

St. Tammany Parish Library
Board of Control Meeting
October 30th, 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 P.M. on Wednesday, October 30, 2024.

AGENDA

Call to order by President and Roll Call by Director

Pledge of Allegiance

1. Approval of the minutes of the meeting of the Library Board of Control that was held on October 2, 2024.
 - Discussion
 - Public Comment
 - Vote
2. NEW BUSINESS
 - A. Financial Report – September 2024
 - Discussion
 - Public Comment
 - Vote
 - B. Director’s Report
 - C. 2025 Budget
 - Public Hearing (Motion required to open and close. This will also be the public’s opportunity to make comments)
 - Discussion by the Board
 - Vote
 - D. Designation of Capital Funds – Lacombe Branch
 - Discussion
 - Public Comment
 - Vote
 - E. Designation of Capital Funds – Slidell Branch
 - Discussion
 - Public Comment
 - Vote
 - F. Board Meeting Schedule 2025
 - Discussion
 - Public Comment
 - Vote
3. Adjournment

**St. Tammany Parish Library
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October 2, 2024
St. Tammany Parish Council Chambers
21490 Koop Dr.
Mandeville, LA 70471
6:30 P.M.**

MINUTES

The meeting was called to order by Ann Shaw, Vice-President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Rev. Robert Belknap, Pam Georges, Carole Gillio, Jill Kesler, Tamarah Myers, Ann Shaw, Parish President Mike Cooper

Absent: None

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

A. Shaw explained the meeting rules and 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.

R. Belknap led the Pledge of Allegiance.

1. Introduction of Incoming Board Members

K. LaRocca introduced the new Library Board of Control (LBOC) members.

2. Election of Officers

A. Shaw listed the following open officer positions of the LBOC: President, Vice-President, and Secretary/Treasurer. The responsibilities of these officers are listed in the Rules and Regulations of the LBOC, which was provided to each board member as part of their onboarding process. C. Gillio moved to nominate Ann Shaw for President. The nomination was seconded by R. Belknap. A. Shaw accepted the nomination for President.

Public Comment:

Russell Besancon – Covington, LA. Stated that he is a retired Coast Guard Lieutenant and a retired librarian. Spoke of the exemplary service he receives at the Lee Road Branch. Stated that the LBOC's mission statement, vision statement, and ethics should bind the LBOC members in their duties. He read the statements aloud and cited the Louisiana Code of Ethics LA R.S. 42:1111-1121.

Johanna Miner – Stated that she thought that the LBOC President was to be chosen by Parish President Mike Cooper. Noted that the board members were voted in at the Parish Council meeting on May 2,

2024. Asked for an explanation of that process. Stated that she thought a Parish Council member was supposed to serve on the LBOC. E. Couvillon explained that the election of officers occurs amongst the LBOC members that have been seated. The board members elect a member to serve as Board President and chairperson of the LBOC. E. Couvillon explained that the Parish President sits as an ex-officio member of the LBOC. He can serve on the Board himself or appoint a councilperson to serve in his stead. If no councilperson wanted to serve, the Parish President could appoint a member of the public.

Donna Bonnoitt – Welcomed the new board members. Stated that she hopes the Board will choose community standards for the library.

Lisa Rustemeyer – Mandeville, LA. Stated that she is disappointed to be attending an LBOC meeting with an unresolved court case still pending. Stated that she has not noticed any interest in the library by the new board members prior to their selection. Stated that she is concerned that there is a board member who has praised a woman who assaulted her friend and attempted to “cripple” the library by submitting 150 book challenges. Spoke of teens, access to materials, and literacy rates. Stated that librarians and library supporters have been called groomers, perverts, and other offensive names.

Jamie Segura – Covington, LA. Commended library staff for their effort during the recent hurricane. Stated that she finds it amazing that the Board is electing officers while they are “illegitimate” in their roles as board members due to the pending court case. Spoke of the “legitimate” LBOC members who were in attendance. Noted that there were also Parish Council members in attendance. Spoke of the U.S. Constitution.

Rebecca Bohm – Mandeville, LA. Congratulated the new board members. Quoted the mission statement. Stated that libraries are apolitical and non-religious entities. Stated that the library has been the victim of a culture war led by a vocal minority that has divided the community. Spoke of the LBOC representing the entire diverse community. Spoke of book restrictions infringing upon First Amendment rights.

There were two public comments from individuals who did not wish to speak. They were not in favor of electing officers to the LBOC.

Discussion: There was no Board discussion.

A. Shaw called for a roll call vote on the earlier motion that was made by C. Gillio and seconded by R. Belknap to nominate Ann Shaw for Board President.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

A. Shaw called for nominations for Vice-President. P. Georges moved to nominate Rev. Robert Belknap for Vice-President. It was seconded by T. Myers.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

A. Shaw called for nominations for Secretary/Treasurer. T. Myers nominated Pam Georges for Secretary/Treasurer. It was seconded by R. Belknap.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

3. Approval of the minutes of the meeting of the Library Board of Control that was held on May 30, 2024.

Public Comment:

Johanna Miner – Stated that she went to the Parish Council meeting on May 2, 2024, and that the council very fairly voted in the new board members. Stated that she does not recall a meeting with the new board members on May 30, 2024. Asked where and when this meeting was held, as she knew nothing about the meeting. Spoke of a “secret meeting” that she stated was held at the Slidell Branch library on June 16, 2023.

E. Couvillon explained that there was a meeting of the previous LBOC in the Parish Council chambers on May 30, 2024. Per the resolution adopted by the Parish Council on May 2, 2024, the terms of the new board members were effective beginning on June 1, 2024. J. Miner stated that the website showed that the meeting was canceled and stated that the library is trying to keep them from attending the meetings. E. Couvillon explained that the meeting was properly noticed, open to the public, the agenda was posted, and several of the new board members were in attendance.

Jamie Segura – Was not in favor of the new Board approving minutes of a meeting they did not attend. She acknowledged that some of the new board members were in the audience during the meeting in question.

Discussion: There were no suggested corrections to the minutes.

R. Belknap moved to approve the minutes of the LBOC meeting that was held on May 30, 2024. It was seconded by T. Myers.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes
Cooper: Abstained

Motion carried.

4. NEW BUSINESS

A. Presentation of the salary study and potential adoption of new salary scale – Larry Robertson – Gallagher Consulting

Larry Robertson of Gallagher Consulting presented the salary study and reviewed the recommended new rates of pay and pay scale. The study included a comprehensive analysis of positions and salaries in comparison to other library systems in the region and throughout the United States.

C. Gillio thanked Mr. Robertson for the presentation. She stated that she has spent a lot of time reviewing the material that was provided to the Board and has recently received the breakdown of employee categories. She stated that they were not supplied with the requirements for each position, such as which positions require college degrees, post-graduate work, and experience.

L. Robertson noted that he did receive job descriptions for all of the positions and that information was considered and was factored into the study. C. Gillio stated that the Board does not have those details and she would like to see the information that she has requested. She explained that she is not in favor of an \$11.30 hourly pay rate for a Library Associate, but would like to know what the requirements are for that position. L. Robertson stated that he would defer to the Director on that question.

C. Gillio stated that until she has that information, she will not be able to vote on this matter. She stated that she appreciates the hard work the firm has done, but she would like to see a few more facts and figures before making a decision. She stated that she would like to know how many employees in comparison libraries are occupying the same benchmark positions in our library. She noted that factors such as the size of the library, door count, and circulation statistics would need to be compared as well. She gave an example of the difference in workload between a busy doctor's office with three staff members checking in patients compared to a busy doctor's office with six or seven staff members checking in the same volume of patients. She reiterated that this is information she would like to have in order to vote intelligently. L. Robertson explained that staffing levels was not a part of the study.

J. Kesler referenced the salary structure spreadsheet and asked how it was determined that only 40% of staff in Pay Grades 4 and 5 will receive increases. L. Robertson explained that it was calculated using a formula based on the number of years the employee has been in the position multiplied by a percentage of the range minimum. J. Kesler stated that it would be helpful to show the formula at the bottom of the spreadsheet.

M. Cooper asked if K. LaRocca could provide answers as to how many full-timers and part-timers there are on staff. He referenced the Estimated Salary Cost chart and noted that 121 out of 147 are recommended to receive a raise. K. LaRocca stated that she can provide the full-time and part-time information. B. Geiger stated that almost all part-time positions are Library Associates I and II.

J. Kesler asked for clarification that only 121 out of 147 staff members will receive a pay increase or adjustment. L. Robertson confirmed that is correct. J. Kesler referenced the Total Proposed Payroll Costs and asked about FICA and other expenses. K. LaRocca explained that she worked with the library's CPA to ensure that FICA, retirement, and other associated expenses were properly calculated and budgeted for in the 2024 budget. This was in preparation for the possibility of the salary study being complete and adopted for the 2024 fiscal year. K. LaRocca confirmed that these figures are included in the 2025 proposed budget and includes enough money to cover all of the associated benefits and base salaries. K. LaRocca reiterated that the library can afford to implement these salary adjustments. She noted that there were two other options that were not affordable.

A. Shaw asked K. LaRocca to explain to the Board why the previous Board undertook the salary study. K. LaRocca explained that it was the result of feedback from surveys completed by staff as part of the strategic planning process. She also explained that Library Administration would interview and offer

positions to people and would be turned down due to the salary. She explained that the library is losing employees to surrounding parishes. K. LaRocca addressed the question about the number of employees at each branch. Staffing is something that Library Administration considers when reviewing door count and circulation statistics. She explained that as people leave employment with the library, Library Administration does evaluate whether or not the position needs to be filled or if those duties could be fulfilled by the remaining staff. K. LaRocca spoke about the people counters capital project and how that will help with collecting specific hourly data-driven statistics. She explained that there are initiatives coming up that need staffing, such as the new Mobile Library. K. LaRocca explained that she would like to redirect staff to those needed roles and make good decisions using accurate data and statistics.

J. Kesler asked about the staff turnover rate. B. Geiger stated that staff turnover is approximately 11%. He noted that there were three employees who left this month for employment elsewhere with a significant salary increase.

Public comment:

Kevin Marino – Mandeville, LA. Noted that something that has not been considered is the fact that the library staff has had to deal with book challenges for the last two years. Asked if the study included other libraries with similar challenges. Stated he is in favor of increasing salaries. Stated that even the increase of salaries is low. Noted the stress on librarians due to the book challenges and stated that they should be fairly compensated. Asked if the other two salary study options would be affordable if the millage is not reduced by as much as proposed.

Lisa Rustemeyer – Mandeville, LA. Stated that her experience with library staff is overwhelmingly positive. Stated that she is in favor of the salary increases and would like to see the staff paid what they are worth to the system.

Tamara Murray – Slidell, LA. Stated that she used to work for the library many years ago and loved her job. Stated that when she left in the early 2000s, her salary was close to \$10 per hour. Spoke about the job opening for a Genealogy Librarian requiring a master's degree in Library Science making between \$19 - \$25 per hour. Spoke about how much that is per month in relation to renting an apartment. Stated that a full-time Library Associate makes approximately \$22,000 per year. Stated that these are poverty wages and that even the minimal increase is not enough.

Russell Besancon – Noted that wages and compensation seems to be about 60% of the budget and stated that is a generous portion of the budget. Stated that in his experience at a research library in North Carolina, staff wages were about 45-48% and in a public library was 55-57%. Stated that in the academic world, access to PhDs, subject matter specialists, and access to the collection was unearned compensation.

M. Cooper asked when was the last significant compensation increase or adjustment. K. LaRocca stated that there was a cost of living increase last year, but it has been about 10-12 years since the salary ranges have been adjusted. There has never been a comprehensive study such as this one. M. Cooper asked if most of the 121 people are in the lower range of the salary scale. K. LaRocca clarified that the majority are at the bottom, there are some in the middle, some just above the middle, and the ones at the top are not receiving an increase.

T. Myers noted that there are some of the same positions listed with significantly different increases. K. LaRocca explained that it is based on their length of service in that position, not necessarily the length of time they have worked for the library.

M. Cooper stated that St. Tammany Parish Government made adjustments to their lower tier field workers salaries in 2020. He noted that the starting pay was \$10.87 and it is now over \$15 per hour.

P. Georges moved to approve the salary study and adopt the new salary scale. It was seconded by M. Cooper.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Abstained Kesler: No Myers: Abstained Shaw: Yes
Cooper: Yes

Motion carried.

C. Gillio commented that she abstained due to her request for more information. Stated that there is an obvious need for raises due to inflation. Stated that she is displeased with the low rates of pay for Library Associates, but she would like the information she has requested. J. Kesler commented that she voted no due to the need for more information. T. Myers commented that she abstained due to the need for more information.

K. LaRocca stated that she will make sure that the Board gets a copy of every job description and that the list is updated with full-time and part-time information. K. LaRocca stated that the new salary scale will take effect January 1, 2025.

B. Health Insurance Update

Leon Golemi, the library's benefit consultant, presented the health insurance update and reviewed the reinsurance contract for 2025. The library is self-insured for health insurance but annually contracts with a reinsurance carrier to cover costs over and above the set limits for individuals and the organization as a whole. Because the contract is over \$100,000, it requires Board approval.

L. Golemi offered to meet with the Board at a later date to give them a full overview of the health plan. He reported that there will be no changes to health insurance benefits for employees and no changes to employee contributions to the health plan in 2025. He reviewed the spreadsheet detailing the reinsurance figures for the years 2020 through 2024 plus the renewal options for 2025. L. Golemi recommends renewing the contract with Zurich as the reinsurance carrier for 2025, as it is the best option for the library.

L. Golemi noted that the biggest challenge is prescription drug costs, which are increasing due to inflation and comprises 49-50% of the health plan costs. He reported that there are some innovative options that are being explored that will be offered in 2025 to help with these costs. He noted that Library Administration has worked hard to keep costs down while maintaining the same level of benefits.

R. Belknap asked K. LaRocca if the library's budget includes the increase in annual aggregate exposure of approximately \$130,000. K. LaRocca confirmed that the 2025 budget does include that increase.

Public Comment:

Donalyn Hassenboehler – Covington, LA. Stated that the salaries being offered are for a mostly female workforce and is not enough compensation for what they do. Spoke highly of the ladies who work at the Covington Branch. Stated that if the library was a predominately male workforce, the salaries would be higher.

R. Belknap moved to approve the renewal of the Zurich reinsurance contract. It was seconded by C. Gillio.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

C. Millage renewal request

K. LaRocca explained that the library's millage will expire on December 31, 2024. The millage term is 15 years. The library currently receives 5.78 mills – 4.91 mills are used for operations and .87 mills are used for capital improvements to library buildings. The library is requesting that the Parish Council call for a renewal of the library's millage at a reduced rate of 4.35 mills for 15 years. K. LaRocca is requesting this adjustment so that the library will not unduly benefit from the rise in assessments associated with this year's reassessment process.

K. LaRocca explained that the library can reduce the millage because the 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 listed on the Capital Plan that was approved by the Parish Council. The March 29, 2025, election is the first election of the 2025 calendar year. Choosing this election date means that the library will share the ballot with another Parish ballot initiative and reduce costs associated with the election. The Board will need to pass a resolution requesting that the Parish Council place us on the ballot for the March 29, 2025, election along with the reduced millage rate of 4.35 mills for 15 years. K. LaRocca read the resolution aloud.

J. Kesler asked how much it costs to be placed on the election ballot. K. LaRocca stated that if the library millage renewal is the only item on the ballot, then the cost would be \$250,000. This cost is included in the library's 2025 budget. She explained that the Parish's Sales Tax District 3 proposition will potentially be on the ballot as well, so our cost will be less.

M. Cooper noted that two Parish Council members, Patrick Burke and Jeff Corbin, were in attendance. M. Cooper stated that Parish Government has been discussing the library's millage renewal being placed on the March 29, 2025, ballot along with the Sales Tax District #3 proposition. M. Cooper explained that there is a time constraint, as the Parish Council will be officially calling for the March 2025 election at the November 7, 2024, Parish Council meeting. He emphasized that the resolution will have to be passed tonight so that the Parish Council could vote on it at their November meeting.

Public Comment:

Joan Simon – Covington, LA. Supports the millage and stated that one of the bright lights of the Parish is the library. Stated that the library has incredible services and is well-run by K. LaRocca and staff.

Donna Bonnoitt – Asked if it is correct that the library has a “big pad” of about \$12,000,000. K. LaRocca stated that is not correct. She explained that there is about \$6,000,000 in savings dedicated to operational reserves, disaster recovery, and other purposes that are detailed in the budget amendment. K. LaRocca stated that there is about \$6,000,000 in capital funding which is dedicated for capital projects, such as the Lacombe Branch replacement and the Slidell Branch expansion project. She explained that the funds are not available for the library to spend at will for other purposes. D. Bonnoitt stated that she appreciates the millage being lowered because the library is “overfunded and over bloated.”

Kevin Marino – Mandeville, LA. Supports the millage renewal. Stated that the library is underfunded and referenced the salary study. Asked if the lower millage is enough to cover the cost of the new Lacombe Branch and other future capital projects. Stated that the LBOC has a fiduciary responsibility to make sure the library functions properly and is well funded. Would like the LBOC and the Parish Council to publicly support the millage renewal, as there are others who have publicly stated that they want the millage to fail.

Johanna Miner – Thanked the Board and Parish President Mike Cooper for working to lower the millage. Asked where the new Lacombe Branch will be. K. LaRocca stated that land was purchased diagonally across the street from the current branch and capital funds were used for the purchase. J. Miner stated that she used to take her family to the library but stopped when she saw the egregious materials that her children and grandchildren could access. Stated that the library could be a wonderful place, but does not want millage money to go towards purchasing those materials.

Lisa Rustemeyer – Mandeville, LA. Supports the millage renewal. Stated that she trusts the librarians and the library is a safe and welcoming place. Stated that the library is a Parish gem. Stated that it is dystopian to think of the library not existing. Spoke of service statistics. Spoke of families saving money by using the library’s services.

Barbara Hargrove – Abita Springs, LA. Stated that she uses the library for various reasons and visits almost every branch. Stated that the library is wonderful and very well run. Supports the millage renewal. Concerned about the controversy and stress of the last two years affecting the millage renewal.

Jamie Segura – Stated that she does not think the library should be reducing the millage. Stated that the cost of everything is increasing. Spoke of the way government and communities are supposed to operate. Asked for the LBOC to vocally support the millage renewal. Stated that people in St. Tammany can afford the millages and asked the Board not to reduce the library’s millage.

Rebecca Bohm – Mandeville, LA. Stated that she hopes the LBOC will support the millage. Asked if there is a second opportunity to pass the millage if it does not pass in March 2025. K. LaRocca asked for clarification from E. Couvillon, who explained that the library could be placed on a ballot in a Fall 2025

election, but would not be able to collect a millage for 2025. The library would need to use what is in reserves to fund the library system until that tax could be collected. E. Couvillon emphasized that the millage must pass in March 2025 in order to avoid a gap in funding. R. Bohm stated that the library is the gem of the Parish. Asked for the Parish Council to support the millage.

Jean Wiggan – Supports keeping or raising the millage. Stated that she spends many hours in the library while teaching children to read. Stated that she has never seen anything but joyful families in the library. Stated that the way the library is portrayed by some people is a lie. Spoke about tax statistics in Louisiana. Asked for the new Board to support the millage renewal.

There were two public comments from individuals who did not wish to speak. They were both in favor of renewing the millage.

J. Kesler asked what the consequences are if the millage does not pass. K. LaRocca explained that the library will have the funds that are in Savings, which is less than half of one year's worth of operating revenue and the \$6,000,000 in capital funding, which was meant for a new Lacombe Branch, expansion of the Slidell Branch, the RFID installation project (Radio Frequency Identification), and the people counters project. K. LaRocca reiterated what E. Couvillon stated earlier and explained that if the millage does not pass in March 2025, we could be placed on the November 2025 ballot, but the library will receive no funding in 2026 (due to not collecting a millage for 2025).

K. LaRocca stated that we will need to use all of the savings and all of the money that was dedicated to capital projects to run the library in 2026. There would be no savings left, no operational reserves, no disaster recovery funds, no furniture replacement projects, no capital projects such as the new Lacombe Branch and Slidell Branch expansion. K. LaRocca further explained that if the millage fails in March 2025 and we try again in November 2025, we would need to ask for more than the proposed reduced millage rate. She explained that the library needs to have operational reserves and disaster recovery funds in order to be responsible for the 12 branches and 150 staff members. K. LaRocca stated that honesty and transparency is important and emphasized that we are only asking voters for exactly what we need to run the library.

C. Gillio commented that this is a better strategy than asking for a higher millage.

R. Belknap moved to adopt the Request for Millage Renewal Election and Reduced Rate resolution as presented. It was seconded by P. Georges.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

D. Financial Reports – May, June, July, August 2024

The Board was provided financial reports for May, June, July, and August 2024. K. LaRocca explained that each financial report is cumulative and she will be reviewing the August financial report since it is up-to-date. K. LaRocca reported that the library has received \$12,474,891.98 in Ad Valorem Revenue

and \$176,200.94 in State Revenue Sharing for the year. She explained that State Revenue Sharing is paid to us in three equal payments and we expect one more payment before the end of the year.

K. LaRocca reviewed the August 2024 financial reports. She explained that the tax revenue is reported on the financial statements on an accrual basis. The budget percentage should be 66.66% in August. Revenues are at 66.48% and expenditures are at 64.09%.

K. LaRocca gave explanations for any lines that were over or under budget. Most of the variances are due to expenses being due early or late in the year. She reminded the Board that Library Salaries will be under budget for the year due to the salary adjustments being implemented in 2025 instead of 2024.

J. Kesler asked for an explanation of Health Trust. K. LaRocca explained that there is a fixed cost for our health insurance. The Health Trust line is for the actual payments we make to doctors, hospitals, and pharmacies. K. LaRocca explained that she budgets for the maximum exposure, but we may not always hit that maximum. Leon Golemi keeps K. LaRocca updated on those figures throughout the year.

R. Belknap asked about membership dues and asked if the library is a member of the ALA (American Library Association). K. LaRocca answered that the library is not a member of the ALA.

R. Belknap moved to approve the Financial Reports. It was seconded by C. Gillio.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

E. Director's Report

K. LaRocca reviewed the Director's Report. Bids on furniture for Causeway, Covington, and the Mobile Library office closed on June 24. Landscape construction started on July 9 at Covington. Quotes for the People Counter devices were opened by the Parish's Procurement Office. Southern Interior Solutions donated a Kolo Pod, a modular study room, to the Slidell Branch. The computer lab at Covington was moved to the front of the library. The reference shelves and desk were moved to where the computer lab was located. There was damage to the Lacombe Branch due to Hurricane Francine. We are gathering quotes for a new TPO (Thermoplastic polyolefin) roof, which is a single-ply roofing membrane.

Staff offered outreach services to the following organizations: Chamber of Commerce, several COAST Centers, Children's Cottage, Florida Avenue STEM Club, Appletree Camp, Kidz Club Camp, Little Academy Camp, Saint Margaret Mary, Northshore Kids Academy, Folsom Kiwanis Club, Chahta-Ima Elementary, and Lacombe-Mandeville Headstart. Staff promoted the library on The Lake and The Highway radio stations. Staff attended several meetings and events as part of professional development.

K. LaRocca reviewed the contract renewals and gave a strategic planning update. She gave an update on the transition of materials and referenced the list of books that were moved from Young Adult Fiction to Adult Fiction.

K. LaRocca reviewed the service statistics from May, June, July, and August 2024, and the year-to-date service statistics. The year-to-date statistics as of the end of August were as follows: Total circulation - 673,054, door count - 412,222, computer usage - 57,162, wireless usage inside - 56,498, and wireless usage outside - 51,889.

A. Shaw thanked K. LaRocca and the staff for doing an outstanding job.

J. Corbin commented on the effort the staff is making on the evaluations of the books in the Children's and Young Adult sections. Stated that it is a great plan and commented that the library card system helps parents give or restrict access to materials for their children. Asked if there is a system to note where a book is located if it were moved to another section. K. LaRocca stated that we could use the "dummy books" (cardboard books used as placeholders) for that purpose.

F. Summer Reading Wrap-Up Presentation

T. DiMaggio reviewed the Summer Reading Challenge statistics. It was a successful summer and the statistics were back to pre-COVID participation numbers. The library held over 500 programs for children, teens, and adults. The Board viewed the Summer Reading Challenge Wrap-Up video that showed highlights from many of the programs that took place throughout the Parish this summer.

G. Fall Budget Amendment – To allow for storm recovery expenditures due to Hurricane Francine

K. LaRocca gave an explanation of the differences in revenue and expenditure forecasts between the 2024 Summer Budget Amendment and the 2024 Fall Budget Amendment. There were only adjustments made to three expenditure lines. The Disaster Recovery Costs line was increased to cover the costs of repairs to the Lacombe Branch. The Vehicle Insurance line was increased because insurance on the new passenger van is higher than the previous vehicle. The General Liability line is increased due to adding the Outreach facility to the insurance policy. K. LaRocca read the Fall Budget Amendment resolution aloud.

Public Comment: There was no public comment.

Discussion: There was no Board discussion.

R. Belknap moved to adopt the 2024 Fall Budget Amendment resolution. It was seconded by T. Myers.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

H. Resolution to extend time to allow for the procedural due process of undecided Statements of Concern

K. LaRocca asked the Board to extend the 45-day time limit for responding 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 October 30, 2024. The response time would be extended to 120 days from the date of this resolution.

T. Myers stated that 120 days is a big jump from 45 days and asked if the time limit could be reduced. K. LaRocca stated that the Board can choose any time period they would like for the extension of time. She explained that staff would need to provide the Board with copies of all of the books and the Board would need to read all of them within that time period.

Public Comment:

Kevin Marino – Mandeville, LA. Stated that he submitted 70+ of the newest Statements of Concern due to the resolution that directs all graphic novels with sexual conduct to be moved behind the circulation desk. Supports passing the resolution to extend time, but asked the Board to reconsider the graphic novel policy.

Discussion: There was no Board discussion

K. LaRocca read the resolution aloud.

C. Gillio moved to approve the resolution to extend time to allow for the procedural due process of undecided Statements of Concern. It was seconded by P. Georges.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

I. 2025 Holiday schedule

B. Geiger presented the 2025 Holiday Schedule. The schedule lists all of the official holidays and system-wide closed days related to the holidays. The policy regarding holidays from the Employee Handbook was provided to the Board for their reference.

J. Kesler asked how the holidays were determined. B. Geiger explained that they are traditional holidays that are approved as part of the Employee Handbook. K. LaRocca confirmed that they are Federal and State holidays.

P. Georges moved to approve the 2025 Holiday Schedule. It was seconded by T. Myers.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

J. Designation of Surplus Property

T. DiMaggio reported that the I.T. Department has identified outdated equipment in storage that can no longer be used by the library. This equipment was originally purchased as backup and was never needed. A resolution is required so the items can be sold at the next scheduled Government Surplus auction at ServCorp Auctions in Slidell, LA.

J. Kesler asked where does the money go from the auction. K. LaRocca stated that it goes under the Miscellaneous Income line because we do not have an Auction Receivables line.

E. Couvillon advised that the resolution did not have to be read aloud.

R. Belknap moved to adopt the resolution to declare surplus property and authorize its disposition. It was seconded by C. Gillio.

Roll call vote: Belknap: Yes Georges: Yes Gillio: Yes Kesler: Yes Myers: Yes Shaw: Yes Cooper: Yes
Motion carried.

5. Adjournment

There being no further business, a motion to adjourn was made by M. Cooper and was seconded by P. Georges. All were in favor, none were opposed, and none were absent. Motion carried.

Pam Georges, Secretary/Treasurer

ST. TAMMANY PARISH LIBRARY	AD VALOREM AND REVENUE SHARING RECEIVED IN 2024
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AD VALOREM						
2/21/2024	8,788,337.31					
3/29/2024	3,142,396.07					
4/24/2024	115,545.31					
6/26/2024	251,417.44					
7/31/2024	71,652.09					
9/4/2024	105,543.76					
		12,474,891.98				
STATE REVENUE SHARING						
2/21/2024	88,100.47					
4/24/2024	88,100.47					
6/26/2024	88,100.46					
		264,301.40				

**St. Tammany Parish Library - General Fund
Balance Sheet
September 30, 2024**

2

ASSETS

Current Assets

Cash	\$	9,583,927.05
Cash - Health Claims		(35,026.60)
Due from Paylocity		726.78
Returned Checks		36.70
Ad Valorem Receivable - 2024		9,356,168.25
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		0.00
Due from State of Louisiana		182,700.75
Prepaid Expenses		26,722.29

Total Current Assets **19,115,255.22**

Other Assets

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

Total Assets **\$ 19,117,236.22**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Expenses	\$	32,787.00
Accrued Salaries		186,574.09
Deferred Inflows - Ad Valorem		357,579.00
Elective Benefits Payable		(2,610.08)
Retirement Payable		245,564.63
Health Claims Payable		196,493.55
Due to Employee		219.82

Total Current Liabilities **1,016,608.01**

Fund Balance

Fund Balance		18,100,628.21
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Total Fund Balance **18,100,628.21**

Total Liabilities & Fund Balance **\$ 19,117,236.22**

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Nine Months Ending September 30, 2024

3

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 1,145,118.01	\$ 9,494,429.73	12,474,891.00	2,980,461.27	76.11
State Revenue Sharing	22,025.17	198,226.53	264,302.04	66,075.51	75.00
Fines/Fees	4,029.83	73,915.10	76,000.00	2,084.90	97.26
Interest Income	15,913.52	162,700.79	194,000.00	31,299.21	83.87
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	222.92	16,840.18	50,000.00	33,159.82	33.68
Miscellaneous Income	31,683.53	36,301.81	0.00	(36,301.81)	0.00
Summer Reading Shirt Sales	0.00	1,409.68	2,120.00	710.32	66.49
Total Revenues	1,218,992.98	9,983,823.82	13,061,313.04	3,077,489.22	76.44
Expenditures					
Library Administration	403,415.44	4,096,765.34	5,705,000.00	1,608,234.66	71.81
Employee Benefits	222,434.02	1,635,446.87	2,311,480.00	676,033.13	70.75
Advertising,Dues & Subscriptio	2,440.00	25,224.55	55,500.00	30,275.45	45.45
Signage	636.85	774.38	2,000.00	1,225.62	38.72
Printing, Duplicating & Bindin	96.25	13,390.64	23,000.00	9,609.36	58.22
Promotional Production	1,131.34	13,311.70	15,000.00	1,688.30	88.74
Utilities	22,786.76	219,240.81	337,470.00	118,229.19	64.97
Communications	6,877.49	81,214.65	135,800.00	54,585.35	59.80
Leases	27,223.09	242,222.60	331,750.00	89,527.40	73.01
Maintenance of Property & Equi	33,041.08	533,658.43	688,750.00	155,091.57	77.48
Maintenance Services (Building	9,712.86	180,838.10	271,605.00	90,766.90	66.58
Professional Services	4,210.50	223,506.30	279,425.00	55,918.70	79.99
Insurance and Claims	0.00	298,120.16	298,414.00	293.84	99.90
Operating Supplies	9,505.33	147,871.04	192,950.00	45,078.96	76.64
Travel & Continuing Education	1,068.33	29,724.24	69,000.00	39,275.76	43.08
Public Relations/Programming	4,033.79	85,259.61	125,200.00	39,940.39	68.10
Capital Outlay-Non-Book Acq.	3,378.72	341,431.61	572,000.00	230,568.39	59.69
Capital Outlay-library Res. Ac	90,454.58	1,043,202.91	1,437,500.00	394,297.09	72.57
Outreach	16,587.89	120,478.70	425,000.00	304,521.30	28.35
Total Expenditures	859,034.32	9,331,682.64	13,276,844.00	3,945,161.36	70.29
Excess of Revenues/(Expenditur	\$ 359,958.66	\$ 652,141.18	(215,530.96)	(867,672.14)	(302.57)

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Nine Months Ending September 30, 2024

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Beginning Fund Balance	\$	17,448,487.03
Net Income		652,141.18
		<hr/>
Ending Fund Balance	\$	<u>18,100,628.21</u>

SUPPLEMENTAL INFORMATION

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2024

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u> <u>to YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 403,415.44	\$ 4,096,765.34	\$ 5,705,000.00	1,608,234.66	71.81
Total	\$ 403,415.44	\$ 4,096,765.34	\$ 5,705,000.00	1,608,234.66	71.81
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,856.69	\$ 90,164.10	\$ 120,000.00	29,835.90	75.14
Retirement Contributions	38,166.82	401,411.72	531,480.00	130,068.28	75.53
Health Insurance Expense	25,929.03	241,156.00	440,000.00	198,844.00	54.81
Health Trust	147,582.55	884,088.19	1,197,000.00	312,911.81	73.86
Worker's Compensation Expense	1,898.93	18,626.86	22,000.00	3,373.14	84.67
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 222,434.02	\$ 1,635,446.87	\$ 2,311,480.00	676,033.13	70.75
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 4,162.49	\$ 15,500.00	11,337.51	26.85
Membership Dues	140.00	5,465.00	7,500.00	2,035.00	72.87
Advertising	2,300.00	15,597.06	32,500.00	16,902.94	47.99
Total	\$ 2,440.00	\$ 25,224.55	\$ 55,500.00	30,275.45	45.45
Signage					
Signage	\$ 636.85	\$ 774.38	\$ 2,000.00	1,225.62	38.72
Total	\$ 636.85	\$ 774.38	\$ 2,000.00	1,225.62	38.72
Printing, Duplicating & Binding					
Printing	\$ 96.25	\$ 8,697.12	\$ 13,000.00	4,302.88	66.90
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	4,693.52	5,000.00	306.48	93.87
Total	\$ 96.25	\$ 13,390.64	\$ 23,000.00	9,609.36	58.22
Promotional Production					
Promotional Production	\$ 1,131.34	\$ 13,311.70	\$ 15,000.00	1,688.30	88.74
Total	\$ 1,131.34	\$ 13,311.70	\$ 15,000.00	1,688.30	88.74

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2024

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u> <u>to YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 19,637.27	\$ 188,174.41	\$ 287,220.00	99,045.59	65.52
Gas	59.50	1,875.92	3,250.00	1,374.08	57.72
Water	3,089.99	29,190.48	47,000.00	17,809.52	62.11
Total	\$ 22,786.76	\$ 219,240.81	\$ 337,470.00	118,229.19	64.97
Communications					
Postage	\$ 55.11	\$ 10,195.06	\$ 19,000.00	8,804.94	53.66
Voice Line	4,266.41	48,263.41	77,500.00	29,236.59	62.28
Data Lines (Internet)	2,533.20	22,603.74	38,300.00	15,696.26	59.02
Courier/Shipping	22.77	152.44	1,000.00	847.56	15.24
Total	\$ 6,877.49	\$ 81,214.65	\$ 135,800.00	54,585.35	59.80
Leases					
Building Lease Expense	\$ 26,324.52	\$ 239,749.42	\$ 323,000.00	83,250.58	74.23
Equipment Lease Expense	898.57	2,473.18	6,000.00	3,526.82	41.22
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 27,223.09	\$ 242,222.60	\$ 331,750.00	89,527.40	73.01
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 16,594.36	\$ 166,518.16	\$ 215,000.00	48,481.84	77.45
Grounds/Lawn Maintenance	6,523.00	55,129.00	85,000.00	29,871.00	64.86
Maintenance Supplies	415.15	6,100.13	10,000.00	3,899.87	61.00
Fuel & Lube	196.96	18,670.37	33,000.00	14,329.63	56.58
Vehicle Repairs	0.00	8,721.55	10,000.00	1,278.45	87.22
Small Tools	0.00	2,793.53	3,000.00	206.47	93.12
Office Machine & Equip Repair	0.00	718.52	1,000.00	281.48	71.85
Network Utility Software	2,800.62	154,220.35	157,250.00	3,029.65	98.07
Solinet (OCLC) Cost	600.00	30,966.82	32,000.00	1,033.18	96.77
Polaris Maintenance	0.00	54,914.33	55,000.00	85.67	99.84
PC Network Maintenance & Repai	110.99	8,091.65	11,500.00	3,408.35	70.36
Hurricane Disaster Costs	5,800.00	26,814.02	76,000.00	49,185.98	35.28
Total	\$ 33,041.08	\$ 533,658.43	\$ 688,750.00	155,091.57	77.48
Maintenance of Services (Buildings)					
Physical Plant	\$ 4,835.05	\$ 116,822.18	\$ 150,000.00	33,177.82	77.88
Plumbing, Heating and AC	483.66	44,190.57	66,500.00	22,309.43	66.45
Electrical	220.34	3,162.27	13,000.00	9,837.73	24.33
Sanitation	1,243.81	5,742.52	12,000.00	6,257.48	47.85
Pest Control	660.00	7,775.56	7,550.00	(225.56)	102.99

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2024

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	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Yearly Total Budget</u>	<u>Variance</u>	<u>YTD Actual to YTD Budget</u>
Termite Contract	2,270.00	2,270.00	4,555.00	2,285.00	49.84
Carpet Cleaning	0.00	875.00	18,000.00	17,125.00	4.86
Total	\$ 9,712.86	\$ 180,838.10	\$ 271,605.00	90,766.90	66.58
Professional Services					
Payroll Service Fees	\$ 3,145.51	\$ 29,462.85	\$ 38,600.00	9,137.15	76.33
Financial	795.00	46,071.65	51,000.00	4,928.35	90.34
Consultants	29.99	62,571.09	70,000.00	7,428.91	89.39
Security	240.00	5,254.32	14,000.00	8,745.68	37.53
Web Design Consultant	0.00	80,146.39	89,825.00	9,678.61	89.23
Movers	0.00	0.00	16,000.00	16,000.00	0.00
Total	\$ 4,210.50	\$ 223,506.30	\$ 279,425.00	55,918.70	79.99
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 199,811.83	\$ 200,000.00	188.17	99.91
Flood Insurance	0.00	29,563.00	29,600.00	37.00	99.88
Vehicle Insurance	0.00	38,460.00	38,460.00	0.00	100.00
LBOC Liability	0.00	4,607.33	4,676.00	68.67	98.53
General Liability	0.00	25,678.00	25,678.00	0.00	100.00
Total	\$ 0.00	\$ 298,120.16	\$ 298,414.00	293.84	99.90
Operating Supplies					
Office Supplies	\$ 1,155.50	\$ 24,052.70	\$ 33,000.00	8,947.30	72.89
Bank Service Charges	1,442.76	12,268.73	16,500.00	4,231.27	74.36
Book Preparation Supplies	2,550.39	32,539.43	47,000.00	14,460.57	69.23
Computer/Printer Supplies	3,495.72	70,367.41	86,700.00	16,332.59	81.16
Programming Supplies	860.96	8,642.77	9,750.00	1,107.23	88.64
Total	\$ 9,505.33	\$ 147,871.04	\$ 192,950.00	45,078.96	76.64
Travel and Continuing Education					
Staff Travel - Local	\$ 468.33	\$ 12,688.57	\$ 22,000.00	9,311.43	57.68
Library In-service Training	0.00	861.14	12,000.00	11,138.86	7.18
Conventions & Seminars	600.00	16,174.53	35,000.00	18,825.47	46.21
Total	\$ 1,068.33	\$ 29,724.24	\$ 69,000.00	39,275.76	43.08

Public Relations/Programming

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Nine Months Ending September 30, 2024

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u> <u>to YTD</u> <u>Budget</u>
Summer Reading Program	\$ 1,004.30	\$ 31,891.76	\$ 45,000.00	13,108.24	70.87
Summer Reading T-shirts	0.00	6,290.63	7,200.00	909.37	87.37
Adult Programming	1,996.30	25,991.82	38,000.00	12,008.18	68.40
Young Adult Programming	703.34	14,354.57	15,000.00	645.43	95.70
Juvenile Programming	329.85	6,730.83	20,000.00	13,269.17	33.65
Total	\$ 4,033.79	\$ 85,259.61	\$ 125,200.00	39,940.39	68.10
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 685.00	\$ 7,677.06	\$ 66,000.00	58,322.94	11.63
Imp Phys Plant	0.00	35,068.15	110,000.00	74,931.85	31.88
Vehicles	0.00	42,632.37	43,000.00	367.63	99.15
Office Equip, Furn & Shelving	980.94	21,397.96	60,000.00	38,602.04	35.66
Telephones & Telephone Syste	0.00	0.00	12,000.00	12,000.00	0.00
PC Network	1,712.78	138,389.27	163,000.00	24,610.73	84.90
Integrated Lib Automation Sys	0.00	6,726.02	8,000.00	1,273.98	84.08
Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Audio/Visual Equipment	0.00	89,540.78	104,000.00	14,459.22	86.10
Total	\$ 3,378.72	\$ 341,431.61	\$ 572,000.00	230,568.39	59.69
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 7,605.55	\$ 168,444.13	\$ 205,000.00	36,555.87	82.17
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	2,348.52	36,042.91	105,000.00	68,957.09	34.33
Young Adults	248.80	6,612.51	15,000.00	8,387.49	44.08
Music Recordings	112.40	1,748.08	2,500.00	751.92	69.92
Adult Reference	20,107.58	81,623.79	111,000.00	29,376.21	73.53
Juvenile Reference	15,847.44	19,359.95	45,000.00	25,640.05	43.02
Periodicals	425.00	48,929.97	50,000.00	1,070.03	97.86
Audio Recordings	219.96	4,068.42	10,100.00	6,031.58	40.28
Video Recordings	2,631.67	30,001.90	60,000.00	29,998.10	50.00
Genealogy	644.61	6,000.69	7,000.00	999.31	85.72
Microfilm	0.00	2,500.00	2,500.00	0.00	100.00
Downloadable Media	30,509.74	303,516.26	415,000.00	111,483.74	73.14
CD/Software	5,147.55	53,266.52	65,000.00	11,733.48	81.95
Internet Database Subscription	4,605.76	270,121.58	333,000.00	62,878.42	81.12
Total	\$ 90,454.58	\$ 1,043,202.91	\$ 1,437,500.00	394,297.09	72.57
Capital Expenditures					
Outreach FF & E	\$ 0.00	\$ 5,003.15	\$ 25,000.00	19,996.85	20.01
Outreach Vehicle	0.00	55,566.00	160,000.00	104,434.00	34.73
Outreach Opening Day Collectio	16,587.89	37,987.44	60,000.00	22,012.56	63.31
Causeway FF & E	0.00	2,077.54	130,000.00	127,922.46	1.60

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**St. Tammany Parish Library-General Fund
 Schedule of Expenditures
 For the Nine Months Ending September 30, 2024**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Yearly Total Budget</u>	<u>Variance</u>	<u>YTD Actual to YTD Budget</u>
Covington FF&E & Acoustic Wor	0.00	19,844.57	50,000.00	30,155.43	39.69
Total	\$ <u>16,587.89</u>	\$ <u>120,478.70</u>	\$ <u>425,000.00</u>	<u>304,521.30</u>	<u>28.35</u>

Director's Report

October 30, 2024

FACILITIES

Sidewalk and drainage work at Covington were completed and study carrel "pods" were delivered to Covington.

Desks and conference table and chairs were delivered to Outreach building.

New carpet was installed at Causeway and the adult shelving was rearranged to allow for better sight lines. A short wall was built to separate the children's area from the adult stacks. The new circulation desk was installed and new furniture was delivered. There are a couple of pieces of furniture that will be delivered in November. The Maintenance, IT, and Causeway staff did an excellent job with this project.

The Parish Procurement office placed the order for the elevator for the technical services building. Administration and Maintenance met with Parish Engineering and architect Vaughn Sollberger to go over final plans for Mandeville renovation and Technical Services elevator shaft. These projects should go out to bid soon.

The brick wall was built surrounding the AC chillers at Slidell Branch.

IT

IT rebuilt the network closet at Causeway.

MARKETING AND OUTREACH

Abby Mayfield and Charlene Barrett, Teen Librarians, went on the Lake and Highway radio stations to promote Teentober on October 4th.

Alexis Davis, Slidell Children's Librarian, Cathy Badon, Slidell Children's Assistant, Ramona Elder, Mandeville Children's Librarian, Hilari Melerine, Slidell Branch Manager, Allison Read, Library Associate and Jodi Firmin, Library Associate, provided outreach at Olde Towne Pumpkin Fest on October 5th.

Jackie Riecke, Public Relations and Community Coordinator, Eva Saladino, PR Assistant, Sarah Aucoin, Reference Librarian, and Nichola Kleyle, Mobile Library Branch Manager, provided outreach at the COAST Resource Festival on October 3rd.

Jackie Riecke and Amy Strain, Folsom Branch Manager, attended the St. Tammany Library Foundation meeting on October 8th.

Amy Strain attended the Kiwanis Meeting on October 17th and the Folsom Fall Garden Festival on October 26th.

Jackie Riecke attended the Louisiana Children and Youth Prevention Coalition meeting on October 9th.

Kellie Nelson and Jane Johnson, Reference Librarians, Jackie Riecke and Eva Saladino provided outreach at the Chamber of Commerce Northshore Expo on October 17th.

Jane Johnson provided outreach to the Pearl River COAST center on October 28th.

Kellie Nelson provided outreach to the Bush COAST center on October 30th.

Tanya DiMaggio, Assistant Director of Support Services, attended the Friends of Slidell Library Slidell Parking Lot Landscaping Project meeting on October 2nd.

Sally Gill, Mandeville Branch Manager, Jess Troske, Causeway Children's Librarian, Carly Nguyen, Covington Children's Librarian, Eugenie Brignac, Madisonville Children's Librarian, and Jenny Mayer, Children Services Coordinator provided outreach at Bluesberry Fest on October 5th.

Abby Mayfield, Charlene Barrett, and Jennifer Rifino, Teen Services Coordinator, provided outreach at Wild Life and Fisheries, Wild Things event on October 12th.

Paula Hutchinson, Library Associate, Caite Leger, Library Associate, Jess Troske, Cathy Badon, Ramana Elder, and Jenny Mayer provided outreach at Monster Mash on October 19th.

Susan Badon, Madisonville Branch Manager, Libby Garriga, Madisonville Branch Circulation Manager, Dave Mariano, Library Associate, Nicole Coco, Library Associate, Jan Lugenbuhl, Library Associate and Kellie Nelson provided outreach at the Wooden Boat Festival on October 19th and 20th.

Sarah Aucoin provided outreach to Slidell COAST center on October 17th and St. Teresa's Villa on October 22nd.

Alexis Davis provided Storytime to Appletree students on October 24th.

Jess Troske, provided Storytime at KinderHaus Montessori School, Fontainebleau Children's Academy, Pelican Athletic Club, Franco's Athletic Club in October.

PROFESSIONAL DEVELOPMENT

Tanya DiMaggio, attended the State Library of Louisiana Administrator's Conference on October 4th and Leadership Northshore Social Services Day on October 16th.

Jackie Riecke, Eva Saladino, and Benny Bruce, Media Production Specialist, attended the Virtual BiblioCon, a web conference provided by our website vendor, on October 9th – October 11th.

Nichola Kleyle and Rhonda Spiess, Lacombe Branch Manager, attended American Bookmobile and Outreach Services (ABOS) annual conference in Indianapolis, Indiana from October 14th – October 17th.

Sally Gill attended the webinar "Doing Delegation Better" on October 15th and the Civic Switchboard Institute webinar training on October 17th and 18th.

Byron Holdiman attended the RUSA History Section Committee Meeting on October 9th and the Illinois State Genealogical Society Conference (DNA Workshop Session) on October 25th and October 26th.

Mary Thompson, Administrative Associate, attended the virtual Louisiana Legislative Auditor's Center for Local Government Excellence (CLGE) Fall Workshop on October 23rd and October 24th.

All staff members attended the Annual All Staff Training Day on October 21st.

Byron Holdiman, Jane Johnson, Sarah Aucoin, Kellie Nelson, Nichola Kleyle, Antoinette McGee, Covington ERC Manager, Megan Jenkins, Covington Branch Manager, and Library Associates: Brandon Blanchard, Katie Smith, Pam Taylor, Grace Stark, and Yanzik DiMaggio attended training for a new database, FamilySearch.org on October 24th at the Covington Branch.

FamilySearch is a genealogy database provided by the Church of Jesus Christ of Latter-day Saints. Church missionaries have collected film records from courthouses, churches and archives for over 100 years. When moving the records from physical to digital versions, the church requested permission of the original record keeper to have the records available online. Records not released can only be viewed at the physical FamilySearch Library in Utah. Some records are available from anywhere through FamilySearch.org while others can only be accessed online through an affiliated approved research facility. St. Tammany Parish Library has been chosen as an approved research facility allowing patrons access to more genealogical records that normally could not be viewed from other locations.

CONTRACTS

Transformyx for Cisco DUO Essentials

two factor authentication \$6,156.00 *on State Contract*

SHI Corporation for Backblaze

Data Storage \$5,007.60 *on State Contract*

SHI Corporation for KACE Education Maintenance Renewal

Computer management system \$970.00 *on State Contract*

Scholastic for BookFlix

Electronic resource for children \$11,661.00 - *Sole Source*

FINANCIAL

The 2025 Budget public hearing has been advertised for October 30th, 2024. The draft of the 2025 Budget has been available for inspection on our website and at every library location since August 2024.

PUBLIC RECORDS REQUESTS

We turned over 2 public records requests results to the DA's office for review. We have no other open public records requests in the library's possession.

STATEMENTS OF CONCERN

We currently have 115 statements of concern on 112 titles. Library staff continue to read titles, hold meetings, and make recommendations. The remaining statements of concern are still pending review.

TRANSITION OF MATERIALS**Graphic Novel Review**Graphic Novels Moved to Restricted GN since October 2, 2024

Blankets: an Illustrated Novel by Craig Thompson

Snowpiercer. Volume 1 The Escape by Jacques Lob

Young Adult Fiction Review

515 Young Adult Fiction titles reviewed since October 2, 2024

Young Adult Fiction Moved to Adult Collection

Believe me by Tahereh Mafi

Divine Rivals by Rebecca Ross

A Heavy Done of Allison Tandy by Jeff Bishop

Ignite Me by Tahereh Mafi

The Miseducation of Cameron Post

Plan A: Her Story. Her Choice by Deb Caletti

Red Hood by Elana Arnold

Restore Me by Tahereh Mafi

Ruthless Vows by Rebecca Ross

Shatter Me by Tahereh Mafi

This is Kind of an Epic Love Story by Kacen Callender

This is Why They Hate Us by Aaron Aceves

Tiffany Sly Lives Here Now by Dana Davis

Unravel Me by Tahereh Mafi

To date 747 Young Adult Fiction titles have been reviewed:

99 titles have been moved to the Adult Collection

648 titles have been moved to the Teen Collection

September 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	258	42	55	23	35	0	0	164		577				
Abita	628	27	226	16	604	15		25		1,541	145	1,608	111	212
Bush	264	21	196	3	161	10		5		660	79	916	60	106
Causeway	1801	170	566	19	1771	16		109		4,452	400	4,105	678	720
Covington	3419	262	1594	24	3638	65	47	141		9,190	881	6,066	2,110	854
Folsom	398	35	277	5	357	57		17		1,146	148	1,392	119	145
Lacombe	258	13	146	6	356		5	25		809	187	2,233	135	139
Lee Road	304	47	75		303	9	1	9		748	23	609	39	157
Madisonville	1075	93	474	31	1932	18		88		3,711	327	327	772	402
Mandeville	2456	163	904	30	3543	34		160		7,290	802	5,999	715	454
Pearl River	366	11	130	13	285	20	143	17		985	221	1,739	100	213
Slidell	3182	258	1075	31	3142	108	124	287		8,207	1,689	10,809	1,445	969
South Slidell	546	71	546	20	902	27	5	52		2,169	1,222	5,019	834	2,192
Virtual ¹									34,697	34,697				
Total	14,955	1,213	6,264	221	17,029	379	325	1,099	34,697	76,182	6,124	40,822	7,118	6,563

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: 674

Jan. - Sept. YTD 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	3,320	418	914	255	2,201	4		1056		8,168				
Abita	5931	387	1933	209	4949	141		104		13,654	1,499	17,344	1,038	2,003
Bush	1851	141	2900	54	1819	80		70		6,915	845	8,255	435	931
Causeway	20233	1348	7168	340	19370	310		1425		50,194	4,546	49,673	7,184	7,300
Covington	32648	2671	16454	300	38368	607	521	1745		93,314	10,184	62,307	19,038	7,785
Folsom	4069	250	2773	76	3475	659		150		11,452	2,024	12,321	998	1,307
Lacombe	2731	157	1801	67	3462	42	76	197		8,533	2,121	27,309	1,168	1,206
Lee Road	2673	240	826	25	3005	61	21	117		6,968	426	6,005	458	1,478
Madisonville	12005	1019	4449	260	19251	209		1015		38,208	3,189	39,347	7,304	3,710
Mandeville	24970	2234	9197	405	37644	541	54	2015		77,060	8,227	59,099	6,493	4,152
Pearl River	3813	143	1744	142	2400	106	811	136		9,295	1,980	20,420	848	1,745
Slidell	33935	2364	11930	309	34594	890	1790	2820		88,632	16,603	101,147	11,638	17,306
South Slidell	5524	622	5358	184	8145	119	41	655		20,648	11,642	49,817	7,014	9,529
Virtual ¹									317,745	317,745				
Total	153,703	11,994	66,533	2,626	178,683	3,769	3,314	11,505	317,745	750,786	63,286	453,044	63,616	58,452

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: 6,964

St. Tammany Parish Library 2025 Budget

Introduction

The Library was established in June 1950 as a demonstration project and officially became part of everyday life in St. Tammany Parish in March of 1951 when voters approved a millage to more permanently provide the Parish with a library system. It is the mission of St. Tammany Parish Library to cultivate discovery, creativity and lifelong learning by offering access to resources, programs and services for everyone in a welcoming environment.

The library remains an integral part of the fabric of life in St. Tammany Parish, with 575,421 visits to the library and 982,980 items checked out in 2023.

I am pleased to submit the 2025 proposed Annual Operating Budget for the St. Tammany Parish Library for your consideration. The following budget explanation and discussion should be read alongside the 2025 budget spreadsheet.

2025 Budgetary Basis and Assumptions

Expected revenue numbers were provided to the library by the Assessor's Office and the St. Tammany Parish Department of Finance. The figures provided by those offices are estimates, and because of that, we budgeted our revenue conservatively. Expected expenditures were based on the three previous years, and budget discussions about the upcoming year were held with each library department. The difference between the 2024 Summer Amendment and the 2025 proposed budget is noted for each line.

2025 Revenue

In 2025, the St. Tammany Parish Library will operate on a revenue of \$13,074,922. The primary source (i.e., 97 percent) of the library's 2025 income will be a 5.35 mil property tax millage – 4.54 mils for operations and .81 mils for capital improvements to library buildings. This millage rate is reduced from the 5.78 we received previously so that we do not unduly benefit from the rise in assessments. The remaining three percent of the library's income comes from state revenue sharing, fines and fees, interest, and donations.

We are projecting to receive a little over \$250,000 more in Ad Valorem Taxes as compared to our most recent budget amendment. State Revenue Sharing reflects the amount we received in 2024. The Fines and Fees line has been adjusted upward as we have received increasing fines and print fees as library usage has increased. Interest Income has been matched to the interest we have received and project to receive for 2024. The amount for Donations is reflective of previous years' experience. Summer reading t-shirt sales have been matched to the summer amendment but we opted for an even budget number. Overall, there is an increase of \$239,970 in revenue due mainly to growth in ad valorem taxes.

2025 Expenditures

The economy continues to affect the cost of supplies. Our strategic planning process has entered the implementation phase. Our Causeway and Outreach Services building renovations will be complete but we will now have Mandeville renovations on the horizon. Our millage election will have to be conducted in the spring of 2025. Many of the increases and decreases you will see in the individual budget lines

will be due to the implications of these conditions. Each section in the budget is highlighted below with an explanation.

- **Library Salaries and Employee Benefits** - There is enough funding in the salary line to cover the adoption of a new scale due to the salary survey results. If the Board chooses not to adopt a new scale then the alternative amounts for the effected lines are at the end of this budget packet. The 2025 budget accounts for the open positions of outreach services and a human resources position. Also of note, is that the library pays employees every two weeks. Typically, that is 26 pay periods a year. Every 11 years there are 27 pay periods. The 2025 budget has to account for the 27th pay period. The salary study adjustment and the 27th pay period limits our flexibility in the Library Salaries line. For this reason, merit raises and across the board cost of living raises are not included for fiscal year 2025. The library always budgets its revenue conservatively. If we received additional funding than was anticipated by mid-year, the board can address raises at that time. The FICA/Medicare line and retirement lines are increased as we had not previously adjusted these lines (due to the salary study. If the Board does not adopt the salary study results, then these lines will have to be adjusted downwards. The Health insurance cost has been adjusted downwards to match the 2023 actual cost as we are in the second year of a three-year contract. The Worker's Compensation line is increased to match the premium that we pay – we received dividends from LWCC that was credited to this line in 2024 but we cannot depend on receiving a dividend and how much the dividend will be.
- **Operating Services** – Publication of Legal Notices is decreased as we hope to return to a more regular meeting schedule. Advertising is increased slightly in anticipation of distributing millage information. Signage is increased as we plan to have more signage printed showing new services. The promotional production line is increased as we plan more outreach activities at meetings and festivals.
- **Printing, Duplicating, and Binding** – Printing is increased due to the anticipation of printing more materials ahead of our millage election.
- **Utilities** – The water line is being decreased to match our usage from this year.
- **Communications** – More money was added to cover the cost of postage so that we can pilot our “Books By Mail Service.” Voice and Data lines are decreased to reflect our new contract for these services.
- **Lease Expense** – Building lease expense is increased for Causeway Library to reflect the lease agreement for this year.
- **Maintenance of Property and Equipment** – Most lines in Maintenance of Property and Equipment are estimated to be the same cost as 2024. We increased the Fuel line as we will have a new outreach vehicle. Network Utility Software is increased as this is the amount the Auditor moved from 2023 to 2024 due to software subscriptions that span the two years. We can expect this same movement next year. We have made Disaster Recovery Costs a regular line in the budget but have reduced it to 10,000.
- **Maintenance Services** – The Physical plant line is increased to reflect the trends from last year and this year in regards to maintaining buildings.

- **Professional Services** – The Consultants line is decreased as we have paid the consulting fees for the Salary Study in 2024. The Web Design Consultant line is increased as we anticipate a 5% rise in the cost of the software. The Movers line is decreased to zero as we do not expect to use this service in 2025. There is a new line for Proposals (Ballot). This line was set at the cost of the Library being on the ballot alone. When we know for sure how many entities will be on the ballot with us we can reduce this line accordingly.
- **Insurance and Claims** – It is unknown at this time what increases will be incurred with insurance of all types. We based amounts off of 2024. There are two changes - One is the vehicle insurance as we had one more vehicle in 2024 and will have the outreach vehicle in 2025. The General Liability line is increased to match this year's cost with the addition of the Outreach Building.
- **Operating Supplies** – Book preparation supplies is increased to reflect the increased cost of supplies. Computer/Printing supplies is increased due to the increased cost of toner and increased use of our printing services. Programming supplies is increased to match the increased usage of refreshments as more and more people are attending programs.
- **Travel and Continuing education** - Continuing education continues to be a priority as we are involved in implementing strategic planning. There are no changes proposed to these lines.
- **Public Relations/Programming** – All of our programming lines are increased to deal with the cost of supplies and the more expensive theme (Art) for next year's summer reading.
- **Non-Book Acquisitions** – Landscape Additions is reduced as the big project at Covington will be complete. Improvement to Physical Plant has been reduced as we have completed many of our parking lot repairs. The vehicles line is reduced as we do not intend to purchase a vehicle next year. Office Equipment Furniture and Shelving is reduced as we have completed several furniture projects in 2024. The Telephones and Telephones System line is reduced to zero as we have finished the installation of the new phone system. PC network line has been reduced to reflect the number of computers in this year's replacement cycle. The Integrated Library Automation System line is increased to match the quote we received on our new server. The cameras line is reduced to match what we need to purchase in camera replacements. Audio/Visual Equipment is reduced as we will have completed the work for Slidell and Madisonville this year.
- **Library Resource Acquisitions** – We made no adjustments to these lines for 2025. Although the costs of books rises a little bit each year we feel that our current discounts will help us keep these budget lines steady.
- **Long-Term Capital expenditures** – We will be finishing several of our budgeted long-term capital projects in 2024 with with only a final payment for the outreach vehicle remaining for 2025. These were planned for usages of savings.

Prior Years' Operating Revenue – Savings/Fund Balance

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand after all bills were paid for December 2023 and the auditors made their adjustments in March 2024 was \$5,881,020. Based on the projected year end of 2024 - where we have a planned usage of savings - we will have 5,764,390 on December 31st, 2024. This figure is less than half of one year's operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish. \$2,500,000
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster. \$1,475,000
- Causeway Furniture – This project will be complete in 2024.
- Mandeville Furniture – We will coordinate furniture purchase with the renovation of the branch. – this money is designated but not budgeted. \$270,000
- Slidell Furniture - We will coordinate furniture purchase with the renovation of the branch. – this money is designated but not budgeted. \$700,000
- Lacombe FF&E - We will coordinate furniture purchase with the construction of the branch. – this money is designated but not budgeted. \$250,000
- Outreach FF&E and opening day collection – This project will be complete in 2024.
- Outreach Vehicle –The final payment for the vehicle is budgeted for 2025. \$65,000
- Covington FFE & Acoustical Work – This project will be completed in 2024.
- We are proposing dedicating \$250,000 of our savings towards our millage election. This is part of the 2025 proposed budget. If we are not on the ballot alone, we can reduce this number accordingly.

This would leave us with a current Unassigned Savings of \$254,390. This puts us in good stead to have funding for any projects identified as we continue to implement strategic planning.


Budget Analysis

We are forecasting an increase in revenue of \$239,970 due mainly to an increase in Ad Valorem Taxes as part of average growth. We predict an increase in expenditures of \$102,587 over 2024. This is due to anticipated increased costs for employee salaries and the cost of our millage election. In 2025 we will have a planned usage of savings (\$247,421) to cover the cost of our millage election. Other than the planned usage of savings, we are presenting a balanced operational budget for the 2025 year. Each library department was allocated the funds to enable their plans. I am confident that we have adequate funds to meet our goals for the year.

Conclusion

In 2025, the St. Tammany Parish Library will continue to serve the needs of St. Tammany Parish while striving to improve our collections, programs, services, and facilities. We look forward to a successful year created with the help of our partners, patrons, and friends.

Respectfully Submitted:



Kelly I. LaRocca
Director

2025 Proposed Budget - St. Tammany Parish Library

		8/5/2024												
		2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Last adopted (Summer Amendment)	2024 Budget Actual YTD as of 6/30/24	2024 Budget Estimated Remaining Expenditures /Revenues for Year	2024 Budget Projected Actual Year End	% Change 2024 Last adopted vs. Projected Actual Result at Year End 2024	Amount Diff. between 2025 Proposed and 2024 Last Adopted Budget	2025 Budget Proposed	% Change 2024 Projected Actual Year End vs. 2025 Proposed Budget	
		Current Year						Upcoming Year						
REVENUE														
	405	Ad Valorem Taxes (received)	\$ 11,300,476	\$ 11,494,948	\$ 11,823,150	\$ 11,861,153	\$ 12,248,530	\$ 12,297,696	\$ 100,000	\$ 12,397,696	1.22%	\$ 251,470	\$ 12,500,000	0.83%
	410	State Revenue Sharing	\$ 251,600	\$ 251,600	\$ 258,515	\$ 258,515	\$ 264,302	\$ 176,201	\$ 88,100	\$ 264,301	0.00%	\$ -	\$ 264,302	0.00%
	415	Fines/Fees	\$ 49,665	\$ 70,487	\$ 75,471	\$ 73,000	\$ 76,000	\$ 49,782	\$ 49,782	\$ 99,564	31.01%	\$ 23,500	\$ 99,500	-0.06%
	416	LA Library Grant - ARPA	\$ 47,065	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	417	Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	418	LEH Grant	\$ 2,700	\$ 2,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
	420	Interest Income	\$ 1,142	\$ 38,715	\$ 185,806	\$ 194,000	\$ 194,000	\$ 109,019	\$ 87,215	\$ 196,234	1.15%	\$ (15,000)	\$ 179,000	-8.78%
	425	Donations	\$ 9,056	\$ 33,303	\$ 61,166	\$ 50,000	\$ 50,000	\$ 12,912	\$ 20,000	\$ 32,912	-34.18%	\$ (20,000)	\$ 30,000	-8.85%
	430	Miscellaneous Income	\$ -	\$ 14,840	\$ 0	\$ -	\$ -	\$ 4,618	\$ -	\$ 4,618	0.00%	\$ -	\$ -	-100.00%
	450	Summer Reading T-shirt Sales	\$ 1,267	\$ 1,317	\$ 2,119	\$ 2,120	\$ 2,120	\$ 1,388	\$ -	\$ 1,388	-34.54%	\$ -	\$ 2,120	52.77%
		TOTAL REVENUE	\$11,662,970.86	\$11,907,610.00	\$12,406,227.10	\$12,438,788.31	\$12,834,951.93	\$ 12,651,616	\$ 345,097	\$ 12,996,714	1.26%	\$ 239,970	\$ 13,074,922	0.60%
EXPENDITURES														
LIBRARY ADMINISTRATION														
PERSONNEL SALARIES														
	503	Library Salaries	\$ 4,846,642.94	\$ 5,005,221.13	\$ 5,263,285.57	\$ 5,705,000.00	\$ 5,705,000.00	\$ 2,659,625	\$ 3,045,375	\$ 5,705,000	0.00%	\$ 385,000	\$ 6,090,000	6.75%
		TOTAL	\$ 4,846,642.94	\$ 5,005,221.13	\$ 5,263,285.57	\$ 5,705,000.00	\$ 5,705,000.00	\$ 2,659,625	\$ 3,045,375	\$ 5,705,000	0.00%	\$ 385,000	\$ 6,090,000	6.75%
EMPLOYEE BENEFITS														
	511	FICA/Medicare Tax	\$ 104,917.88	\$ 111,512.98	\$ 119,802.99	\$ 117,000.00	\$ 120,000.00	\$ 58,648	\$ 61,350	\$ 119,998	0.00%	\$ 14,000	\$ 134,000	11.67%
	512	Retirement Contributions	\$ 511,260.09	\$ 489,982.62	\$ 512,866.56	\$ 516,000.00	\$ 531,480.00	\$ 259,684	\$ 271,684	\$ 531,367	-0.02%	\$ 46,000	\$ 577,480	8.68%
	513	Health Insurance/Insurance	\$ 412,118.33	\$ 440,256.79	\$ 380,065.68	\$ 460,000.00	\$ 440,000.00	\$ 164,556	\$ 225,556	\$ 390,113	-11.34%	\$ (50,000)	\$ 390,000	-0.03%
	514	Health Trust	\$ 1,181,116.17	\$ 804,090.69	\$ 1,395,030.65	\$ 1,018,000.00	\$ 1,197,000.00	\$ 564,671	\$ 574,000	\$ 1,138,671	-4.87%	\$ -	\$ 1,197,000	5.12%
	515	Workers' Compensation/Unemployment Claim	\$ 6,318.11	\$ 31,416.00	\$ 14,901.40	\$ 30,000.00	\$ 22,000.00	\$ 12,910	\$ 9,090	\$ 22,000	0.00%	\$ 10,000	\$ 32,000	45.45%
	516	Employee Miscellaneous	\$ 2,136.60	\$ 854.42	\$ 600.60	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000	\$ 1,000	0.00%	\$ -	\$ 1,000	0.00%
		TOTAL	\$ 2,217,867.18	\$ 1,878,113.50	\$ 2,423,267.88	\$ 2,142,000.00	\$ 2,311,480.00	\$ 1,060,469	\$ 1,142,680	\$ 2,203,149	-4.69%	\$ 20,000	\$ 2,331,480	5.82%
OPERATING SERVICES														
	601	Publication of Legal Notices	\$ 3,473.25	\$ 4,166.54	\$ 15,505.20	\$ 15,000.00	\$ 15,500.00	\$ 4,068	\$ 9,000	\$ 13,068	-15.69%	\$ (2,000)	\$ 13,500	3.30%
	603	Membership Dues	\$ 5,901.48	\$ 7,045.00	\$ 7,499.65	\$ 7,500.00	\$ 7,500.00	\$ 325	\$ 7,175	\$ 7,500	0.00%	\$ -	\$ 7,500	0.00%
	604	Advertising	\$ 18,765.19	\$ 24,385.41	\$ 31,480.57	\$ 32,500.00	\$ 32,500.00	\$ 12,847	\$ 19,653	\$ 32,500	0.00%	\$ 3,500	\$ 36,000	10.77%
	607	Signage	\$ 3,406.00	\$ 3,498.62	\$ 642.10	\$ 2,000.00	\$ 2,000.00	\$ 29	\$ 1,900	\$ 1,929	-3.57%	\$ 2,000	\$ 4,000	107.41%
	608	Promotional Production	\$ 6,664.15	\$ 19,902.10	\$ 14,898.97	\$ 10,000.00	\$ 15,000.00	\$ 8,783	\$ 6,200	\$ 14,983	-0.11%	\$ 5,000	\$ 20,000	33.48%
		TOTAL	\$ 38,210.07	\$ 58,997.67	\$ 70,026.49	\$ 67,000.00	\$ 72,500.00	\$ 26,052	\$ 43,928	\$ 69,980	-3.48%	\$ 8,500	\$ 81,000	15.75%
PRINTING, DUPLICATING & BINDING														
	611	Printing	\$ 8,918.93	\$ 11,998.47	\$ 12,786.17	\$ 12,000.00	\$ 13,000.00	\$ 5,289	\$ 7,700	\$ 12,989	-0.08%	\$ 6,500	\$ 19,500	50.12%
	613	Book Binding	\$ -	\$ 3,840.20	\$ 2,544.95	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000	\$ 5,000	0.00%	\$ -	\$ 5,000	0.00%
	615	Patron Cards	\$ 3,380.90	\$ -	\$ 4,959.70	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000	\$ 5,000	0.00%	\$ -	\$ 5,000	0.00%
		TOTAL	\$ 12,299.83	\$ 15,838.67	\$ 20,290.82	\$ 22,000.00	\$ 23,000.00	\$ 5,289	\$ 17,700	\$ 22,989	-0.05%	\$ 6,500	\$ 29,500	28.32%
UTILITIES														
	621	Electricity	\$ 237,246.80	\$ 316,933.90	\$ 284,245.50	\$ 284,220.00	\$ 287,220.00	\$ 124,926	\$ 162,294	\$ 287,220	0.00%	\$ -	\$ 287,220	0.00%
	622	Gas	\$ 2,376.75	\$ 2,474.76	\$ 2,299.09	\$ 3,250.00	\$ 3,250.00	\$ 1,587	\$ 1,662	\$ 3,249	-0.02%	\$ -	\$ 3,250	0.02%
	623	Water	\$ 31,790.45	\$ 35,776.99	\$ 46,073.45	\$ 42,000.00	\$ 47,000.00	\$ 20,359	\$ 25,000	\$ 45,359	-3.49%	\$ (2,000)	\$ 45,000	-0.79%
		TOTAL	\$ 271,414.00	\$ 355,185.65	\$ 332,618.04	\$ 329,470.00	\$ 337,470.00	\$ 146,873	\$ 188,956	\$ 335,829	-0.49%	\$ (2,000)	\$ 335,470	-0.11%

		8/5/2024											
		2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Last adopted (Summer Amendment)	2024 Budget Actual YTD as of 6/30/24	2024 Budget Estimated Remaining Expenditures /Revenues for Year	2024 Budget Projected Actual Year End	% Change 2024 Last adopted vs. Projected Actual Result at Year End 2024	Amount Diff. between 2025 Proposed and 2024 Last Adopted Budget	2025 Budget Proposed	% Change 2024 Projected Actual Year End vs. 2025 Proposed Budget
		Current Year						Upcoming Year					
COMMUNICATIONS													
625	Postage	\$ 5,720.78	\$ 10,899.72	\$ 14,459.39	\$ 16,000.00	\$ 19,000.00	\$ 5,627	\$ 12,000	\$ 17,627	-7.23%	\$ 2,000	\$ 21,000	19.14%
626	Voice Line (Regular Phone Service)	\$ 85,081.73	\$ 83,668.72	\$ 77,627.21	\$ 83,500.00	\$ 77,500.00	\$ 34,125	\$ 21,900	\$ 56,025	-27.71%	\$ (33,500)	\$ 44,000	-21.46%
627	Data Line (Internet-Network)	\$ 45,300.00	\$ 45,295.00	\$ 41,470.26	\$ 50,000.00	\$ 38,300.00	\$ 16,570	\$ 14,610	\$ 31,180	-18.59%	\$ (7,000)	\$ 31,300	0.38%
630	Courier/Shipping	\$ 190.93	\$ 238.20	\$ 515.35	\$ 1,000.00	\$ 1,000.00	\$ 113	\$ 887	\$ 1,000	-0.02%	\$ -	\$ 1,000	0.02%
TOTAL		\$ 136,293.44	\$ 140,101.64	\$ 134,072.21	\$ 150,500.00	\$ 135,800.00	\$ 56,435	\$ 49,397	\$ 105,832	-22.07%	\$ (38,500)	\$ 97,300	-8.06%
LEASE EXPENSE													
634	Building	\$ 300,508.74	\$ 310,941.75	\$ 318,045.64	\$ 303,000.00	\$ 323,000.00	\$ 160,776	\$ 160,776	\$ 321,552	-0.45%	\$ 10,000	\$ 333,000	3.56%
636	Equipment	\$ 7,750.69	\$ 5,096.96	\$ 4,970.03	\$ 6,000.00	\$ 6,000.00	\$ 1,305	\$ 4,600	\$ 5,905	-1.58%	\$ -	\$ 6,000	1.60%
638	Vehicle	\$ -	\$ -	\$ 2,647.96	\$ 2,500.00	\$ 2,750.00	\$ -	\$ 2,750	\$ 2,750	0.00%	\$ -	\$ 2,750	0.00%
TOTAL		\$ 308,259.43	\$ 316,038.71	\$ 325,663.63	\$ 311,500.00	\$ 331,750.00	\$ 162,081	\$ 168,126	\$ 330,207	-0.47%	\$ 10,000	\$ 341,750	3.50%
MAINTENANCE OF PROPERTY & EQUIP.													
641	Custodial & Janitorial	\$ 207,731.07	\$ 208,585.74	\$ 212,056.10	\$ 212,000.00	\$ 215,000.00	\$ 113,181	\$ 101,500	\$ 214,681	-0.15%	\$ -	\$ 215,000	0.15%
643	Grounds/Lawn Maintenance	\$ 82,000.00	\$ 80,224.00	\$ 84,861.00	\$ 85,000.00	\$ 85,000.00	\$ 34,365	\$ 50,600	\$ 84,965	-0.04%	\$ -	\$ 85,000	0.04%
645	Maintenance supplies	\$ 6,978.24	\$ 8,973.74	\$ 9,972.57	\$ 9,000.00	\$ 10,000.00	\$ 5,038	\$ 4,950	\$ 9,988	-0.12%	\$ -	\$ 10,000	0.12%
652	Fuel and lube	\$ 23,295.56	\$ 39,891.89	\$ 32,787.02	\$ 37,000.00	\$ 33,000.00	\$ 11,817	\$ 21,000	\$ 32,817	-0.56%	\$ 2,000	\$ 35,000	6.65%
654	Vehicle repairs	\$ 6,138.54	\$ 3,821.26	\$ 14,567.55	\$ 10,000.00	\$ 10,000.00	\$ 2,075	\$ 7,900	\$ 9,975	-0.25%	\$ -	\$ 10,000	0.26%
658	Small Tools & Supplies	\$ 2,895.48	\$ 2,958.04	\$ 2,988.96	\$ 3,000.00	\$ 3,000.00	\$ 2,576	\$ 424	\$ 3,000	0.00%	\$ -	\$ 3,000	0.00%
660	Office machine and equip. repair	\$ 1,557.88	\$ 974.68	\$ 504.92	\$ 1,000.00	\$ 1,000.00	\$ 719	\$ 280	\$ 999	-0.15%	\$ -	\$ 1,000	0.15%
661	Network Utility Software	\$ 68,859.01	\$ 172,971.54	\$ 155,507.60	\$ 157,250.00	\$ 157,250.00	\$ 153,534	\$ 63,715	\$ 217,249	38.16%	\$ 71,000	\$ 228,250	5.06%
662	Solinet (OCLC) Cost	\$ 28,249.86	\$ 28,026.94	\$ 30,649.09	\$ 29,500.00	\$ 32,000.00	\$ 596	\$ 31,400	\$ 31,996	-0.01%	\$ -	\$ 32,000	0.01%
663	Polaris Maintenance	\$ 51,939.66	\$ 51,978.19	\$ 53,635.61	\$ 54,000.00	\$ 55,000.00	\$ 54,914	\$ -	\$ 54,914	-0.16%	\$ -	\$ 55,000	0.16%
664	P C Network maintenance and repair	\$ 7,865.00	\$ 6,778.22	\$ 5,875.00	\$ 8,000.00	\$ 11,500.00	\$ 6,418	\$ 5,000	\$ 11,418	-0.71%	\$ -	\$ 11,500	0.72%
669	Disaster Recovery Costs	\$ 30,726.50	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 8,215	\$ 11,780	\$ 19,995	0.00%	\$ (10,000)	\$ 10,000	-49.99%
TOTAL		\$ 518,236.80	\$ 605,184.24	\$ 603,405.42	\$ 605,750.00	\$ 632,750.00	\$ 393,448	\$ 298,549	\$ 691,997	9.36%	\$ 63,000	\$ 695,750	0.54%
MAINTENANCE SERVICES (Buildings)													
671	Physical Plant	\$ 114,819.68	\$ 147,981.76	\$ 176,994.78	\$ 150,000.00	\$ 150,000.00	\$ 100,250	\$ 49,700	\$ 149,950	-0.03%	\$ 10,000	\$ 160,000	6.70%
672	Plumbing, Heating, & Air Conditioning	\$ 57,605.29	\$ 66,491.54	\$ 66,494.36	\$ 66,500.00	\$ 66,500.00	\$ 40,884	\$ 25,615	\$ 66,499	0.00%	\$ -	\$ 66,500	0.00%
673	Electrical	\$ 5,973.18	\$ 7,798.31	\$ 16,998.60	\$ 13,000.00	\$ 13,000.00	\$ 2,942	\$ 10,058	\$ 13,000	0.00%	\$ -	\$ 13,000	0.00%
674	Sanitation	\$ 8,370.63	\$ 8,957.58	\$ 10,415.68	\$ 10,000.00	\$ 12,000.00	\$ 3,690	\$ 8,300	\$ 11,990	-0.08%	\$ -	\$ 12,000	0.08%
675	Pest Control	\$ 6,698.00	\$ 6,140.00	\$ 7,190.00	\$ 7,550.00	\$ 7,550.00	\$ 3,690	\$ 3,690	\$ 7,380	-2.25%	\$ -	\$ 7,550	2.30%
676	Termite Contracts	\$ 3,228.00	\$ 8,009.00	\$ 2,915.00	\$ 4,555.00	\$ 4,555.00	\$ 278	\$ 4,000	\$ 4,278	-6.08%	\$ -	\$ 4,555	6.47%
678	Carpet Cleaning	\$ 4,870.00	\$ 14,998.98	\$ 17,590.00	\$ 17,000.00	\$ 18,000.00	\$ 875	\$ 16,800	\$ 17,675	-1.81%	\$ -	\$ 18,000	1.84%
TOTAL		\$ 201,564.78	\$ 260,377.17	\$ 298,598.42	\$ 268,605.00	\$ 271,605.00	\$ 152,609	\$ 118,163	\$ 270,772	-0.31%	\$ 10,000	\$ 281,605	4.00%
Professional Services													
680	Payroll Service Fees	\$ 26,366.03	\$ 33,901.31	\$ 37,555.26	\$ 35,600.00	\$ 38,600.00	\$ 19,739	\$ 19,739	\$ 39,479	2.28%	\$ -	\$ 38,600	-2.23%
682	Legal	\$ -	\$ -	\$ 11,869.20	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
683	Financial	\$ 36,384.06	\$ 39,023.87	\$ 50,811.44	\$ 40,000.00	\$ 51,000.00	\$ 45,277	\$ 5,723	\$ 51,000	0.00%	\$ -	\$ 51,000	0.00%
684	Architectural	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
685	Consultants	\$ 38,090.24	\$ 83,160.48	\$ 89,998.23	\$ 50,000.00	\$ 70,000.00	\$ 57,113	\$ 12,880	\$ 69,993	-0.01%	\$ (30,000)	\$ 40,000	-42.85%
686	Security	\$ 6,843.77	\$ 7,570.82	\$ 13,766.82	\$ 13,000.00	\$ 14,000.00	\$ 3,390	\$ 10,000	\$ 13,390	-4.36%	\$ -	\$ 14,000	4.55%
687	Web Design Consultant	\$ 66,511.44	\$ 79,693.35	\$ 89,789.97	\$ 85,825.00	\$ 89,825.00	\$ 80,146	\$ 9,678	\$ 89,824	0.00%	\$ 4,500	\$ 94,325	5.01%
688	Movers	\$ -	\$ -	\$ 15,437.66	\$ 16,000.00	\$ 16,000.00	\$ -	\$ 16,000	\$ 16,000	0.00%	\$ (16,000)	\$ -	-100.00%
689	Proposals (Ballot)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ 250,000	\$ 250,000	newly funded

2025 Proposed Budget - St. Tammany Parish Library

8/5/2024		2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Last adopted (Summer Amendment)	2024 Budget Actual YTD as of 6/30/24	2024 Budget Estimated Remaining Expenditures /Revenues for Year	2024 Budget Projected Actual Year End	% Change 2024 Last adopted vs. Projected Actual Result at Year End 2024	Amount Diff. between 2025 Proposed and 2024 Last Adopted Budget	2025 Budget Proposed	% Change 2024 Projected Actual Year End vs. 2025 Proposed Budget
					Current Year					Upcoming Year			
TOTAL		\$ 174,195.54	\$ 243,349.83	\$ 309,228.58	\$ 240,425.00	\$ 279,425.00	\$ 205,666	\$ 74,020	\$ 279,686	0.09%	\$ 208,500	\$ 487,925	74.45%
INSURANCE & CLAIMS													
692	Library Property	\$ 135,438.08	\$ 132,637.21	\$ 145,499.86	\$ 145,500.00	\$ 200,000.00	\$ 199,812	\$ -	\$ 199,812	-0.09%	\$ -	\$ 200,000	0.09%
694	Flood insurance	\$ 22,163.00	\$ 23,424.00	\$ 25,916.00	\$ 26,000.00	\$ 29,600.00	\$ 29,563	\$ -	\$ 29,563	-0.12%	\$ -	\$ 29,600	0.13%
696	Vehicle Insurance	\$ 36,450.00	\$ 42,860.00	\$ 31,275.36	\$ 32,950.00	\$ 37,950.00	\$ 42,107	\$ -	\$ 42,107	10.95%	\$ 4,157	\$ 42,107	0.00%
698	LBOC Liability	\$ 4,076.00	\$ 4,076.00	\$ 1,940.00	\$ 4,076.00	\$ 4,676.00	\$ 4,607	\$ -	\$ 4,607	-1.47%	\$ -	\$ 4,676	1.49%
699	Gen Liability	\$ 20,641.00	\$ 15,054.00	\$ 25,100.64	\$ 25,100.00	\$ 25,100.00	\$ 25,678	\$ -	\$ 25,678	2.30%	\$ 580	\$ 25,680	0.01%
TOTAL		\$ 218,768.08	\$ 218,051.21	\$ 229,731.86	\$ 233,626.00	\$ 297,326.00	\$ 301,767	\$ -	\$ 301,767	1.49%	\$ 4,737	\$ 302,063	0.10%
MATERIALS AND SUPPLIES													
OPERATING SUPPLIES													
701	Office Supplies	\$ 18,984.26	\$ 31,300.98	\$ 32,995.28	\$ 33,000.00	\$ 33,000.00	\$ 16,148	\$ 16,850	\$ 32,998	-0.01%	\$ -	\$ 33,000	0.01%
702	Bank Service Charges	\$ 15,113.22	\$ 15,699.20	\$ 15,568.17	\$ 16,000.00	\$ 16,500.00	\$ 8,117	\$ 8,383	\$ 16,500	0.00%	\$ -	\$ 16,500	0.00%
703	Book Preparation Supplies	\$ 36,803.34	\$ 41,739.05	\$ 46,688.48	\$ 45,000.00	\$ 47,000.00	\$ 24,114	\$ 24,114	\$ 48,229	2.61%	\$ 2,000	\$ 49,000	1.60%
704	Computer/Printer Supplies	\$ 61,301.07	\$ 61,918.90	\$ 78,742.54	\$ 81,000.00	\$ 86,700.00	\$ 49,883	\$ 49,883	\$ 99,766	15.07%	\$ 13,300	\$ 100,000	0.23%
705	Programming Supplies	\$ 6,672.31	\$ 7,887.23	\$ 8,387.55	\$ 9,000.00	\$ 9,750.00	\$ 5,766	\$ 5,000	\$ 10,766	10.42%	\$ 1,250	\$ 11,000	2.18%
TOTAL		\$ 138,874.20	\$ 158,545.36	\$ 182,382.02	\$ 184,000.00	\$ 192,950.00	\$ 104,028	\$ 104,231	\$ 208,258	7.93%	\$ 16,550	\$ 209,500	0.60%
TRAVEL & CONTINUING EDUCATION													
710	Mileage Reimbursement	\$ 12,592.98	\$ 21,899.16	\$ 19,509.56	\$ 22,000.00	\$ 22,000.00	\$ 7,089	\$ 14,910	\$ 21,999	0.00%	\$ -	\$ 22,000	0.00%
712	Library In-service Training	\$ 985.00	\$ 11,459.26	\$ 8,981.49	\$ 12,000.00	\$ 12,000.00	\$ 861	\$ 11,138	\$ 11,999	-0.01%	\$ -	\$ 12,000	0.01%
714	Conventions/Seminars	\$ 29,892.00	\$ 64,771.20	\$ 33,944.72	\$ 60,000.00	\$ 35,000.00	\$ 12,182	\$ 22,800	\$ 34,982	-0.05%	\$ -	\$ 35,000	0.05%
TOTAL		\$ 43,469.98	\$ 98,129.62	\$ 62,435.77	\$ 94,000.00	\$ 69,000.00	\$ 20,132	\$ 48,848	\$ 68,980	-0.03%	\$ -	\$ 69,000	0.03%
PUBLIC RELATIONS/PROGRAMMING													
724	Summer Reading Program	\$ 26,687.81	\$ 45,000.00	\$ 44,955.26	\$ 45,000.00	\$ 45,000.00	\$ 27,677	\$ 17,323	\$ 45,000	0.00%	\$ 5,000	\$ 50,000	11.11%
725	Summer Reading T-shirts	\$ 5,191.17	\$ 5,519.64	\$ 6,575.59	\$ 7,200.00	\$ 7,200.00	\$ 6,291	\$ 909	\$ 7,200	-0.01%	\$ 800	\$ 8,000	11.12%
726	Adult Programming	\$ 24,673.99	\$ 35,924.44	\$ 38,832.18	\$ 36,000.00	\$ 38,000.00	\$ 17,000	\$ 21,000	\$ 38,000	0.00%	\$ 1,000	\$ 39,000	2.63%
727	Young Adult Programming	\$ 11,434.10	\$ 21,189.10	\$ 14,994.21	\$ 15,000.00	\$ 15,000.00	\$ 12,127	\$ 2,873	\$ 15,000	0.00%	\$ 2,000	\$ 17,000	13.33%
728	Juvenile Programming	\$ 11,689.70	\$ 34,240.17	\$ 19,998.10	\$ 12,000.00	\$ 20,000.00	\$ 5,824	\$ 14,176	\$ 20,000	0.00%	\$ 2,500	\$ 22,500	12.50%
729	LEH Grant	\$ 2,719.65	\$ 601.80	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
TOTAL		\$ 82,396.42	\$ 142,475.15	\$ 127,155.34	\$ 115,200.00	\$ 125,200.00	\$ 68,917	\$ 56,281	\$ 125,199	0.00%	\$ 11,300	\$ 136,500	9.03%
CAPITAL OUTLAY													
NON-BOOK ACQUISITIONS													
805	Landscaping Additions	\$ 19,972.80	\$ 32,054.76	\$ 33,572.29	\$ 33,000.00	\$ 66,000.00	\$ 5,012	\$ 60,987	\$ 65,999	0.00%	\$ (20,000)	\$ 46,000	-30.30%
810	Improvements to Physical Plant	\$ 56,136.00	\$ 141,084.05	\$ 65,986.50	\$ 140,000.00	\$ 110,000.00	\$ 26,784	\$ 83,200	\$ 109,984	-0.01%	\$ (20,000)	\$ 90,000	-18.17%
815	Vehicles	\$ -	\$ 27,841.26	\$ 61,475.54	\$ 70,000.00	\$ 43,000.00	\$ 42,632	\$ -	\$ 42,632	-0.85%	\$ (43,000)	\$ -	-100.00%
820	Office Equipment/Furniture & Shelving	\$ 104,778.31	\$ 124,035.77	\$ 89,836.78	\$ 100,000.00	\$ 60,000.00	\$ 17,825	\$ 42,174	\$ 59,999	0.00%	\$ (30,000)	\$ 30,000	-50.00%
825	Telephones and Telephone System	\$ -	\$ -	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 12,000	\$ 12,000	0.00%	\$ (12,000)	\$ -	-100.00%
831	Leasehold Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
833	ARPA Expense	\$ 47,064.48	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	\$ -	\$ -	0.00%
834	PC Network	\$ 130,157.31	\$ 155,919.15	\$ 164,278.65	\$ 156,000.00	\$ 163,000.00	\$ 130,700	\$ 32,300	\$ 163,000	0.00%	\$ (30,000)	\$ 133,000	-18.40%
840	Integrated Library Automation Sys.	\$ 988.00	\$ -	\$ 11,229.91	\$ 12,000.00	\$ 8,000.00	\$ 6,726	\$ 1,273	\$ 7,999	-0.01%	\$ 1,000	\$ 9,000	12.51%
841	Cameras	\$ -	\$ -	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000	\$ 6,000	0.00%	\$ (3,000)	\$ 3,000	-50.00%
842	Audio/Visual Equipment	\$ 5,019.59	\$ 5,398.49	\$ 2,140.00	\$ -	\$ 104,000.00	\$ 78,266	\$ 25,734	\$ 104,000	0.00%	\$ (84,000)	\$ 20,000	-80.77%
TOTAL		\$ 364,116.49	\$ 486,333.48	\$ 428,519.67	\$ 511,000.00	\$ 572,000.00	\$ 307,945	\$ 263,668	\$ 571,613	-0.07%	\$ (241,000)	\$ 331,000	-42.09%

2025 Proposed Budget - St. Tammany Parish Library

8/5/2024		2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Last adopted (Summer Amendment)	2024 Budget Actual YTD as of 6/30/24	2024 Budget Estimated Remaining Expenditures /Revenues for Year	2024 Budget Projected Actual Year End	% Change 2024 Last adopted vs. Projected Actual Result at Year End 2024	Amount Diff. between 2025 Proposed and 2024 Last Adopted Budget	2025 Budget Proposed	% Change 2024 Projected Actual Year End vs. 2025 Proposed Budget
					Current Year					Upcoming Year			
									\$ -				
									\$ -				
LIBRARY RESOURCE ACQUISITIONS													
851	Adult Books	\$ 192,514.49	\$ 214,115.48	\$ 220,913.46	\$ 205,000.00	\$ 205,000.00	\$ 127,035	\$ 77,965	\$ 205,000	0.00%	\$ -	\$ 205,000	0.00%
852	Lease/Purchase Books	\$ 18,363.24	\$ 18,363.24	\$ 18,203.89	\$ 18,400.00	\$ 11,400.00	\$ 10,966	\$ -	\$ 10,966	-3.81%	\$ -	\$ 11,400	3.96%
853	Juvenile Books	\$ 102,219.33	\$ 103,646.73	\$ 98,074.59	\$ 105,000.00	\$ 105,000.00	\$ 26,193	\$ 78,800	\$ 104,993	-0.01%	\$ -	\$ 105,000	0.01%
855	Young Adult	\$ 13,311.08	\$ 14,017.10	\$ 13,206.60	\$ 15,000.00	\$ 15,000.00	\$ 4,786	\$ 10,214	\$ 15,000	0.00%	\$ -	\$ 15,000	0.00%
858	Music Recordings	\$ 3,483.84	\$ 4,051.12	\$ 2,356.69	\$ 2,600.00	\$ 2,500.00	\$ 1,436	\$ 1,063	\$ 2,499	-0.03%	\$ -	\$ 2,500	0.03%
861	Adult Reference	\$ 96,698.32	\$ 101,940.22	\$ 110,390.92	\$ 111,000.00	\$ 111,000.00	\$ 54,530	\$ 56,470	\$ 111,000	0.00%	\$ -	\$ 111,000	0.00%
863	Juvenile Reference	\$ 37,993.45	\$ 42,066.11	\$ 44,314.69	\$ 45,000.00	\$ 45,000.00	\$ 3,513	\$ 41,480	\$ 44,993	-0.02%	\$ -	\$ 45,000	0.02%
872	Periodicals	\$ 43,597.63	\$ 45,613.03	\$ 48,892.36	\$ 52,000.00	\$ 50,000.00	\$ 37,619	\$ 12,381	\$ 50,000	0.00%	\$ -	\$ 50,000	0.00%
883	Audio Recordings (Books)	\$ 18,729.03	\$ 12,542.97	\$ 12,098.64	\$ 10,100.00	\$ 10,100.00	\$ 2,874	\$ 7,225	\$ 10,099	-0.01%	\$ -	\$ 10,100	0.01%
885	Video Recordings	\$ 51,627.62	\$ 69,242.99	\$ 62,285.35	\$ 65,000.00	\$ 60,000.00	\$ 19,642	\$ 40,357	\$ 59,999	0.00%	\$ -	\$ 60,000	0.00%
886	Genealogy	\$ 4,325.61	\$ 6,484.60	\$ 4,999.65	\$ 7,000.00	\$ 7,000.00	\$ 3,910	\$ 3,090	\$ 7,000	0.00%	\$ -	\$ 7,000	0.00%
887	Digital Microfilm	\$ 675,766.00	\$ 15,000.00	\$ 5,867.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500	\$ -	\$ 2,500	0.00%	\$ -	\$ 2,500	0.00%
891	Electronic /Downloadable Media	\$ 338,223.68	\$ 470,508.25	\$ 440,068.42	\$ 415,000.00	\$ 415,000.00	\$ 201,879	\$ 213,121	\$ 415,000	0.00%	\$ -	\$ 415,000	0.00%
892	CDROM/Software	\$ 100,851.45	\$ 83,859.06	\$ 64,893.40	\$ 75,500.00	\$ 65,000.00	\$ 55,467	\$ 9,533	\$ 65,000	0.00%	\$ -	\$ 65,000	0.00%
893	Internet Database Subscriptions	\$ 254,173.01	\$ 262,310.63	\$ 324,585.51	\$ 321,000.00	\$ 333,000.00	\$ 170,330	\$ 162,669	\$ 332,999	0.00%	\$ -	\$ 333,000	0.00%
	TOTAL	\$ 1,951,877.78	\$ 1,463,761.53	\$ 1,471,151.17	\$ 1,457,600.00	\$ 1,437,500.00	\$ 722,679	\$ 714,368	\$ 1,437,047	-0.03%	\$ -	\$ 1,437,500	0.03%
LONG-TERM CAPITAL EXPENDITURES													
895	Outreach FF & E	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 25,000	\$ 25,000	0.00%	\$ (25,000.00)	\$ -	-100.00%
896	Outreach Vehicle	\$ -	\$ -	\$ -	\$ -	\$ 160,000.00	\$ -	\$ 120,393	\$ 120,393	-24.75%	\$ (95,000.00)	\$ 65,000	-46.01%
897	Outreach Opening Day Collection	\$ -	\$ -	\$ -	\$ -	\$ 60,000.00	\$ 5,645	\$ 54,000.00	\$ 59,645	-0.59%	\$ (60,000.00)	\$ -	-100.00%
898	Causeway FF & E	\$ -	\$ -	\$ -	\$ -	\$ 130,000.00	\$ -	\$ 130,000.00	\$ 130,000	0.00%	\$ (130,000.00)	\$ -	-100.00%
899	Covington FF&E and Acoustic work	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 50,000	0.00%	\$ (50,000.00)	\$ -	-100.00%
	Total	\$ -	\$ -	\$ -	\$ -	\$ 425,000.00	\$ 5,645	\$ 379,393	\$ 385,038	-9.40%	\$ (360,000.00)	\$ 65,000	-83.12%
	TOTAL EXPENDITURES	\$ 11,524,486.96	\$ 11,445,704.56	\$ 12,281,832.89	\$ 12,437,676.00	\$ 13,219,756.00	\$ 6,399,660.45	\$ 6,713,683	\$ 13,113,344	-0.80%	\$ 102,587	\$ 13,322,343	1.59%
	SAVINGS / (EXCESS EXPENDITURES)	\$ 138,483.90	\$ 461,905.44	\$ 124,394.21	\$ 1,112.31	\$ (384,804.07)	\$ 6,251,955.99		\$ (116,630)			\$ (247,421)	

	Savings as of December 31st 2023	Difference	Savings projected Year end 2024
Prior Years' Operating Revenue (Savings)	\$ 5,881,020	\$ (116,630)	\$ 5,764,390
Dedications			
Dedicated for Operational Reserves	\$ 2,500,000	\$ -	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ -	\$ 1,475,000
Dedicated for Causeway Furniture	\$ 130,000	\$ (130,000)	\$ -
Dedicated for Mandeville Furniture	\$ 270,000	\$ -	\$ 270,000
Dedicated for Slidell Furniture	\$ 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	\$ 188,000	\$ (123,000)	\$ 65,000
Dedication Covington FF&E and Acoustic Work	\$ 50,000	\$ (50,000)	\$ -
Proposed Savings Dedication towards Millage Election	\$ -	\$ 250,000	\$ 250,000
Total Dedicated or Reserved	\$ 5,648,000	\$ (138,000)	\$ 5,510,000
Unassigned Savings	\$ 233,020		\$ 254,390



St. Tammany Parish Library Board of Control
FISCAL YEAR 2025 OPERATIONAL BUDGET ADOPTION RESOLUTION
October 30, 2024

A resolution adopting, finalizing, and implementing the St. Tammany Parish Library Operational Budget for the fiscal year beginning January 1, 2025, and ending December 31, 2025.

WHEREAS, The St. Tammany Parish Library Board of Control has been presented with the proposed Operational Budget for the 2025 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on October 30, 2024, in accordance with the provisions of La R.S. 39 §1307, §1309; and

WHEREAS, notice of that public hearing was duly published in the St. Tammany Farmer newspaper on October 9th, 16th, and 23rd, 2024; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after August 7, 2024; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the budget, as proposed, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the operation, support, improvement, and maintenance of the Library for fiscal year 2025.

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 30th DAY OF OCTOBER 2024 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Ann Shaw, Board President

ADMINISTRATIVE OFFICE
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SOUTH SLIDELL (985) 781-0099

Library Capital Projects for Renovation and Preservation

Facility	Type	Budget	2024	2025	2026	2027	2028	2029
Causeway Branch	Carpet 9,000 SF.	\$ 50,000.00	\$ 50,000.00		\$ -			
Covington Branch	Exterior renovations	\$ 140,800.00	\$ 119,459.95		\$ -			
Mandeville renovation	Recarpet, Cat6 wiring upgrade, update restrooms, front entrance/automatic doors	\$ 200,000.00	\$ 200,000.00		\$ -			
Technology upgrade	RFID, new security gates, self check, people counters	\$ 946,000.00	\$ 946,000.00		\$ -			
Technology upgrade	People counters	\$ 42,000.00	\$ 42,000.00					
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	\$ 179,723.47	\$ 179,723.47		\$ -			
Lacombe	Small Branch Replacement	\$ 3,600,000.00	\$ -	\$ 300,000.00	\$ 3,300,000.00			
Slidell Expansion/Renovation/Roof	Expand Library to Northeast - replace roof and carpet	\$ 3,769,000.00	\$ -	\$ 300,000.00	\$ 3,469,000.00			
TOTAL		\$ 9,443,247.63	\$ 2,052,907.58	\$ 600,000.00	\$ 6,769,000.00	\$ -	\$ -	\$ -

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Currently designated by the LBOC and Budgeted by Parish
To potentially be designated by the LBOC tonight
 Part of the capital plan but not designated by the LBOC or budgeted by the Parish

Current funds	\$ 6,939,194.33	\$ 7,236,286.75	\$ 6,712,286.75	\$ 86.75	\$ 86.75	\$ 86.75
Projected interest	\$ 120,000.00	\$ 96,000.00	\$ 76,800.00	\$ -	\$ -	\$ -
Projected expenditures	\$ (2,052,907.58)	\$ (600,000.00)	\$ (6,769,000.00)	\$ -	\$ -	\$ -
Projected cost allocation plan charges	\$ (20,000.00)	\$ (20,000.00)	\$ (20,000.00)	\$ -	\$ -	\$ -
Balance before annual transfer	\$ 4,986,286.75	\$ 6,712,286.75	\$ 86.75	\$ 86.75	\$ 86.75	\$ 86.75
Ad valorem transfer	\$ 2,250,000.00		\$ -	\$ -	\$ -	\$ -
Funds available	\$ 7,236,286.75	\$ 6,712,286.75	\$ 86.75	\$ 86.75	\$ 86.75	\$ 86.75

Designation of Capital Funds - Lacombe Library Replacement

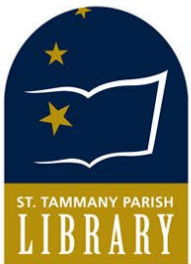
One of the last major projects on our Capital Plan was the replacement of one small branch. Our current Lacombe Library is made of sheet metal. As it rusts it has to be sanded and repainted with the addition of Bondo to help keep the integrity of the building. We purchased a piece of land earlier this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

The land for the new library a piece of vacant land on the south side of 190. The back lines up with the St. Tammany Trace. It is near both Chahta-Ima Elementary School and Bayou Lacombe Middle school, but since it is on the same side of the street as Chahta-Ima the elementary students would be able to walk to the library. The lot is rectangular and would be able to support a 6,000 – 7,000 Sq. Ft. building with ample space for outdoor areas. The Lacombe Branch of the St. Tammany Parish Library System is 1,500 sq. ft. and was our most heavily visited small branch in 2023.



We would like to ask the Parish to find an architect that can draw up plans and give us a good cost estimate. After speaking with Parish Engineering, it was determined that \$300,000 should be more than enough for architecture and design services. Any leftover funding will go towards construction. This does not designate the remaining funds for the project itself. We will need to wait until after the March election before moving forward with designating the funds for construction. In the meantime, the architect can collect and record the input of the community, library staff, and library board on what they would like to see in the new library. In order for the Parish to secure an architect, the Board will need to designate the funding. A sample resolution is included for your review.





St. Tammany Parish Library Board of Control
Designation of Capital Funds – Lacombe Branch Replacement
October 30, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$300,000 of capital funds for the architectural and design services needed for the Lacombe Branch Replacement. This addition and renovation will allow us to better serve the public's needs.

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 30th DAY OF OCTOBER, 2024 AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Ann Shaw, Board President

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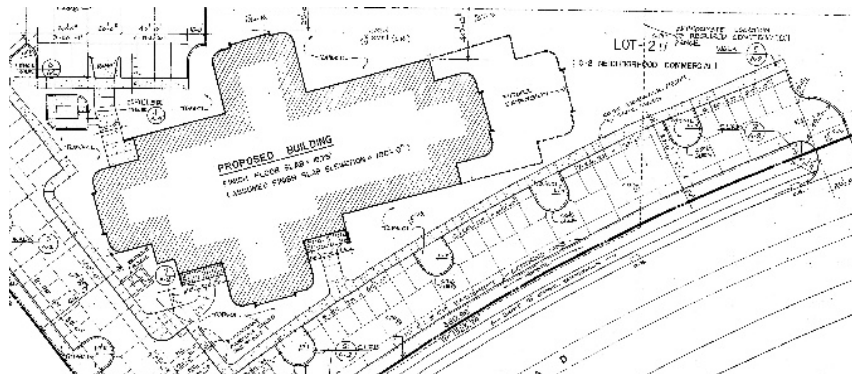
Designation of Capital Funds – Slidell Branch addition

The Slidell Branch at 555 Robert Blvd. is 18,000 sq. ft. and is our most heavily used branch. Slidell has 28% of the Library's cardholders, 21% of our physical item circulation, 22% of our door count, and 1/4 of all of our computer uses. The original building was opened in 1989 and was designed to be added on to in the future.

The roof was a problem from the beginning. The contractor went bankrupt and the bond company had to come in to finish the construction. The roof was an issue from day one as the metal roofing material had been delivered but sat unused until the bond company finished the job. There was a lawsuit and the result was a replacement of the roof in the original design. Over the years leaking continued to be an issue and the Library solved the problem by putting an elastomeric overlay on top the the roof. The lifetime of this fix was about 10 years. It has lasted about 13. The roof is leaking again in the valleys. We have had various roofers look at the situation, and all agree that a new roof is needed.



The Slidell Branch Addition is part of the Capital Projects list that was presented to the Parish Council. We are looking to add 4,000 – 6,000 sq.ft. to the building (square footage addition to be contingent on the cost of roof replacement) and some interior renovations such as carpeting, paint and reorganizing the space of the existing building. Examples of possible additional space functions could include study rooms, a storytime room, or even a maker space. Rooms with these functions are found currently at Madisonville and Covington Branches.



We would like to ask the Parish to find us an architect that could find a longer term solution to the roof along with drawing up the plans for the Slidell addition. We also need the architect involved so that we can get a good cost estimate. After speaking with Parish Engineering, it was determined that \$300,000 should be more than enough for architecture and design services. Any leftover funding could go towards construction. This does not designate the remaining funds for the project itself. We will need to wait until after the March election before moving forward with the project. In order for the Parish to secure an architect, the Board will need to designate the funding. A sample resolution is included for your review.



St. Tammany Parish Library Board of Control
Designation of Capital Funds – Slidell Branch Addition
October 30, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates \$300,000 of capital funds for the architectural and design services needed for the addition of space and renovation of the Slidell Branch at 555 Robert Blvd. This addition and renovation will allow us to better serve the public's needs.

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 _____,

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

MEETING DATES – 2025

February 24, 2025	Koop Drive (Parish Council Chambers)
March 24, 2025	Koop Drive (Parish Council Chambers)
April 28, 2025	Koop Drive (Parish Council Chambers)
May 19, 2025	Koop Drive (Parish Council Chambers)
July 28, 2025	Koop Drive (Parish Council Chambers)
August 25, 2025	Koop Drive (Parish Council Chambers)
September 22, 2025	Koop Drive (Parish Council Chambers)
October 27, 2025	Koop Drive (Parish Council Chambers)
December 15, 2025	Koop Drive (Parish Council Chambers)

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