

St. Tammany Parish Library
Board of Control Meeting
October 2nd, 2024
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
6:30 P.M.

Public Comment: A three (3) minute time limit is established for each member of the public wishing to speak (for or against) an item on the agenda. In the case of a Statement of Concern decision, the person who filed the Statement of Concern is given 5 minutes to speak. **Please note, all comments must pertain to the agenda item announced. There is no general public comment at the end of the meeting.** Any person wishing to comment on a topic not listed on the agenda may do so by e-mailing lboc@stpl.us by 4:00 PM on Wednesday, October 2nd, 2024.

AGENDA

Call to order by Vice-President and Roll Call by Director

Pledge of Allegiance

1. Introduction of Incoming Board Members
2. Election of Officers
 - Public Comment
 - Discussion
 - Vote
3. Approval of the minutes of the meeting of the Library Board of Control that was held on May 30th, 2024.
 - Public Comment
 - Discussion
 - Vote
4. NEW BUSINESS
 - A. Presentation of the salary study and potential adoption of new salary scale – Larry Robertson – Gallagher Consulting
 - Public Comment
 - Discussion
 - Vote
 - B. Health Insurance Update and Reinsurance Contract for 2024 – Leon Golemi – BCA Benefit Consultants and Administrators, Inc.
 - Public Comment
 - Discussion
 - Vote
 - C. Millage renewal request – date and rate
 - Public Comment
 - Discussion
 - Vote

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

- Public Comment
- Discussion
- Vote

E. Director's Report

F. Summer Reading Wrap-up Presentation

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

- Discussion
- Public Comment
- Vote

H. Resolution to extend time to allow for procedural due process of undecided statements of concern

- Public Comment
- Discussion
- Vote

I. 2025 Holiday Schedule

- Public Comment
- Discussion
- Vote

J. Designation of surplus property

- Public Comment
- Discussion
- Vote

5. Adjournment

Election of Officers

Members of the Board can nominate themselves or others. If nominating another person, that person must accept or decline the nomination. If more than one person is nominated for a position then the position is voted on individually. A slate of positions with single nominations can also be voted on. Public comment is required before any vote of the Board.

The positions are:

- President
- Vice-President
- Secretary/Treasurer

The responsibilities of these positions and further details about officers are listed in the *Rules and Regulations of the Library Board of Control*. A copy of the *Rules and Regulations* was given to each Board member as part of the onboarding process and can also be found on the Library's website at https://www.sttammanylibrary.org/wp-content/uploads/sites/44/2024/04/LBOC_RulesAdministration-4.22.2024.pdf .

**St. Tammany Parish Library
Board of Control Meeting
May 30, 2024
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
6:30 p.m.**

MINUTES

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

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

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

B. Taylor explained the rules for public comment. A three-minute time limit is established for each member of the public wishing to speak (for or against) an item on the Agenda.

1. Approval of the minutes of the meeting of the Library Board of Control (LBOC) that was held on April 22, 2024

Discussion: There were no suggested corrections to the minutes.

Public Comment: There was no public comment.

Vote: B. McHugh moved to approve the minutes of the April 22, 2024 LBOC meeting. It was seconded by A. Shaw. All were in favor, none were opposed, and none were absent. Motion carried.

2. NEW BUSINESS

A. Presentation of the Audit – John Murray, LaPorte

Discussion:

John Murray with the LaPorte CPA firm reviewed the audit report for 2023. All board members were provided with a copy of the audit report and the report was included in the board packet posted on the website. J. Murray stated that the accompanying financial statements present fairly in accordance with generally accepted accounting principles in the United States of America and provided an unmodified, clean opinion on the financial statements. J. Murray reviewed the Statement of Net Position, Balance Sheet for the Governmental Fund, Statement of Revenues, Expenditures, Changes in Fund Balance, and the Budget and Actual Statement for the General Fund. There was a favorable variance in revenues that totaled \$356,745 and an unfavorable variance for expenditures that totaled \$328,954. The unfavorable variance was within the 5% threshold allowed by Louisiana state law.

J. Murray reported that no deficiencies in internal controls and no instances of non-compliance with Louisiana state law were identified. J. Murray reported that there were no exceptions identified in the audit of the 14 different Statewide Agreed-Upon Procedures. J. Murray thanked K. LaRocca, B. Geiger, and D. Cuevas for their help in making the audit an easy process.

Public Comment: There was no public comment.

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

B. Financial Reports – April 2024

Discussion:

K. LaRocca reviewed the April 2024 financial reports. The total Ad Valorem taxes received so far this year is \$12,046,278.69. The total State Revenue Sharing received this year is \$176,200.94. The budget percentage for this point in the year should be 33%. Revenues are at 33.28% and expenditures are at 34.29%. Most of the lines that are over or under budget are due to expenses being due early or late in the year. K. LaRocca gave explanations for variances in other lines and stated that they will be addressed in the budget amendment.

The Publication of Legal Notices line is below budget due to fewer board meetings and minutes for publication so far this year. The Signage line will be in balance as various signage is updated later this year. The Printing line will be in balance once the payment for the Summer Reading Challenge (SRC) brochures is made in June. The Promotional Production line is above budget due to promoting the SRC. Under Utilities, the Gas line is above budget due to the colder months early in the year. The Postage line is under budget, but will be in balance as the postage meters are refilled throughout the year. The Maintenance Supplies line is above budget due to working on repairs to the South Slidell Branch following the recent tornado damage.

The Fuel & Lube and Vehicle Repair lines are under budget due to one less vehicle in use following the retirement of one of our maintenance staff members. The Insurance and Claims lines are over budget due to paying for property and flood insurance. K. LaRocca explained that the Parish owns the buildings and holds the property and flood insurance policies. She noted that the costs of property and flood insurance have increased significantly. The Vehicle Insurance line will be in balance by the end of the year. The Computer/Printer Supplies line is over budget due to the rising costs of ink and toner cartridges. The PC Network line is over budget due to purchasing computers, as they are on a five-year replacement cycle. The Lease/Purchase Books and Microfilm lines are expended for the year.

A. Parr asked about the repairs to the Slidell Branch's A/C enclosure that was damaged in a car accident earlier in the year. K. LaRocca explained that those repairs are not reflected in the financial statements because the Parish will be reimbursed by the driver's insurance. A. Shaw asked about the landscape additions line. K. LaRocca explained that the funds will be used to refresh the landscaping at the Covington Branch, as well as the usual seasonal refresh of landscaping at other branches.

B. McHugh thanked K. LaRocca for the clarity and transparency of the financial reports. He stated that Parish Council members have told him that they are the best financial reports they receive from any

agency that they oversee. B. McHugh thanked K. LaRocca for her conscientious stewardship over the funds allocated for the library. He acknowledged that K. LaRocca has received some unfounded criticism on that topic. B. McHugh reiterated that K. LaRocca has been an outstanding steward of the public funds meant for running the library. A. Parr agreed with B. McHugh's comments.

Public Comment: There was no public comment.

Vote: B. McHugh moved to approve the April 2024 Financial Reports. It was seconded by A. Parr. All were in favor, none were opposed, and none were absent. Motion carried.

C. Director's Report

K. LaRocca reported that the windows that were damaged at the South Slidell Branch due to the recent storm were replaced, the stucco was repaired, and the HVAC system was inspected and preventative maintenance was done. The Maintenance Department repaired planter beds for the Master Gardeners at the Slidell Branch and they are working with Parish Facilities for repairs to the chiller fence at the Slidell Branch. The I.T. Department completed the migration of the new phone system through RingCentral. Public computers at the Mandeville Branch and staff computers at the Bush and Abita Springs Branches were replaced as per the five-year replacement schedule. Network and phone cabling was installed at the new Outreach building.

Staff offered outreach services at the following locations or events: COAST Lacombe Activity Center, COAST Bush, Cultural Arts Day at Pontchartrain Elementary, the Children's Museum of St. Tammany, Florida Elementary, Tiny Tumblers Preschool, Touch-A-Truck in Folsom, Kiwanis Club of Folsom, St. Margaret Mary school. Staff led tours for field trips from Lakeside Christian Academy and Bonne Ecole Elementary. Staff attended Tech Fest at the State Library and learned about network security, emerging technology, and digital signage. Metro Centers for Community Advocacy held table talks at several branches to inform patrons about Sexual Assault Awareness Month. There were art shows at the South Slidell and Slidell branches. K. LaRocca thanked the Friends of the Slidell Library for purchasing artwork that will be displayed at the South Slidell Branch. The Summer Reading Challenge (SRC) kickoff parties were held at the Slidell and Madisonville branches. This year's theme is "Adventure Begins at Your Library." The SRC programming and events continue until July 27th.

K. LaRocca reviewed contract renewals. There have been no new public records requests since the last board meeting. There has been one new Statement of Concern (SOC) received since the last board meeting. There are 41 active SOCs on 37 titles. K. LaRocca reviewed the progress made on strategic planning goals. K. LaRocca noted that the bids for the book hauler came in higher than expected.

K. LaRocca gave an update on the transition of materials from the list of rescinded SOCs and materials that were brought to Administration's attention. There were seven titles that were reviewed and determined to contain sexual conduct, therefore those titles will be moved to the New Adult Fiction collection. There were 10 titles reviewed and determined to not contain sexual conduct. Those titles will remain in Teen Fiction. There are two titles still under review. The full review of the current Young Adult (YA) collection will begin after the SRC ends in July.

K. LaRocca reviewed the April 2024 and year-to-date statistics. The April statistics showed that total circulation was 78,914, computer usage was 6,970, door count was 43,168, wireless internet inside was 7,177, and wireless internet outside was 6,620. There were 781 new patrons who registered for library cards in April. The year-to-date total circulation was 310,774, computer usage was 28,018, door count was 180,262, wireless internet inside was 28,202, and wireless internet outside was 26,496. There were 2,680 new patrons registered for library cards so far this year. K. LaRocca noted that June and July are the busiest months of the year. A. Parr asked for a status update on the elevator at the Annex/Technical Services building. K. LaRocca stated that it should be introduced at the Parish Council's June meeting and then should be on their July meeting agenda for approval. The project will move forward at that point.

D. Summer Reading Presentation

The promotional video for the 2024 Summer Reading Challenge (SRC) was shown to the Board and the public. The programming coordinators highlighted the events and activities offered for each age group this summer. Children, teens, and adults earn prizes by reading for 12 hours (720 minutes) or by participating in BINGO. There are registration prizes, completion prizes, BINGO games, and prize drawings. There were 1,400 people in attendance at the SRC kickoff party at the Slidell Branch and 985 people in attendance at the kickoff party at the Madisonville Branch.

Children's programs include: Storytimes, play dates, crafts, special guests, music programs, and family drop-in events. Teen programs include: Art and cooking workshops, music programs, American Sign Language workshops, and STREAM workshops (Science, Technology, Reading, Engineering, Art, and Math). The Teen Department has trained 68 teen volunteers to help at library branches throughout the summer. The Teen Coordinator thanked the West St. Tammany Friends of the Library and the Friends of the Slidell Library for donating coupons for free books as completion prizes. Adult programs include: Travel and adventure related crafts, 3-D pen crafts, "A Study of Southern Women's Magazines" by Dr. Bruce Craft, Scherenschnitte (German for "scissor cutting") where they will make elaborate Easter eggs out of paper. All programs and events are listed in the Summer Reading Guidebook that patrons can get at each library branch. The guidebook is also available on the library's website.

E. Report on the status of the graphic novel review

Discussion:

K. LaRocca reported on the status of the graphic novel (GN) review process. She referenced the resolution dated February 28, 2023, where the LBOC directed library staff to review all graphic novels for depictions of sexual conduct as defined by the then-Louisiana Attorney General and as similarly defined in LA R.S. 14:106. Any graphic novels found to contain depictions of such sexual conduct were to be placed behind the circulation desk. Several titles that Library Administration were aware of as having sexual content were reviewed first and, once confirmed, were placed behind the circulation desk. All items (individual books) that are placed behind the desk and have a restricted status are given a call number prefix GNR so that it is clear in the catalog that the books are located behind the circulation desk.

K. LaRocca summarized the multi-step methodical review process that is necessary for staff to perform a comprehensive evaluation of the materials. At this time, the Juvenile Graphic Novel review is complete

and zero out of 2,030 titles are restricted behind the circulation desk. The Adult Graphic Novel review is 81% complete and 66 out of 512 titles are restricted behind the circulation desk. The Teen/YA Graphic Novel review is 64% complete and 3 out of 1,191 titles are restricted behind the circulation desk. The total GN review is 86% complete and 69 out of 3,733 titles are restricted behind the circulation desk.

A. Parr thanked K. LaRocca for providing a thorough report. He asked if the new card system restrictions that are in place enables these items to meet the criteria to be shelved in the Adult section instead of behind the circulation desk. K. LaRocca explained that she has recently received conflicting legal advice on that topic and cannot answer that question at this time. B. McHugh stated that no graphic novels in the children's collection were found to contain sexual conduct. He reiterated the statistics of the number of titles to be reviewed and the restriction status of completed titles. He stated that less than 2% of the titles have been restricted.

A. Parr asked K. LaRocca if she is seeking legal counsel from E. Couvillon to clarify the conflicting legal advice. A member of the public asked what type of legal advice is needed. K. LaRocca explained that A. Parr asked if the items that are restricted behind the circulation desk could be moved to the Adult section. K. LaRocca stated that she does not know if that is possible because she has received conflicting legal advice on that topic.

E. Couvillon explained that when this matter first arose, the then-District Attorney (DA) Warren Montgomery recused himself from providing legal advice to the LBOC related to criminal matters, such as matters related to LA R.S. 14:91.11. The LBOC retained outside legal counsel and was given advice regarding the application of that statute in the materials review process. However, the new DA has indicated that he may interpret that statute differently. E. Couvillon stated the point at issue is under review as it relates to certain titles currently in the graphic novel restricted area. A. Parr asked who the attorney was who provided the initial outside legal advice and E. Couvillon answered that it was the law firm of Smith and Fawer.

Public Comment:

Dee Betz – Covington, LA. Spoke of the effort to ban books as not being true. Stated there are lots of books not available, such as *The Joy of Smoking*. Spoke of books with sexual content being associated with a rise in HPV infections among young people and a rise in throat and neck cancers because of oral sex. Stated that oral sex is encouraged in these books, and it promotes dangerous sexual behavior among adolescents. Spoke of the rise of pornography on the internet. Stated that the public library is not a place that should sanction this type of material and the library is not the Library of Congress.

Kevin Marino – Mandeville, LA. Stated that he is struggling to understand the logic of the graphic novel resolution after reading the resolution and state law. Asked the Board to rescind the resolution. Stated that none of these novels are obscene according to the Miller Test, which is the U.S. Supreme Court's test to determine obscenity. Referenced the book *The Story of Art* and a stack of other books and noted that they contain naked illustrations of people of all ages. Stated that the books are not behind the circulation desk because they are considered works of art. Asked why graphic novels are not considered works of art. Spoke of the resolution violating First Amendment rights.

Roxanne Newman – Mandeville, LA. Thanked the Board and K. LaRocca for all the work they do. Appreciates that the Board and K. LaRocca have been proactive about the concerns. Stated that STPL

has complied with the law and has acted as a model for LA R.S. 25:225. Stated that she is concerned that the GN policy has gone beyond what is required by law and has ventured into self-censorship. The LA R.S. 25:225 does not require the materials to be placed behind the circulation desk. It requires the library to have a card system that allows a minor's parent to choose restrictions and permissions. Spoke of censorship and red flagging.

Ruth Terry-Sipos – Abita Springs, LA. Spoke from the aspect of a special educator and stated that in her experience, the majority of middle school students who read GNs were reluctant readers and noted that there are also adult reluctant readers. Spoke of GNs being targeted. Stated that the Board is working hard to appease the unappeasable. Stated that it is unbelievable that materials that are considered okay for adults cannot be in adult section. Stated it is disturbing to see the restriction of appropriate materials. Spoke favorably about the New Adult section.

Sonnet Ireland – Slidell, LA. Stated that there is no connection between porn and HPV, and there is no pornography in the library. Stated that GNs are not pornography and stated that the word "graphic" means "drawn," not as in "graphic television." Stated that children are not reading these GNs because they are not meant for children. Noted that most of the people who have complained do not have young children, and many of them have children who are adults. She suspects that some do not like how their adult children are raising their grandchildren. Thanked the Board for the work over the last two years. Stated there is a lot of work ahead for incoming board members.

B. McHugh noted that the Board has previously reversed a policy regarding challenged books being restricted behind the circulation desk and agrees that the GN resolution should be reversed as well. He addressed the earlier comment from D. Betz who stated that the library should not sanction this material. B. McHugh stated that if the word "sanction" was meant to infer approving or promoting, the library does not sanction, approve, or promote any particular book. He stated that libraries make the material available for the entire public so that everyone can access the material using their own judgement. He stated that the public library is a neutral organization and sanctioning material is not the role of a library.

Vote: A vote was listed on the agenda, but there was no action to vote on.

F. Summer Budget Amendment

Discussion:

K. LaRocca gave an explanation of the differences in revenue and expenditure forecasts between the 2024 Spring Project Budget Amendment and the 2024 Summer Amendment. An additional \$121,380 in Ad Valorem revenue is expected due to more taxable properties. K. LaRocca gave explanations for each line that was adjusted.

K. LaRocca noted that the Improvement to Physical Plant line is decreased and the funds are directed to a new line called Disaster Recovery Costs. K. LaRocca explained that the costs for repairs to the Mandeville and South Slidell branches after weather-related damages were originally coming out of the Maintenance lines. It was decided that it was important to set aside those funds in a separate line to better track the costs of disaster recovery.

K. LaRocca reported an update to the Planned Usage of Savings. She explained that the original budget amendment did not include any changes to that section, but bids for the book hauler vehicle were opened after the amendment was prepared for Board review. There will need to be an amendment to the Summer Budget Amendment. K. LaRocca explained that the lowest bid received was \$187,220 and we had originally budgeted \$160,000. She stated that the consultant explained that the difference in cost is due to the increased cost of steel. K. LaRocca noted that this is a major part of the strategic plan and we promised the public that we would provide this service. She is asking the Board to increase the dedicated amount for the overall project.

A. Shaw asked if the other bidders offered the same options. K. LaRocca explained that all bidders were provided with a list of specifications, which was posted on our website and in the St. Tammany Farmer newspaper. K. LaRocca stated that they did offer what we asked for and this was the lowest bid. T. DiMaggio stated that the other bids were over \$200,000. The company is based in Houston, Texas, and specializes in converting Ford and Mercedes vans. The consultant has experience working with the company and has been happy with their work.

Public Comment: There was no public comment.

Vote: B. McHugh moved to amend the 2024 Summer Budget Amendment. It was seconded by A. Parr. All were in favor, none were opposed, and none were absent. Motion carried.

B. McHugh noted the property and flood insurance increases and K. LaRocca confirmed that the increases are correct and she inadvertently missed highlighting them.

Public Comment: There was no public comment.

Vote: B. McHugh moved to adopt the 2024 Summer Budget Amendment, as amended. It was seconded by A. Shaw.

Roll call vote: Butler: Yes McHugh: Yes Parr: Yes Shaw: Yes Taylor: Yes

Motion carried.

A. Parr asked to add to the next agenda that the Board will discuss E. Couvillon's findings regarding the previously mentioned conflicting legal advice. E. Couvillon advised that the discussion should occur in executive session for legal advice and should be noted as such on the agenda.

3. Adjournment

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

Ann Shaw, Vice-President

Presentation of the salary study and potential adoption of new salary scale

Ensuring that staff has adequate support and training was identified as one of the goals of the library's strategic plan. The LBOC ordered a salary study after hearing from administration about issues with hiring and retaining employees and feedback from staff via survey during strategic planning that salaries were not sufficient. Gallagher Consulting was contracted to perform the study. Larry Robertson will be presenting the study results and a proposed new pay scale.



SAINT TAMMANY PARISH LIBRARY

GALLAGHER COMPENSATION AND CLASSIFICATION PROJECT



Insurance | Risk Management | Consulting

DISCUSSION OBJECTIVES

- Background & Goals
- Gallagher Qualifications
- Approach
- Benchmark Findings
- Structure Recommendations
 - Pay Structures
 - Implementation Approach



BACKGROUND & GOALS

- The St. Tammany Parish Library engaged with Gallagher to conduct a compensation study covering the staff population.
- The goals for the engagement were:
 - Conduct a comprehensive analysis in order to create a competitive salary structure for all staff
 - Develop a sustainable salary structure
 - Assist in administering and adjusting compensation of employees in the identified positions
 - Provide recommendations on a transition and implementation plan



GALLAGHER QUALIFICATIONS

Gallagher's Public Sector and Higher Education practice is committed to serving and partnering with organizations in the public space, providing insights based on national and international experience for nearly 40 years, with practice members having served as practitioners in the public space as either individual contributors or members of leadership teams, specifically having supported compensation and classification and other people strategy focused organizational efforts.

Office locations
NATIONWIDE

Documented
MUNICIPAL
experience

Experience *with*
LOUISIANA
organizations

Practical and realistic solutions for people strategies and HR issues *including:*

- Compensation Review & Structure Development
- Classification & Career Framework Design
- Executive Compensation Review and Assessment
- Benchmarking Services
- Strategic Planning
- Succession Planning
- Organizational Effectiveness & Design
- Job Evaluation
- Pay Equity
- Span of Control



APPROACH

- Goal was to collect market data on selected group of 36 benchmark positions
- A custom survey was developed and distributed to 38 county/parish public libraries to collect information on the benchmark positions
- Developed labor market data based on types of organization, size and geographic location similar to the Parish
 - Data sources included Comp Data, Mercer, WTW, Economic Research Institute (ERI)
- Reviewed job matches based on job descriptions, aged data to January 2024 and adjusted all data geographically to reflect the “cost of labor” for St. Tammany Parish
- Aging based on annual World@Work trend data
 - Salary – 3%
 - Structure – 3%



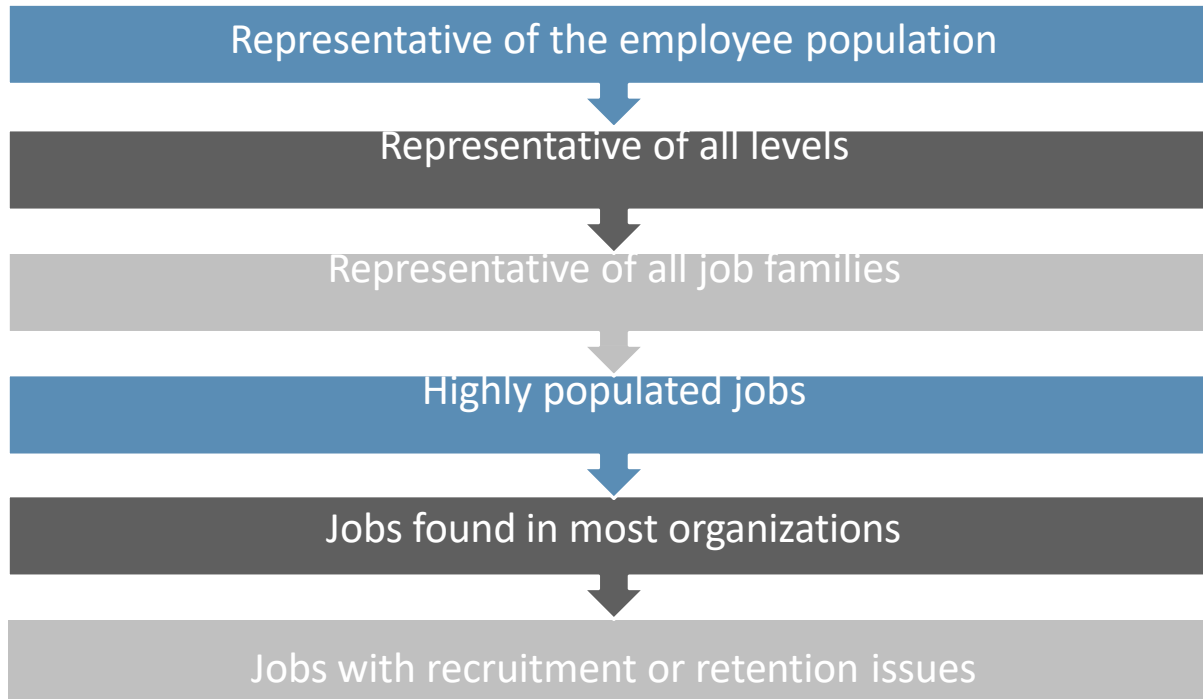
COMPARATORS

Custom Survey Market Comparators

ANCHORAGE PUBLIC LIBRARY, AK	LIVINGSTON PARISH LIBRARY, LA *
ARLINGTON DEPT. OF LIBRARIES, VA	MERCED COUNTY LIBRARY, CA
BERKELEY COUNTY LIBRARY SYSTEM, SC	MONTEREY COUNTY FREE LIBRARIES, CA
BROWN COUNTY LIBRARY, WI *	NEW HANOVER COUNTY PUBLIC LIBRARY, NC *
BUNCOMBE COUNTY PUBLIC LIBRARIES, NC *	ONSLow COUNTY PUBLIC LIBRARY, NC
CABARRUS COUNTY PUBLIC LIBRARY, NC *	RAMSEY COUNTY LIBRARY, MN
CLAY COUNTY PUBLIC LIBRARY SYSTEM, FL	SAN MATEO COUNTY LIBRARIES, CA
CLAYTON COUNTY LIBRARY SYSTEM, GA	SHREVE MEMORIAL LIBRARY, LA *
CLERMONT COUNTY PUBLIC LIBRARY, OH	ST. CHARLES PARISH LIBRARY, LA *
FORSYTH COUNTY PUBLIC LIBRARY, GA	ST. JOHN THE BAPTIST PARISH LIBRARY, LA *
FREDERICK COUNTY PUBLIC LIBRARIES, MD *	ST. TAMMANY PARISH LIBRARY, LA +
HALL COUNTY LIBRARY SYSTEM, GA	STARK COUNTY DISTRICT LIBRARY, OH
HARFORD COUNTY PUBLIC LIBRARY, MD	TANGIPAHOA PARISH LIBRARY, LA *
HENRY COUNTY LIBRARY SYSTEM, GA *	TERREBONNE PARISH LIBRARY, LA *
IBERVILLE PARISH LIBRARY, LA *	UNION COUNTY PUBLIC LIBRARY, NC
LAFAYETTE PUBLIC LIBRARY, LA	VENTURA COUNTY LIBRARY, CA *
LAFOURCHE PARISH LIBRARY, LA*	WASHINGTON COUNTY LIBRARY, MN
LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYST, FL	WEBER COUNTY LIBRARY SYSTEM, UT
LEXINGTON COUNTY PUBLIC LIBRARY SYSTEM, SC	YORK COUNTY LIBRARY SYSTEM, SC

- * INDICATES THE LIBRARIES THAT PARTICIPATED IN THE CUSTOM SURVEY (15)
- + INDICATES INFORMATION WAS PROVIDED FOR COMPARATOR PURPOSES

BENCHMARK JOB SELECTION



BENCHMARK JOB LIST

Benchmark Jobs		
Acquisitions Technician	Childrens Services Librarian	Maintenance Journeyman
Administrative Assistant	Circulation Manager	Maintenance Supervisor
Adult Programming Assiatant	Collection Development Librarian	Maintenance Technician
Adult Services Coordinator	Computer Support Technician	Media Specialist
Assistant Director of Public Services	Director	Network Systems Coordinator
Assistant Director of Support Services	Driver	Office Manager
Associate Cataloger	Electronic Library Manager	Public Relations
Cataloger Librarian	Genealogy Librarian	Reference Coordinator
Children's Librarian Assistant	Head of Technical Services	Reference Librarian
Children's Services Assistant	Human Resources Generalist	System Administrator
Children's Coordinator	Library Associate I	Teen Coordinator Librarian
Childrens Services Librarian	Library Associate III	Teen Services Librarian



DATA COMPARISON AND ANALYSIS



Individual Position Comparisons:

Base Salaries– 25th, 50th (Median), and 75th Percentiles

Salary Ranges – Average Minimum, Midpoint, and Maximum



Aggregate Comparisons:

Aggregate comparisons covering all benchmark jobs were calculated to assess the overall competitiveness of the Library's compensation



Pay Target:

Anchored at the **market 50th percentile (median)** salary rate



FINDINGS AND ANALYSIS

Definitions for Level of Competitiveness

- The following guidelines are used when determining the competitive nature of current actual compensation:



Market Data – Important Additional Considerations:

- Additional factors influencing actual salaries must be considered, including:
 - Performance
 - Turnover
 - Longevity
- Some benchmark jobs that appear misaligned with the market may not necessarily reflect true misalignment when additional relevant factors are assessed

BENCHMARK FINDINGS

When comparing **current** average salaries of incumbents in benchmark jobs, at the Library, to the external market data we find that the Library is highly competitive at the 25th percentile, and competitive at the 50th percentile and needing alignment at the 75th percentile

Summary Comparison			
Benchmark Summary	Market 25th % Diff	Market 50th % Diff	Market 75th % Diff
Salary Comparison	6%	-5%	-13%

Range Comparison			
Benchmark Summary	Minimum	Midpoint	Maximum
Range Comparison	-5%	-14%	-22%



RECOMMENDED SALARY STRUCTURE

Lowest Market Minimum for the Range Minimum Anchor - \$12.97

Proposed Pay Structure

Pay Grade	Positions	Employee	Employees Receiving Increases	Range Minimum (Annual)	Range Midpoint (Annual)	Range Maximum (Annual)	Range Minimum (Hourly)	Range Midpoint (Hourly)	Range Maximum (Hourly)	Range Spread
1	1	1	0%	\$26,975.29	\$30,347.20	\$33,719.11	\$12.97	\$14.59	\$16.21	25.0%
2	3	58	100%	\$29,674.67	\$33,384.00	\$37,093.33	\$14.27	\$16.05	\$17.83	25.0%
3	3	13	92%	\$32,651.38	\$36,732.80	\$40,814.22	\$15.70	\$17.66	\$19.62	25.0%
4	1	10	40%	\$34,395.23	\$40,414.40	\$46,433.57	\$16.54	\$19.43	\$22.32	35.0%
5	3	5	40%	\$37,829.45	\$44,449.60	\$51,069.75	\$18.19	\$21.37	\$24.55	35.0%
6	7	17	76%	\$41,617.70	\$48,900.80	\$56,183.90	\$20.01	\$23.51	\$27.01	35.0%
7	7	21	95%	\$46,609.70	\$54,766.40	\$62,923.10	\$22.41	\$26.33	\$30.25	35.0%
8	9	11	55%	\$52,203.57	\$61,339.20	\$70,474.83	\$25.10	\$29.49	\$33.88	35.0%
9	5	6	17%	\$58,470.13	\$68,702.40	\$78,934.67	\$28.11	\$33.03	\$37.95	35.0%
10	2	2	100%	\$67,232.68	\$78,998.40	\$90,764.12	\$32.32	\$37.98	\$43.64	35.0%
11	2	2	0%	\$80,686.30	\$94,806.40	\$108,926.50	\$38.79	\$45.58	\$52.37	35.0%
12	1	1	0%	\$96,830.64	\$113,776.00	\$130,721.36	\$46.55	\$54.70	\$62.85	35.0%

RECOMMENDED IMPLEMENTATION

-ALL EMPLOYEE GROUPS-

- Assign positions to grades using the following considerations:
 - Grade where midpoint is the most closely aligned with the market 50th percentile
 - Internal hierarchy of positions within the Library
 - Benchmarking positions were used to find market data
 - Slotting is the process of manually assigning non-benchmark positions to grades
- Placement of employees within the assigned grade accounted for the following assumptions:
 - Evaluated each employee's tenure with the Library to determine their expected rate of pay within the new structure
 - If current pay was below expected rate of pay, employees will receive an adjustment bringing them to their expected level
 - If current pay is above the expected rate of pay, the salary would remain the same

ESTIMATED SALARY COST

	Itemized Costs	Count	Cost (\$)	% of Payroll
Lowest Market Minimum for the Range Minimum Anchor - \$12.97	Total Payroll Costs (2/7/2024)	147	\$5,130,923	
	Adjustments to Minimum	93	\$310,274	6.05%
	Adjustments for Years in Position	116	\$225,726	4.40%
	Total Increase to Payroll	121	\$536,000	10.45%
	Total Proposed Payroll Costs		\$5,666,923	

Note:

- This estimate does not include associated benefits expenses
- This additional cost is added to the base salary and is ongoing

NEXT STEPS

- Study findings, analysis, recommendations and implementation options need to be reviewed by the Library leadership.
- The Library will determine the method for communicating study results and next steps to stakeholders and employees, as deemed appropriate.
- The Library needs to approve the study results and work to implement the newly proposed pay ranges.



ADDITIONAL RECOMMENDATIONS

- The salary structure should be adjusted by a structure movement trend factor every year to remain competitive with the market.
- In addition to adjusting the salary structure each year to keep pace with the market, the Library should conduct a comprehensive market compensation study every three to five years.



THANK YOU!

Larry Robertson, Sr. Consultant

Gallagher Human Resources Consulting and Compensation
Public Sector and Higher Education Practice

Larry_Robertson@ajg.com

Charmain Kohler, Consultant I

Gallagher Human Resources Consulting and Compensation
Public Sector and Higher Education Practice

Charmain_Kohler@ajg.com

Yumi Zhu, Senior Analyst

Gallagher Human Resources Consulting and Compensation
Public Sector and Higher Education Practice

Yumi_Zhu@ajg.com



Health Insurance Update and Reinsurance Policy for 2025

The library is self-insured for health insurance but contracts with a reinsurance carrier to cover costs over and above set limits for individuals and the organization as a whole. Because this contract is over \$100,000 it requires Board approval. This is an annual policy. Leon Golemi of Benefit Consultants and Administrators will be presenting his recommendation.

St. Tammany Parish Library

Group Health Plan	2024	<i>Renewal</i> 2025	Option A 2025	Option B 2025	Option C 2025
Reinsurance Carrier	Zurich	Zurich	Liberty Mutual	US Fire	Companion Life
TPA	UMR	UMR	UMR	UMR	UMR
Network	United Healthcare	United Healthcare	United Healthcare	United Healthcare	United Healthcare
Specific Contract Basis	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx
Aggregate Contract Basis	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx
Specific Stop Loss Deductible	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Unlimited Benefit					
<u>Employee Number*</u>					
Single	84	84	84	84	84
Family	<u>20</u>	<u>19</u>	<u>19</u>	<u>19</u>	<u>19</u>
TOTAL EE's	104	103	103	103	103
<u>Specific Premium</u>					
Single	\$ 196.39	\$ 188.59	\$ 212.95	\$ 244.37	\$ 183.95
Family	\$ 578.60	\$ 523.58	\$ 613.43	\$ 615.69	\$ 563.01
<u>Aggregate Premium PEPM</u>	\$ 9.26	\$ 15.80	\$ 13.19	\$ 20.61	\$ 20.61
<i>Aggregate Premium includes Terminal Liability</i>					
<u>Administration Fee PEPM - UMR</u>	\$ 56.50	\$ 58.41	\$ 58.41	\$ 58.41	\$ 58.41
<u>Annual Fixed Costs</u>	\$ 418,894.00	\$ 401,199.00	\$ 443,013.00	\$ 484,371.00	\$ 411,457.00
<u>Aggregate Factors (Claims Exposure)</u>					
Single	\$ 695.33	\$ 739.38	\$ 801.63	\$ 769.35	\$ 935.08
Family	\$ 1,840.50	\$ 1,883.73	\$ 2,086.04	\$ 1,946.71	\$ 2,386.50
<u>Annual Aggregate Exposure</u>	\$ 1,041,314.00	\$ 1,174,785.00	\$ 1,283,660.00	\$ 1,219,356.00	\$ 1,486,683.00
<i>Minimum Attachment Point</i>					

St. Tammany Parish Library

1/1/2025

Renewal

Group Health Plan	2020	2021	2022	2023	2024	2025
Reinsurance Carrier	American National	American National	American National	Companion Life	Zurich	Zurich
TPA	UMR	UMR	UMR	UMR	UMR	UMR
Network	United Healthcare	United Healthcare	United Healthcare	United Healthcare	United Healthcare	United Healthcare
Specific Contract Basis	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx	12/15 Medical & Rx
Aggregate Contract Basis	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx	12/12 Medical & Rx
Specific Stop Loss Deductible	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Unlimited Benefit						
<u>Employee Number*</u>						
Single	85	85	85	85	84	84
Family	<u>21</u>	<u>21</u>	<u>21</u>	<u>21</u>	<u>20</u>	<u>19</u>
TOTAL EE's	106	106	106	106	104	103
<u>Specific Premium</u>						
Single	\$ 272.09	\$ 268.45	\$ 263.45	\$ 217.53	\$ 196.39	\$ 188.59
Family	\$ 734.06	\$ 745.48	\$ 740.48	\$ 637.50	\$ 578.60	\$ 523.58
<u>Aggregate Premium PEPM</u>	\$ 11.66	\$ 11.68	\$ 11.68	\$ 7.06	\$ 9.26	\$ 15.80
<i>Aggregate Premium includes Terminal Liability</i>						
<u>Administration Fee PEPM - UMR</u>	\$ 54.16	\$ 54.76	\$ 55.06	\$ 57.69	\$ 56.50	\$ 58.41
<u>Annual Fixed Costs</u>	\$ 546,240.00	\$ 546,192.00	\$ 540,213.00	\$ 464,892.00	\$ 418,894.00	\$ 401,199.00
<u>Aggregate Factors (Claims Exposure)</u>						
Single	\$ 633.39	\$ 614.61	\$ 629.89	\$ 674.32	\$ 695.33	\$ 739.38
Family	\$ 1,588.94	\$ 1,586.17	\$ 1,645.65	\$ 1,771.12	\$ 1,840.50	\$ 1,883.73
<u>Annual Aggregate Exposure</u>	\$ 1,046,471.00	\$ 1,026,617.00	\$ 1,057,192.00	\$ 1,134,129.00	\$ 1,041,314.00	\$ 1,174,785.00
<i>Minimum Attachment Point</i>						

* Assumes 8/21/22 enrollment; '24-25 actual

Millage Rate and Election Date

The library millage will expire on December 31st 2024. The millage term is 15 years. We currently receive (2023 millage collected and transferred to us for 2024) 5.78 mills – 4.91 mills are used for operations and .87 mills are used for capital improvements to library buildings. For tax year 2024 (that will fund us for 2025) the Library will receive 5.35 mills. This new millage amount is adjusted and adopted by the Parish Council by law so that the library will not unduly benefit from the rise in assessments associated with this year's reassessment process.

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

This means that we will no longer need approximately:

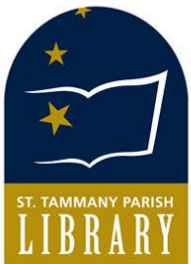
- \$425,000 of bond payment each year
- \$1,600,000 of capital improvement funding

We can reduce the amount of millage by \$2,025,000 a year based on no longer needing to cover those two items. After looking at updated projections of income from our millage we believe that we can further reduce our millage to benefit taxpayers for the next 15 years. We propose asking the voters for 4.35 mills - one whole mill less than what we will take in 2024 (and receive in 2025). This reduction will return \$3,119,345 back to the tax payers per year.

A millage length of 15 years allows the library to bond out money if the need arises in regards to our aging buildings.

The March 29th, 2025, election is the first election of the 2025 calendar year. Choosing this election date means that we 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 put us on the ballot for the March 29th, 2025, election along with the reduced millage rate of 4.35 mills for 15 years. A sample resolution is provided for your consideration.



St. Tammany Parish Library Board of Control
Request for Millage Renewal Election and Reduced Rate
October 2nd, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control requests that the Parish Council call for a renewal of the Library’s millage at the March 29th, 2025 election at a reduced millage rate of 4.35 mills for 15 years.

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

WHEREAS, the reduction in millage will yield approximately \$ 3,119,354 back to the taxpayers per year for 15 years;

NOW THEREFORE BE IT RESOLVED, The Library Board of Control requests the Parish of St. Tammany to call for a renewal of the Library’s millage at the March 29th, 2025 election at a reduced millage rate of 4.35 mills for 15 years.

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 2ND 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 Vice-President

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

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

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

2

ASSETS

Current Assets

Cash	\$ 12,906,843.61
Cash - Health Claims	(6,343.21)
Due from Paylocity	0.00
Returned Checks	0.00
Ad Valorem Receivable - 2024	5,052,979.19
Ad Valorem Receivable - 2022	0.00
Ad Valorem Receivable - 2023	202,251.35
Due from State of Louisiana	182,700.53
Prepaid Expenses	0.00

Total Current Assets 18,338,431.47

Other Assets

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

Total Other Assets 1,981.00

Total Assets \$ 18,340,412.47

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	(2,740.60)
Retirement Payable	142,125.33
Def Comp Loan Payable	93.62
Health Claims Payable	196,493.55
Due to Employee	219.82

Total Current Liabilities 913,131.81

Fund Balance

Fund Balance	17,427,280.66
--------------	---------------

Total Fund Balance 17,427,280.66

Total Liabilities & Fund Balance \$ 18,340,412.47

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Five Months Ending May 31, 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	\$ 1,010,595.83	\$ 5,052,979.19	12,248,530.00	7,195,550.81	41.25
State Revenue Sharing	22,025.17	110,125.85	264,302.04	154,176.19	41.67
Fines/Fees	8,886.16	39,449.39	76,000.00	36,550.61	51.91
Interest Income	22,476.86	88,516.92	194,000.00	105,483.08	45.63
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	9,039.59	12,730.32	50,000.00	37,269.68	25.46
Miscellaneous Income	4,618.28	4,618.28	0.00	(4,618.28)	0.00
Summer Reading Shirt Sales	1,204.56	1,261.31	2,120.00	858.69	59.50
Total Revenues	1,078,846.45	5,309,681.26	12,834,952.04	7,525,270.78	41.37
Expenditures					
Library Administration	413,654.45	2,238,529.69	5,705,000.00	3,466,470.31	39.24
Employee Benefits	161,803.55	850,196.74	2,311,480.00	1,461,283.26	36.78
Advertising,Dues & Subscriptio	414.42	7,225.30	55,500.00	48,274.70	13.02
Signage	0.00	28.53	2,000.00	1,971.47	1.43
Printing, Duplicating & Bindin	939.00	4,140.32	23,000.00	18,859.68	18.00
Promotional Production	1,847.12	8,210.16	15,000.00	6,789.84	54.73
Utilities	27,037.03	124,142.34	337,470.00	213,327.66	36.79
Communications	8,893.00	48,944.26	135,800.00	86,855.74	36.04
Leases	26,593.65	135,485.71	331,750.00	196,264.29	40.84
Maintenance of Property & Equi	32,990.64	343,416.86	632,750.00	289,333.14	54.27
Maintenance Services (Building	28,331.02	133,816.16	271,605.00	137,788.84	49.27
Professional Services	21,702.06	161,065.80	279,425.00	118,359.20	57.64
Insurance and Claims	0.00	271,995.16	297,326.00	25,330.84	91.48
Operating Supplies	15,729.88	81,905.17	192,950.00	111,044.83	42.45
Travel & Continuing Education	4,764.15	18,858.06	69,000.00	50,141.94	27.33
Public Relations/Programming	19,888.14	35,745.16	125,200.00	89,454.84	28.55
Capital Outlay-Non-Book Acq.	2,778.74	303,071.35	572,000.00	268,928.65	52.98
Capital Outlay-library Res. Ac	66,888.85	564,075.86	1,437,500.00	873,424.14	39.24
Outreach FF & E	0.00	0.00	25,000.00	25,000.00	0.00
Outreach Vehicle	0.00	0.00	160,000.00	160,000.00	0.00
Outreach Opening Day Collectio	0.00	0.00	60,000.00	60,000.00	0.00
Causeway FF & E	0.00	0.00	130,000.00	130,000.00	0.00
Covington FF&E & Acoustic Wor	0.00	0.00	50,000.00	50,000.00	0.00
Total Expenditures	834,255.70	5,330,852.63	13,219,756.00	7,888,903.37	40.32
Excess of Revenues/(Expenditur	\$ 244,590.75	\$ (21,171.37)	(384,803.96)	(363,632.59)	5.50

41

**St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Five Months Ending May 31, 2024**

Beginning Fund Balance	\$	17,448,452.03
Net Income		(21,171.37)
Ending Fund Balance	\$	<u>17,427,280.66</u>

SUPPLEMENTAL INFORMATION

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Five Months Ending May 31, 2024**

6

	<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>
Library Administration					
Library Salaries	\$ 413,654.45	\$ 2,238,529.69	\$ 5,705,000.00	3,466,470.31	39.24
Total	\$ 413,654.45	\$ 2,238,529.69	\$ 5,705,000.00	3,466,470.31	39.24
Employee Benefits					
FICA/ Supplemental Retirement	\$ 9,118.06	\$ 48,908.13	\$ 120,000.00	71,091.87	40.76
Retirement Contributions	39,008.36	221,098.83	531,480.00	310,381.17	41.60
Health Insurance Expense	29,885.95	140,710.00	440,000.00	299,290.00	31.98
Health Trust	81,882.19	426,569.83	1,197,000.00	770,430.17	35.64
Worker's Compensation Expense	1,908.99	12,909.95	22,000.00	9,090.05	58.68
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 161,803.55	\$ 850,196.74	\$ 2,311,480.00	1,461,283.26	36.78
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 747.81	\$ 2,470.22	\$ 15,500.00	13,029.78	15.94
Membership Dues	0.00	325.00	7,500.00	7,175.00	4.33
Advertising	(333.39)	4,430.08	32,500.00	28,069.92	13.63
Total	\$ 414.42	\$ 7,225.30	\$ 55,500.00	48,274.70	13.02
Signage					
Signage	\$ 0.00	\$ 28.53	\$ 2,000.00	1,971.47	1.43
Total	\$ 0.00	\$ 28.53	\$ 2,000.00	1,971.47	1.43
Printing, Duplicating & Binding					
Printing	\$ 939.00	\$ 4,140.32	\$ 13,000.00	8,859.68	31.85
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 939.00	\$ 4,140.32	\$ 23,000.00	18,859.68	18.00
Promotional Production					
Promotional Production	\$ 1,847.12	\$ 8,210.16	\$ 15,000.00	6,789.84	54.73
Total	\$ 1,847.12	\$ 8,210.16	\$ 15,000.00	6,789.84	54.73

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Five Months Ending May 31, 2024**

7

	<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>
Utilities					
Electricity	\$ 23,219.61	\$ 105,623.96	\$ 287,220.00	181,596.04	36.77
Gas	102.76	1,482.34	3,250.00	1,767.66	45.61
Water	3,714.66	17,036.04	47,000.00	29,963.96	36.25
Total	\$ 27,037.03	\$ 124,142.34	\$ 337,470.00	213,327.66	36.79
Communications					
Postage	\$ 985.48	\$ 5,472.88	\$ 19,000.00	13,527.12	28.80
Voice Line	3,452.24	29,223.21	77,500.00	48,276.79	37.71
Data Lines (Internet)	4,395.39	14,135.39	38,300.00	24,164.61	36.91
Courier/Shipping	59.89	112.78	1,000.00	887.22	11.28
Total	\$ 8,893.00	\$ 48,944.26	\$ 135,800.00	86,855.74	36.04
Leases					
Building Lease Expense	\$ 26,324.52	\$ 134,451.34	\$ 323,000.00	188,548.66	41.63
Equipment Lease Expense	269.13	1,034.37	6,000.00	4,965.63	17.24
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 26,593.65	\$ 135,485.71	\$ 331,750.00	196,264.29	40.84
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,631.92	\$ 94,702.51	\$ 215,000.00	120,297.49	44.05
Grounds/Lawn Maintenance	6,763.00	27,492.00	85,000.00	57,508.00	32.34
Maintenance Supplies	632.88	4,719.98	10,000.00	5,280.02	47.20
Fuel & Lube	2,630.62	8,864.80	33,000.00	24,135.20	26.86
Vehicle Repairs	0.00	1,481.16	10,000.00	8,518.84	14.81
Small Tools	0.00	1,742.01	3,000.00	1,257.99	58.07
Office Machine & Equip Repair	328.52	718.52	1,000.00	281.48	71.85
Network Utility Software	4,928.70	142,143.19	157,250.00	15,106.81	90.39
Solinet (OCLC) Cost	0.00	596.26	32,000.00	31,403.74	1.86
Polaris Maintenance	0.00	54,914.33	55,000.00	85.67	99.84
PC Network Maintenance & Repai	75.00	6,042.10	11,500.00	5,457.90	52.54
Hurricane Disaster Costs	0.00	0.00	20,000.00	20,000.00	0.00
Total	\$ 32,990.64	\$ 343,416.86	\$ 632,750.00	289,333.14	54.27
Maintenance of Services (Buildings)					
Physical Plant	\$ 25,236.33	\$ 84,389.80	\$ 150,000.00	65,610.20	56.26
Plumbing, Heating and AC	2,116.13	40,255.78	66,500.00	26,244.22	60.54
Electrical	0.00	2,810.31	13,000.00	10,189.69	21.62
Sanitation	353.56	2,402.27	12,000.00	9,597.73	20.02
Pest Control	625.00	2,805.00	7,550.00	4,745.00	37.15

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Five Months Ending May 31, 2024

8

	<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	0.00	278.00	4,555.00	4,277.00	6.10
Carpet Cleaning	0.00	875.00	18,000.00	17,125.00	4.86
Total	\$ 28,331.02	\$ 133,816.16	\$ 271,605.00	137,788.84	49.27
Professional Services					
Payroll Service Fees	\$ 3,145.51	\$ 16,459.95	\$ 38,600.00	22,140.05	42.64
Financial	1,164.15	17,826.65	51,000.00	33,173.35	34.95
Consultants	17,360.06	43,730.91	70,000.00	26,269.09	62.47
Security	32.34	2,901.90	14,000.00	11,098.10	20.73
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	\$ 21,702.06	\$ 161,065.80	\$ 279,425.00	118,359.20	57.64
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	19,109.00	37,950.00	18,841.00	50.35
LBOC Liability	0.00	4,607.33	4,676.00	68.67	98.53
General Liability	0.00	18,904.00	25,100.00	6,196.00	75.31
Total	\$ 0.00	\$ 271,995.16	\$ 297,326.00	25,330.84	91.48
Operating Supplies					
Office Supplies	\$ 2,610.18	\$ 12,400.37	\$ 33,000.00	20,599.63	37.58
Bank Service Charges	1,148.87	6,819.24	16,500.00	9,680.76	41.33
Book Preparation Supplies	3,625.53	18,298.72	47,000.00	28,701.28	38.93
Computer/Printer Supplies	7,366.47	39,710.60	86,700.00	46,989.40	45.80
Programming Supplies	978.83	4,676.24	9,750.00	5,073.76	47.96
Total	\$ 15,729.88	\$ 81,905.17	\$ 192,950.00	111,044.83	42.45
Travel and Continuing Education					
Staff Travel - Local	\$ 1,754.80	\$ 5,919.20	\$ 22,000.00	16,080.80	26.91
Library In-service Training	777.14	861.14	12,000.00	11,138.86	7.18
Conventions & Seminars	2,232.21	12,077.72	35,000.00	22,922.28	34.51
Total	\$ 4,764.15	\$ 18,858.06	\$ 69,000.00	50,141.94	27.33

Public Relations/Programming

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Five Months Ending May 31, 2024

9

	<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	\$ 9,222.58	\$ 8,619.85	\$ 45,000.00	36,380.15	19.16
Summer Reading T-shirts	6,290.63	6,290.63	7,200.00	909.37	87.37
Adult Programming	3,026.39	12,047.60	38,000.00	25,952.40	31.70
Young Adult Programming	748.54	2,963.12	15,000.00	12,036.88	19.75
Juvenile Programming	600.00	5,823.96	20,000.00	14,176.04	29.12
Total	\$ 19,888.14	\$ 35,745.16	\$ 125,200.00	89,454.84	28.55
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 0.00	\$ 4,077.08	\$ 66,000.00	61,922.92	6.18
Imp Phys Plant	0.00	26,784.15	110,000.00	83,215.85	24.35
Vehicles	0.00	42,632.37	43,000.00	367.63	99.15
Office Equip, Furn & Shelving	1,861.27	16,845.78	60,000.00	43,154.22	28.08
Telephones & Telephone Syste	0.00	0.00	12,000.00	12,000.00	0.00
PC Network	917.47	127,740.29	163,000.00	35,259.71	78.37
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	78,265.66	104,000.00	25,734.34	75.26
Total	\$ 2,778.74	\$ 303,071.35	\$ 572,000.00	268,928.65	52.98
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 13,576.55	\$ 93,095.47	\$ 205,000.00	111,904.53	45.41
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	426.18	22,408.01	105,000.00	82,591.99	21.34
Young Adults	326.82	4,402.25	15,000.00	10,597.75	29.35
Music Recordings	127.88	1,260.95	2,500.00	1,239.05	50.44
Adult Reference	9,687.05	31,252.03	111,000.00	79,747.97	28.15
Juvenile Reference	0.00	3,512.51	45,000.00	41,487.49	7.81
Periodicals	3,613.10	24,449.98	50,000.00	25,550.02	48.90
Audio Recordings	515.89	2,554.44	10,100.00	7,545.56	25.29
Video Recordings	4,284.23	14,810.48	60,000.00	45,189.52	24.68
Genealogy	1,576.13	3,224.15	7,000.00	3,775.85	46.06
Microfilm	0.00	2,500.00	2,500.00	0.00	100.00
Downloadable Media	11,450.92	152,475.65	415,000.00	262,524.35	36.74
CD/Software	21,304.10	37,441.72	65,000.00	27,558.28	57.60
Internet Database Subscription	0.00	159,722.02	333,000.00	173,277.98	47.96
Total	\$ 66,888.85	\$ 564,075.86	\$ 1,437,500.00	873,424.14	39.24
Capital Expenditures					
Outreach FF & E	\$ 0.00	\$ 0.00	\$ 25,000.00	25,000.00	0.00
Outreach Vehicle	0.00	0.00	160,000.00	160,000.00	0.00
Outreach Opening Day Collectio	0.00	0.00	60,000.00	60,000.00	0.00
Causeway FF & E	0.00	0.00	130,000.00	130,000.00	0.00

**St. Tammany Parish Library-General Fund
 Schedule of Expenditures
 For the Five Months Ending May 31, 2024**

10

	<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	0.00	50,000.00	50,000.00	0.00
Total	\$ 0.00	\$ 0.00	\$ 425,000.00	425,000.00	0.00

11

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

ASSETS

Current Assets

Cash	\$	12,280,429.26
Cash - Health Claims		(84,162.57)
Due from Paylocity		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2024		6,063,575.02
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		38,934.37
Due from State of Louisiana		116,625.24
Prepaid Expenses		0.00

Total Current Assets **18,415,401.32**

Other Assets

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

Total Other Assets **1,981.00**

Total Assets **\$ 18,417,382.32**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	11,834.86
Accrued Expenses		32,787.00
Accrued Salaries		186,574.09
Deferred Inflows - Ad Valorem		357,579.00
Elective Benefits Payable		(2,927.57)
Retirement Payable		212,584.58
Health Claims Payable		196,493.55
Due to Employee		219.82

Total Current Liabilities **995,145.33**

Fund Balance

Fund Balance	17,422,236.99
--------------	---------------

Total Fund Balance **17,422,236.99**

Total Liabilities & Fund Balance **\$ 18,417,382.32**

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

12

	<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	\$ 1,010,595.83	\$ 6,063,575.02	12,248,530.00	6,184,954.98	49.50
State Revenue Sharing	22,025.17	132,151.02	264,302.04	132,151.02	50.00
Fines/Fees	10,333.10	49,782.49	76,000.00	26,217.51	65.50
Interest Income	20,501.74	109,018.66	194,000.00	84,981.34	56.20
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	181.88	12,912.20	50,000.00	37,087.80	25.82
Miscellaneous Income	0.00	4,618.28	0.00	(4,618.28)	0.00
Summer Reading Shirt Sales	126.43	1,387.74	2,120.00	732.26	65.46
Total Revenues	1,063,764.15	6,373,445.41	12,834,952.04	6,461,506.63	49.66
Expenditures					
Library Administration	421,095.22	2,659,624.91	5,705,000.00	3,045,375.09	46.62
Employee Benefits	210,271.95	1,060,468.69	2,311,480.00	1,251,011.31	45.88
Advertising,Dues & Subscriptio	10,015.25	17,240.55	55,500.00	38,259.45	31.06
Signage	0.00	28.53	2,000.00	1,971.47	1.43
Printing, Duplicating & Bindin	1,148.88	5,289.20	23,000.00	17,710.80	23.00
Promotional Production	573.00	8,783.16	15,000.00	6,216.84	58.55
Utilities	22,730.25	146,872.59	337,470.00	190,597.41	43.52
Communications	7,491.19	56,435.45	135,800.00	79,364.55	41.56
Leases	26,595.63	162,081.34	331,750.00	169,668.66	48.86
Maintenance of Property & Equi	50,030.77	393,447.63	632,750.00	239,302.37	62.18
Maintenance Services (Building	18,792.66	152,608.82	271,605.00	118,996.18	56.19
Professional Services	44,599.76	205,665.56	279,425.00	73,759.44	73.60
Insurance and Claims	29,772.00	301,767.16	297,326.00	(4,441.16)	101.49
Operating Supplies	22,122.57	104,027.74	192,950.00	88,922.26	53.91
Travel & Continuing Education	1,273.94	20,132.00	69,000.00	48,868.00	29.18
Public Relations/Programming	33,172.25	68,917.41	125,200.00	56,282.59	55.05
Capital Outlay-Non-Book Acq.	4,874.06	307,945.41	572,000.00	264,054.59	53.84
Capital Outlay-library Res. Ac	158,603.36	722,679.22	1,437,500.00	714,820.78	50.27
Outreach FF & E	0.00	0.00	25,000.00	25,000.00	0.00
Outreach Vehicle	0.00	0.00	160,000.00	160,000.00	0.00
Outreach Opening Day Collectio	5,645.08	5,645.08	60,000.00	54,354.92	9.41
Causeway FF & E	0.00	0.00	130,000.00	130,000.00	0.00
Covington FF&E & Acoustic Wor	0.00	0.00	50,000.00	50,000.00	0.00
Total Expenditures	1,068,807.82	6,399,660.45	13,219,756.00	6,820,095.55	48.41
Excess of Revenues/(Expenditur	\$ (5,043.67)	\$ (26,215.04)	(384,803.96)	(358,588.92)	6.81

**St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Six Months Ending June 30, 2024**

13

Beginning Fund Balance	\$	17,448,452.03
Net Income		(26,215.04)
Ending Fund Balance	\$	<u>17,422,236.99</u>

SUPPLEMENTAL INFORMATION

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

15

	<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>
Library Administration					
Library Salaries	\$ 421,095.22	\$ 2,659,624.91	\$ 5,705,000.00	3,045,375.09	46.62
Total	\$ 421,095.22	\$ 2,659,624.91	\$ 5,705,000.00	3,045,375.09	46.62
Employee Benefits					
FICA/ Supplemental Retirement	\$ 9,739.99	\$ 58,648.12	\$ 120,000.00	61,351.88	48.87
Retirement Contributions	38,584.81	259,683.64	531,480.00	271,796.36	48.86
Health Insurance Expense	23,846.31	164,556.31	440,000.00	275,443.69	37.40
Health Trust	138,100.84	564,670.67	1,197,000.00	632,329.33	47.17
Worker's Compensation Expense	0.00	12,909.95	22,000.00	9,090.05	58.68
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 210,271.95	\$ 1,060,468.69	\$ 2,311,480.00	1,251,011.31	45.88
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 1,598.27	\$ 4,068.49	\$ 15,500.00	11,431.51	26.25
Membership Dues	0.00	325.00	7,500.00	7,175.00	4.33
Advertising	8,416.98	12,847.06	32,500.00	19,652.94	39.53
Total	\$ 10,015.25	\$ 17,240.55	\$ 55,500.00	38,259.45	31.06
Signage					
Signage	\$ 0.00	\$ 28.53	\$ 2,000.00	1,971.47	1.43
Total	\$ 0.00	\$ 28.53	\$ 2,000.00	1,971.47	1.43
Printing, Duplicating & Binding					
Printing	\$ 1,148.88	\$ 5,289.20	\$ 13,000.00	7,710.80	40.69
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 1,148.88	\$ 5,289.20	\$ 23,000.00	17,710.80	23.00
Promotional Production					
Promotional Production	\$ 573.00	\$ 8,783.16	\$ 15,000.00	6,216.84	58.55
Total	\$ 573.00	\$ 8,783.16	\$ 15,000.00	6,216.84	58.55

Page: 2
16

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 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>
Utilities					
Electricity	\$ 19,301.86	\$ 124,925.82	\$ 287,220.00	162,294.18	43.49
Gas	105.12	1,587.46	3,250.00	1,662.54	48.84
Water	3,323.27	20,359.31	47,000.00	26,640.69	43.32
Total	\$ 22,730.25	\$ 146,872.59	\$ 337,470.00	190,597.41	43.52
Communications					
Postage	\$ 154.00	\$ 5,626.88	\$ 19,000.00	13,373.12	29.62
Voice Line	4,902.19	34,125.40	77,500.00	43,374.60	44.03
Data Lines (Internet)	2,435.00	16,570.39	38,300.00	21,729.61	43.26
Courier/Shipping	0.00	112.78	1,000.00	887.22	11.28
Total	\$ 7,491.19	\$ 56,435.45	\$ 135,800.00	79,364.55	41.56
Leases					
Building Lease Expense	\$ 26,324.52	\$ 160,775.86	\$ 323,000.00	162,224.14	49.78
Equipment Lease Expense	271.11	1,305.48	6,000.00	4,694.52	21.76
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 26,595.63	\$ 162,081.34	\$ 331,750.00	169,668.66	48.86
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 18,478.81	\$ 113,181.32	\$ 215,000.00	101,818.68	52.64
Grounds/Lawn Maintenance	6,873.00	34,365.00	85,000.00	50,635.00	40.43
Maintenance Supplies	317.86	5,037.84	10,000.00	4,962.16	50.38
Fuel & Lube	2,951.80	11,816.60	33,000.00	21,183.40	35.81
Vehicle Repairs	593.40	2,074.56	10,000.00	7,925.44	20.75
Small Tools	833.97	2,575.98	3,000.00	424.02	85.87
Office Machine & Equip Repair	0.00	718.52	1,000.00	281.48	71.85
Network Utility Software	11,391.16	153,534.35	157,250.00	3,715.65	97.64
Solinet (OCLC) Cost	0.00	596.26	32,000.00	31,403.74	1.86
Polaris Maintenance	0.00	54,914.33	55,000.00	85.67	99.84
PC Network Maintenance & Repai	375.77	6,417.87	11,500.00	5,082.13	55.81
Hurricane Disaster Costs	8,215.00	8,215.00	20,000.00	11,785.00	41.08
Total	\$ 50,030.77	\$ 393,447.63	\$ 632,750.00	239,302.37	62.18
Maintenance of Services (Buildings)					
Physical Plant	\$ 15,859.72	\$ 100,249.52	\$ 150,000.00	49,750.48	66.83
Plumbing, Heating and AC	628.25	40,884.03	66,500.00	25,615.97	61.48
Electrical	131.62	2,941.93	13,000.00	10,058.07	22.63
Sanitation	1,288.07	3,690.34	12,000.00	8,309.66	30.75
Pest Control	885.00	3,690.00	7,550.00	3,860.00	48.87

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

17

	<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	0.00	278.00	4,555.00	4,277.00	6.10
Carpet Cleaning	0.00	875.00	18,000.00	17,125.00	4.86
Total	\$ 18,792.66	\$ 152,608.82	\$ 271,605.00	118,996.18	56.19
Professional Services					
Payroll Service Fees	\$ 3,279.42	\$ 19,739.37	\$ 38,600.00	18,860.63	51.14
Financial	27,450.00	45,276.65	51,000.00	5,723.35	88.78
Consultants	13,382.00	57,112.91	70,000.00	12,887.09	81.59
Security	488.34	3,390.24	14,000.00	10,609.76	24.22
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	\$ 44,599.76	\$ 205,665.56	\$ 279,425.00	73,759.44	73.60
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	22,998.00	42,107.00	37,950.00	(4,157.00)	110.95
LBOC Liability	0.00	4,607.33	4,676.00	68.67	98.53
General Liability	6,774.00	25,678.00	25,100.00	(578.00)	102.30
Total	\$ 29,772.00	\$ 301,767.16	\$ 297,326.00	(4,441.16)	101.49
Operating Supplies					
Office Supplies	\$ 3,747.59	\$ 16,147.96	\$ 33,000.00	16,852.04	48.93
Bank Service Charges	1,297.38	8,116.62	16,500.00	8,383.38	49.19
Book Preparation Supplies	5,815.69	24,114.41	47,000.00	22,885.59	51.31
Computer/Printer Supplies	10,172.49	49,883.09	86,700.00	36,816.91	57.54
Programming Supplies	1,089.42	5,765.66	9,750.00	3,984.34	59.13
Total	\$ 22,122.57	\$ 104,027.74	\$ 192,950.00	88,922.26	53.91
Travel and Continuing Education					
Staff Travel - Local	\$ 1,169.94	\$ 7,089.14	\$ 22,000.00	14,910.86	32.22
Library In-service Training	0.00	861.14	12,000.00	11,138.86	7.18
Conventions & Seminars	104.00	12,181.72	35,000.00	22,818.28	34.80
Total	\$ 1,273.94	\$ 20,132.00	\$ 69,000.00	48,868.00	29.18

Public Relations/Programming

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

18

	<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>
Summer Reading Program	\$ 19,056.76	\$ 27,676.61	\$ 45,000.00	17,323.39	61.50
Summer Reading T-shirts	0.00	6,290.63	7,200.00	909.37	87.37
Adult Programming	4,952.10	16,999.70	38,000.00	21,000.30	44.74
Young Adult Programming	9,163.39	12,126.51	15,000.00	2,873.49	80.84
Juvenile Programming	0.00	5,823.96	20,000.00	14,176.04	29.12
Total	\$ 33,172.25	\$ 68,917.41	\$ 125,200.00	56,282.59	55.05
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 935.00	\$ 5,012.08	\$ 66,000.00	60,987.92	7.59
Imp Phys Plant	0.00	26,784.15	110,000.00	83,215.85	24.35
Vehicles	0.00	42,632.37	43,000.00	367.63	99.15
Office Equip, Furn & Shelving	979.43	17,825.21	60,000.00	42,174.79	29.71
Telephones & Telephone Syste	0.00	0.00	12,000.00	12,000.00	0.00
PC Network	2,959.63	130,699.92	163,000.00	32,300.08	80.18
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	78,265.66	104,000.00	25,734.34	75.26
Total	\$ 4,874.06	\$ 307,945.41	\$ 572,000.00	264,054.59	53.84
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 33,939.10	\$ 127,034.57	\$ 205,000.00	77,965.43	61.97
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	3,784.90	26,192.91	105,000.00	78,807.09	24.95
Young Adults	383.73	4,785.98	15,000.00	10,214.02	31.91
Music Recordings	175.35	1,436.30	2,500.00	1,063.70	57.45
Adult Reference	23,277.86	54,529.89	111,000.00	56,470.11	49.13
Juvenile Reference	0.00	3,512.51	45,000.00	41,487.49	7.81
Periodicals	13,168.94	37,618.92	50,000.00	12,381.08	75.24
Audio Recordings	319.93	2,874.37	10,100.00	7,225.63	28.46
Video Recordings	4,831.59	19,642.07	60,000.00	40,357.93	32.74
Genealogy	685.84	3,909.99	7,000.00	3,090.01	55.86
Microfilm	0.00	2,500.00	2,500.00	0.00	100.00
Downloadable Media	49,403.12	201,878.77	415,000.00	213,121.23	48.65
CD/Software	18,025.00	55,466.72	65,000.00	9,533.28	85.33
Internet Database Subscription	10,608.00	170,330.02	333,000.00	162,669.98	51.15
Total	\$ 158,603.36	\$ 722,679.22	\$ 1,437,500.00	714,820.78	50.27
Capital Expenditures					
Outreach FF & E	\$ 0.00	\$ 0.00	\$ 25,000.00	25,000.00	0.00
Outreach Vehicle	0.00	0.00	160,000.00	160,000.00	0.00
Outreach Opening Day Collectio	5,645.08	5,645.08	60,000.00	54,354.92	9.41
Causeway FF & E	0.00	0.00	130,000.00	130,000.00	0.00

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

19

	<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	0.00	50,000.00	50,000.00	0.00
Total	\$ 5,645.08	\$ 5,645.08	\$ 425,000.00	419,354.92	1.33

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

20

ASSETS

Current Assets

Cash	\$	11,057,803.63
Cash - Health Claims		(8,491.91)
Due from Paylocity		0.00
Returned Checks		0.00
Ad Valorem Receivable - 2024		7,074,170.85
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		0.00
Due from State of Louisiana		138,650.41
Prepaid Expenses		0.00

Total Current Assets **18,262,132.98**

Other Assets

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

Total Other Assets **1,981.00**

Total Assets **\$ 18,264,113.98**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accounts Payable	\$	40.33
Accrued Expenses		32,787.00
Accrued Salaries		186,574.09
Deferred Inflows - Ad Valorem		357,579.00
Deferred Compensation Payable		1,456.50
Elective Benefits Payable		(2,217.94)
Retirement Payable		105,324.12
United Way Payable		4.00
Federal Withholdings		(363.39)
Health Claims Payable		196,493.55
Due to Employee		219.82

Total Current Liabilities **877,897.08**

Fund Balance

Fund Balance		17,386,216.90
--------------	--	---------------

Total Fund Balance **17,386,216.90**

Total Liabilities & Fund Balance **\$ 18,264,113.98**

21

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Seven Months Ending July 31, 2024**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Yearly Total Budget</u>	<u>Variance</u>	<u>YTD Act to YTD Budget</u>
Revenues					
Ad Valorem Taxes	\$ 1,043,313.55	\$ 7,106,888.57	12,248,530.00	5,141,641.43	58.02
State Revenue Sharing	22,025.17	154,176.19	264,302.04	110,125.85	58.33
Fines/Fees	10,578.17	60,360.66	76,000.00	15,639.34	79.42
Interest Income	19,518.22	128,536.88	194,000.00	65,463.12	66.26
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	464.03	13,376.23	50,000.00	36,623.77	26.75
Miscellaneous Income	0.00	4,618.28	0.00	(4,618.28)	0.00
Summer Reading Shirt Sales	21.94	1,409.68	2,120.00	710.32	66.49
Total Revenues	1,095,921.08	7,469,366.49	12,834,952.04	5,365,585.55	58.20
Expenditures					
Library Administration	621,373.94	3,280,998.85 ✓	5,705,000.00	2,424,001.15	57.51
Employee Benefits	157,330.32	1,217,799.01 ✓	2,311,480.00	1,093,680.99	52.68
Advertising,Dues & Subscriptio	450.00	17,690.55 ✓	55,500.00	37,809.45	31.87
Signage	109.00	137.53 ✓	2,000.00	1,862.47	6.88
Printing, Duplicating & Bindin	1,510.05	6,799.25 ✓	23,000.00	16,200.75	29.56
Promotional Production	835.00	9,618.16 ✓	15,000.00	5,381.84	64.12
Utilities	22,198.56	169,071.15 ✓	337,470.00	168,398.85	50.10
Communications	8,698.60	65,134.05 ✓	135,800.00	70,665.95	47.96
Leases	26,324.52	188,405.86 ✓	331,750.00	143,344.14	56.79
Maintenance of Property & Equi	62,112.69	468,161.24 ✓	632,750.00	164,588.76	73.99
Maintenance Services (Building	20,579.28	160,587.18 ✓	271,605.00	111,017.82	59.13
Professional Services	9,227.62	214,893.18 ✓	279,425.00	64,531.82	76.91
Insurance and Claims	0.00	301,767.16 ✓	297,326.00	(4,441.16)	101.49
Operating Supplies	21,575.68	125,603.42 ✓	192,950.00	67,346.58	65.10
Travel & Continuing Education	4,529.95	24,661.95 ✓	69,000.00	44,338.05	35.74
Public Relations/Programming	6,992.52	75,909.93 ✓	125,200.00	49,290.07	60.63
Capital Outlay-Non-Book Acq.	14,759.76	322,705.17 ✓	572,000.00	249,294.83	56.42
Capital Outlay-library Res. Ac	90,600.68	813,279.90 ✓	1,437,500.00	624,220.10	56.58
Outreach FF & E	0.00	0.00	25,000.00	25,000.00	0.00
Outreach Vehicle	55,566.00	55,566.00 ✓	160,000.00	104,434.00	34.73
Outreach Opening Day Collectio	7,167.00	12,812.08 ✓	60,000.00	47,187.92	21.35
Causeway FF & E	0.00	0.00	130,000.00	130,000.00	0.00
Covington FF&E & Acoustic Wor	0.00	0.00	50,000.00	50,000.00	0.00
Total Expenditures	1,131,941.17	7,531,601.62	13,219,756.00	5,688,154.38	56.97
Excess of Revenues/(Expenditur	\$ (36,020.09)	\$ (62,235.13)	(384,803.96)	(322,568.83)	16.17

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Seven Months Ending July 31, 2024

22

Beginning Fund Balance	\$ 17,448,452.03
Net Income	(62,235.13)
Ending Fund Balance	<u>\$ 17,386,216.90</u>

SUPPLEMENTAL INFORMATION

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2024**

24

	<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>
Library Administration					
Library Salaries	\$ 621,373.94	\$ 3,280,998.85	\$ 5,705,000.00	2,424,001.15	57.51
Total	\$ 621,373.94	\$ 3,280,998.85	\$ 5,705,000.00	2,424,001.15	57.51
Employee Benefits					
FICA/ Supplemental Retirement	\$ 14,052.01	\$ 72,700.13	\$ 120,000.00	47,299.87	60.58
Retirement Contributions	64,929.80	324,613.44	531,480.00	206,866.56	61.08
Health Insurance Expense	22,200.48	186,756.79	440,000.00	253,243.21	42.44
Health Trust	54,239.04	618,909.71	1,197,000.00	578,090.29	51.71
Worker's Compensation Expense	1,908.99	14,818.94	22,000.00	7,181.06	67.36
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 157,330.32	\$ 1,217,799.01	\$ 2,311,480.00	1,093,680.99	52.68
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 0.00	\$ 4,068.49	\$ 15,500.00	11,431.51	26.25
Membership Dues	0.00	325.00	7,500.00	7,175.00	4.33
Advertising	450.00	13,297.06	32,500.00	19,202.94	40.91
Total	\$ 450.00	\$ 17,690.55	\$ 55,500.00	37,809.45	31.87
Signage					
Signage	\$ 109.00	\$ 137.53	\$ 2,000.00	1,862.47	6.88
Total	\$ 109.00	\$ 137.53	\$ 2,000.00	1,862.47	6.88
Printing, Duplicating & Binding					
Printing	\$ 1,510.05	\$ 6,799.25	\$ 13,000.00	6,200.75	52.30
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 1,510.05	\$ 6,799.25	\$ 23,000.00	16,200.75	29.56
Promotional Production					
Promotional Production	\$ 835.00	\$ 9,618.16	\$ 15,000.00	5,381.84	64.12
Total	\$ 835.00	\$ 9,618.16	\$ 15,000.00	5,381.84	64.12

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2024**

25

	<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>
Utilities					
Electricity	\$ 20,187.19	\$ 145,113.01	\$ 287,220.00	142,106.99	50.52
Gas	113.98	1,701.44	3,250.00	1,548.56	52.35
Water	1,897.39	22,256.70	47,000.00	24,743.30	47.35
Total	\$ 22,198.56	\$ 169,071.15	\$ 337,470.00	168,398.85	50.10
Communications					
Postage	\$ 4,450.30	\$ 10,077.18	\$ 19,000.00	8,922.82	53.04
Voice Line	1,823.63	35,949.03	77,500.00	41,550.97	46.39
Data Lines (Internet)	2,424.67	18,995.06	38,300.00	19,304.94	49.60
Courier/Shipping	0.00	112.78	1,000.00	887.22	11.28
Total	\$ 8,698.60	\$ 65,134.05	\$ 135,800.00	70,665.95	47.96
Leases					
Building Lease Expense	\$ 26,324.52	\$ 187,100.38	\$ 323,000.00	135,899.62	57.93
Equipment Lease Expense	0.00	1,305.48	6,000.00	4,694.52	21.76
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 26,324.52	\$ 188,405.86	\$ 331,750.00	143,344.14	56.79
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 17,009.93	\$ 130,191.25	\$ 215,000.00	84,808.75	60.55
Grounds/Lawn Maintenance	6,763.00	41,128.00	85,000.00	43,872.00	48.39
Maintenance Supplies	482.79	5,322.53	10,000.00	4,677.47	53.23
Fuel & Lube	4,012.79	15,829.39	33,000.00	17,170.61	47.97
Vehicle Repairs	289.00	2,363.56	10,000.00	7,636.44	23.64
Small Tools	0.00	2,575.98	3,000.00	424.02	85.87
Office Machine & Equip Repair	0.00	718.52	1,000.00	281.48	71.85
Network Utility Software	2,081.02	155,615.37	157,250.00	1,634.63	98.96
Solinet (OCLC) Cost	29,770.56	30,366.82	32,000.00	1,633.18	94.90
Polaris Maintenance	0.00	54,914.33	55,000.00	85.67	99.84
PC Network Maintenance & Repai	1,703.60	8,121.47	11,500.00	3,378.53	70.62
Hurricane Disaster Costs	0.00	21,014.02	20,000.00	(1,014.02)	105.07
Total	\$ 62,112.69	\$ 468,161.24	\$ 632,750.00	164,588.76	73.99
Maintenance of Services (Buildings)					
Physical Plant	\$ 15,478.51	\$ 103,127.11	\$ 150,000.00	46,872.89	68.75
Plumbing, Heating and AC	1,888.12	42,772.15	66,500.00	23,727.85	64.32
Electrical	0.00	2,941.93	13,000.00	10,058.07	22.63
Sanitation	447.09	4,137.43	12,000.00	7,862.57	34.48
Pest Control	2,765.56	6,455.56	7,550.00	1,094.44	85.50

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2024**

26

	<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	0.00	278.00	4,555.00	4,277.00	6.10
Carpet Cleaning	0.00	875.00	18,000.00	17,125.00	4.86
Total	\$ 20,579.28	\$ 160,587.18	\$ 271,605.00	111,017.82	59.13
Professional Services					
Payroll Service Fees	\$ 3,317.68	\$ 23,057.05	\$ 38,600.00	15,542.95	59.73
Financial	0.00	45,276.65	51,000.00	5,723.35	88.78
Consultants	5,398.20	62,511.11	70,000.00	7,488.89	89.30
Security	511.74	3,901.98	14,000.00	10,098.02	27.87
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	\$ 9,227.62	\$ 214,893.18	\$ 279,425.00	64,531.82	76.91
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	42,107.00	37,950.00	(4,157.00)	110.95
LBOC Liability	0.00	4,607.33	4,676.00	68.67	98.53
General Liability	0.00	25,678.00	25,100.00	(578.00)	102.30
Total	\$ 0.00	\$ 301,767.16	\$ 297,326.00	(4,441.16)	101.49
Operating Supplies					
Office Supplies	\$ 3,264.75	\$ 19,412.71	\$ 33,000.00	13,587.29	58.83
Bank Service Charges	1,377.47	9,494.09	16,500.00	7,005.91	57.54
Book Preparation Supplies	3,428.49	27,542.90	47,000.00	19,457.10	58.60
Computer/Printer Supplies	12,325.82	62,208.91	86,700.00	24,491.09	71.75
Programming Supplies	1,179.15	6,944.81	9,750.00	2,805.19	71.23
Total	\$ 21,575.68	\$ 125,603.42	\$ 192,950.00	67,346.58	65.10
Travel and Continuing Education					
Staff Travel - Local	\$ 3,032.30	\$ 10,121.44	\$ 22,000.00	11,878.56	46.01
Library In-service Training	0.00	861.14	12,000.00	11,138.86	7.18
Conventions & Seminars	1,497.65	13,679.37	35,000.00	21,320.63	39.08
Total	\$ 4,529.95	\$ 24,661.95	\$ 69,000.00	44,338.05	35.74

Public Relations/Programming

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2024**

27

	<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>
Summer Reading Program	\$ 2,806.88	\$ 30,483.49	\$ 45,000.00	14,516.51	67.74
Summer Reading T-shirts	0.00	6,290.63	7,200.00	909.37	87.37
Adult Programming	2,767.33	19,767.03	38,000.00	18,232.97	52.02
Young Adult Programming	1,418.31	13,544.82	15,000.00	1,455.18	90.30
Juvenile Programming	0.00	5,823.96	20,000.00	14,176.04	29.12
Total	\$ 6,992.52	\$ 75,909.93	\$ 125,200.00	49,290.07	60.63
 Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 594.98	\$ 5,607.06	\$ 66,000.00	60,392.94	8.50
Imp Phys Plant	0.00	26,784.15	110,000.00	83,215.85	24.35
Vehicles	0.00	42,632.37	43,000.00	367.63	99.15
Office Equip, Furn & Shelving	2,523.68	20,348.89	60,000.00	39,651.11	33.91
Telephones & Telephone Syste	0.00	0.00	12,000.00	12,000.00	0.00
PC Network	365.98	131,065.90	163,000.00	31,934.10	80.41
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	11,275.12	89,540.78	104,000.00	14,459.22	86.10
Total	\$ 14,759.76	\$ 322,705.17	\$ 572,000.00	249,294.83	56.42
 Capital Outlay-Library Res. Acq.					
Adult Books	\$ 17,273.04	\$ 144,341.61	\$ 205,000.00	60,658.39	70.41
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	6,826.66	33,019.57	105,000.00	71,980.43	31.45
Young Adults	478.96	5,264.94	15,000.00	9,735.06	35.10
Music Recordings	104.96	1,541.26	2,500.00	958.74	61.65
Adult Reference	5,202.91	59,732.80	111,000.00	51,267.20	53.81
Juvenile Reference	0.00	3,512.51	45,000.00	41,487.49	7.81
Periodicals	10,806.10	48,425.02	50,000.00	1,574.98	96.85
Audio Recordings	414.22	3,288.59	10,100.00	6,811.41	32.56
Video Recordings	5,803.06	25,411.13	60,000.00	34,588.87	42.35
Genealogy	1,274.44	5,184.43	7,000.00	1,815.57	74.06
Microfilm	0.00	2,500.00	2,500.00	0.00	100.00
Downloadable Media	35,931.33	237,810.10	415,000.00	177,189.90	57.30
CD/Software	6,485.00	61,951.72	65,000.00	3,048.28	95.31
Internet Database Subscription	0.00	170,330.02	333,000.00	162,669.98	51.15
Total	\$ 90,600.68	\$ 813,279.90	\$ 1,437,500.00	624,220.10	56.58
 Capital Expenditures					
Outreach FF & E	\$ 0.00	\$ 0.00	\$ 25,000.00	25,000.00	0.00
Outreach Vehicle	55,566.00	55,566.00	160,000.00	104,434.00	34.73
Outreach Opening Day Collectio	7,167.00	12,812.08	60,000.00	47,187.92	21.35
Causeway FF & E	0.00	0.00	130,000.00	130,000.00	0.00

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

28

ASSETS

Current Assets

Cash	\$	10,227,682.97
Cash - Health Claims		(44,895.27)
Due from Paylocity		726.78
Returned Checks		0.00
Ad Valorem Receivable - 2024		8,084,766.68
Ad Valorem Receivable - 2022		0.00
Ad Valorem Receivable - 2023		0.00
Due from State of Louisiana		160,675.58
Prepaid Expenses		25,012.57

Total Current Assets **18,453,969.31**

Other Assets

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

Total Other Assets **1,981.00**

Total Assets **\$ 18,455,950.31**

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		(2,414.01)
Retirement Payable		175,868.63
Health Claims Payable		196,493.55
Due to Employee		219.82

Total Current Liabilities **947,108.08**

Fund Balance

Fund Balance		17,508,842.23
--------------	--	---------------

Total Fund Balance **17,508,842.23**

Total Liabilities & Fund Balance **\$ 18,455,950.31**

29

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Eight Months Ending August 31, 2024**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Yearly Total Budget</u>	<u>Variance</u>	<u>YTD Act to YTD Budget</u>
Revenues					
Ad Valorem Taxes	\$ 1,010,595.83	\$ 8,117,484.40	12,248,530.00	4,131,045.60	66.27
State Revenue Sharing	22,025.17	176,201.36	264,302.04	88,100.68	66.67
Fines/Fees	9,524.61	69,885.27	76,000.00	6,114.73	91.95
Interest Income	18,250.39	146,787.27	194,000.00	47,212.73	75.66
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	3,241.03	16,617.26	50,000.00	33,382.74	33.23
Miscellaneous Income	0.00	4,618.28	0.00	(4,618.28)	0.00
Summer Reading Shirt Sales	0.00	1,409.68	2,120.00	710.32	66.49
Total Revenues	1,063,637.03	8,533,003.52	12,834,952.04	4,301,948.52	66.48
Expenditures					
Library Administration	412,351.05	3,693,349.90	5,705,000.00	2,011,650.10	64.74
Employee Benefits	195,577.23	1,413,012.85	2,311,480.00	898,467.15	61.13
Advertising,Dues & Subscriptio	5,094.00	22,784.55	55,500.00	32,715.45	41.05
Signage	0.00	137.53	2,000.00	1,862.47	6.88
Printing, Duplicating & Bindin	6,495.14	13,294.39	23,000.00	9,705.61	57.80
Promotional Production	2,562.20	12,180.36	15,000.00	2,819.64	81.20
Utilities	27,382.90	196,454.05	337,470.00	141,015.95	58.21
Communications	9,203.11	74,337.16	135,800.00	61,462.84	54.74
Leases	26,593.65	214,999.51	331,750.00	116,750.49	64.81
Maintenance of Property & Equi	41,883.24	500,617.35	632,750.00	132,132.65	79.12
Maintenance Services (Building	10,538.06	171,125.24	271,605.00	100,479.76	63.01
Professional Services	4,402.62	219,295.80	279,425.00	60,129.20	78.48
Insurance and Claims	(3,647.00)	298,120.16	297,326.00	(794.16)	100.27
Operating Supplies	12,762.29	138,365.71	192,950.00	54,584.29	71.71
Travel & Continuing Education	3,993.96	28,655.91	69,000.00	40,344.09	41.53
Public Relations/Programming	5,315.89	81,225.82	125,200.00	43,974.18	64.88
Capital Outlay-Non-Book Acq.	15,206.91	338,052.89	572,000.00	233,947.11	59.10
Capital Outlay-library Res. Ac	154,690.93	952,748.33	1,437,500.00	484,751.67	66.28
Outreach	35,535.98	103,890.81	425,000.00	321,109.19	24.44
Total Expenditures	965,942.16	8,472,648.32	13,219,756.00	4,747,107.68	64.09
Excess of Revenues/(Expenditur	\$ 97,694.87	\$ 60,355.20	(384,803.96)	(445,159.16)	(15.68)

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Eight Months Ending August 31, 2024

30

Beginning Fund Balance	\$	17,448,487.03
Net Income		60,355.20
Ending Fund Balance	\$	<u>17,508,842.23</u>

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 31, 2024

32

	<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>
Library Administration					
Library Salaries	\$ 412,351.05	\$ 3,693,349.90	\$ 5,705,000.00	2,011,650.10	64.74
Total	\$ 412,351.05	\$ 3,693,349.90	\$ 5,705,000.00	2,011,650.10	64.74
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,970.67	\$ 81,307.41	\$ 120,000.00	38,692.59	67.76
Retirement Contributions	38,631.46	363,244.90	531,480.00	168,235.10	68.35
Health Insurance Expense	28,470.18	215,226.97	440,000.00	224,773.03	48.92
Health Trust	117,595.93	736,505.64	1,197,000.00	460,494.36	61.53
Worker's Compensation Expense	1,908.99	16,727.93	22,000.00	5,272.07	76.04
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 195,577.23	\$ 1,413,012.85	\$ 2,311,480.00	898,467.15	61.13
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 94.00	\$ 4,162.49	\$ 15,500.00	11,337.51	26.85
Membership Dues	5,000.00	5,325.00	7,500.00	2,175.00	71.00
Advertising	0.00	13,297.06	32,500.00	19,202.94	40.91
Total	\$ 5,094.00	\$ 22,784.55	\$ 55,500.00	32,715.45	41.05
Signage					
Signage	\$ 0.00	\$ 137.53	\$ 2,000.00	1,862.47	6.88
Total	\$ 0.00	\$ 137.53	\$ 2,000.00	1,862.47	6.88
Printing, Duplicating & Binding					
Printing	\$ 1,801.62	\$ 8,600.87	\$ 13,000.00	4,399.13	66.16
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	4,693.52	4,693.52	5,000.00	306.48	93.87
Total	\$ 6,495.14	\$ 13,294.39	\$ 23,000.00	9,705.61	57.80
Promotional Production					
Promotional Production	\$ 2,562.20	\$ 12,180.36	\$ 15,000.00	2,819.64	81.20
Total	\$ 2,562.20	\$ 12,180.36	\$ 15,000.00	2,819.64	81.20

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 31, 2024

33

	<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>
Utilities					
Electricity	\$ 23,424.13	\$ 168,537.14	\$ 287,220.00	118,682.86	58.68
Gas	114.98	1,816.42	3,250.00	1,433.58	55.89
Water	3,843.79	26,100.49	47,000.00	20,899.51	55.53
Total	\$ 27,382.90	\$ 196,454.05	\$ 337,470.00	141,015.95	58.21
Communications					
Postage	\$ 62.77	\$ 10,139.95	\$ 19,000.00	8,860.05	53.37
Voice Line	8,047.97	43,997.00	77,500.00	33,503.00	56.77
Data Lines (Internet)	1,075.48	20,070.54	38,300.00	18,229.46	52.40
Courier/Shipping	16.89	129.67	1,000.00	870.33	12.97
Total	\$ 9,203.11	\$ 74,337.16	\$ 135,800.00	61,462.84	54.74
Leases					
Building Lease Expense	\$ 26,324.52	\$ 213,424.90	\$ 323,000.00	109,575.10	66.08
Equipment Lease Expense	269.13	1,574.61	6,000.00	4,425.39	26.24
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 26,593.65	\$ 214,999.51	\$ 331,750.00	116,750.49	64.81
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 19,732.55	\$ 149,923.80	\$ 215,000.00	65,076.20	69.73
Grounds/Lawn Maintenance	7,478.00	48,606.00	85,000.00	36,394.00	57.18
Maintenance Supplies	362.45	5,684.98	10,000.00	4,315.02	56.85
Fuel & Lube	2,644.02	18,473.41	33,000.00	14,526.59	55.98
Vehicle Repairs	6,357.99	8,721.55	10,000.00	1,278.45	87.22
Small Tools	217.55	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	5,090.68	151,419.73	157,250.00	5,830.27	96.29
Solinet (OCLC) Cost	0.00	30,366.82	32,000.00	1,633.18	94.90
Polaris Maintenance	0.00	54,914.33	55,000.00	85.67	99.84
PC Network Maintenance & Repai	0.00	7,980.66	11,500.00	3,519.34	69.40
Hurricane Disaster Costs	0.00	21,014.02	20,000.00	(1,014.02)	105.07
Total	\$ 41,883.24	\$ 500,617.35	\$ 632,750.00	132,132.65	79.12
Maintenance of Services (Buildings)					
Physical Plant	\$ 8,860.02	\$ 111,987.13	\$ 150,000.00	38,012.87	74.66
Plumbing, Heating and AC	934.76	43,706.91	66,500.00	22,793.09	65.72
Electrical	0.00	2,941.93	13,000.00	10,058.07	22.63
Sanitation	361.28	4,498.71	12,000.00	7,501.29	37.49
Pest Control	660.00	7,115.56	7,550.00	434.44	94.25

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 31, 2024

34

	<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	(278.00)	0.00	4,555.00	4,555.00	0.00
Carpet Cleaning	0.00	875.00	18,000.00	17,125.00	4.86
Total	\$ 10,538.06	\$ 171,125.24	\$ 271,605.00	100,479.76	63.01
Professional Services					
Payroll Service Fees	\$ 3,260.29	\$ 26,317.34	\$ 38,600.00	12,282.66	68.18
Financial	0.00	45,276.65	51,000.00	5,723.35	88.78
Consultants	29.99	62,541.10	70,000.00	7,458.90	89.34
Security	1,112.34	5,014.32	14,000.00	8,985.68	35.82
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	\$ 4,402.62	\$ 219,295.80	\$ 279,425.00	60,129.20	78.48
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	(3,647.00)	38,460.00	37,950.00	(510.00)	101.34
LBOC Liability	0.00	4,607.33	4,676.00	68.67	98.53
General Liability	0.00	25,678.00	25,100.00	(578.00)	102.30
Total	\$ (3,647.00)	\$ 298,120.16	\$ 297,326.00	(794.16)	100.27
Operating Supplies					
Office Supplies	\$ 3,484.49	\$ 22,897.20	\$ 33,000.00	10,102.80	69.39
Bank Service Charges	1,331.88	10,825.97	16,500.00	5,674.03	65.61
Book Preparation Supplies	2,446.14	29,989.04	47,000.00	17,010.96	63.81
Computer/Printer Supplies	4,662.78	66,871.69	86,700.00	19,828.31	77.13
Programming Supplies	837.00	7,781.81	9,750.00	1,968.19	79.81
Total	\$ 12,762.29	\$ 138,365.71	\$ 192,950.00	54,584.29	71.71
Travel and Continuing Education					
Staff Travel - Local	\$ 2,098.80	\$ 12,220.24	\$ 22,000.00	9,779.76	55.55
Library In-service Training	0.00	861.14	12,000.00	11,138.86	7.18
Conventions & Seminars	1,895.16	15,574.53	35,000.00	19,425.47	44.50
Total	\$ 3,993.96	\$ 28,655.91	\$ 69,000.00	40,344.09	41.53
Public Relations/Programming					

35

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 31, 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>
Summer Reading Program	\$ 403.97	\$ 30,887.46	\$ 45,000.00	14,112.54	68.64
Summer Reading T-shirts	0.00	6,290.63	7,200.00	909.37	87.37
Adult Programming	4,228.49	23,995.52	38,000.00	14,004.48	63.15
Young Adult Programming	106.41	13,651.23	15,000.00	1,348.77	91.01
Juvenile Programming	577.02	6,400.98	20,000.00	13,599.02	32.00
Total	\$ 5,315.89	\$ 81,225.82	\$ 125,200.00	43,974.18	64.88
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 1,385.00	\$ 6,992.06	\$ 66,000.00	59,007.94	10.59
Imp Phys Plant	8,284.00	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	68.13	20,417.02	60,000.00	39,582.98	34.03
Telephones & Telephone Syste	0.00	0.00	12,000.00	12,000.00	0.00
PC Network	5,469.78	136,676.49	163,000.00	26,323.51	83.85
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	\$ 15,206.91	\$ 338,052.89	\$ 572,000.00	233,947.11	59.10
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 16,473.72	\$ 160,838.58	\$ 205,000.00	44,161.42	78.46
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	674.82	33,694.39	105,000.00	71,305.61	32.09
Young Adults	1,098.77	6,363.71	15,000.00	8,636.29	42.42
Music Recordings	94.42	1,635.68	2,500.00	864.32	65.43
Adult Reference	1,783.41	61,516.21	111,000.00	49,483.79	55.42
Juvenile Reference	0.00	3,512.51	45,000.00	41,487.49	7.81
Periodicals	79.95	48,504.97	50,000.00	1,495.03	97.01
Audio Recordings	559.87	3,848.46	10,100.00	6,251.54	38.10
Video Recordings	1,959.10	27,370.23	60,000.00	32,629.77	45.62
Genealogy	171.65	5,356.08	7,000.00	1,643.92	76.52
Microfilm	0.00	2,500.00	2,500.00	0.00	100.00
Downloadable Media	35,196.42	273,006.52	415,000.00	141,993.48	65.78
CD/Software	1,413.00	48,118.97	65,000.00	16,881.03	74.03
Internet Database Subscription	95,185.80	265,515.82	333,000.00	67,484.18	79.73
Total	\$ 154,690.93	\$ 952,748.33	\$ 1,437,500.00	484,751.67	66.28
Capital Expenditures					
Outreach FF & E	\$ 5,003.15	\$ 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	8,610.72	21,399.55	60,000.00	38,600.45	35.67
Causeway FF & E	2,077.54	2,077.54	130,000.00	127,922.46	1.60

36

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Eight Months Ending August 31, 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	19,844.57	19,844.57	50,000.00	30,155.43	39.69
Total	\$ <u>35,535.98</u>	\$ <u>103,890.81</u>	\$ <u>425,000.00</u>	<u>321,109.19</u>	<u>24.44</u>

Director's Report

October 2, 2024

MAINTENANCE

Bids on furniture for Causeway, Covington, and the Mobile Library office closed on June 24th. Orders were placed in the first week of July. Furniture is expected to be delivered over the first three weeks of October. Causeway furniture will be held until after the carpet is installed.

Landscape construction started on July 9th at Covington. However, due to several delays caused by change orders, unexpected developments, and permitting issues, the only substantial work that has been completed was the removal of the bamboo and digging in three areas. The front parking lot had limited access starting on August 16th. Work resumed on September 20th. As of the writing of this report, the completion date for the project is October 5th. We expect the parish will give the contractor more time.

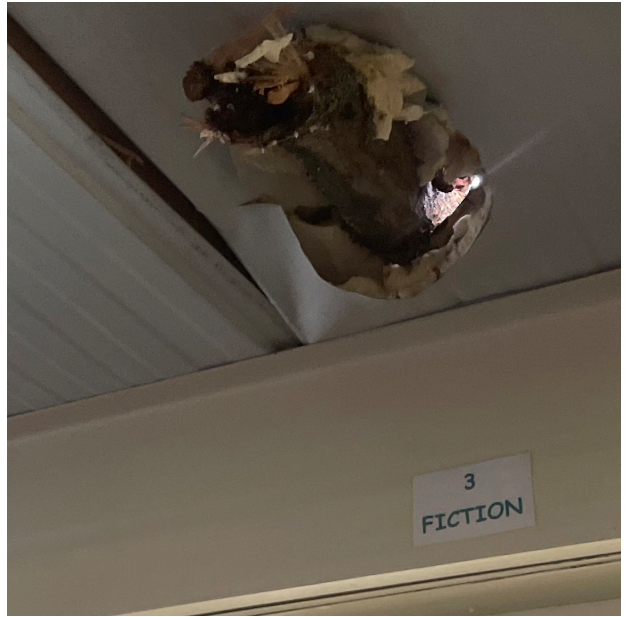
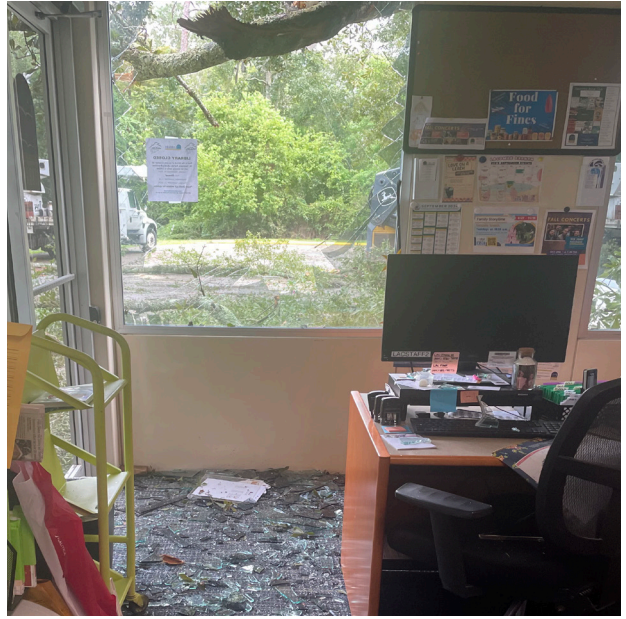
On August 6th quotes for People Counter devices for all branches were opened by the Parish's Procurement office. Three quotes were submitted. The lowest quote, \$24,947.00, was a non-compliant quote. The second lowest, \$35,607.12, did not include installation, which was required. The Parish Procurement office is currently working on the contract for the next quote, \$38,019.61. This quote is lower than the budgeted \$42,000.

Southern Interior Solutions donated a Kolo Pod, a modular study room, to the Slidell Branch. It was installed on August 22nd.

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. This took place from August 26th through 29th.

Hurricane Francine

As soon as it was safe to travel on the roads the Maintenance department inspected each building to check for damage and electricity. Madisonville was closed in the morning on Friday, September 13, to reset the fire alarm in the elevator. The branch opened at 1:00 pm. During the storm, a large oak tree fell on top of the Lacombe Branch damaging the roof and breaking one window. John Bennett, our Maintenance Manager, had a tree removal crew on the site on Thursday morning to remove the tree to assess the damage. There are several holes in the roof but no structural damage to the building itself. The holes have temporary patches. We are gathering quotes for a new TPO roof. TPO stands for Thermoplastic polyolefin and is a single-ply roofing membrane. The window has been ordered. Lacombe reopened on Monday, September 16th.



Causeway carpet installation was rescheduled to October 11th due to Hurricane Francine. The branch will be closed until October 22nd.

Bricks for the safety wall around the Slidell branch AC chiller enclosure were delivered on September 26th. The wall will be rebuilt the week of September 20th.

IT

Covington computer lab was moved to the front of the library during the last week of August. This required the lab to be closed for four days. However, patrons were able to print from mobile devices and had access to the Hublet tablets to check email, etc.

In August, IT worked with the Reference department and the parish's GIS District to set up the GIS software accounts and the web interface and prepped 20 laptops to be used for the grant-funded GIS public program.

During the third week of September new OPAC (Online Public Access Catalog) computers were rolled out to all branches.

MARKETING AND OUTREACH

Jackie Riecke, Public Relations and Community Coordinator, and Jillian Boudreaux, Adult Programming Coordinator promoted Summer Reading programs on the Lake and the Highway radio stations on July 10th.

Jackie Riecke and Eva Saladino, PR Assistant, promoted Library services to local businesses at the Chamber of Commerce B2B Meeting on July 11th.

Jenny Mayer, Children's Services Coordinator, Jennifer Rifino, Teen Services Coordinator, Jillian Boudreaux, and Jackie Riecke presented at the St Tammany Parish School System 22nd Annual Librarians Conference on August 1st.

Ellen John, former Reference Coordinator, and Jackie Riecke promoted reference library services and online courses on the Lake and the Highway radio stations on August 2nd.

Jenny Mayer, Jillian Boudreaux, and Jackie Riecke promoted Library Card Sign Up Month on the Lake and the Highway radio stations on September 6th.

Tanya DiMaggio, Assistant Director of Support Services attended the Friends of the Slidell Library's Slidell Branch Library Parking Lot Enhancement Committee meetings on June 4th and September 11th.

Jillian Boudreaux promoted the Friends Concerts and other adult programming events on STPG-TV's Lifestyles program on September 24th.

Emily Stephan, Madisonville branch Reference Librarian provided outreach to Folsom and Madisonville COAST centers in June, July, and September.

Kellie Nelson, Causeway Branch Reference Librarian provided outreach at the Bush COAST center on September 17th.

Jane Johnson, Slidell Branch Reference Librarian promoted library reference services and provided tech help at the Pearl River COAST center in July and August.

Barret Reich, Mandeville Branch Reference Librarian, held a Lunch and Learn event on the History of Mandeville for the Senior program at Pelican Athletic Club on August 2nd. He provided Online Safety resources at Pearl River Coast Center on September 16th.

Alexis Davis, Slidell Branch Children's Librarian promoted library services and Summer Reading at the Live Confident Karate Camp on June 7th. Alexis also provided outreach at the Children's College on September 6 and the Florida Avenue STEM Club with Ozobots on September 26. She also performed storytime at Appletree Camp, Kidz Club Camp, Little Academy Camp, and Saint Margaret Mary several times from June through September.

Cathy Badon, Slidell Branch Children's Librarian Assistant held storytime at Northshore Kids Academy and Appletree Camp in June and July.

Amy Strain, Folsom Branch Manager attended Folsom Kiwanis meetings for outreach from June through September. She also provided outreach at the Kiwanis Health Fair on July 13 and the Community Breakfast on August 7th.

Rhonda Spiess, Lacombe Branch Manager provided Storytime for the A-Z Preschool Summer Camp seven times from June through September. She also provided storytime for 1st Class Academy Daycare on September 18th and storytime for both Chahta-Ima Elementary and Lacombe-Mandeville Headstart on September 25th.

PROFESSIONAL DEVELOPMENT

Tanya DiMaggio, Jennifer Rifino and Charlene Barrett, Teen Services Librarian, attended the Chamber of Commerce State of Education Breakfast on July 24th.

Tanya DiMaggio, Jennifer Rifino, Brent Geiger, Assistant Director of Public Services, and Jessica Aucoin, Causeway Branch Manager attended the Wrap Mandeville in Red Planning Meeting on September 4th.

Tanya DiMaggio attended the Leadership Northshore Class of 2025 retreat from September 13th to September 15th. She also attended Leadership Northshore's Arts, History and Culture Day on September 25th.

Amanda Soileau, System Administrator, and Alex Hughes, Network Coordinator attended the Experts Conference (TEC) in Dallas, TX on October 1st and 2nd.

PROGRAMMING HIGHLIGHTS

New Program at South Slidell branch: Craft Swap and Shop

This program is held on one Saturday per month at 10 a.m. Die-cut machines, a laminator, bookbinders, sticker makers, and other fun crafting materials are made available for patrons to use while a staff member assists. The first Craft Swap and Shop was held on August 10th and 9 patrons were in attendance.

New Children's Program at Causeway: Doughnut Read Alone Book Club for kids 8-11
Doughnut Read Alone will explore some of the best book series for kids 8-11. Once a month, young readers are invited to discover great book series, share new stories, explore important topics, and have some bookish fun! From book-themed activities, delicious snacks, to printable discussion questions, you'll find plenty of inspiration for a great conversation.

GIS Program at Covington:

In September, the Reference Department teamed up with the St. Tammany Parish Geographic Information Systems (GIS) District with a 4-part workshop introducing patrons aged 16 and older to GIS mapping. Attendees learned about GIS mapping, GIS careers and education paths, how to use ESRI software and develop web maps using GIS.

This program is brought to our parish through the GIS-Mapping Exchange — an Institute of Museum and Library Services (IMLS)-funded partnership between academics, geospatial data professionals, and public libraries.

PERSONNEL

Reference Coordinator Ellen John left us for a position at Southeastern Louisiana University. Byron Holdiman, our genealogy librarian, will be the new Reference Coordinator.

The new position of Mobile Library Branch Manager was created. Nichola Kleyle, Circulation Manager at Covington, will be the manager.

CONTRACTS

Vendor	Contract/Subscription	Cost	Type of Contract
Bowker's Books In Print	Readers Advisory database for patrons	\$2,371.74	Sole source

EBSCO Learning Express Package	Popular Software Tutorials Center, Computer Skills Center, Job and Career Accelerator Center, LearningExpress Library Student Success Skills Center	\$3427.00	Sole source
EBSCO NovelList package	Novelist Plus online, Novelist List Select ILS integration, Novelist K-8- Readers Advisory database for patrons	\$34,302.00	Sole source
EBSCO	EBSCO Core Collection- collection development tools	\$1,413.00	Sole source
Fold 3	Military records database	\$8,392.80	Sole source
iDrive, Inc.	iDrive- cloud backup and storage	\$2,999.50	Under threshold
Loomly	Loomly- social media management	\$1,548.00	Under threshold
Procurify	Procurement software	\$19,600.00	Professional service renewal
SpringShare LLC	Patron Point software: marketing automation software, including e-cards	\$18,025.00	Professional service renewal
Transformyx	Meraki Mobile Device Management Licenses	\$2,786.50	State contract
Transformyx	Cybersecurity	\$6,820.00	State contract
WorldBook Online Databases	Encyclopedia databases	\$21,292.69	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 have received two (2) public records requests since the last meeting. We are currently conducting the records search. We have no other open public records requests in the library's possession.

STATEMENTS OF CONCERN

We have received 74 new statements of concern since the last meeting. 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.

STRATEGIC PLANNING REPORT

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

The committee regrouped on August 7th to go over the ideas that were first brainstormed. The committee is researching a circulating museum and attraction pass program.

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

The committee met on August 20 to review calming manipulatives. The committee also brainstormed furniture and equipment that might go into the calming room at the Covington branch. The committee has started a shared spreadsheet to record equipment and furniture vendors, links, and prices.

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

The committee met on August 19th to finalize the Manager job description and the books-by-mail brochure and application. The Manager position was advertised internally, interviews were conducted, and Nichola Kleyle has accepted the position. Nichola has been a member of the committee. The Adult collection development librarian has been ordering large print books, DVDs, and Playaways based on the responses from the survey given to COAST members.

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

The committee met on June 27th to make final arrangements for the summer Community Art Show. This show was held at the Mandeville branch in July and featured work by Adult programming instructors and students. The committee met again on August 12th to debrief after the art show to discuss what worked, what didn't, and what the next steps should be. The committee met again on September 5th to go over the results of the Maker Space equipment survey. The committee will now break into two groups, one for the Madisonville Maker Space and one for the Community Art Show series. The Maker Space committee is researching equipment and compiling vendors and prices. At the next meeting the committee will begin to

create a list of desired equipment and develop a cost estimate. The Community Art Show series will be a permanent committee. The Community Art Show committee is compiling examples of library art show guidelines and calls to artists. At the next meeting, the committee will draft guidelines and make a call to artists for the next planned show, which will feature staff artwork in January.

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

There has been no committee to date working on this goal. However, in September, a call to interested staff went out and two staff members have expressed interest in working with the Assistant Director of Support Services on exploring grant resources, especially for the Madisonville Branch Maker Space.

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

This group has met three times for brainstorming and will soon decide on the first of three projects to tackle: Community Partnership Advocacy, Website Audit and Revamp, and Alternative Communication Formats.

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

A working group has not been formed for this goal yet. Administration achieved the first objective by hiring a consultant to conduct a salary study. The report on this study will be presented at the next regular Board of Control meeting.

TRANSITION OF MATERIALS

Graphic Novel Review

Graphic Novels Moved to Restricted GN since May 30, 2024

Babe In The Woods: Or, The Art Of Getting Lost

Fables. Compendium One

Gauguin: The Other World

Goblin Girl

I Know What I Am: The Life And Times Of Artemisia Gentileschi

Knights Of Heliopolis

Nightmare Country: The Glass House

Rooster Fighter. Volume 01.

Rusty Brown

Seeds and Stems

She-Hulk. Jen Of Hearts. 2

The Ghost In The Shell: Fully Compiled

The Graphic Canon. Volume 1: From The Epic Of Gilgamesh To Shakespeare To Dangerous Liaisons

The Graphic Canon. Volume 3: From Heart Of Darkness To Hemingway To Infinite Jest

The League Of Extraordinary Gentlemen. Volume II

The Walking Dead. Volume 07, The Calm Before

Young Adult Fiction Review

We have had 232 Young Adult Fiction Titles Reviewed Since August 6, 2024. The following were moved to Adult and then the team working on this project stopped to review our progress and discussed how the project was unfolding. Our first instinct was if one item in a series had to move to adult, then all items would move for browsability. However, upon further reflection we realized that for series where only one or two might move that we were restricting more than we intended. We will be refining our process for review, and some of the items in this list may move back to teen.

Young Adult Fiction Moved to Adult Fiction

<i>Abandon</i>	Cabot, Meg
<i>The Absolutely True Diary of a Part-Time Indian</i>	Alexie, Sherman
<i>All My Firsts</i>	Swanson, Krista
<i>Allegedly: A Novel</i>	Jackson, Tiffany D.
<i>Almost Perfect</i>	Katcher, Brian.
<i>The Assassin's Blade: The Throne Of Glass Novellas</i>	Maas, Sarah J.
<i>Awaken</i>	Cabot, Meg.
<i>Black Girl Unlimited: The Remarkable Story Of A Teenage Wizard</i>	Brown, Echo
<i>The Blood Years</i>	Arnold, Elana K.
<i>Breathless</i>	Niven, Jennifer
<i>The Brightwood Code</i>	Hesse, Monica
<i>Burned</i>	Hopkins, Ellen.
<i>Clap When You Land</i>	Acevedo, Elizabeth
<i>Cool For The Summer</i>	Adler, Dahlia
<i>A Court Of Frost And Starlight</i>	Maas, Sarah J.
<i>Crown Of Midnight</i>	Maas, Sarah J.
<i>Dashed: A Margaret Dashwood Novel</i>	Quain, Amanda
<i>Dead End Girls</i>	Heard, Wendy
<i>Dear Wendy</i>	Zhao, Ann
<i>Emergency Contact</i>	Choi, Mary H. K.
<i>Empire Of Storms</i>	Maas, Sarah J.
<i>Fade</i>	Mcmann, Lisa
<i>The Fae Keeper</i>	Edgmon, H. E.

<i>Fallout</i>	Hopkins, Ellen.
<i>The Family Fortuna</i>	Eagar, Lindsay
<i>Felix Ever After</i>	Callender, Kacen
<i>Forever Princess</i>	Cabot, Meg.
<i>Gabi, A Girl In Pieces</i>	Quintero, Isabel.
<i>Glass</i>	Hopkins, Ellen
<i>Go Ask Alice</i>	
<i>Gone</i>	Mcmann, Lisa
<i>Grit</i>	French, Gillian
<i>Grown: A Novel</i>	Jackson, Tiffany D.
<i>The Haters</i>	Andrews, Jesse
<i>Heir Of Fire</i>	Maas, Sarah J.
<i>Holiday Princess</i>	Cabot, Meg
<i>I Am Margaret Moore</i>	Capin, Hannah
<i>I Am Not Your Perfect Mexican Daughter</i>	Sánchez, Erika L.
<i>Identical</i>	Hopkins, Ellen
<i>If Only I Had Told Her</i>	Nowlin, Laura
<i>I'll Give You the Sun</i>	Nelson, Jandy
<i>The Infinite Moment Of Us</i>	Myracle, Lauren
<i>Kingdom of Ash</i>	Maas, Sarah J.
<i>L8r, G8r</i>	Myracle, Lauren
<i>Last Night at the Telegraph Club</i>	Lo, Malinda
<i>A Lesson in Vengeance</i>	Lee, Victoria
<i>Like Other Girls</i>	Lundin, Britta
<i>Living Dead Girl</i>	Scott, Elizabeth
<i>Love & Other Curses</i>	Ford, Michael Thomas
<i>Me And Earl and the Dying Girl: A Novel</i>	Andrews, Jesse
<i>The Midnight Lie</i>	Rutkoski, Marie
<i>My Throat an Open Grave</i>	Bovalino, Tori
<i>Neanderthal Opens the Door to The Universe</i>	Norton, Preston
<i>The Nerdy And The Dirty</i>	Gottfred, B. T.
<i>One Great Lie</i>	Caletti, Deb
<i>Party Princess</i>	Cabot, Meg
<i>The Passing Playbook</i>	Fitzsimons, Isaac
<i>People Kill People</i>	Hopkins, Ellen
<i>Perfect Princess</i>	Cabot, Meg
<i>The Poet X: A Novel</i>	Acevedo, Elizabeth
<i>The Princess Diaries</i>	Cabot, Meg
<i>Princess In Love</i>	Cabot, Meg
<i>Princess In Pink</i>	Cabot, Meg
<i>Princess In The Spotlight</i>	Cabot, Meg
<i>Princess In Waiting</i>	Cabot, Meg
<i>Princess Lessons: A Princess Diaries Book</i>	Cabot, Meg
<i>Princess Mia</i>	Cabot, Meg

<i>Princess on the Brink</i>	Cabot, Meg
<i>The Princess Present: A Princess Diaries Book</i>	Cabot, Meg
<i>Project Princess</i>	Cabot, Meg
<i>The Quarantine Princess Diaries</i>	Cabot, Meg
<i>Queen of Shadows</i>	Maas, Sarah J.
<i>Quicksilver</i>	Hart, Callie
<i>Ramona Blue</i>	Murphy, Julie
<i>Rosie And Skate</i>	Bauman, Beth Ann
<i>Royal Wedding</i>	Cabot, Meg
<i>Rumble</i>	Hopkins, Ellen
<i>The Sapling Cage</i>	Killjoy, Margaret
<i>Stay</i>	Caletti, Deb
<i>Sweet Sixteen Princess</i>	Cabot, Meg
<i>Thirteen Reasons Why: A Novel</i>	Asher, Jay
<i>Throne of Glass</i>	Maas, Sarah J.
<i>Tower of Dawn</i>	Maas, Sarah J.
<i>Tricks</i>	Hopkins, Ellen
<i>The Truth About Alice</i>	Mathieu, Jennifer
<i>TTFN</i>	Myracle, Lauren
<i>TTYL</i>	Myracle, Lauren
<i>Two Boys Kissing</i>	Levithan, David
<i>Underworld</i>	Cabot, Meg
<i>Valentine Princess: A Princess Diaries Book</i>	Cabot, Meg.
<i>The Witch King</i>	Edgmon, H. E.
<i>With The Fire On High</i>	Acevedo, Elizabeth
<i>Yolo</i>	Myracle, Lauren
<i>The You I've Never Known</i>	Hopkins, Ellen

May 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	417	49	92	26	236			100		920				
Abita	634	53	222	25	526	17		22		1,499	147	1,940	100	197
Bush	215	18	321	6	210			7		777	97	912	47	86
Causeway	2164	170	645	36	2524	23		194		5,756	515	5,788	735	795
Covington	3639	268	1782	37	4357	70	80	169		10,402	986	6,793	2,046	781
Folsom	442	31	366	11	417	68		24		1,359	266	1,443	101	131
Lacombe	288	17	170		436	5	26	28		970	246	3,571	132	126
Lee Road	251	33	111		190	4	3	10		602	46	623	52	167
Madisonville	1330	132	487	17	2149	9		110		4,234	310	5,124	890	463
Mandeville	2796	237	899	54	4505	64	5	246		8,806	993	6,936	705	434
Pearl River	419	16	176	12	260	15	133	21		1,052	272	4,945	84	172
Slidell	3675	234	1266	20	3868	100	197	374		9,734	1,985	12,820	1,334	2,095
South Slidell	605	46	553	18	872	8	2	82		2,186	1,315	5,676	779	881
Virtual ¹									36,348	36,348				
Total	16,875	1,304	6,998	262	20,550	383	446	1,387	36,348	84,645	7,178	56,571	7,005	6,328

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: 851

June 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	331	36	80	20	40	4		44		555				
Abita	617	47	202	23	678			31		1,598	127	2,149	122	237
Bush	217	13	371	2	330	13		7		953	108	1,073	49	97
Causeway	2241	131	951	36	2902	43		216		6,520	457	5,989	846	797
Covington	3568	268	1809	30	5225	69	44	254		11,267	962	8,067	1,981	778
Folsom	466	25	337	11	487	56		14		1,396	214	1,641	127	158
Lacombe	352	14	189	12	498	10	11	22		1,108	211	3,225	122	128
Lee Road	277	17	66	3	444		5	12		824	53	1,013	62	124
Madisonville	1499	95	579	33	2988	29		192		5,415	320	6,786	835	420
Mandeville	2924	278	1108	46	5483	83	5	298		10,225	927	8,128	752	484
Pearl River	443	20	189	9	311	8	85	15		1,080	220	3,335	123	218
Slidell	3913	231	1373	38	4927	69	172	404		11,127	1,937	13,386	1,448	2,155
South Slidell	583	98	742	19	1115	15	3	93		2,668	1,155	6,268	801	904
Virtual ¹									35,159	35,159				
Total	17,431	1,273	7,916	282	25,428	399	325	1,602	35,159	89,895	6,691	61,060	7,268	6,500

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

CD=CompactDisc; DVD=DigitalVersatileDisc; ILL=InterLibraryLoan; Mag=Magazines
Pbks=Paperbacks; YA=Young Adult

Patrons Registered: 1,098

July 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	423	32	127	41	123	0	0	55		801				
Abita	753	43	256	18	552	40	0	41		1,703	160	2,335	117	238
Bush	219	15	311	1	269	2	0	4		821	122	1,170	46	97
Causeway	2430	141	964	39	2813	34	0	236		6,657	593	7,435	756	721
Covington	3759	290	2247	37	5123	60	106	259		11,881	1,322	8,107	2,045	770
Folsom	420	23	288	4	520	144	0	9		1,408	309	1,709	130	147
Lacombe	294	23	218	2	429	2	2	17		987	231	3,447	119	132
Lee Road	308	22	81	4	362	10	6	22		815	54	815	50	120
Madisonville	1697	116	629	34	3262	55	0	164		5,957	387	6,282	749	402
Mandeville	2813	243	1228	52	5226	60	3	292		9,917	972	7,834	645	431
Pearl River	443	15	182	22	384	1	71	15		1,133	255	2,295	107	198
Slidell	4006	287	1512	42	4391	88	325	337		10,988	1,952	13,349	1,224	1,998
South Slidell	653	61	674	26	1019	15	1	95		2,544	1,324	6,011	754	826
Virtual ¹									36,701	36,701				
Total	18,218	1,311	8,590	322	24,473	511	514	1,546	36,701	92,313	7,681	60,789	6,742	6,080

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: 891

August 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	477	43	63	30	170			172		955				
Abita	726	39	199	23	686	11		34		1,718	193	1,923	124	227
Bush	217	19	320	3	247	17		6		829	105	943	66	111
Causeway	2241	155	755	42	2174	23		162		5,552	570	5,745	805	763
Covington	3807	325	1804	25	4245	44	30	214		10,494	1,188	8,365	2,285	864
Folsom	411	29	314	10	452	49		13		1,278	236	1,614	132	159
Lacombe	291	9	181	9	325	1	3	18		837	242	3,028	142	154
Lee Road	322	35	69		315	2		24		767	50	633	48	145
Madisonville	1360	101	564	42	2291	48		95		4,501	416	4,383	757	374
Mandeville	2721	264	1085	50	4291	47	30	207		8,695	1,027	6,963	736	464
Pearl River	399	9	171	8	228	8	104	17		944	258	1,963	109	226
Slidell	3653	239	1263	47	3774	99	173	257		9,505	1,820	12,150	1,263	2,095
South Slidell	623	67	503	19	882	10	4	43		2,151	1,489	5,830	814	903
Virtual ¹									36,305	36,305				
Total	17,248	1,334	7,228	308	20,080	359	344	1,262	36,305	84,531	7,594	53,540	7,281	6,485

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: 841

Jan. - Aug. 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	3,062	376	859	232	2,166	4		757		7,456				
Abita	5299	360	1707	193	4341	126		214		12,240	1,354	15,736	927	1,791
Bush	1587	120	2704	51	1658	70		65		6,255	766	7,339	375	825
Causeway	18355	1169	6575	321	17549	293		1310		45,572	4,146	45,568	6,506	6,580
Covington	29093	2406	14792	276	34646	536	473	1599		83,821	9,303	56,241	16,928	6,931
Folsom	3670	215	2496	71	3118	602		133		10,305	1,876	10,929	879	1,162
Lacombe	2473	144	1655	61	3103	42	71	171		7,720	1,934	25,076	1,033	1,067
Lee Road	2369	193	751	25	2702	52	20	108		6,220	403	5,396	419	1,321
Madisonville	10874	923	3952	229	17213	190		926		34,307	2,862	39,020	6,532	3,308
Mandeville	22411	2065	8239	372	33902	506	54	1851		69,400	7,425	53,100	5,778	3,698
Pearl River	3447	132	1614	129	2115	86	668	119		8,310	1,759	18,681	748	1,532
Slidell	30608	2094	10825	277	31267	782	1664	2517		80,034	14,914	90,338	10,193	16,337
South Slidell	4959	551	4760	164	7205	92	36	599		18,366	10,420	44,798	6,180	7,337
Virtual ¹									283,048	283,048				
Total	138,207	10,748	60,070	2,401	160,985	3,381	2,986	10,369	283,048	673,054	57,162	412,222	56,498	51,889

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: 6,359



ADVENTURE *BEGINS AT YOUR* LIBRARY™

SUMMER READING CHALLENGE 2024

KIDS

AGES 0-11



Registered	6,846
Completions	1,854
Programs	500+

TEENS

AGES 12-17



Registered	417
Completions	94
Programs	89

ADULTS

AGES 18+



Registered	1,749
Completions	309
Programs	91

St. Tammany Parish Library 2024 Fall Amendment for the Operational Budget

Introduction

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

2024 Revenue

In 2024, the St. Tammany Parish Library will operate on revenue of \$13,061,313. We have received an additional \$226,361 in Ad Valorem taxes over what we budgeted for the Summer Project Amendment. This is due to more growth for this year because there are more taxable properties and a higher percentage of taxes collected this year. Overall, there is an increase of \$226,361 in revenue.

2024 Expenditures

We produced the 2024 Budget in July of 2023 and amended it in February, March and May of 2024. This budget amendment adjusts based updated information we have received on revenue, final bills from auto and general liability insurance, and the costs associated with Hurricane Francine recovery. We are only adjusting three expenditure lines. Every line affected by these changes are highlighted in yellow on the spreadsheet.

- **Disaster Recovery Costs** – An oak tree fell on the roof of the Lacombe branch. We will have to replace the roof. We also had a tree removed, glass replaced, and needed cleanup supplies. We estimate we will need an additional \$56,000 in this line.
- **Vehicle Insurance** – When we added the passenger van to the insurance this year it was more expensive to cover it than the vehicle we dropped from insurance. We have finished paying for vehicle insurance for the year.
- **General Liability** – We had an increase with our general liability insurance when we added our outreach location to the insurance. We have finished paying for insurance this year.

Planned Usage of Savings – We are not making any changes to this section – We still have a planned usage of savings this year to complete special projects but will end up spending less savings than the previous amendment shows due to an updated revenue number.

Savings

Any unused money at the end of the year becomes Prior Years' Operating Revenue. The cash on hand or savings as of December 31, 2023, as adjusted by the auditor was \$5,881,020. This figure is less than half of one year's worth of operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish.
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster.
- Dedications for Causeway, Lacombe, Mandeville, and Slidell furniture projects.
- Dedication for Outreach Opening Day collection, Furniture Fixtures and Equipment, and an Outreach Vehicle.
- Dedications for Covington Furniture and Acoustical Work

With the auditor adjusted savings amount, this leaves us with a current Unassigned Savings of \$233,020 and puts us in a good position to continue to work on goals identified during the strategic planning process and plan for our upcoming millage election.

Budget Analysis

We are forecasting an increase in revenue of \$226,361 due primarily to more ad valorem funds as part of our normal growth. The 2024 Fall Budget Amendment shows an increase in expenditures of \$57,088 over the Summer Budget Amendment expenditures for 2024 to cover disaster recovery costs associated with Hurricane Francine and adjusts for final costs of insurance. Aside from the planned usage of savings, the operational portion of the budget continues to be balanced.

Conclusion

Each library department was allocated the funds to enable their plans for the 2024 fiscal year. I am confident that we have adequate funds to meet our goals.

Respectfully Submitted,



Kelly LaRocca
Director

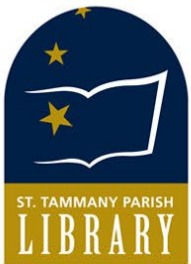
	9/26/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	2024 Budget Spring Project	2024 Budget Summer Amend	Amendment	2024 Budget Fall Amend
REVENUE										
	405 Ad Valorem Taxes (received)	\$11,300,475.73	11,494,947.88	11,823,150.21	\$ 11,861,153	\$ 12,023,150	\$ 12,127,150	\$ 12,248,530	\$ 226,361	\$ 12,474,891
	410 State Revenue Sharing	\$251,600.00	251,600.00	258,515.31	\$ 258,515	\$ 264,302	\$ 264,302	\$ 264,302	\$ -	\$ 264,302
	415 Fines/Fees	\$49,665.48	70,486.86	75,471.23	\$ 73,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ -	\$ 76,000
	416 LA Library Grant - ARPA	\$47,065.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	417 Grants	\$0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	418 LEH Grant	\$2,700.00	2,400.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	420 Interest Income	\$1,141.66	38,715.49	185,805.65	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ -	\$ 194,000
	425 Donations	\$9,055.59	33,302.89	61,165.51	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
	430 Miscellaneous Income	\$0.00	14,840.11	0.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	440 CARES Act COVID-19	\$0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	450 Summer Reading T-shirt Sales	\$1,267.40	1,316.77	2,118.98	\$ 2,120	\$ 2,120	\$ 2,120	\$ 2,120	\$ -	\$ 2,120
					\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL REVENUE	\$11,662,970.86	11,907,610.00	12,406,227.10	\$ 12,438,788	\$ 12,609,572	\$ 12,713,572	\$ 12,834,952	\$ 226,361	\$ 13,061,313
EXPENDITURES										
LIBRARY ADMINISTRATION										
PERSONNEL SALARIES										
	503 Library Salaries	\$4,846,642.94	5,005,221.13	5,263,285.57	\$ 5,705,000	\$ 5,705,000	\$ 5,705,000	\$ 5,705,000	\$ -	\$ 5,705,000
	TOTAL	\$4,846,642.94	5,005,221.13	5,263,285.57	\$ 5,705,000	\$ 5,705,000	\$ 5,705,000	\$ 5,705,000	\$ -	\$ 5,705,000
EMPLOYEE BENEFITS										
	505 Accrued Payroll	\$ -	\$ -	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	511 FICA/Medicare Tax	\$104,917.88	111,512.98	119,802.99	\$ 117,000	\$ 120,000	\$ 120,000	\$ 120,000	\$ -	\$ 120,000
	512 Retirement Contributions	\$511,260.09	489,982.62	512,866.56	\$ 516,000	\$ 516,000	\$ 516,000	\$ 531,480	\$ -	\$ 531,480
	513 Health Insurance/Insurance	\$412,118.33	440,256.79	380,065.68	\$ 460,000	\$ 440,000	\$ 440,000	\$ 440,000	\$ -	\$ 440,000
	514 Health Trust	\$1,181,116.17	804,090.69	1,395,030.65	\$ 1,018,000	\$ 1,197,000	\$ 1,197,000	\$ 1,197,000	\$ -	\$ 1,197,000
	515 Workers' Compensation/Unemployment Claims	\$6,318.11	31,416.00	14,901.40	\$ 30,000	\$ 30,000	\$ 30,000	\$ 22,000	\$ -	\$ 22,000
	516 Employee Miscellaneous	\$2,136.60	854.42	600.60	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	TOTAL	\$2,217,867.18	1,878,113.50	2,423,267.88	\$ 2,142,000	\$ 2,304,000	\$ 2,304,000	\$ 2,311,480	\$ -	\$ 2,311,480
OPERATING SERVICES										
	601 Publication of Legal Notices	\$3,473.25	4,166.54	15,505.20	\$ 15,000	\$ 15,500	\$ 15,500	\$ 15,500	\$ -	\$ 15,500
	603 Membership Dues	\$5,901.48	7,045.00	7,499.65	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ -	\$ 7,500
	604 Advertising	\$18,765.19	24,385.41	31,480.57	\$ 32,500	\$ 32,500	\$ 32,500	\$ 32,500	\$ -	\$ 32,500
	607 Signage	\$3,406.00	3,498.62	642.10	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	\$ 2,000
	608 Promotional Production	\$6,664.15	19,902.10	14,898.97	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
	TOTAL	\$38,210.07	58,997.67	70,026.49	\$ 67,000	\$ 72,500	\$ 72,500	\$ 72,500	\$ -	\$ 72,500
PRINTING, DUPLICATING & BINDING										
	611 Printing	\$8,918.93	11,998.47	12,786.17	\$ 12,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	\$ 13,000
	613 Book Binding	\$0.00	3,840.20	2,544.95	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	615 Patron Cards	\$3,380.90	0.00	4,959.70	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
	TOTAL	\$12,299.83	15,838.67	20,290.82	\$ 22,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ -	\$ 23,000
UTILITIES										
	621 Electricity	\$237,246.80	316,933.90	284,245.50	\$ 284,220	\$ 287,220	\$ 287,220	\$ 287,220	\$ -	\$ 287,220
	622 Gas	\$2,376.75	2,474.76	2,299.09	\$ 3,250	\$ 3,250	\$ 3,250	\$ 3,250	\$ -	\$ 3,250
	623 Water	\$31,790.45	35,776.99	46,073.45	\$ 42,000	\$ 47,000	\$ 47,000	\$ 47,000	\$ -	\$ 47,000
	TOTAL	\$271,414.00	355,185.65	332,618.04	\$ 329,470	\$ 337,470	\$ 337,470	\$ 337,470	\$ -	\$ 337,470
COMMUNICATIONS										
	625 Postage	\$5,720.78	10,899.72	14,459.39	\$ 16,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ -	\$ 19,000
	626 Voice Line (Regular Phone Service)	\$85,081.73	83,668.72	77,627.21	\$ 83,500	\$ 77,500	\$ 77,500	\$ 77,500	\$ -	\$ 77,500
	627 Data Line (Internet-Network)	\$45,300.00	45,295.00	41,470.26	\$ 50,000	\$ 43,000	\$ 43,000	\$ 38,300	\$ -	\$ 38,300

	9/26/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	2024 Budget Spring Project	2024 Budget Summer Amend	Amendment	2024 Budget Fall Amend
630	Courier/Shipping	\$190.93	238.20	515.35	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
	TOTAL	\$136,293.44	140,101.64	134,072.21	\$ 150,500	\$ 140,500	\$ 140,500	\$ 135,800	\$ -	\$ 135,800
	LEASE EXPENSE						\$ -			
634	Building	\$300,508.74	310,941.75	318,045.64	\$ 303,000	\$ 323,000	\$ 323,000	\$ 323,000	\$ -	\$ 323,000
636	Equipment	\$7,750.69	5,096.96	4,970.03	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	\$ 6,000
638	Vehicle	\$0.00	0.00	2,647.96	\$ 2,500	\$ 2,750	\$ 2,750	\$ 2,750	\$ -	\$ 2,750
	TOTAL	\$308,259.43	316,038.71	325,663.63	\$ 311,500	\$ 331,750	\$ 331,750	\$ 331,750	\$ -	\$ 331,750
	MAINTENANCE OF PROPERTY & EQUIP.									
641	Custodial & Janitorial	\$207,731.07	208,585.74	212,056.10	\$ 212,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ -	\$ 215,000
643	Grounds/Lawn Maintenance	\$82,000.00	80,224.00	84,861.00	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ -	\$ 85,000
645	Maintenance supplies	\$6,978.24	8,973.74	9,972.57	\$ 9,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
652	Fuel and lube	\$23,295.56	39,891.89	32,787.02	\$ 37,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ -	\$ 33,000
654	Vehicle repairs	\$6,138.54	3,821.26	14,567.55	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
658	Small Tools & Supplies	\$2,895.48	2,958.04	2,988.96	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -	\$ 3,000
660	Office machine and equip. repair	\$1,557.88	974.68	504.92	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000
661	Network Utility Software	\$68,859.01	172,971.54	155,507.60	\$ 157,250	\$ 157,250	\$ 157,250	\$ 157,250	\$ -	\$ 157,250
662	Solinet (OCLC) Cost	\$28,249.86	28,026.94	30,649.09	\$ 29,500	\$ 32,000	\$ 32,000	\$ 32,000	\$ -	\$ 32,000
663	Polaris Maintenance	\$51,939.66	51,978.19	53,635.61	\$ 54,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ -	\$ 55,000
664	P C Network maintenance and repair	\$7,865.00	6,778.22	5,875.00	\$ 8,000	\$ 8,000	\$ 8,000	\$ 11,500		\$ 11,500
669	Disaster Recovery Costs	\$30,726.50	0.00	0.00	\$ -	\$ -	\$ -	\$ 20,000	\$ 56,000	\$ 76,000
	TOTAL	\$518,236.80	605,184.24	603,405.42	\$ 605,750	\$ 609,250	\$ 609,250	\$ 632,750	\$ 56,000	\$ 688,750
	MAINTENANCE SERVICES (Buildings)									
671	Physical Plant	\$114,819.68	147,981.76	176,994.78	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	\$ 150,000
672	Plumbing, Heating, & Air Conditioning	\$57,605.29	66,491.54	66,494.36	\$ 66,500	\$ 66,500	\$ 66,500	\$ 66,500	\$ -	\$ 66,500
673	Electrical	\$5,973.18	7,798.31	16,998.60	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ -	\$ 13,000
674	Sanitation	\$8,370.63	8,957.58	10,415.68	\$ 10,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
675	Pest Control	\$6,698.00	6,140.00	7,190.00	\$ 7,550	\$ 7,550	\$ 7,550	\$ 7,550	\$ -	\$ 7,550
676	Termite Contracts	\$3,228.00	8,009.00	2,915.00	\$ 4,555	\$ 4,555	\$ 4,555	\$ 4,555	\$ -	\$ 4,555
678	Carpet Cleaning	\$4,870.00	14,998.98	17,590.00	\$ 17,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ -	\$ 18,000
	TOTAL	\$201,564.78	260,377.17	298,598.42	\$ 268,605	\$ 271,605	\$ 271,605	\$ 271,605	\$ -	\$ 271,605
	Professional Services									
680	Payroll Service Fees	\$26,366.03	33,901.31	37,555.26	\$ 35,600	\$ 37,600	\$ 37,600	\$ 38,600		\$ 38,600
682	Legal	\$0.00	0.00	11,869.20	\$ -	\$ -	\$ -	\$ -		\$ -
683	Financial	\$36,384.06	39,023.87	50,811.44	\$ 40,000	\$ 51,000	\$ 51,000	\$ 51,000		\$ 51,000
684	Architectural	\$0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -		\$ -
685	Consultants	\$38,090.24	83,160.48	89,998.23	\$ 50,000	\$ 50,000	\$ 50,000	\$ 70,000		\$ 70,000
686	Security	\$6,843.77	7,570.82	13,766.82	\$ 13,000	\$ 14,000	\$ 14,000	\$ 14,000		\$ 14,000
687	Web Design Consultant	\$66,511.44	79,693.35	89,789.97	\$ 85,825	\$ 89,825	\$ 89,825	\$ 89,825		\$ 89,825
688	Movers	\$ -	0.00	15,437.66	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000		\$ 16,000
	TOTAL	\$174,195.54	243,349.83	309,228.58	\$ 240,425	\$ 258,425	\$ 258,425	\$ 279,425	\$ -	\$ 279,425
	INSURANCE & CLAIMS									
692	Library Property	\$135,438.08	132,637.21	145,499.86	\$ 145,500	\$ 145,500	\$ 145,500	\$ 200,000		\$ 200,000
694	Flood insurance	\$22,163.00	23,424.00	25,916.00	\$ 26,000	\$ 26,000	\$ 26,000	\$ 29,600		\$ 29,600
696	Vehicle Insurance	\$36,450.00	42,860.00	31,275.36	\$ 32,950	\$ 37,950	\$ 37,950	\$ 37,950	\$ 510	\$ 38,460
698	LBOC Liability	\$4,076.00	4,076.00	1,940.00	\$ 4,076	\$ 4,676	\$ 4,676	\$ 4,676		\$ 4,676
699	Gen Liability	\$20,641.00	15,054.00	25,100.64	\$ 25,100	\$ 25,100	\$ 25,100	\$ 25,100	\$ 578	\$ 25,678
	TOTAL	\$218,768.08	218,051.21	229,731.86	\$ 233,626	\$ 239,226	\$ 239,226	\$ 297,326	\$ 1,088	\$ 298,414
	MATERIALS AND SUPPLIES									
	OPERATING SUPPLIES									
701	Office Supplies	\$18,984.26	31,300.98	32,995.28	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000		\$ 33,000

	9/26/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	2024 Budget Spring Project	2024 Budget Summer Amend	Amendment	2024 Budget Fall Amend
702	Bank Service Charges	\$15,113.22	15,699.20	15,568.17	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,500		\$ 16,500
703	Book Preparation Supplies	\$36,803.34	41,739.05	46,688.48	\$ 45,000	\$ 47,000	\$ 47,000	\$ 47,000		\$ 47,000
704	Computer/Printer Supplies	\$61,301.07	61,918.90	78,742.54	\$ 81,000	\$ 81,000	\$ 81,000	\$ 86,700		\$ 86,700
705	Programming Supplies	\$6,672.31	7,887.23	8,387.55	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,750		\$ 9,750
	TOTAL	\$138,874.20	158,545.36	182,382.02	\$ 184,000	\$ 186,000	\$ 186,000	\$ 192,950	\$ -	\$ 192,950
	TRAVEL & CONTINUING EDUCATION									
710	Mileage Reimbursement	\$12,592.98	21,899.16	19,509.56	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ -	\$ 22,000
712	Library In-service Training	\$985.00	11,459.26	8,981.49	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ -	\$ 12,000
714	Conventions/Seminars	\$29,892.00	64,771.20	33,944.72	\$ 60,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ 35,000
	TOTAL	\$43,469.98	98,129.62	62,435.77	\$ 94,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ -	\$ 69,000
	PUBLIC RELATIONS/PROGRAMMING									
724	Summer Reading Program	\$26,687.81	45,000.00	44,955.26	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000		\$ 45,000
725	Summer Reading T-shirts	\$5,191.17	5,519.64	6,575.59	\$ 7,200	\$ 7,200	\$ 7,200	\$ 7,200		\$ 7,200
726	Adult Programming	\$24,673.99	35,924.44	38,832.18	\$ 36,000	\$ 38,000	\$ 38,000	\$ 38,000		\$ 38,000
727	Young Adult Programming	\$11,434.10	21,189.10	14,994.21	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000
728	Juvenile Programming	\$11,689.70	34,240.17	19,998.10	\$ 12,000	\$ 12,000	\$ 12,000	\$ 20,000		\$ 20,000
729	LEH Grant	\$2,719.65	601.80	1,800.00	\$ -	\$ -	\$ -	\$ -		\$ -
	TOTAL	\$82,396.42	142,475.15	127,155.34	\$ 115,200	\$ 117,200	\$ 117,200	\$ 125,200	\$ -	\$ 125,200
	CAPITAL OUTLAY									
	NON-BOOK ACQUISITIONS									
805	Landscaping Additions	\$19,972.80	32,054.76	33,572.29	\$ 33,000	\$ 36,000	\$ 66,000	\$ 66,000	\$ -	\$ 66,000
810	Improvements to Physical Plant	\$56,136.00	141,084.05	65,986.50	\$ 140,000	\$ 130,000	\$ 130,000	\$ 110,000		\$ 110,000
815	Vehicles	\$0.00	27,841.26	61,475.54	\$ 70,000	\$ 50,000	\$ 50,000	\$ 43,000		\$ 43,000
820	Office Equipment/Furniture & Shelving	\$104,778.31	124,035.77	89,836.78	\$ 100,000	\$ 50,000	\$ 50,000	\$ 60,000		\$ 60,000
825	Telephones and Telephone System	\$0.00	0.00	0.00	\$ -	\$ -	\$ 12,000	\$ 12,000		\$ 12,000
831	Leasehold Improvements	\$0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -		\$ -
833	ARPA Expense	\$47,064.48	0.00		\$ -	\$ -	\$ -	\$ -		\$ -
834	PC Network	\$130,157.31	155,919.15	164,278.65	\$ 156,000	\$ 156,000	\$ 156,000	\$ 163,000		\$ 163,000
840	Integrated Library Automation Sys.	\$988.00	0.00	11,229.91	\$ 12,000	\$ 12,000	\$ 12,000	\$ 8,000		\$ 8,000
842	Audio/Visual Equipment	\$5,019.59	5,398.49	2,140.00	\$ -	\$ 61,000	\$ 104,000	\$ 104,000		\$ 104,000
898	Cameras	\$0.00	0.00	0.00	\$ -	\$ 6,000	\$ 6,000	\$ 6,000		\$ 6,000
	TOTAL	\$364,116.49	486,333.48	428,519.67	\$ 511,000	\$ 501,000	\$ 586,000	\$ 572,000	\$ -	\$ 572,000
	LIBRARY RESOURCE ACQUISITIONS									
851	Adult Books	\$192,514.49	214,115.48	220,913.46	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000	\$ -	\$ 205,000
852	Lease/Purchase Books	\$18,363.24	18,363.24	18,203.89	\$ 18,400	\$ 11,400	\$ 11,400	\$ 11,400	\$ -	\$ 11,400
853	Juvenile Books	\$102,219.33	103,646.73	98,074.59	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	\$ 105,000
855	Young Adult	\$13,311.08	14,017.10	13,206.60	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ -	\$ 15,000
858	Music Recordings	\$3,483.84	4,051.12	2,356.69	\$ 2,600	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
861	Adult Reference	\$96,698.32	101,940.22	110,390.92	\$ 111,000	\$ 111,000	\$ 111,000	\$ 111,000	\$ -	\$ 111,000
863	Juvenile Reference	\$37,993.45	42,066.11	44,314.69	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	\$ 45,000
872	Periodicals	\$43,597.63	45,613.03	48,892.36	\$ 52,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
883	Audio Recordings (Books)	\$18,729.03	12,542.97	12,098.64	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,100	\$ -	\$ 10,100
885	Video Recordings	\$51,627.62	69,242.99	62,285.35	\$ 65,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
886	Genealogy	\$4,325.61	6,484.60	4,999.65	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000
887	Digital Microfilm	\$675,766.00	15,000.00	5,867.00	\$ 10,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ -	\$ 2,500
891	Electronic /Downloadable Media	\$338,223.68	470,508.25	440,068.42	\$ 415,000	\$ 415,000	\$ 415,000	\$ 415,000	\$ -	\$ 415,000
892	CDROM/Software	\$100,851.45	83,859.06	64,893.40	\$ 75,500	\$ 65,000	\$ 65,000	\$ 65,000	\$ -	\$ 65,000
893	Internet Database Subscriptions	\$254,173.01	262,310.63	324,585.51	\$ 321,000	\$ 333,000	\$ 333,000	\$ 333,000	\$ -	\$ 333,000
	TOTAL	\$1,951,877.78	1,463,761.53	1,471,151.17	\$ 1,457,600	\$ 1,437,500	\$ 1,437,500	\$ 1,437,500	\$ -	\$ 1,437,500
	LONG-TERM CAPITAL EXPENDITURES									
895	Outreach FF & E	\$ -	0.00	0.00	\$ -	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000

	9/26/2024	2021 Budget Actual	2022 Budget Actual	2023 Budget Actual	2024 Budget Original	2024 Budget Spring	2024 Budget Spring Project	2024 Budget Summer Amend	Amendment	2024 Budget Fall Amend
896	Outreach Vehicle	\$ -	0.00	0.00	\$ -	\$ 160,000	\$ 160,000	\$ 160,000	\$ -	\$ 160,000
897	Outreach Opening Day Collection	\$ -	0.00	0.00	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ -	\$ 60,000
898	Causeway FF & E					\$ 130,000	\$ 130,000	\$ 130,000	\$ -	\$ 130,000
899	Covington FF&E and Acoustic work					\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ 50,000
	Total	\$ -	0.00	0.00	\$ -	\$ 245,000	\$ 425,000	\$ 425,000	\$ -	\$ 425,000
	TOTAL EXPENDITURES	\$11,524,486.96	11,445,704.56	12,281,832.89	\$ 12,437,676	\$ 12,848,426	\$ 13,113,426	\$ 13,219,756	\$ 57,088	\$ 13,276,844
	SAVINGS / (EXCESS EXPENDITURES)	\$138,483.90	461,905.44	124,394.21	\$ 1,112	\$ (238,854)	\$ (399,854)	\$ (384,804)	\$ 169,273	\$ (215,531)

	Savings as of December 31st 2023 (Auditor adjusted)	
Prior Years' Operating Revenue (Fund Balance)	\$	5,881,020
Dedicated for Operational Reserves	\$	2,500,000
Dedicated for Disaster / Emergency Funds	\$	1,475,000
Dedicated for Causeway Furniture	\$	130,000
Dedicated for Mandeville Furniture	\$	270,000
Dedicated for Slidell Furniture	\$	700,000
Dedication for Lacombe FF&E	\$	250,000
Dedication for Outreach FF&E and opening day collection	\$	85,000
Dedication for Outreach Vehicle	\$	188,000
Dedication Covington FF&E and Acoustic Work	\$	50,000
Total Dedicated or Reserved	\$	5,648,000
Unassigned Savings	\$	233,020



St. Tammany Parish Library Board of Control
FISCAL YEAR 2024 OPERATIONAL BUDGET – FALL BUDGET AMENDMENT - ADOPTION RESOLUTION
October 2nd, 2024

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

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

WHEREAS, notice of that Fall Budget Amendment for the Operational Budget was announced by publication of the October 2nd, 2024 Meeting Agenda; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the Fall Budget Amendment, as proposed, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the operation, support, improvement, and maintenance of the Library for fiscal year 2024.

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY THE 2nd 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 Vice-President

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1220 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

BUSH (985) 886-3588

CAUSEWAY (985) 626-9779

COVINGTON (985) 893-6280

FOLSOM (985) 796-9728

LACOMBE (985) 882-7858

LEE RD (985) 893-6284

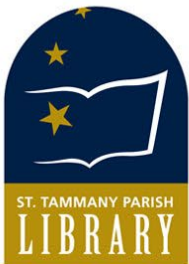
MADISONVILLE (985) 845-4819

MANDEVILLE (985) 626-4293

PEARL RIVER (985) 863-5518

SLIDELL (985) 646-6470

SOUTH SLIDELL (985) 781-0099



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

October 2nd, 2024

BE IT RESOLVED that the St. Tammany Parish Library Board of Control grants a waiver of the 45-day time limit for response to all pending statements of concern and any statements that will be received until the next meeting of the Library Board of Control scheduled for October 30th, 2024. The response time is extended to 120 days from the date of this resolution.

WHEREAS, the St. Tammany Parish Library has statements of concern on 112 remaining titles, and

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

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

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

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 2nd 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 Vice-President

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

ABITA SPRINGS (985) 893-6285

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
(985) 626-5314

FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

Proposed 2025 Holiday Schedule

The proposed 2025 Holiday schedule is presented for your approval. The schedule lists all official holidays and system-wide closed days related to holidays. The policy regarding holidays from the employee handbook is included for your reference.

ST. TAMMANY PARISH LIBRARY
Holiday Schedule – 2025

Wednesday, January 1, 2025	New Year’s Day
Monday, January 20, 2025	Martin Luther King, Jr. Day
Monday, February 17, 2025	Presidents’ Day
Tuesday, March 4, 2025	Mardi Gras Day
Friday, April 18, 2025 Saturday, April 19, 2025	Good Friday <i>System-wide closed day</i>
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025 Saturday July 5, 2025	Independence Day <i>System-wide closed day</i>
Monday, September 1, 2025	Labor Day
Thursday, November 27, 2025 Friday, November 28, 2025 Saturday, November 29, 2025	Thanksgiving Day Day After Thanksgiving <i>System-wide closed day</i>
Wednesday, December 24, 2025 Thursday, December 25, 2025 Friday, December 26, 2025 Saturday, December 27, 2025	Christmas Eve Christmas Day Day After Christmas <i>System-wide closed day</i>
Floating Holiday – Birthday	

15 paid holidays; 4 system-wide closed days

St. Tammany Parish Library	Code: 3-302 Section: III. Your Benefits at St. Tammany Parish Library
Approved:	Subject: Paid Holidays

PAID HOLIDAYS (FULL TIME EMPLOYEES ONLY)

The Library will be closed on the following holidays:

- New Year's Day*
- Martin Luther King's Birthday*
- President's Day*
- Mardi Gras Day*
- Good Friday*
- Memorial Day*
- Juneteenth*
- Independence Day*
- Labor Day*
- Thanksgiving Day*
- Day after Thanksgiving*
- Christmas Day*
- Day before and Day after Christmas*
- Floating (Birthday) Holiday**

The Library Board of Control shall establish the specific holiday schedule for each year at its last meeting of the year. Requests for the Floating (Birthday) Holiday must be submitted in writing four (4) weeks in advance of the requested holiday and shall be considered in light of other scheduling requirements. As with all annual leave requests, the scheduling of the branch/department takes priority.

***The Floating (Birthday) Holiday should be taken on or within 30 days following the employee's birthday.**

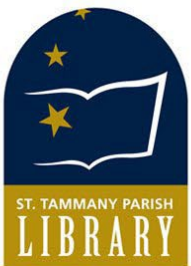
If a designated holiday falls on a free day of a full-time employee, the employee shall be entitled to take another day off during the pay period in which the holiday occurs.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. In order to be paid for holidays, the employee must be in active pay status the day before and after the holiday, or on approved leave (vacation, etc.).

Previous Revision: 11/21/02	Previous Review:	
ISSUED: 8/20/02	REVISED: 2/08/22	PAGE 1 OF 1 PAGE

Surplus Property

The IT department has determined that much of the equipment it had in storage is, while in working order, no longer being used in the libraries. This equipment was purchased in the past as “back up” or reserves that were never needed. A resolution is required so the items can be sold at the next scheduled Government Surplus auction at ServCorp Auctions in Slidell, Louisiana. A sample resolution declaring the items surplus property follows this explanation for your consideration.



**St. Tammany Parish Library Board of Control
Resolution to declare certain movable property surplus and
authorizing its disposition.
October 2, 2024**

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

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

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

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

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, OCTOBER 2, 2024, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Ann Shaw, Vice President

Item Name	Model Number	Serial Number
Asakuki projector	K7	7D35B9Q020496350407
Asus Wireless Access Point	RT-AC66U	JAIA0Z002184
Asus Wireless Access Point	RT-1750	GCIBGGIR009R
Asus Wireless Access Point	RT-N66U	G5IAQ8002170
Asus Wireless Access Point	RT-AC66U	J9IA0Z003340
Asus Wireless Access Point	RT-N66U	E9IA08024768
Asus Wireless Access Point	RT-AC66U	J9IA0Z003389
Asus Wireless Access Point	RT-AC66U	JAIA0Z002186
Asus Wireless Access Point	RT-AC66U	JAIA0Z001903
ATN KBM monitor		z8180300028
Brother Drum Unit - QTY 2 (TWO)	DR-400	
Cisco 2821 router		FTX0913C21K
Cisco 3825 router		FTX1113A2SF
Cisco 3825 router		FTX1113A2SE
CISCO 500 Access Point	ACCESS POINT541N	DNI1353A45G
Cisco ASR1000 router		SSI17090A5W
Dell OptiPlex 390 desktop computer		2DXGLS1
Dell PowerEdge 2950 server		9031VC1
Dell PowerEdge 410 server		89CONS1
Dell PowerEdge R220 server		GZHM842
Dell PowerEdge R240 server		D2MLS13
Dell PowerEdge R310 server		1N3FZV1
Dell PowerEdge R310 server		1N3DZV1
Dell PowerEdge R330 server		5P759N2

Dell PowerEdge R330 server		5P769N2
Dell PowerEdge R640 server		CHZSCV2
Dell PowerEdge R720XD server		BQ4VQ22
Dell PowerEdge R730 server		GXZBCH2
Dialogic board		DS193316570
Epson GT15000 scanner		E4Q0009659
Epson Tm-T88v Receipt printer	M244A	X6T6010000
GeForce GTX 780 Graphics Processing Unit	78xnh5dn88msu	
HP DesignJet T120 poster printer		
HP Office Jet Pro 6230 printer		TH182CP0FW
HTC VR head set	2PU6100	FA6ARA900385
iMac desktop computer		C02FPZ83DHJF
IPad 16GB tablet		DMTGXYDDKPH
Ipad Air tablet		DMPMFPX1FK14
Lev Mini projector	RD-814	
Netgear Access Point	WNDA360-100NAS	2PB22C530033A
Netgear Access Point	WNDA360-100NAS	2PB22C53L0041F
OKI B410/B430 printer		AL08037493A0
RAID card		
ScanPro 3000 microfilm scanner		81093U
Verizon Samsung Note with case tablet	SCH-1905	SCH1905UKV 11 07
Wasp barcode label printer		T4514400742
Wasp barcode label printer		T4514400743
Wasp Handheld barcode scanner		1497444069
Wasp Handheld barcode scanner		1497444008

Wasp Handheld barcode scanner		1497444021
Wasp Handheld barcode scanner		1497444058
Wasp Handheld barcode scanner		1497444061
XBox One	1540/1520	300182734748
Zebra Bluetooth scanner	ZB2852USB	30960055