics are as follows: Full Restriction – 1,030 (21%), Semi-Restriction – 709 (14%), Juvenile – 2,032 (41%), and Juvenile Unrestricted – 1,226 (25%).

K. LaRocca noted that nine new public records requests (PRR) have been answered since the new year. A large PRR that dates from August 2023 with over 100,000 results is in the hands of the District Attorney's office for review and redaction, but was put on hold by the requester. A large number of Statements of Concern (SOC) were rescinded in December 2023. There are now 39 active SOC's on 36 titles.

T. DiMaggio gave a strategic planning update. She reviewed the goals and explained what has been done to implement them. The card application has been translated into Spanish. The Accessibility Working Group toured the 22nd Judicial District Court's Kidsense Room for ideas on a possible calming room at the Covington Branch. The library will pilot a Books by Mail program marketed to clients of COAST's Meals on Wheels program. There will be a community art show at the South Slidell branch from March 9th through April 6th. A committee has been formed to address marketing and communications. Gallagher Consulting continues to work on the salary study. Library administration has developed a job description for a human resources generalist.

A. Parr asked for a schedule for the next outreach meeting. A. Parr asked for an update on the elevator at the Annex. K. LaRocca explained that the funds were approved in 2023 and became available in January 2024. The next step is for the Parish President to assign an architect for the project.

K. LaRocca reviewed the service statistics. In December 2023, there were 425 patron cards registered, total circulation was 70,961, and the door count was 40,834. For the full year of 2023 there were 8,307 patron cards registered, total circulation was 982,980, computer usage was 90,455, door count was

575,421, the wireless internet inside was 103,739, and wireless internet outside was 93,947. Of all items circulated, 61% were physical items and 39% were virtual items. K. LaRocca reviewed the circulation by type, circulation by branch, door count by branch, computer usage by branch, and wireless internet inside and outside by branch. There were 2,713 programs with 44,718 people in attendance. K. LaRocca reviewed graphs showing the statistical trends for 2021, 2022, and 2023. In January 2024, there were 742 patron cards registered, total circulation was 80,155, and the door count was 43,168.

B. McHugh complimented library staff on the work they are doing on the strategic plan. He asked for an explanation of a calming space. T. DiMaggio explained that it is a space for individuals with neuro-atypical qualities, such as autism, ADHD, or sensory-related sensitivities. They can utilize the calming space if they are feeling overwhelmed and need to wind down and collect themselves. T. DiMaggio stated that the goal is for families and individuals to feel welcome to come to the library.

B. Taylor let the board members know that they can take a brief recess if needed.

C. Report – Transition of materials in the Children’s and Teen Collections

K. LaRocca explained that 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. K. LaRocca noted that the 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. Going forward, our Collection Development policy states that we will not purchase items that are sexually explicit for the children’s collection. In order for the currently owned Children’s Collection 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 was included in the board meeting packet.

K. LaRocca explained that the Young Adult (YA) collection is different. YA collections shall not contain materials that have been deemed sexually explicit by the LBOC as defined by LA R.S. 25:225. The LBOC deems these items as sexually explicit during an open public meeting using the reconsideration process, as stated in LA R.S. 25:225. The Board was prepared to review all of the YA titles that were challenged. However, with the recension that took place at the end of December, there are now 69 titles that staff is aware of that might have sexual conduct but no mechanism for the Board to review these titles. We have 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, a list of all titles that will move to the Adult Collection or that will be evaluated further was provided in the board meeting packet.

K. LaRocca explained that during the first implementation 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 shelved with adult titles. We have begun the process of moving the YA Non-fiction items that do not

have sexual content back to the YA collection to improve access to materials for teens. Some examples of these books are cookbooks, craft books, and ACT and SAT study guides.

K. LaRocca noted that some YA Graphic Novels (GN) qualify under the new card system to be moved to the Adult Collection. K. LaRocca explained that rather than having a series of GNs across two collections, any series of GNs that have at least one item with sexual conduct will move to the Adult Collection to make room for the new YA Non-fiction collection.

K. LaRocca asked for feedback from the Board and the public.

Public Comment:

Kevin Marino – Mandeville, LA. Disappointed that books are being moved from the YA section. Stated that the law does not require them to be moved. Stated that moving GN series as a whole makes sense. Asked for the books to be placed in their appropriate sections. Commended the work discussed in the Director's Report.

Lisa Rustemeyer – Mandeville, LA. Expressed concern about moving the books. Stated that the law does not require the library to relocate materials and the library has decided to exceed the law with their collection policy. Asked what is the process of evaluating the materials. Stated that children and teens will suffer from lack of knowledge. Spoke about Louisiana having the highest teen pregnancy rates. Stated that most of the books that were moved were about LGBTQ topics and people of color.

A. Parr asked K. LaRocca to review the process of determining which books should be moved. K. LaRocca explained that the collection policy states that we will guarantee, to the best of our ability, that the juvenile section does not have any items with sexual conduct as defined by LA R.S. 25:225. K. LaRocca stated that the library made the commitment to review the juvenile collection and the thirteen listed titles are the result of their review. K. LaRocca confirmed that the materials were only evaluated to determine if they had sexual conduct as defined by LA R.S. 25:225.

E. Couvillon stated she has worked with K. LaRocca on addressing complaints from the public since the beginning of the point at issue. Members of the public complained about the SOC decisions, yet most complainants did not appeal the committee's decisions to the Board. The policies were changed and the responsibility of the SOC decision-making process shifted to the Board. Now the library is back to making more nuanced decisions about books in the Children's and YA sections. E. Couvillon reminded everyone that the Challenged Materials Policy works both ways and patrons can submit a SOC if they think an item is shelved incorrectly. She stated that the staff is doing their best to work within the confines of the law while addressing community concerns, and the ultimate goal is how to best serve the community.

B. McHugh asked for clarification on what the Board is being asked to do regarding the 25 YA Fiction materials that are listed as under review. K. LaRocca explained that those titles are "caught in the middle" and need further review. In an effort to be fully transparent, we would like to get feedback from the Board and the public.

B. McHugh asked how will we inform the public of any changes after the 25 titles are reviewed and he asked for clarification on who will make the decision on the 25 titles. K. LaRocca explained that the books will be reviewed by staff and moved to the adult collection if sexual conduct as defined by LA R.S.

25:225 exists, as our policy states that we will do so if we become aware of such titles. K. LaRocca stated that she should have a report by the next LBOC meeting and noted that the shelf locations of the books are always specified in the online catalog. K. LaRocca stated that if the Board would prefer to have final approval over the location of the books, she could have a recommendation ready for the next meeting.

B. McHugh stated that he trusts the judgment of the professional librarians and does not feel the need to approve what the professionals evaluate and decide. He suggested creating a section on the website that states which books have been moved to comply with the law and note where they are now located.

B. McHugh asked for clarification that the library is under no obligation to review the tens of thousands of books that are on the shelves to try to find books that are not in compliance with the law. E. Couvillon confirmed that is correct. She also redressed B. McHugh's earlier statement that we are moving the books to comply with the law and clarified that is not correct, as the library is currently in compliance with all of the laws that were passed. E. Couvillon explained that the process that the library is undergoing is being done to address community concerns and is above and beyond what is required by Louisiana law.

B. McHugh spoke of emails sent to the LBOC, the Parish Council, and state legislators claiming that someone went to the library and found a book in a section where it is not supposed to be located. He stated that this is an obvious attempt to foment opposition and influence decisions during the upcoming legislative session. B. McHugh asked for a statement from K. LaRocca regarding how the library is responding to those emails.

K. LaRocca explained that the initial emails were specifically about items that were in the YA section that were part of the group of titles that were rescinded. K. LaRocca stated that she replied with an explanation that those titles were "caught in the middle" and the Board would be discussing it at this board meeting. She also received emails regarding YA titles that were not previously challenged. She replied and explained that anyone who has concerns about an item can file a Statement of Concern and the Board will review the item and will render a decision in an open public meeting. B. McHugh noted that the complainants are not following that procedure, which was established by the State of Louisiana, and are instead blasting emails to public officials.

Additional public comment cards were received after the public comment period closed. B. Taylor permitted the acceptance of additional public comment.

Roxanne Newman – Mandeville, LA. Noted that the library is not required to move the material from the YA section and suggested establishing a separate part of the YA section for the restricted materials. Parents can steer their children away if they do not want them perusing that section, but it would allow access to those with permission. Parents decide if they want to allow their child to check out the materials based on the library card type they have chosen for their child.

Ruth Terry-Sipos – Stated that this is a "lose-lose" situation and that the library is "caught between a rock and a hard place." Stated that the Board has assured the public that they will do everything they can preemptively to follow the law. Stated that she may not like books being moved, but can appreciate why it is happening. Stated that if this pours oil on troubled waters, then it is worth it.

Becky Bohm – Asked if the sex education books about puberty can be moved back to YA if there is a SOC asking for them to be returned. K. LaRocca stated that she could submit a SOC and the Board would make a decision. K. LaRocca clarified that library policy says that we are not going to have materials containing sexual conduct in the juvenile section.

A. Parr asked if we are in compliance with our own policy by following those steps. K. LaRocca reiterated that library policy for the juvenile collection states that we will not have materials with sexual conduct as defined by LA R.S. 25:225 in the juvenile collection. Staff have done their best to ensure this. If someone files a SOC and the Board determines that the item did not need to be relocated, then the Board can decide to move it back.

B. McHugh asked if a parent asks staff where books on sex education are located, where would they be directed. K. LaRocca explained that staff would look up the call number and let them know where it is shelved. Parents can also search the online catalog by subject and find the call number.

D. Statement of Concern Decision – *Red, White, and Royal Blue*

K. LaRocca presented the Statement of Concern for the book *Red, White, and Royal Blue* by Casey McQuiston. The statement was submitted by Frances Smith, representing the St. Tammany Parish Library Accountability Project. K. LaRocca read the statement aloud.

The recommended action by F. Smith is: “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.

Reason given: “Content violates the state obscenity statutes [sic] for minors. 2021 Louisiana Laws Revised Statutes Title 14 - Criminal Law Not suitable for minors.”

K. LaRocca reviewed the book résumé which includes the publisher’s summary, number of print copies STPL owns (5), total circulation on all print copies (105), total circulation on E-book (131), comparable library system statistics, reviews by *Booklist*, *Publishers Weekly*, *Kirkus Reviews*, *Library Journal*, and *Shelf Awareness*. Also noted are awards and lists featuring this title. A total of 1,768 public libraries across the nation own copies of the book. The title is shelved in the Adult Fiction section at STPL with Fic MacQu 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.

Summary of Committee Report: There is reference to sexual activity that is normal in a romance novel written for adults. The sexual activity is not described in detail and is mostly inferred. The intended audience for this book is adults. The bisexual theme may not be appealing to some members of our

community, but only teens with parental permission may check it out. The book 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.

Committee Recommendation: The book does not contain any of the conduct outlined in LA R.S. 14:91.11 and its current placement does not violate that law's requirements. 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.

Public comment:

Frances Smith, the patron who submitted the Statement of Concern for *Red, White, and Royal Blue*, was offered five minutes for public comment. F. Smith was not in attendance and did not appear for public comment.

Jamie Segura – Covington, LA. Noted that F. Smith was not in attendance. Asked for the LBOC to require complainants to read the entire book. Noted that this book appears to be challenged solely because of LGBTQIA subject matter. Reminded the LBOC and council members that the U.S. Constitution has 4,543 words in it, none of which are God, Jesus, Christianity, or Bible. Stated that the Founding Fathers' intent was freedom of religion, not control by religion. Stated that she is a lesbian and did not learn to be who she is by reading about it in the library.

Kevin Marino – Mandeville, LA. Stated the book is in the adult section and should stay in the adult section. Stated that the next book, *Little and Lion*, is in the YA section. Realizes that if it has sexual conduct the Board will need to move it to the adult section. Asked the Board to put books where they belong, trust the librarians' judgment, and do not be influenced by censorship attempts that have been made. Asked the Board to follow the law, but do not go beyond the law. Asked for F. Smith and others to rescind their SOC's.

Jean Wiggan – Concerned about why the library has to go through this process for an adult book. Stated that it infuriates her that this person is wasting all this time. Does not want anyone telling her what she can and cannot read.

B. McHugh stated there is no factual basis to justify this SOC, as it is already shelved in Adult Fiction. B. Taylor stated that it is an adult book written for adults and has always been in the adult section.

Vote: B. McHugh moved to affirm the committee's decision for the book *Red, White, and Royal Blue* to remain in the Adult Fiction section. It was seconded by A. Parr. All were in favor, none were opposed, and none were absent. Motion carried.

E. Statement of Concern Decision – *Little and Lion*

K. LaRocca presented the Statement of Concern for the book *Little and Lion* by Brandy Colbert. The statement was submitted by Frances Smith, representing the St. Tammany Parish Library Accountability Project. K. LaRocca read the statement aloud.

The recommended action by F. Smith is: “Restrict from minors from reading this book. It should be in a restricted area with only parental guidance.”

Reason given: “A young teenager should not read this book. It promotes bad behavior for teens. Sex, drugs, and bad language.”

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 (17), comparable library system statistics, reviews by *Kirkus Reviews*, *Booklist*, *School Library Journal*, *Publishers Weekly*, *BookPage*, *Bulletin of the Center for Children’s Books*, *Shelf Awareness*, and *Hornbook Guide to Children*. Also noted are awards and lists featuring this title. A total of 1,523 public libraries across the nation own copies of the book. The title is shelved in the YA Fiction section at STPL with YA Colb 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.

Summary of Committee Report: The focus of the book is relationships within a family and having a sibling with a mental illness. Includes brief descriptions of sexual activity that includes the normal explorations of older teens. There is not a lot of explicit detail in the descriptions and is less explicit than many television shows and movies. The book is about trust and 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.

Committee Recommendation: The book does not contain any of the conduct outlined in LA R.S. 14:91.11 and its current placement does not violate that law’s requirements. However, there is activity described in LA R.S. 25:225 (B)(3)(C). Therefore, the book should be moved to Adult Fiction where it is not accessible to minors holding a restricted or semi-restricted card.

Public Comment:

Frances Smith, the patron who submitted the Statement of Concern for *Little and Lion*, was offered five minutes for public comment. F. Smith was not in attendance and did not appear for public comment.

Rachel Colonna – Stated that the book is a coming-of-age novel about love, family, and loyalty. Stated that the reason the book is being challenged is because it discusses gender identity and people of color. Stated that the book is appropriate for teens aged 14 to 17. Stated that she would like to honor Nex Benedict, a 16-year-old non-binary high school student, who was beaten and killed in a hate crime on February 8th. Asked for the book to remain in the YA section.

Jamie Segura – Covington, LA. Reiterated again that F. Smith is not in attendance. Stated that the novel is about a bisexual teen dealing with her brother’s mental illness. Spoke of Nex Benedict’s death and stated that if anyone thinks this cannot happen in St. Tammany Parish, they should read the news.

Stated that the threats are happening here, but people would rather hide books that might help children understand what is going on in the world.

There were two public comment cards from people who did not wish to speak and they were both in favor of the book remaining in the YA section.

A. Parr stated that the author did a phenomenal job of tackling so much in one book. He disagreed that the title should be moved. B. Taylor stated that she trusts the staff and professional librarians who are charged with following the law and agrees that it should be moved. B. McHugh agreed with B. Taylor and stated that it should be moved according to the law.

K. LaRocca clarified that the library is required to move the book if it is deemed sexually explicit by the LBOC in an open public meeting. E. Couvillon confirmed that is correct. K. LaRocca stated that if it is not deemed sexually explicit in an open public meeting, then it does not have to be moved. A. Parr asked if LA R.S. 25:225 was cited in the complaint. E. Couvillon stated that the complaint pre-dated the law, but we still have to comply with LA R.S. 25:225. A. Parr noted that we are complying with the law via the card policy. E. Couvillon confirmed that is correct. K. LaRocca confirmed that the library has a juvenile card type that does not allow the borrowing of YA materials.

E. Couvillon clarified that LA R.S. 25:225 does not require the title to be moved to the adult section if the Board deems it sexually explicit. The law only requires that the library have a card system in place that would restrict items for any parent who does not want their children to have access to materials that have been deemed sexually explicit by the LBOC. However, the LBOC did pass a policy that states that it would not include any sexually explicit materials in the Children's and YA sections.

B. McHugh asked for K. LaRocca to specify which passages in the book raise the concerns. K. LaRocca read some of the passages aloud. The text mentions groping through clothes and touching breasts. K. LaRocca noted that the committee initially did not think there was sexually explicit text as defined by LA R.S. 25:225 in the book, but after reading through some of the passages they decided that some text could fit that definition. B. McHugh spoke about this being a situation where one sentence out of 300 pages disqualifies the book as YA item. B. McHugh stated that the library is already in compliance with state law by having a restricted card system.

Vote: B. McHugh moved to counter the committee's recommendation and proposed that *Little and Lion* remain shelved in the YA section. It was seconded by A. Parr.

An additional public comment card was received after the public comment period closed. B. Taylor permitted the acceptance of additional public comment.

Roxanne Newman – Mandeville, LA. Suggested that the online catalog system could indicate that a particular book is ineligible for checkout based on the minor's card type restrictions, rather than moving the book. Stated that there are technological ways to make decisions for individual books.

B. Taylor restated the motion made by B. McHugh and the second by A. Parr. Roll call vote:

Butler: Yes McHugh: Yes Parr: Yes Shaw: No Taylor: No

Motion carried.

F. Millage Renewal Request – Date and Rate

Discussion:

K. LaRocca reported that the library millage will expire on December 31, 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. The library will also finish receiving funding for the capital projects list that was originally presented to the Parish Council. This means that we will no longer need approximately \$425,000 of bond payment each year and \$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 Board will need to pass a resolution requesting that the Parish Council put us on the ballot for the November 5, 2024, general election along with the reduced millage rate.

B. McHugh noted that over a 15-year period this would reduce the library's income by at least \$30,375,000. Stated that this is a strong move that shows good stewardship of public funds, as we are not going to ask for money that we do not need.

Public Comment:

Lisa Rustemeyer – Mandeville, LA. Spoke of the statistics being so impressive. Spoke of having library programs that adapt to the needs of parish residents. Concerned about the millage election being in November. Asked if there is a plan in case of low voter turnout.

Kevin Marino – Mandeville, LA. Supports the change in the millage. Stated that he thinks the Board and library staff are doing a great job. Stated that he thinks it is a good idea to be on November ballot, as it saves taxpayers even more money.

Jamie Segura – Asked why we would reduce the millage. Stated that the average cost of a home in St. Tammany Parish is \$250,000 - \$300,000. Spoke of people complaining about crime going up after they vote against millages. Spoke of the growth of the Parish and how it will be a challenge to get a new tax if the library finds that more money is needed in the future. Stated it is time for the public to stand up and start paying for the services they receive.

Joan Simon – Covington, LA. Commended the Board and library staff for doing so much and being very reasonable. Stated that she has concerns, but she understands the situation and reasoning behind doing this.

K. LaRocca read the resolution aloud.

Vote: A. Parr moved to adopt the resolution to request a millage renewal at the November 5, 2024 general election at a reduced millage rate of 4.91 mils for 15 years. It was seconded by A. Shaw.
Roll call vote:

Butler: Yes McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

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

K. LaRocca reviewed the cost estimates for furniture, fixtures, equipment (FFE) and other projects. She referenced estimates provided by Denelle Wrightson, a library planning and design consultant. Projects listed were Causeway FFE, Covington storytime room acoustic work and rearrangement of areas, new Lacombe library building, Madisonville maker space, Mandeville FFE, Outreach FFE, Slidell FFE. K. LaRocca noted that the budgets were higher than the estimates in 2021 due to high inflation in furniture and shelving costs.

B. McHugh asked for K. LaRocca to describe what a maker space is for anyone who is not aware. K. LaRocca explained that it is a community resource allowing people to be inventive and creative by making things that they cannot make at home. Some examples of items in a maker space are sewing machines and 3D printers. T. DiMaggio toured East Baton Rouge Parish Library's maker spaces and she shared that they have a recording studio, laser cutter, a robust 3D printer called a work horse, sewing machines, circuit machines, a t-shirt heat press, and a button maker.

K. LaRocca referenced the cost estimate for an outreach vehicle. The information was provided by Michael Swendrowski with Specialty Vehicle Services. K. LaRocca described how it would be used to efficiently provide services to facilities while allowing patrons to have the option to select their own materials. This need was identified via feedback received from COAST. K. LaRocca reviewed the general features of the vehicle, which includes a hydraulic lift, five book trucks with covers, modular worksurface, LED lighting, WiFi, and a 360-degree camera system with DVR. The estimated cost is \$125,000 to \$135,000.

H. Report - Establishment of Outreach Service

T. DiMaggio reported that COAST will be the library's pilot partner for the beginning of outreach services. The two services are Books by Mail and Lobby Stop Service. Books by Mail is where books will be delivered by mail for those in the Meals on Wheels program who are homebound. The books will travel by U.S. Mail in pouches. The service will be at no cost to the recipient.

A. Parr asked when this will go into effect. T. DiMaggio estimated it will start later this year and explained that we still need to staff the outreach service facility and purchase furniture. For the Lobby Stop Service, the library will partner with COAST by bringing selections of materials for seniors to choose from to 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, as previously discussed. T. DiMaggio referenced a preliminary diagram of the floor plan of the new outreach vehicle. It will take time to acquire the vehicle, as it will have to go through the bid process.

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

Discussion:

After discussion and feedback, library administration decided that it will be necessary to waive fines, 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. T. DiMaggio read the resolution aloud.

Public Comment: There was no public comment.

Vote: A. Parr moved to approve the resolution to waive fines, fees, and replacement costs for materials borrowed through the Books by Mail and Lobby Stop outreach services. It was seconded by A. Shaw.

Roll call vote:

Butler: Yes McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

J. Designation of Capital Funds – Land for Lacombe Replacement

Discussion:

K. LaRocca reported that one of the major projects on the library's Capital Plan is the replacement of one small branch. The current Lacombe Branch building is made of sheet metal that is rusting and compromising the integrity of the building. Lot 83 of Lacombe Park Subdivision is a piece of vacant land available on the south side of Highway 190 and it backs up to the Tammany Trace. It is near both the Chahta-Ima Elementary School and Bayou Lacombe Middle School. The lot is rectangular and would be able to support a 6,000 – 7,000 square foot building with ample space for outdoor areas. K. LaRocca provided the Board with the appraisal of the land and additional relevant information. The appraisal price is \$180,000. K. LaRocca noted that 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. K. LaRocca referenced the Capital Projects spreadsheet and the Capital Funds balance sheet, showing that there are sufficient capital funds for this purchase.

Joe Impastato, St. Tammany Parish Councilman for District 7, was in attendance and requested to speak. Stated that he has enjoyed the library since he was a child. Stated that the people of Lacombe love their library and will be grateful for this project. He complimented the Lacombe library staff. Stated that K. LaRocca did an amazing job presenting the budget to the Finance Committee and that she was complimented by Parish Council members who were in attendance. Spoke in favor of the sensory rooms. Commended the Board on their approach to addressing the millage renewal and stated that it was the right move. Reiterated that Lacombe will be eternally grateful for a new library and he appreciates the Board's consideration.

B. Taylor stated that the land is perfect, has beautiful trees, and is very visible on Highway 190. A. Parr agreed and noted that it is in a great flood zone. B. Taylor thanked J. Impastato for bringing the land to their attention. B. McHugh asked what will happen to the existing site and could it be sold to offset some of the costs. J. Impastato explained that they are trying to create a master plan for that entire area. Stated he would like that property to tie into the Recreation District, if possible. He noted that Lacombe lacks opportunities for kids. B. McHugh referenced the 51 pages of documentation that the Board has reviewed in relation to this new property and assured the public that it has been thoroughly analyzed.

Public Comment:

Kevin Marino – Agrees that it is a great property in a great part of town that will help revitalize the community. Asked how this will be funded going forward with the reduced millage in mind. Spoke of the Bedico Creek and Terra Bella areas being far from the Madisonville Branch and hopes that funds would be available in the future to continue to serve all parts of St. Tammany Parish.

In response to K. Marino's question regarding how this project will be funded with the reduced millage, K. LaRocca explained that all of the funding for these items on the Capital Projects list are based on receiving the library's millage from property taxes that are due at the end of 2024. This will fund the library's operations through the end of 2025, even if the millage renewal does not pass in November 2024. K. LaRocca stated that it is important to be a good steward of the funding that we are given and to make sure that we can complete the projects that we have planned.

Ruth Terry Sipos – Abita Springs, LA. Spoke highly of this project. Spoke about libraries being such a critical resource after Hurricane Katrina, but branch replacement plans did not pan out at that time. Stated that it is marvelous that Lacombe will get a new branch.

Vote: A. Parr moved to adopt the resolution to purchase 2.07 acres of vacant land, being Square 83, Lacombe Park Subdivision, St. Tammany Parish, LA. It was seconded by A. Shaw. Roll call vote:

Butler: Yes McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

K. Spring 2024 Budget Amendment

Discussion:

K. LaRocca presented the 2024 Spring Budget Amendment. She noted that the original 2024 budget was produced in July of 2023. This amendment adjusts based on how the library ended the 2023 fiscal year, increased supply costs, and projects such as a new Outreach Branch/Service. Most of the increases and decreases in the individual budget lines are due to these activities. K. LaRocca gave explanations for each budget line adjustment.

K. LaRocca forecasted an increase in revenue of \$170,784 due primarily to more Ad Valorem funds as part of normal growth and an increase in fines and 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 the new outreach service off of the ground. K. LaRocca noted the outreach furniture, vehicle, and opening day collection that was discussed earlier under Long-Term Capital Expenditures. Aside from the planned usage of savings, the operational portion of the budget is balanced.

Public Comment: There was no public comment.

K LaRocca read the resolution aloud.

Vote: A. Parr moved to adopt the Spring 2024 Budget Amendment resolution. It was seconded by B. McHugh. Roll call vote:

Butler: Yes McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

L. Alcohol Request – Slidell Art League

Discussion:

K. LaRocca reported that the Slidell Art League will hold a reception on May 10th at 7:00 p.m. 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 bartender will be in charge of the wine. A vote of the Board is required to allow the request for alcohol. B. McHugh asked what branch will host this event and what day of the week will it be held. K. LaRocca stated that it is at the Slidell Branch on a Friday night when the branch is closed.

Public Comment: There's no public comment.

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

M. Surplus Property Resolution

Discussion:

T. DiMaggio reported that 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, LA.

Public Comment: There was no public comment.

T. DiMaggio read the resolution aloud.

Vote: C. Butler moved to adopt the resolution to declare certain moveable property surplus and to authorize its disposition. It was seconded by A. Shaw. Roll call vote:

Butler: Yes McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

3. Adjournment

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

Anthony Parr, Secretary

[illegible]

2

St. Tammany Parish Library - General Fund
Balance Sheet
February 29, 2024

ASSETS

Current Assets

Cash	\$	12,451,362.78
Cash - Health Claims		(8,235.39)
Due from Paylocity		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2024		1,976,858.84
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		2,805,662.73
Due from State of Louisiana		192,187.99
Prepaid Expenses		0.00

Total Current Assets **17,417,836.95**

Other Assets

Deposits		1,981.00
----------	--	----------

Total Other Assets **1,981.00**

Total Assets **\$ 17,419,817.95**

LIABILITIES AND FUND BALANCE

Current Liabilities

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		(2,164.68)
Retirement Payable		176,036.46
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 **821,812.36**

Fund Balance

Fund Balance		16,598,005.59
--------------	--	---------------

Total Fund Balance **16,598,005.59**

Total Liabilities & Fund Balance **\$ 17,419,817.95**

3

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Two Months Ending February 29, 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	\$ 1,976,858.84	12,023,150.00	10,046,291.16	16.44
State Revenue Sharing	21,542.92	43,085.84	264,302.00	221,216.16	16.30
Fines/Fees	6,885.14	16,467.93	76,000.00	59,532.07	21.67
Interest Income	12,657.44	22,175.72	194,000.00	171,824.28	11.43
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	471.37	945.62	50,000.00	49,054.38	1.89
Miscellaneous Income	15.00	15.00	0.00	(15.00)	0.00
Summer Reading Shirt Sales	56.75	56.75	2,120.00	2,063.25	2.68
Total Revenues	1,030,058.04	2,059,605.70	12,609,572.00	10,549,966.30	16.33
Expenditures					
Library Administration	404,564.40	1,010,803.74	5,705,000.00	4,694,196.26	17.72
Employee Benefits	148,634.06	317,248.17	2,304,000.00	1,986,751.83	13.77
Advertising,Dues & Subscriptio	2,255.48	2,748.83	55,500.00	52,751.17	4.95
Signage	0.00	0.00	2,000.00	2,000.00	0.00
Printing, Duplicating & Bindin	240.00	1,151.32	23,000.00	21,848.68	5.01
Promotional Production	1,903.03	3,740.37	15,000.00	11,259.63	24.94
Utilities	26,254.99	51,113.70	337,470.00	286,356.30	15.15
Communications	8,972.26	18,033.82	140,500.00	122,466.18	12.84
Leases	25,464.21	50,434.29	331,750.00	281,315.71	15.20
Maintenance of Property & Equi	44,462.38	134,913.09	609,250.00	474,336.91	22.14
Maintenance Services (Building	11,401.91	23,933.47	271,605.00	247,671.53	8.81
Professional Services	21,001.91	30,718.56	258,425.00	227,706.44	11.89
Insurance and Claims	24,294.50	42,620.33	239,226.00	196,605.67	17.82
Operating Supplies	13,394.56	33,946.89	186,000.00	152,053.11	18.25
Travel & Continuing Education	6,887.58	8,010.98	69,000.00	60,989.02	11.61
Public Relations/Programming	3,010.40	6,889.71	117,200.00	110,310.29	5.88
Capital Outlay-Non-Book Acq.	135,451.94	246,525.75	495,000.00	248,474.25	49.80
Capital Outlay-library Res. Ac	127,260.90	316,435.12	1,437,500.00	1,121,064.88	22.01
Outreach FF & E	0.00	0.00	25,000.00	25,000.00	0.00
Outreach Vehicle	0.00	0.00	160,000.00	160,000.00	0.00
Outreach Opening Day Collectio	0.00	0.00	60,000.00	60,000.00	0.00
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Total Expenditures	1,005,454.51	2,299,268.14	12,848,426.00	10,549,157.86	17.90
Excess of Revenues/(Expenditur	\$ 24,603.53	\$ (239,662.44)	(238,854.00)	808.44	100.34

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Two Months Ending February 29, 2024

4

Beginning Fund Balance	\$ 16,837,668.03
Net Income	(239,662.44)
	<hr/>
Ending Fund Balance	\$ <u>16,598,005.59</u>

SUPPLEMENTAL INFORMATION

6

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 29, 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>
Library Administration					
Library Salaries	\$ 404,564.40	\$ 1,010,803.74	\$ 5,705,000.00	4,694,196.26	17.72
Total	\$ 404,564.40	\$ 1,010,803.74	\$ 5,705,000.00	4,694,196.26	17.72
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,789.78	\$ 22,022.64	\$ 120,000.00	97,977.36	18.35
Retirement Contributions	38,668.69	103,346.78	516,000.00	412,653.22	20.03
Health Insurance Expense	28,029.85	52,413.90	440,000.00	387,586.10	11.91
Health Trust	67,871.75	132,281.87	1,197,000.00	1,064,718.13	11.05
Worker's Compensation Expense	5,273.99	7,182.98	30,000.00	22,817.02	23.94
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 148,634.06	\$ 317,248.17	\$ 2,304,000.00	1,986,751.83	13.77
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 0.00	\$ 15,500.00	15,500.00	0.00
Membership Dues	0.00	0.00	7,500.00	7,500.00	0.00
Advertising	2,255.48	2,748.83	32,500.00	29,751.17	8.46
Total	\$ 2,255.48	\$ 2,748.83	\$ 55,500.00	52,751.17	4.95
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	\$ 240.00	\$ 1,151.32	\$ 13,000.00	11,848.68	8.86
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	\$ 240.00	\$ 1,151.32	\$ 23,000.00	21,848.68	5.01
Promotional Production					
Promotional Production	\$ 1,903.03	\$ 3,740.37	\$ 15,000.00	11,259.63	24.94
Total	\$ 1,903.03	\$ 3,740.37	\$ 15,000.00	11,259.63	24.94

7

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 29, 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>
Utilities					
Electricity	\$ 22,594.40	\$ 43,769.52	\$ 287,220.00	243,450.48	15.24
Gas	593.18	938.47	3,250.00	2,311.53	28.88
Water	3,067.41	6,405.71	47,000.00	40,594.29	13.63
Total	\$ 26,254.99	\$ 51,113.70	\$ 337,470.00	286,356.30	15.15
Communications					
Postage	\$ 49.25	\$ 288.00	\$ 19,000.00	18,712.00	1.52
Voice Line	6,488.01	12,875.82	77,500.00	64,624.18	16.61
Data Lines (Internet)	2,435.00	4,870.00	43,000.00	38,130.00	11.33
Courier/Shipping	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 8,972.26	\$ 18,033.82	\$ 140,500.00	122,466.18	12.84
Leases					
Building Lease Expense	\$ 24,970.08	\$ 49,940.16	\$ 323,000.00	273,059.84	15.46
Equipment Lease Expense	494.13	494.13	6,000.00	5,505.87	8.24
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 25,464.21	\$ 50,434.29	\$ 331,750.00	281,315.71	15.20
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,931.21	\$ 35,484.21	\$ 215,000.00	179,515.79	16.50
Grounds/Lawn Maintenance	6,523.00	13,046.00	85,000.00	71,954.00	15.35
Maintenance Supplies	1,264.69	3,054.75	10,000.00	6,945.25	30.55
Fuel & Lube	1,655.56	1,779.48	33,000.00	31,220.52	5.39
Vehicle Repairs	129.90	182.22	10,000.00	9,817.78	1.82
Small Tools	0.00	189.94	3,000.00	2,810.06	6.33
Office Machine & Equip Repair	0.00	390.00	1,000.00	610.00	39.00
Network Utility Software	11,794.01	20,450.55	157,250.00	136,799.45	13.01
Solinet (OCLC) Cost	20.26	20.26	32,000.00	31,979.74	0.06
Polaris Maintenance	0.00	54,914.33	55,000.00	85.67	99.84
PC Network Maintenance & Repai	5,143.75	5,401.35	8,000.00	2,598.65	67.52
Total	\$ 44,462.38	\$ 134,913.09	\$ 609,250.00	474,336.91	22.14
Maintenance of Services (Buildings)					
Physical Plant	\$ 7,076.19	\$ 16,813.69	\$ 150,000.00	133,186.31	11.21
Plumbing, Heating and AC	323.44	2,813.43	66,500.00	63,686.57	4.23
Electrical	2,028.70	2,028.70	13,000.00	10,971.30	15.61
Sanitation	508.58	812.65	12,000.00	11,187.35	6.77
Pest Control	590.00	590.00	7,550.00	6,960.00	7.81

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 29, 2024

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	0.00	0.00	4,555.00	4,555.00	0.00
Carpet Cleaning	875.00	875.00	18,000.00	17,125.00	4.86
Total	\$ 11,401.91	\$ 23,933.47	\$ 271,605.00	247,671.53	8.81
Professional Services					
Payroll Service Fees	\$ 4,365.09	\$ 7,359.22	\$ 37,600.00	30,240.78	19.57
Financial	0.00	0.00	51,000.00	51,000.00	0.00
Consultants	15,163.34	21,885.86	50,000.00	28,114.14	43.77
Security	1,473.48	1,473.48	14,000.00	12,526.52	10.52
Web Design Consultant	0.00	0.00	89,825.00	89,825.00	0.00
Movers	0.00	0.00	16,000.00	16,000.00	0.00
Total	\$ 21,001.91	\$ 30,718.56	\$ 258,425.00	227,706.44	11.89
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	19,109.00	19,109.00	37,950.00	18,841.00	50.35
LBOC Liability	0.00	4,607.33	4,676.00	68.67	98.53
General Liability	5,185.50	18,904.00	25,100.00	6,196.00	75.31
Total	\$ 24,294.50	\$ 42,620.33	\$ 239,226.00	196,605.67	17.82
Operating Supplies					
Office Supplies	\$ 2,239.71	\$ 4,886.51	\$ 33,000.00	28,113.49	14.81
Bank Service Charges	1,308.23	3,025.39	16,000.00	12,974.61	18.91
Book Preparation Supplies	3,423.72	6,303.20	47,000.00	40,696.80	13.41
Computer/Printer Supplies	5,540.60	18,145.03	81,000.00	62,854.97	22.40
Programming Supplies	882.30	1,586.76	9,000.00	7,413.24	17.63
Total	\$ 13,394.56	\$ 33,946.89	\$ 186,000.00	152,053.11	18.25
Travel and Continuing Education					
Staff Travel - Local	\$ 505.58	\$ 528.98	\$ 22,000.00	21,471.02	2.40
Library In-service Training	0.00	0.00	12,000.00	12,000.00	0.00
Conventions & Seminars	6,382.00	7,482.00	35,000.00	27,518.00	21.38
Total	\$ 6,887.58	\$ 8,010.98	\$ 69,000.00	60,989.02	11.61
Public Relations/Programming					
Summer Reading Program	\$ 194.23	\$ (1,310.19)	\$ 45,000.00	46,310.19	(2.91)

9

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Two Months Ending February 29, 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	1,179.26	2,743.45	38,000.00	35,256.55	7.22
Young Adult Programming	603.59	1,335.79	15,000.00	13,664.21	8.91
Juvenile Programming	1,033.32	4,120.66	12,000.00	7,879.34	34.34
Total	\$ 3,010.40	\$ 6,889.71	\$ 117,200.00	110,310.29	5.88
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 1,705.00	\$ 1,705.00	\$ 36,000.00	34,295.00	4.74
Imp Phys Plant	246.46	246.46	130,000.00	129,753.54	0.19
Vehicles	42,497.37	42,497.37	50,000.00	7,502.63	84.99
Office Equip, Furn & Shelving	437.99	2,166.10	50,000.00	47,833.90	4.33
PC Network	8,005.96	117,351.66	156,000.00	38,648.34	75.23
Integrated Lib Automation Sys	6,653.52	6,653.52	12,000.00	5,346.48	55.45
Audio/Visual Equipment	75,905.64	75,905.64	61,000.00	(14,905.64)	124.44
Total	\$ 135,451.94	\$ 246,525.75	\$ 495,000.00	248,474.25	49.80
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 19,187.88	\$ 35,993.28	\$ 205,000.00	169,006.72	17.56
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	2,391.38	2,454.12	105,000.00	102,545.88	2.34
Young Adults	969.44	2,005.79	15,000.00	12,994.21	13.37
Music Recordings	125.90	364.26	2,500.00	2,135.74	14.57
Adult Reference	4,791.73	13,023.85	111,000.00	97,976.15	11.73
Juvenile Reference	0.00	0.00	45,000.00	45,000.00	0.00
Periodicals	223.64	10,223.64	50,000.00	39,776.36	20.45
Audio Recordings	877.79	1,305.70	10,100.00	8,794.30	12.93
Video Recordings	1,979.03	3,893.00	60,000.00	56,107.00	6.49
Genealogy	772.71	797.71	7,000.00	6,202.29	11.40
Microfilm	5,116.00	5,116.00	2,500.00	(2,616.00)	204.64
Downloadable Media	49,452.34	73,088.41	415,000.00	341,911.59	17.61
CD/Software	14,193.61	16,137.62	65,000.00	48,862.38	24.83
Internet Database Subscription	27,179.45	141,065.54	333,000.00	191,934.46	42.36
Total	\$ 127,260.90	\$ 316,435.12	\$ 1,437,500.00	1,121,064.88	22.01
Capital Expenditures					
Outreach FF & E	\$ 0.00	\$ 0.00	\$ 25,000.00	25,000.00	0.00
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 31,000.00	31,000.00	0.00

Director's Report

March 25, 2024

FACILITIES

Chiller coils were replaced on the outside HVAC unit at Slidell.

The brick wall surrounding the outside HVAC unit at Slidell is still waiting to be repaired.

The sales agreement was signed to purchase the parcel of land in Lacombe that will be the home of a new Lacombe Branch. We are now within the 60-day review period. STPL will be contracting for a Phase 1 Environmental Study and a survey. The purchase of the land will be introduced to the Parish Council at their April 6 meeting, and the sale will hopefully be approved at the May Parish Council meeting. We have until the end of May to close on the sale.

MARKETING AND OUTREACH

Alexis Davis, Slidell Children's Librarian, performed Storytime for Saint Margaret Mary on March 1 and at Appletree on March 21. She also promoted the library at Honey Island Literacy Night on March 21.

Cathy Badon, Slidell Children's Assistant, performed Storytime at Read Across Abney on March 1.

Erika Dawson, Children's Librarian at South Slidell, provided Storytime at St. Margaret Mary on March 8 and attended Bayou Woods Elementary STEM night on March 14 with Cathy Badon and Alexis Davis. At the STEM event, the Library highlighted Ozobots which were funded by the St. Tammany Library Foundation.

Adele Salzer, Pearl River Branch Manager, provided Storytime for five classrooms at Pearl River Regina Coeli Headstart on March 5 and March 19.

Rhonda Spiess, Lacombe Branch Manager, presented the Cat in the Hat Storytime at the Lacombe-Mandeville Headstart on February 28. In March, Rhonda provided Storytime to A-Z-Preschool, Chahta-Ima Elementary, 1st Class Academy Daycare and Mayfield Elementary School.

Amy Strain, Folsom Branch Manager, performed Storytime at the 1st Academy and Learning Center on February 28. Amy provided outreach on March 5 at the Kiwanis meeting to discuss the upcoming Touch of Truck event on May 4.

Amy Strain and Gayle Atkins provided information on Library Apps and Databases that are available and how to use them at the March 13 Women's Business Meeting at Giddy Up Coffee Shop in Folsom.

Jackie Riecke, Public Relations and Community Coordinator, promoted library events including the 2024 Garden Festival: Spring into Action with the St. Tammany's Master Gardener's event planner on the Lake and the Highway Radio stations on March 1.

Jennifer Rifino, Teen Services Coordinator, and Jenny Meyer, Children Services Coordinator, performed outreach at the St. Tammany Parish School Librarian Meeting on March 15.

Jillian Boudreaux, Adult Programming Coordinator, provided monthly book club boxes to St. Anthony's Gardens in Mandeville.

PROFESSIONAL DEVELOPMENT

Jennifer Rifino attended the St. Tammany Commission on Families meeting on March 12

A few staff members attended the Louisiana Library Association Annual Conference on March 11-12, 2024.

Several administrative employees attended *The Louisiana Legislative Auditor's Center for Local Government Excellence "Rules of Procurement"* webinar training.

PROGRAMMING HIGHLIGHTS

On March 23, the Covington Branch hosted the Annual Garden Fest with the St. Tammany Master Gardeners. This year's theme for the Garden Festival was Spring into Action. The festival features plant sales, guest speakers, and interactive activities for all ages.

CONTRACTS

Renewals:

Advantage Fire Specialists, LLC Yearly fire alarm monitoring fee:

Admin building	\$277.50
Covington	\$575.00
Madisonville	\$340.00
Mandeville	\$575.00
Slidell	\$575.00
South Slidell	\$575.00

BiblioCommons Website including BiblioSuggest service and Kids Catalog \$80,146.39

Comprise Technologies, Inc. Comprise-SmartPay-Annual Renewal \$3,070.00

Daiken Applied Annual service contract for HVAC system at Slidell \$8,065.87

	Annual service contract for HVAC system at Madisonville	\$15,043.32
Librarica LLC	Cassie Annual Renewal	\$3303.75
	SPOT Global Print renewal	\$1635.03
	JAMEX 6557 Warranty renewal	\$393.75
SHI International	Nessus Professional-OnPremise	\$3,181.94
	Google Workspace Business Standard	\$3,948.20

FINANCIAL

The 2008 Ford 250 that the LBOC deemed surplus at the last meeting was sold at auction on March 14, 2024, for \$5,200.00.

PUBLIC RECORDS REQUESTS

We have answered 4 new public records requests since the last meeting. These were all fairly simple to answer. Of these, 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 were put on hold by the requestor.

STATEMENTS OF CONCERN

We now have 42 active statements of concern on 38 titles. Library staff continue to read titles, hold meetings, and make recommendations. Two more titles will be decided next month. The remaining statements of concern are still "pending review."

STRATEGIC PLANNING REPORT

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.

A bid package for the "book hauler" outreach van is being prepared and should go out for bids in the next week.

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

On March 9 we opened our first in a series of community art shows. The show featured art by Northshore High School Talented Art students at the South Slidell Branch and will run through

April 6, 2024. The opening reception was a huge success with at least 100 people attending. The committee for this goal is already planning the next community art show to take place in July.

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.

This committee met for the first time on March 6 for a highly successful brainstorming session. While many ideas were discussed, reorganizing the website and alternative communication methods were ideas that came to the top. The committee will meet again on April 10 for more discussion and focus.

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.

A consultant is still working on a salary study of public library staff positions to assess compensation levels.

The committees for Goals 1, 2, and 5 have not met since the last LBOC meeting. However, these committees are working on tasks for the next objective.

TRANSITION OF MATERIALS

More Teen Fiction books that had a rescinded Statement of Concern were reviewed. Of the 25 titles, nine were read by library staff and were screened for sexual conduct as defined by La. R.S. 25:225.

Books Moved to Adult Fiction Because of Sexual Conduct

Almost Perfect by Brian Katcher for text description of lewd display of female nipples (p. 208) and masturbation (p. 209.)

Books Reviewed and Determined to Not Have Sexual Conduct (remain in Teen Fiction)

Cemetery Boys by Thomas Aiden

I Was Born for by This Alice Oseman

I wish you all the best by Mason Deaver

Pet by Emezi Akwaeke

Wintergirls by Laurie Halse Anderson

Lake Lore by Anna-Marie McLemore

Jess, Chunk, and the Road Trip to Infinity by Kristin Clark

Clockwork Princess by Cassandra Clare

Books Still Under Review

Allegedly by Tiffany Jackson

Between Perfect and Real by Ray Stoeve

Dress Codes for Small Towns by Courtney Stevens

Tiger honor by Yoon Ha Lee
Dead End Girls by Wendy Heard
Eleanor and Park by Rainbow Rowell
Heartbreakers and Fakers by Cameron Lund
Like other girls by Britta Lundin
Obie is Man Enough by Schuyler Bailar
Speak by Laurie Halse Anderson
Symptoms of being human by Jeff Garvin
The Civil War of Amos Abernathy by Michael Leali
The Sunbearer Trials by Thomas Aiden
Under Shifting Stars by Alexandra Latos
Birthday by Meredith Russo

February 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	229	55	121	23	132			222		782				
Abita	535	40	216	26	444	1		16		1,278	206	1,814	131	245
Bush	174	4	265	8	127	11		6		595	77	827	39	120
Causeway	1985	116	780	41	1351	16		88		4,377	542	4,971	840	886
Covington	3261	356	1,748	42	3440	68	27	146		9,088	1,141	7,031	2,203	1,001
Folsom	416	15	252	8	330	46		19		1,086	228	1,155	98	138
Lacombe	284	18	192	8	304	4	7	23		840	266	2,908	141	142
Lee Road	291	9	73	8	372	4	6	10		773	49	605	59	203
Madisonville	1120	96	412	13	1367	13		98		3,119	309	3,762	763	374
Mandeville	2414	261	958	39	3033	54		192		6,951	934	5,701	741	464
Pearl River	365	3	230	20	253	3	85	7		966	193	1,645	76	177
Slidell	3447	242	1,238	29	3227	117	121	251		8,672	1,934	9,977	1,323	2,018
South Slidell	570	61	628	20	797	5	9	64		2,154	1,316	5,399	785	990
Virtual ¹									33,844	33,844				
Total	15,091	1,276	7,113	285	15,177	342	255	1,142	33,844	74,525	7,195	45,795	7,199	6,758

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: 555

YTD Jan - Feb 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	523	90	264	65	242			262		1,446				
Abita	1,194	83	420	55	893	14		30		2,689	382	3,678	235	452
Bush	314	12	583	18	239	14		24		1,204	156	1,520	77	221
Causeway	4,320	270	1,752	72	3,184	58		220		9,876	1,024	9,916	1,674	1,829
Covington	7,031	653	3,285	81	7,060	134	81	336		18,661	2,466	12,560	4,166	1,873
Folsom	925	43	561	16	617	128		38		2,328	433	2,192	208	291
Lacombe	592	29	428	11	565	10	14	36		1,685	502	5,901	251	271
Lee Road	612	37	273	11	767	18	6	22		1,746	100	1,131	103	377
Madisonville	2,293	241	822	40	2,834	26		173		6,429	700	7,831	1,583	781
Mandeville	5,234	498	1,900	60	6,853	98	1	413		15,057	1,755	11,594	1,443	913
Pearl River	783	17	512	32	444	5	103	27		1,923	381	3,131	156	349
Slidell										0	3,671	19,216	2,517	3,854
South Slidell	7,309	523	2,566	50	6,747	217	328	563		18,303	2,595	10,293	1,516	1,998
Virtual ¹	1,255	156	1,261	40	1,491	7	20	127	69,610	73,967				
Total	32,385	2,652	14,627	551	31,936	729	553	2,271	69,610	155,314	14,165	88,963	13,929	13,209

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: **1,297**



St. Tammany Parish Library Board of Control
Extension of time to allow for procedural due process of undecided Statements of Concern

March 25th, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control grants a waiver of the 45-day time limit for response to all pending statements of concern and any statements that will be received until the next meeting of the Library Board of Control scheduled for April 22, 2024. The response time is extended to 120 days from the date of this resolution.

WHEREAS, the St. Tammany Parish Library has statements of concern on 38 remaining titles, and

WHEREAS, reconsideration committee recommendations shall be mailed to complainants and copied to the Library Board of Control on a rolling basis,

NOW THEREFORE BE IT RESOLVED, The Library Board of Control grants this waiver of time.

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 25th DAY OF MARCH 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

Section 209. Limits of Library Use

Effective Date: TK

Revision Date: 10/24/2017; 09/28/2023

Use of the library by all the citizens of St. Tammany Parish is assured and assumed; however, the following limits must be in place to guarantee the control of public property.

A. Borrowing, Circulation and Library Cards

Any individual has access to library assets, devices, and programs on the premises. In order to have circulation privileges, be able to check out materials, a citizen shall register as a borrower and obtain a library card.

All items must be checked out on a library card in order to be used outside of the library buildings.

Parents have the right and responsibility to guide and direct the reading, listening, and viewing choices of their minor children. Parents and guardians are required to choose a library card type for their minor child, ages 5-17 years old.

Minor library card types and levels of access:

Juvenile Full Restriction Card without Digital Resource Access

- Cardholders may only check out any book, audiobook, music CD, magazine, or DVD in the Children's Collections: Picture Books, Holiday Books, Board Books, Beginning Readers, Juvenile Fiction, Juvenile Non-Fiction, Juvenile Kits, Juvenile Audiobooks, Juvenile DVDs, Juvenile Music, and Juvenile Magazines.
- Cardholders may not check out any materials in the YA Fiction or YA Non-Fiction collections or any Adult collections, including magazines.
- Materials in the Children's Collections shall not contain sexually explicit material as defined by LA R.S. 25:225.
- Cardholders may not have access to digital resources available from the library.

Juvenile Full Restriction Card with Digital Resource Access

- Cardholder may have the same level of access as a Juvenile Full Restriction Card.
- Cardholder may have access to digital resources available from the library.
- Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.

Juvenile Semi Restriction Card without Digital Resource Access

- Cardholders may check out any book, audiobook, music CD, magazine, or DVD in the children's collections: Picture Books, Holiday Books, Board Books,

Beginning Readers, Juvenile Fiction, Juvenile Non-Fiction, Juvenile Kits, Juvenile Audiobooks, Juvenile DVDs, Juvenile Music, and Juvenile Magazines.

- Cardholders may also check out books in the YA Fiction and YA Non-Fiction collections.
- Materials in the YA Fiction and YA Non-Fiction collections shall not contain material that has been deemed sexually explicit by the Library Board of Control as defined by LA R.S. 25:225.
- Cardholders may not check out any materials in any Adult collections, including Adult Fiction and Adult Non-fiction items that have a YA sticker or magazines in the Adult collection.
- Cardholders may not have access to digital resources available from the library.

Juvenile Semi Restriction Card with Digital Resource Access

- Cardholder may have the same level of access as a Juvenile Semi Restriction Card without access to digital resources available from the library.
- Cardholder may have access to digital resources available from the library.
- Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.

Juvenile Card

- Cardholders may check out any book, audiobook, music CD, or magazine in the library from the Children's, Young Adult, or Adult Collections.
- The Adult Collections may contain material that has been deemed sexually explicit by the Library Board of Control as defined by LA R.S. 25:225. The Adult Collections may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.
- Cardholders may check any DVDs except R-rated. Cardholders may not check out R-rated DVDs.
- Cardholders may have access to digital resources available from the library. Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.

Juvenile Unrestricted Card

- Cardholders may check out any book, audiobook, music CD, or magazine in the library from the Children's, Young Adult, or Adult Collections.
- The Adult Collections may contain material that has been deemed sexually explicit by the Library Board of Control as defined by LA R.S. 25:225. The Adult Collections may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.
- Cardholders may check any DVDs including R-rated with parental permission.

- Cardholders may have access to digital resources available from the library. Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.



**St. Tammany Parish Library Board of Control
Resolution regarding possible amendment to Library Board of Control
Rules and Regulations Section 209 "Limits of Library Use" to investigate
sexually explicit materials in the YA collection**

March 25th, 2024

WHEREAS, the Rules and Regulations of the Library Board of Control Section 209 "Limits of Library Use" prohibits materials with "sexual conduct" as defined by La. RS 25:225 to be contained in the Juvenile collection but does not prohibit the same for the Young Adult ("YA") collection; and,

WHEREAS, a census of the YA collection would be required to determine what, if any, material contains such defined conduct; and,

WHEREAS, the Library Board of Control continues to recognize that parents and guardians are primarily responsible for the supervision of their children, including making decisions regarding the materials that their children may check out.

NOW THEREFORE BE IT RESOLVED that the St. Tammany Parish Library Board of Control directs library administration and staff to do what is necessary to investigate and ascertain what would be required to review the YA collection for sexual conduct as defined by La. RS 25:225 and provide a timeline and outline a process for identifying materials in the collection which may meet this definition and report on the same for a future meeting;

BE IT FURTHER RESOLVED that the Library Board of Control directs the administration and staff to move forward with this directive.

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 25th DAY OF MARCH 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

Disaster Recovery/Business Continuity Policy Revision

The Disaster Recovery/Business Continuity policy, part B, number 5, must be updated to comply with state law. This section concerns training. The only revision to the policy is this part B, number 5. It is highlighted below so that you can find it easier. Under the law each employee and each Board Member that holds a STPL email account shall complete a Cybersecurity training course administered by the Louisiana Department of State Civil Service. The statute does not mandate a specific period of time for additional or recurring training. However, we will continue to provide short reminders throughout the year focusing on making more robust passwords and looking out for phishing emails.

Section 505. Disaster Recovery/Business Continuity

Effective Date: 12/03/2020

Revision Date: 12/03/2020

A. Purpose

The St. Tammany Parish Library identifies the following as critical electronic data to be protected: financial and accounting data, network data, email server, patron and transaction data on the ILS, file servers, and employee data. The purpose of this policy is to establish guidelines and measures to prevent critical electronic data from being compromised by criminal actors including, but not limited to, attacks of malicious software (malware), ransomware, viruses, and worms. This policy also outlines protocols for recovering from such an attack and establishes key personnel involved in the recovery of a breach.

B. Prevention

1. Software and Controls: To protect data, the St. Tammany Parish Library employs embedded firewall management at the system gateway, embedded router/level-3 switches at branch gateways, advanced malware protection for endpoints on PCs and servers, and cloud email security.

Access controls, including file, directory, and network share permissions, are managed on the principle of least privilege: no users should be assigned administrative access unless absolutely needed; and those with a need for administrator accounts should only use them when necessary.

Macro scripts are disabled from office files transmitted via email.

Software Restriction Policies and other controls prevent programs from executing from common ransomware locations such as temporary folders

Remote Desktop Protocol is disabled when not being used.

Systems can only execute programs that are known and permitted by security policy.

Networks and data are separated physically and logically for different organizational units.

Information Technology (IT) staff is responsible for identifying critical data and executing prevention measures.

2. Data Backup: Static servers (data rarely changes, and is at 30 days since last modification) are fully backed up monthly.

Dynamic servers (data changes daily) get full system backups twice a week.

Rapidly changing data files, including financial data and transactions, are backed up daily on a dual system. Daily the data is saved to one of the local drives, to an external drive, and to a separate tape system.

Full server system back up tapes are stored in a safety deposit box at the bank.

IT staff is responsible for backing up data on schedule. Library Administration will deposit back up tapes at the bank on a regular basis.

3. *Software and Hardware Updates:* A live inventory of network devices is maintained.

A systems management appliance is used to maintain an active and ongoing inventory of patches and patch level for all applications and programs for all computers including laptops, PCs, and servers.

IT staff is responsible for updating all systems and software patches as they become available.

4. *Testing:* A test of the restoration process is conducted every 90 days. A penetration test and vulnerability assessment is conducted annually. IT staff is responsible for testing the restoration process and performing other vulnerability assessments. The Assistant Director of Support Services will ensure that these tests and assessments are administered. The IT staff will notify the Assistant Director of Support Services of the outcomes of the tests and assessments.

5. *Training:*

Upon hire or appointment, each Employee and each Board Member that holds a STPL email account shall complete a Cybersecurity training course during orientation. Every year thereafter, all Employees and all Board Members that hold a STPL email account shall attend one (1) Cybersecurity training session or complete online training administered through the Louisiana Department of State Civil Service. The Library Director shall maintain attendance records for all Cybersecurity courses offered to Employees and Board Members. If the course is taken online, the Employee must print the certificate as proof of completion and submit it to their supervisor. If the course is taken in person, the Employee or Board Member must provide proof of completion and submit it to their supervisor. Board Members will submit their proof of training to the administrative office.

The Director shall also ensure that contractors with access to the Library's IT assets receive cybersecurity training during the term of the contract and during any renewal period. Completion of cybersecurity training shall be included in the terms of the contract. (Louisiana R.S. 42:1267)

In addition, employees will receive ongoing training on best practices in internet safety including recognizing phishing emails and ransomware throughout the year. Training is given through speakers, brochures, webinars, and education/testing products. The Assistant Director of Support Services is responsible for training staff.

C. Recovery

Essential personnel involved with recovery operations after a critical event include the Systems Administrator, the Network Services Coordinator, the Desktop Specialist, and Library Administration. The recovery team also may include representatives of the telecom carriers, the network appliance company, and hardware companies.

The St. Tammany Parish Library also has access to a “Breach Coach” in the event of a data breach for immediate triage assistance through the Library’s CyberRisk Insurance Policy. The Library’s will maintain a CyberRisk Insurance Policy that includes at the minimum: liability, breach response, cyber crime, and business loss.

The Systems Administrator and the Assistant Director of Support Services hold copies of the Key Personnel Contact Info document. This document includes work and home phone numbers for staff listed above, contact information for telecom carriers, the network appliance company, and hardware companies. This document also includes the Network Address Translation Table and the server list. A copy of this document is also in the Library’s Safe Deposit box.

Security and network diagnostic software and hardware are readily available for a rapid assessment.

Compromised systems will be identified by running quick tests of connectivity and response for DNS, data transmission lines, and email as well as alerts coming from the cloud-based security system.

Once a system is compromised it will be isolated by immediately turning off all branch routers to provide network level lockdown. At a local level, all hubs and switches will be turned to restrict the servers to machine only access.

Any comprised device, server, or computer will have the hard drive(s) erased. Tape/cloud-based backups will proceed.

The St. Tammany Parish Library’s policy is to make no attempt at malware/threat removal. All drives will be erased and rebuild completely clean.

The type of compromise will be determined by working with our cyber security team provided by our security subscriptions.

Once the compromise is identified as virus/coding/malware, the appropriate updates will be made to all cloud based and software-based security systems.

The updates will be applied at a network level, and at the local computer level.

Tests will be run to verify the compromise cannot return.

Designation of Capital Funds – Technical Services Elevator

The Parish has selected the architect to design and manage the construction and installation of the elevator for the Technical Services Building. We have an updated cost of construction, and we will need to add \$59,000 to the budget. It is essential to have an elevator for this building so that we can utilize the second floor. The original amount budgeted for this project was 166,000. A letter from the architect and resolution for your consideration follow this explanation.



235 Girod Street, Mandeville, Louisiana
985.674.3077 www.kvsarchitecture.com

March 8th, 2024

Shawn Hoover, Director of Procurement
Department of Procurement
St. Tammany Parish Government
21454 Koop Drive, Ste. 2F
Mandeville, LA 70471
procurement@stpgov.org
985-898-2520

Proposal for: **Library Technical & Maintenance Building Elevator**
PPSL – VSF No.: 24-1-5

Dear Mr. Hoover,

We appreciate the consideration to provide architectural and engineering services for Library Tech & Maintenance Building Passenger Elevator project and we look forward to assisting the parish through the design, bidding, and construction processes.

THE PROJECT:

Based on our previous knowledge of this passenger elevator, it will be located inside the Library Technical and Maintenance Building in Alamosa Business Park at address 68361 Commercial Way South, Mandeville, LA 70471. The elevator will be located in the open warehouse area and improve workflow for the upper floor and lower floor of the Technical and Maintenance Departments. We will provide Architectural and Engineering services required to establish the initial evaluations and assessments, complete plans and conduct bidding and permitting, and observe the work and provide construction administration services, which typically conclude relative to occupancy of the building and contractor completion of punch list items. These are considered our basic services.

OUR DESIGN WORK:

Our Architectural and Engineering work includes as many trips to the site as necessary to field measure and provide as-built drawings of all existing conditions. We would then meet with the Administration, Technical and Maintenance Departments to investigate design options for the passenger elevator. Once approvals are reached on preliminary plans, all architectural and engineering drawings and specifications can be assembled for a final review by the parish officials involved. This is a basic summary of our work necessary to complete the plans in preparation for bidding and permitting. In our previous project with you in this building, we researched building utilities, conditions, and clearances in planning for the library's future passenger elevator.

PROJECT BIDDING:

We will publicly bid the project in accordance with Louisiana Public Bid Laws for General Contractors licensed in Building Construction. During the bidding process we will also conduct a pre-bid meeting at the site, produce meeting minutes and addenda as necessary for all bidders. We will make recommendations for bids received, and re-bid the project, if Owner requires.

PERMITTING:

We will provide our detailed Architectural and Engineering drawings to the State Fire Marshal, and St. Tammany Parish Planning and Building Departments for their review and approvals toward issuing the building permit to the awarded General Contractor. At this time, these are the only two governmental agencies known as required to review and approve the project building permit.

CONSTRUCTION ADMINISTRATION:

We will observe the construction work in progress, and advise you and the Contractors of issues and recommendations during construction, including any changes to the work during construction. We will review monthly Contractor applications for payment, process Contractor RFI's, CPR's, and issue revisions and supplemental drawings and specifications as requested.

SCOPE OF WORK:

- Design Development:** Project measured drawings (Field Measuring) to verify existing site features, building utilities, building floor plans, floor levels and overhead clearances to accommodate the passenger elevator.
- Architectural Design:** Floor Plans, IBC and NFPA Code Requirements, Elevator Design Plans, Elevations, Sections, Details, and Interiors, Elevator Machine Room, Construction Documents and Specifications for permitting, bidding and construction.
- Mechanical Design:** Revisions to the existing HVAC Systems, Air Balance Design, Exhaust Fans, New Ductwork Routing, Re-balancing of system and indoor air quality requirements for Elevator Machine Room.
- Electrical Design:** Revisions to Building Power and Lighting Configurations.
- Project Administration:** Contractor Bidding, Permitting with the Local Jurisdiction, State Fire Marshal and IBC Code Requirements, Construction Administration as described above.

COMPENSATION:

Compensation for our proposed fee is typically in accordance with the current State of Louisiana Fee Schedule for Architectural & Engineering Services:

\$200,000 Estimated Cost of Construction x 12.5% Design Fee = \$25,000.00.

A&E FEE PROPOSAL:

Design Development	20%	4,000
Architectural Design	40%	8,000
Mechanical Design	10%	2,500

Electrical Design	10%	2,500
Project Administration	40%	8,000
Total Proposal Amount		25,000

OTHER ITEMS INCLUDED IN THIS PROPOSAL:

1. Parish-Required Insurances.
2. State Fire Marshal Review Fees.

UNKNOWN ITEMS NOT INCLUDED IN THIS PROPOSAL:

We are able to assist and acquire the proper professional services for the Owner if these unanticipated items are required:

3. Hazardous Materials Abatement.
4. Parish Building Permit and/or Impact Fees.

Let us know if you would like to discuss this or if you have any questions.

Sincerely,



K. Vaughan Sollberger, Jr., Architect
kvs@kvsarchitecture.com

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		\$ 200,000.00	\$ 42,900.00			
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	\$ 225,000.00	\$ -	\$ 225,000.00	\$ -			
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		\$ 8,397,914.52	\$ 253,390.36	\$ 2,069,124.16	\$ 6,122,900.00	\$ -	\$ -	\$ -
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	\$ 6,262,900.70	\$ 0.70	\$ 0.70	\$ 0.70
Projects Designated by the Board	Projected interest		\$ 113,814.97	\$ 30,000.00	\$ 10,000.00	\$ -	\$ -	\$ -
	Projected expenditures		\$ (253,390.36)	\$ (2,069,124.16)	\$ (6,122,900.00)	\$ -	\$ -	\$ -
	Projected cost allocation plan charges		\$ (37,450.00)	\$ (150,000.00)	\$ (150,000.00)	\$ -	\$ -	\$ -
	Balance before annual transfer		\$ 5,301,174.86	\$ 4,662,050.70	\$ 0.70	\$ 1,900.70	\$ 0.70	\$ 0.70
	Ad valorem transfer		\$ 1,550,000.00	\$ 1,600,850.00	\$ -	\$ -	\$ -	\$ -
	Funds available		\$ 6,851,174.86	\$ 6,262,900.70	\$ 0.70	\$ 0.70	\$ 0.70	\$ 0.70



St. Tammany Parish Library Board of Control
Designation of Additional Capital Funds for Technical Services / Maintenance Building Elevator
March 25th, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates an additional \$59,000 of capital funds for the construction and installation of an elevator to allow for the ability to move equipment safely between floors and to improve overall ADA accessibility to the building at 68361 Commercial Way S. Unit 3 for a total of \$225,000.

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

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 25th DAY OF MARCH 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

St. Tammany Parish Library 2024 Spring Project Amendment for the Operational Budget

Introduction

This is a brief explanation of the differences in revenue and expenditure forecasts between the 2024 Spring Budget and the 2024 Spring Project Amendment. It is best read alongside the budget spreadsheet. Lines that have been adjusted for this amendment are highlighted in yellow on the spreadsheet.

2024 Revenue

In 2024, the St. Tammany Parish Library will operate on revenue of \$12,713,572. We expect an additional \$104,000 in Ad Valorem taxes over what we budgeted for the Spring Amendment. We are expecting more growth for this year due to more taxable properties. This is still a conservative number based on the information I have received from the Parish Finance Office. Overall, there is an increase of \$104,000 in revenue.

2024 Expenditures

We produced the 2024 Budget in July of 2023 and amended it In February 2024. This budget amendment adjusts based updated information we have received on project costs for the year. All of the increases 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.

- **Non-Book Acquisitions** – The Landscaping Additions line was increased to cover the cost of Covington Landscaping that cannot be covered by Parish Capital Project money. The Telephone and Telephone System line is increased to match the cost of our new telephone system installation. The Audio-Visual Equipment line is increased to cover the cost of a projector and screen for Covington’s meeting room, to replace all of the portable projectors, and to upgrade the wallplate to include HDMI in the Slidell meeting room.

Planned Usage of Savings – We will be able to complete Causeway’s carpet this year so we are budgeting Causeways furniture. We are also budgeting a furniture addition and acoustical work for the Storytime room in Covington.

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, Lacombe, Mandeville, and Slidell furniture projects.
- Dedication for Outreach Opening Day collection, Furniture Fixtures and Equipment, and an Outreach Vehicle.
- Dedications for Covington Furniture and Acoustical Work – This budget amendment dedicates these funds and budgets them.

This leaves us with a current Unassigned Savings of \$340,284 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 \$104,000 due primarily to more ad valorem funds as part of our normal growth. The 2024 Spring Project Budget Amendment shows an increase in expenditures of \$265,000 over the Spring budgeted expenditures for 2024 to cover the costs of our special projects for the year. Aside from the planned usage of savings, the operational portion of the budget continues to be 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".

Kelly LaRocca
Director

2024 Spring Project Amendment

		2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	Amendment	2024 Budget Spring Project Amend
REVENUE									
	405	Ad Valorem Taxes (received)	\$11,300,475.73	11,494,947.88	11,823,150.21	\$ 11,861,153	\$ 12,023,150	\$ 104,000	\$ 12,127,150
	410	State Revenue Sharing	\$251,600.00	251,600.00	258,515.31	\$ 258,515	\$ 264,302	\$ -	\$ 264,302
	415	Fines/Fees	\$49,665.48	70,486.86	75,471.23	\$ 73,000	\$ 76,000	\$ -	\$ 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	\$ -	\$ 194,000
	425	Donations	\$9,055.59	33,302.89	61,165.51	\$ 50,000	\$ 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	\$ -	\$ 2,120
						\$ -	\$ -	\$ -	\$ -
		TOTAL REVENUE	\$11,662,970.86	11,907,610.00	12,406,227.10	\$ 12,438,788	\$ 12,609,572	\$ 104,000	\$ 12,713,572
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	\$ -	\$ 5,705,000
		TOTAL	\$4,846,642.94	5,005,221.13	5,263,285.57	\$ 5,705,000	\$ 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	\$ 120,000	\$ -	\$ 120,000
	512	Retirement Contributions	\$511,260.09	489,982.62	512,866.56	\$ 516,000	\$ 516,000	\$ -	\$ 516,000
	513	Health Insurance/Insurance	\$412,118.33	440,256.79	380,065.68	\$ 460,000	\$ 440,000	\$ -	\$ 440,000
	514	Health Trust	\$1,181,116.17	804,090.69	1,395,030.65	\$ 1,018,000	\$ 1,197,000	\$ -	\$ 1,197,000
	515	Workers' Compensation/Unemployment Claims	\$6,318.11	31,416.00	14,901.40	\$ 30,000	\$ 30,000	\$ -	\$ 30,000
	516	Employee Miscellaneous	\$2,136.60	854.42	600.60	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
		TOTAL	\$2,217,867.18	1,878,113.50	2,423,267.88	\$ 2,142,000	\$ 2,304,000	\$ -	\$ 2,304,000
OPERATING SERVICES									
	601	Publication of Legal Notices	\$3,473.25	4,166.54	15,505.20	\$ 15,000	\$ 15,500	\$ -	\$ 15,500
	603	Membership Dues	\$5,901.48	7,045.00	7,499.65	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
	604	Advertising	\$18,765.19	24,385.41	31,480.57	\$ 32,500	\$ 32,500	\$ -	\$ 32,500
	607	Signage	\$3,406.00	3,498.62	642.10	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
	608	Promotional Production	\$6,664.15	19,902.10	14,898.97	\$ 10,000	\$ 15,000	\$ -	\$ 15,000
		TOTAL	\$38,210.07	58,997.67	70,026.49	\$ 67,000	\$ 72,500	\$ -	\$ 72,500
		PRINTING, DUPLICATING & BINDING							
	611	Printing	\$8,918.93	11,998.47	12,786.17	\$ 12,000	\$ 13,000	\$ -	\$ 13,000
	613	Book Binding	\$0.00	3,840.20	2,544.95	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	615	Patron Cards	\$3,380.90	0.00	4,959.70	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
		TOTAL	\$12,299.83	15,838.67	20,290.82	\$ 22,000	\$ 23,000	\$ -	\$ 23,000
		UTILITIES							

2024 Spring Project Amendment

		2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	Amendment	2024 Budget Spring Project Amend
	621	Electricity	\$237,246.80	316,933.90	284,245.50	\$ 284,220	\$ 287,220	\$ -	\$ 287,220
	622	Gas	\$2,376.75	2,474.76	2,299.09	\$ 3,250	\$ 3,250	\$ -	\$ 3,250
	623	Water	\$31,790.45	35,776.99	46,073.45	\$ 42,000	\$ 47,000	\$ -	\$ 47,000
		TOTAL	\$271,414.00	355,185.65	332,618.04	\$ 329,470	\$ 337,470	\$ -	\$ 337,470
		COMMUNICATIONS							
	625	Postage	\$5,720.78	10,899.72	14,459.39	\$ 16,000	\$ 19,000	\$ -	\$ 19,000
	626	Voice Line (Regular Phone Service)	\$85,081.73	83,668.72	77,627.21	\$ 83,500	\$ 77,500	\$ -	\$ 77,500
	627	Data Line (Internet-Network)	\$45,300.00	45,295.00	41,470.26	\$ 50,000	\$ 43,000	\$ -	\$ 43,000
	630	Courier/Shipping	\$190.93	238.20	515.35	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
		TOTAL	\$136,293.44	140,101.64	134,072.21	\$ 150,500	\$ 140,500	\$ -	\$ 140,500
									\$ -
		LEASE EXPENSE							\$ -
	634	Building	\$300,508.74	310,941.75	318,045.64	\$ 303,000	\$ 323,000	\$ -	\$ 323,000
	636	Equipment	\$7,750.69	5,096.96	4,970.03	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
	638	Vehicle	\$0.00	0.00	2,647.96	\$ 2,500	\$ 2,750	\$ -	\$ 2,750
		TOTAL	\$308,259.43	316,038.71	325,663.63	\$ 311,500	\$ 331,750	\$ -	\$ 331,750
		MAINTENANCE OF PROPERTY & EQUIP.							
	641	Custodial & Janitorial	\$207,731.07	208,585.74	212,056.10	\$ 212,000	\$ 215,000	\$ -	\$ 215,000
	643	Grounds/Lawn Maintenance	\$82,000.00	80,224.00	84,861.00	\$ 85,000	\$ 85,000	\$ -	\$ 85,000
	645	Maintenance supplies	\$6,978.24	8,973.74	9,972.57	\$ 9,000	\$ 10,000	\$ -	\$ 10,000
	652	Fuel and lube	\$23,295.56	39,891.89	32,787.02	\$ 37,000	\$ 33,000	\$ -	\$ 33,000
	654	Vehicle repairs	\$6,138.54	3,821.26	14,567.55	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
	658	Small Tools & Supplies	\$2,895.48	2,958.04	2,988.96	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
	660	Office machine and equip. repair	\$1,557.88	974.68	504.92	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	661	Network Utility Software	\$68,859.01	172,971.54	155,507.60	\$ 157,250	\$ 157,250	\$ -	\$ 157,250
	662	Solinet (OCLC) Cost	\$28,249.86	28,026.94	30,649.09	\$ 29,500	\$ 32,000	\$ -	\$ 32,000
	663	Polaris Maintenance	\$51,939.66	51,978.19	53,635.61	\$ 54,000	\$ 55,000	\$ -	\$ 55,000
	664	P C Network maintenance and repair	\$7,865.00	6,778.22	5,875.00	\$ 8,000	\$ 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	\$ 609,250	\$ -	\$ 609,250
		MAINTENANCE SERVICES (Buildings)							
	671	Physical Plant	\$114,819.68	147,981.76	176,994.78	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
	672	Plumbing, Heating, & Air Conditioning	\$57,605.29	66,491.54	66,494.36	\$ 66,500	\$ 66,500	\$ -	\$ 66,500
	673	Electrical	\$5,973.18	7,798.31	16,998.60	\$ 13,000	\$ 13,000	\$ -	\$ 13,000
	674	Sanitation	\$8,370.63	8,957.58	10,415.68	\$ 10,000	\$ 12,000	\$ -	\$ 12,000
	675	Pest Control	\$6,698.00	6,140.00	7,190.00	\$ 7,550	\$ 7,550	\$ -	\$ 7,550
	676	Termite Contracts	\$3,228.00	8,009.00	2,915.00	\$ 4,555	\$ 4,555	\$ -	\$ 4,555
	678	Carpet Cleaning	\$4,870.00	14,998.98	17,590.00	\$ 17,000	\$ 18,000	\$ -	\$ 18,000
		TOTAL	\$201,564.78	260,377.17	298,598.42	\$ 268,605	\$ 271,605	\$ -	\$ 271,605
		Professional Services							
	680	Payroll Service Fees	\$26,366.03	33,901.31	37,555.26	\$ 35,600	\$ 37,600	\$ -	\$ 37,600
	682	Legal	\$0.00	0.00	11,869.20	\$ -	\$ -	\$ -	\$ -
	683	Financial	\$36,384.06	39,023.87	50,811.44	\$ 40,000	\$ 51,000	\$ -	\$ 51,000

2024 Spring Project Amendment

		2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	Amendment	2024 Budget Spring Project Amend
	684	Architectural	\$0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -
	685	Consultants	\$38,090.24	83,160.48	89,998.23	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
	686	Security	\$6,843.77	7,570.82	13,766.82	\$ 13,000	\$ 14,000	\$ -	\$ 14,000
	687	Web Design Consultant	\$66,511.44	79,693.35	89,789.97	\$ 85,825	\$ 89,825	\$ -	\$ 89,825
	688	Movers	\$ -	0.00	15,437.66	\$ 16,000	\$ 16,000	\$ -	\$ 16,000
		TOTAL	\$174,195.54	243,349.83	309,228.58	\$ 240,425	\$ 258,425	\$ -	\$ 258,425
		INSURANCE & CLAIMS							
	692	Library Property	\$135,438.08	132,637.21	145,499.86	\$ 145,500	\$ 145,500	\$ -	\$ 145,500
	694	Flood insurance	\$22,163.00	23,424.00	25,916.00	\$ 26,000	\$ 26,000	\$ -	\$ 26,000
	696	Vehicle Insurance	\$36,450.00	42,860.00	31,275.36	\$ 32,950	\$ 37,950	\$ -	\$ 37,950
	698	LBOC Liability	\$4,076.00	4,076.00	1,940.00	\$ 4,076	\$ 4,676	\$ -	\$ 4,676
	699	Gen Liability	\$20,641.00	15,054.00	25,100.64	\$ 25,100	\$ 25,100	\$ -	\$ 25,100
		TOTAL	\$218,768.08	218,051.21	229,731.86	\$ 233,626	\$ 239,226	\$ -	\$ 239,226
		MATERIALS AND SUPPLIES							
		OPERATING SUPPLIES							
	701	Office Supplies	\$18,984.26	31,300.98	32,995.28	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
	702	Bank Service Charges	\$15,113.22	15,699.20	15,568.17	\$ 16,000	\$ 16,000	\$ -	\$ 16,000
	703	Book Preparation Supplies	\$36,803.34	41,739.05	46,688.48	\$ 45,000	\$ 47,000	\$ -	\$ 47,000
	704	Computer/Printer Supplies	\$61,301.07	61,918.90	78,742.54	\$ 81,000	\$ 81,000	\$ -	\$ 81,000
	705	Programming Supplies	\$6,672.31	7,887.23	8,387.55	\$ 9,000	\$ 9,000	\$ -	\$ 9,000
		TOTAL	\$138,874.20	158,545.36	182,382.02	\$ 184,000	\$ 186,000	\$ -	\$ 186,000
		TRAVEL & CONTINUING EDUCATION							
	710	Mileage Reimbursement	\$12,592.98	21,899.16	19,509.56	\$ 22,000	\$ 22,000	\$ -	\$ 22,000
	712	Library In-service Training	\$985.00	11,459.26	8,981.49	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
	714	Conventions/Seminars	\$29,892.00	64,771.20	33,944.72	\$ 60,000	\$ 35,000	\$ -	\$ 35,000
		TOTAL	\$43,469.98	98,129.62	62,435.77	\$ 94,000	\$ 69,000	\$ -	\$ 69,000
		PUBLIC RELATIONS/PROGRAMMING							
	724	Summer Reading Program	\$26,687.81	45,000.00	44,955.26	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
	725	Summer Reading T-shirts	\$5,191.17	5,519.64	6,575.59	\$ 7,200	\$ 7,200	\$ -	\$ 7,200
	726	Adult Programming	\$24,673.99	35,924.44	38,832.18	\$ 36,000	\$ 38,000	\$ -	\$ 38,000
	727	Young Adult Programming	\$11,434.10	21,189.10	14,994.21	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
	728	Juvenile Programming	\$11,689.70	34,240.17	19,998.10	\$ 12,000	\$ 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	\$ 117,200	\$ -	\$ 117,200
		CAPITAL OUTLAY							
		NON-BOOK ACQUISITIONS							
	805	Landscaping Additions	\$19,972.80	32,054.76	33,572.29	\$ 33,000	\$ 36,000	\$ 30,000	\$ 66,000
	810	Improvements to Physical Plant	\$56,136.00	141,084.05	65,986.50	\$ 140,000	\$ 130,000	\$ -	\$ 130,000
	815	Vehicles	\$0.00	27,841.26	61,475.54	\$ 70,000	\$ 50,000	\$ -	\$ 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	\$ -	\$ -	\$ 12,000	\$ 12,000
	831	Leasehold Improvements	\$0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -

2024 Spring Project Amendment

	2/19/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	Amendment	2024 Budget Spring Project Amend
833	ARPA Expense	\$47,064.48	0.00		\$ -	\$ -	\$ -	\$ -
834	PC Network	\$130,157.31	155,919.15	164,278.65	\$ 156,000	\$ 156,000	\$ -	\$ 156,000
840	Integrated Library Automation Sys.	\$988.00	0.00	11,229.91	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
842	Audio/Visual Equipment	\$5,019.59	5,398.49	2,140.00	\$ -	\$ 61,000	\$ 43,000	\$ 104,000
898	Cameras	\$0.00	0.00	0.00	\$ -	\$ 6,000	\$ -	\$ 6,000
	TOTAL	\$364,116.49	486,333.48	428,519.67	\$ 511,000	\$ 501,000	\$ 85,000	\$ 586,000
	LIBRARY RESOURCE ACQUISITIONS							
851	Adult Books	\$192,514.49	214,115.48	220,913.46	\$ 205,000	\$ 205,000	\$ -	\$ 205,000
852	Lease/Purchase Books	\$18,363.24	18,363.24	18,203.89	\$ 18,400	\$ 11,400	\$ -	\$ 11,400
853	Juvenile Books	\$102,219.33	103,646.73	98,074.59	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$13,311.08	14,017.10	13,206.60	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
858	Music Recordings	\$3,483.84	4,051.12	2,356.69	\$ 2,600	\$ 2,500	\$ -	\$ 2,500
861	Adult Reference	\$96,698.32	101,940.22	110,390.92	\$ 111,000	\$ 111,000	\$ -	\$ 111,000
863	Juvenile Reference	\$37,993.45	42,066.11	44,314.69	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
872	Periodicals	\$43,597.63	45,613.03	48,892.36	\$ 52,000	\$ 50,000	\$ -	\$ 50,000
883	Audio Recordings (Books)	\$18,729.03	12,542.97	12,098.64	\$ 10,100	\$ 10,100	\$ -	\$ 10,100
885	Video Recordings	\$51,627.62	69,242.99	62,285.35	\$ 65,000	\$ 60,000	\$ -	\$ 60,000
886	Genealogy	\$4,325.61	6,484.60	4,999.65	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
887	Digital Microfilm	\$675,766.00	15,000.00	5,867.00	\$ 10,000	\$ 2,500	\$ -	\$ 2,500
891	Electronic /Downloadable Media	\$338,223.68	470,508.25	440,068.42	\$ 415,000	\$ 415,000	\$ -	\$ 415,000
892	CDROM/Software	\$100,851.45	83,859.06	64,893.40	\$ 75,500	\$ 65,000	\$ -	\$ 65,000
893	Internet Database Subscriptions	\$254,173.01	262,310.63	324,585.51	\$ 321,000	\$ 333,000	\$ -	\$ 333,000
	TOTAL	\$1,951,877.78	1,463,761.53	1,471,151.17	\$ 1,457,600	\$ 1,437,500	\$ -	\$ 1,437,500
	LONG-TERM CAPITAL EXPENDITURES							
895	Outreach FF & E	\$ -	0.00	0.00	\$ -	\$ 25,000		\$ 25,000
896	Outreach Vehicle	\$ -	0.00	0.00	\$ -	\$ 160,000		\$ 160,000
897	Outreach Opening Day Collection	\$ -	0.00	0.00	\$ -	\$ 60,000		\$ 60,000
898	Causeway FF & E						\$ 130,000	\$ 130,000
899	Covington FF&E and Acoustic work						\$ 50,000	\$ 50,000
	Total	\$ -	0.00	0.00	\$ -	\$ 245,000	\$ 180,000	\$ 425,000
	TOTAL EXPENDITURES	\$11,524,486.96	11,445,704.56	12,281,832.89	\$ 12,437,676	\$ 12,848,426	\$ 265,000	\$ 13,113,426
	SAVINGS / (EXCESS EXPENDITURES)	\$138,483.90	461,905.44	124,394.21	\$ 1,112	\$ (238,854)	\$ (161,000)	\$ (399,854)

Fund Balance and Dedications

	3/21/2024				
	Savings as of December 31st 2024	Spring Amendment	Difference	Spring Project Mendment	
Prior Years' Operating Revenue	\$ 5,960,284			\$ 5,960,284	
Dedicated for Operational Reserves	\$ 2,500,000	\$ 2,500,000	\$ -	\$ 2,500,000	
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ 1,475,000	\$ -	\$ 1,475,000	
Dedicated for Causeway Furniture	\$ 65,000	\$ 130,000		\$ 130,000	
Dedicated for Mandeville Furniture	\$ 200,000	\$ 270,000		\$ 270,000	
Dedicated for Slidell Furniture	\$ 650,000	\$ 700,000		\$ 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	
Dedication Covington FF&E and Acoustic Work			\$ 50,000	\$ 50,000	
Total Dedicated or Reserved	\$ 4,890,000	\$ 5,570,000	\$ 50,000	\$ 5,620,000	
Unassigned Savings	\$ 1,070,284			\$ 340,284	

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		\$ 900,000

For consideration tonight

For future consideration



St. Tammany Parish Library Board of Control
FISCAL YEAR 2024 OPERATIONAL BUDGET - SPRING PROJECT AMENDMENT - ADOPTION RESOLUTION
MARCH 25th, 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 Project Amendment for the Operational Budget for the 2024 fiscal year; and

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

WHEREAS, the Board of Control has considered the proposed Spring Project 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 Project 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 Project 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 25th DAY OF MARCH 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
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1220 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

FOLSOM (985) 796-9728

MANDENVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099