

**St. Charles Parish Library**  
Board of Control Meeting  
May 21, 2019  
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – March 19, 2019
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
  - A. St. Charles Museum & Historical Association
  - B. Ann Montgomery, German Coast Farmer’s Market
- V. Librarian’s Report
- VI. Communications
  - A. E-mail from Melissa Madere regarding Norco hours
  - B. E-mail from Sara Ramos regarding Norco hours
- VII. Unfinished Business
  - A. Norco Branch Status
  - B. Hahnville Branch Library – Discussion of Possible Future Plans
- VIII. New Business
  - A. Proposed Policy Revision – Fines and Fees
  - B. Proposed Mission Statement
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at [LibraryBoard.Secretary@myscpl.org](mailto:LibraryBoard.Secretary@myscpl.org), or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

## Memorandum of Understanding

This is a memorandum of understanding between the **St. Charles Parish Library** (hereinafter referred to as “Library”) and the **St. Charles Museum and Historical Association** (hereinafter referred to as “Historical Association”).

Whereas, the St. Charles Museum and Historical Association has created a website featuring a virtual museum showcasing the history of St. Charles Parish and whereas, the St. Charles Parish Library serves as the nonlegal parish historical archives, the St. Charles Museum and Historical Association has asked the St. Charles Parish Library to take ownership of the website and agreed to gift the website to the Library.

The Library agrees to take ownership of the website and to maintain the fees associated with operating the website. Estimated fees are listed below. All licenses and accounts will be transferred to the Library prior to the Library making renewal payments.

- \$120 Annual fee for the following domain names – registered through bluehost.com:
  - Historyofstcharlesparish.com – renews on or before October 7, 2021
  - Historyofstcharlesparish.org – renews on or before October 7, 2021
  - Scphistory.com – renews on or before December 26, 2019
  - Scphistory.org – renews on or before December 26, 2019
- \$216 for 36-months Siteground hosting fee
- \$60 annual Vimeo fee (optional) – currently registered to [historyofstcharlesparish@gmail.com](mailto:historyofstcharlesparish@gmail.com) – renews August 30, 2019
- \$59 monthly maintenance plan with Melismatic Designs, LLC (contact info: Renee Simpson, 504-491-9304, [renee@melismaticdesigns.com](mailto:renee@melismaticdesigns.com), melismaticdesigns.com, PO Box 315, Boutte, LA 70039) – includes making any updates to the site (meaning plugin / theme / database / WordPress updates); and tech support if there are technical issues; plus 1 hour of content updates (i.e. making adjustments / additions to info on the site)

The Library also agrees to allow Historical Association members Joan Becnel and Rita Carlson access to the website for the purpose of updating and adding content. Content updates that would require additional fees beyond the included one-hour per month should be pre-approved by the Library Director. No other member of the Historical Association will be allowed administrative access to the site without prior authorization by the Library Director.

The members listed above will continue to make updates to the website on a volunteer basis but are under no obligation to make updates and may cease doing so at their will. The Historical Association agrees to give the Library notice as to when they no longer wish to provide further updates to the site, and at that time their access will be removed.

The Historical Association transfers all copyright and intellectual property rights to the website to the St. Charles Parish Library and guarantees that all content of the site was obtained with proper permissions and within the parameters of all copyright laws. The Historical Association agrees that they will be solely responsible should any future claims of copyright infringement arise.

Per the Library's Donation Policy, the Historical Association understands and agrees that the website is being given to the Library as an unconditional gift. The Library recognizes the value of this resource and will make every effort to provide continued access to the website for as long as funding and staffing allows. The Library will make all final decisions on the use or disposition of the gift and reserves the right to determine the conditions of display, housing, content, and access to the site.

The Library and Historical Association will work in cooperation to promote this resource to the residents of St. Charles Parish.

**St. Charles Museum & Historical Association:**

**St. Charles Parish Library:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

From: no-reply@myscpl.org on behalf of Melissa Madere <no-reply@myscpl.org>  
Sent: Thursday, May 2, 2019 9:59 PM  
To: Leann C. Benedict  
Name: Melissa Madere  
Subject: Norco Library

Message:

I am contacting you today to offer my suggestion for the new Norco Library. My suggestion is that the new library stay open until 6 pm. Working Families do not have the opportunity to use the wonderful library that we already have and it would be a shame that we would rarely or be able to use the new one because it was never even when we were off of work. However when I get off of work and come home and decide it would be nice to go there I mind because I have to go to Destrehan. I was once told that the reason was because St Charles Parish could not support more than one library on each side to be open late. I totally get that. But maybe shaking the hours instead of opening up whichever time you open now shifted back one hour and stay open an hour later so that more people would be able to utilize such a great facility. I remember as a young girl going to the library on River Road in Norco? I can remember we had to go through an ally like half between two buildings to get into the old library. And I remember how excited I was a little girl when the new library opened. I hope I get the opportunity to visit the new Norco Library soon! Thanks for your consideration.

From: no-reply@myscpl.org on behalf of Sara Ramos <no-reply@myscpl.org>  
Sent: Saturday, May 11, 2019 1:21 AM  
To: Leann C. Benedict  
Name: Sara Ramos  
Subject: Library hours

Message:

Hi! I just wanted to make a suggestion. I really think a lot of people would benefit from it if the library in Norco had Saturday hours - especially students who need a quiet place to study and don't want to travel longer distances. Also for those who can't make it during the week because of work. Thank you for taking time to read this. I can't wait to see the Norco library open!!

## ST. CHARLES PARISH LIBRARY - FINES & FEES

<i>Item Type</i>	<i>Overdue</i>	<i>Maximum Overdue</i>	<i>Lost or Unrepairable</i>	<i>Repairable</i>
Barcode Missing			\$0.50	\$0.50
Basket (Bookmobile)	5¢ day	\$2.50 ea.	\$25.00	N/A
Book (not reference)	5¢ day	\$2.50 ea.	\$25.00	\$3.00
Book with Material <ul style="list-style-type: none"> <li>• Lost/damaged accompanying item (CD, DVD)</li> </ul>	5¢ day	\$2.50 ea.	\$25.00 \$5.00	\$3.00 \$3.00
Catalogued Paperback	5¢ day	\$2.50 ea.	\$15.00	\$3.00
ILL Book <ul style="list-style-type: none"> <li>• Book Strap lost or damaged</li> </ul>	50¢ day	\$25.00 ea.	set by lending library \$3.00	set by lending library \$3.00
Magazine <ul style="list-style-type: none"> <li>• Lost check-out card</li> </ul>	5¢ day	\$2.50 ea.	\$5.00 \$0.50	\$3.00 \$0.50
Paperback or Board Book	5¢ day	\$2.50 ea.	\$5.00	\$3.00
Reference Book	\$1.00 day	\$50.00 ea.	\$100.00	\$3.00
Audiobook on CD <ul style="list-style-type: none"> <li>• CD lost or damaged</li> <li>• Case lost or damaged</li> </ul>	25¢ day	\$12.50 ea.	\$40.00 \$5.00 per CD (Maximum \$40) \$6.00	See below \$3.00 per CD (Maximum \$40) \$3.00
DVD/Video <ul style="list-style-type: none"> <li>• Case lost or damaged</li> </ul>	25¢ day	\$12.50 ea.	\$40.00 \$3.00	\$3.00 \$3.00
Playaway <ul style="list-style-type: none"> <li>• Case lost or damaged</li> </ul>	25¢ day	\$12.50 ea.	\$60.00 \$3.00	Min. fee - \$5.00 Max fee - \$60.00 \$3.00
Playaway View, Launchpad, & Launchpad Video <ul style="list-style-type: none"> <li>• Unit lost or damaged</li> <li>• Case lost or damaged</li> <li>• Launchpad bumper lost or damaged</li> <li>• Charger lost or damaged</li> </ul>	50¢ day	\$25.00 ea.	See below \$100.00 \$15.00 \$9.00 \$17.00	See below Min. fee - \$10.00 Max fee-\$100.00 \$3.00 \$9.00 \$17.00
<b>Wii U Gamepad</b>	<b>50¢ day</b>	<b>\$25.00 ea.</b>	<b>\$100.00</b>	<b>N/A</b>
<b>Wii U Controllers (Regular &amp; Nunchuk)</b>	<b>5¢ day</b>	<b>\$2.50 ea.</b>	<b>\$30.00</b>	<b>N/A</b>
<b>Xbox One Wireless Controller</b>	<b>25¢ day</b>	<b>\$12.50 ea.</b>	<b>\$50.00</b>	<b>N/A</b>

Amended July 16, 2013, Effective September 1, 2013  
 Amended September 17, 2013, Amended March 17, 2015, Amended January 17, 2017  
 Amended November 28, 2017, Amended May 15, 2018, **Amended May 21, 2019**

## **Proposed Mission Statement:**

For the past 8 months, the library staff has worked together to come up with a statement that best defines what the mission of the St. Charles Parish Library is. Every staff member has had the opportunity to help in creating this statement. The staff and administration requests that the following mission statement be officially adopted by the library board:

Our mission is to empower our community to explore, learn, create, and connect.

*(In Whole Numbers)*

		<u>Budget</u>	<u>Year To Date</u>	<u>Budget Variance</u>
<b>601-LIBRARY SERVICE DISTRICT NO. 1</b>				
Revenue				
Ad Valorem	31100000	5,745,000	6,146,095	401,095
FCC Universal Service Program	33108600	24,000	0	(24,000)
State Payments In Lieu Of Taxes	33400000	63,500	41,606	(21,894)
Charge For Photocopier	34105000	7,000	1,116	(5,884)
Miscellaneous Revenue	34109900	10,000	2,817	(7,183)
Fines (Books)	35201000	5,000	690	(4,310)
Interest Earnings	36100000	190,000	37,783	(152,217)
Rents - Lease	36400000	0	267	267
Gifts & Donations	37300000	0	1,036	1,036
<b>Total Revenue</b>		<u>6,044,500</u>	<u>6,231,411</u>	<u>186,911</u>
Expenditures				
Libraries	450610			
Primary (Executive) Salaries	41100000	100,200	22,721	77,479
Professional Salaries	41150000	559,860	128,191	431,669
Regular Salaries & Wages	41200000	1,607,000	331,921	1,275,079
Salaries - Other	41300000	718,400	89,706	628,694
FICA	41510000	44,541	5,618	38,923
Retirement	41520000	260,712	55,355	205,357
Life/Health Insurance	41530000	480,000	91,441	388,559
Workmen's Compensation	41540000	32,000	6,099	25,901
Unemployment	41550000	1,866	57	1,809
Medicare	41560000	43,289	8,100	35,189
Disability	41570000	7,481	1,743	5,738
Post Employees Health Care	41580000	28,050	6,520	21,530
Dental	41600000	4,000	860	3,140
OPEB Contribution	41610000	79,347	16,867	62,480
Miscellaneous	41990000	1,600	354	1,246
Library - Dues	42140000	4,000	0	4,000
Library Advertising	42150000	10,000	0	10,000
Library-Periodicals	42160000	20,000	126	19,874
Library-Digital Books	42170000	105,500	23,261	82,240
Library - Printing	42210000	31,500	0	31,500
Library-Adult Pgm Speakers/Performers	42230001	6,500	0	6,500
Library-Child & Yg Ad Pgm	42230002	25,000	0	25,000
Speakers/Performers				
Electrical (Light And Power)	42310000	175,000	26,039	148,961
Natural Gas	42320000	2,000	547	1,453
Water	42330000	7,000	821	6,179
Postage And Box Rent	42410000	12,000	578	11,422
Telephone	42420000	91,000	21,959	69,041
Library - Electronic Services	42450000	73,000	14,171	58,829
Library - Building Rentals	42510000	10,500	4,494	6,006
Library - Equipment Rentals	42520000	40,000	5,288	34,712
Library - Mt. of Grounds	42610000	45,000	8,293	36,707
Library - Mt. of Buildings	42620000	80,000	8,619	71,381
Library - Mt. of Vehicles	42630000	10,000	66	9,934



(In Whole Numbers)

		Budget	Year To Date	Budget Variance
Library - Mt. of Equipment	42640000	5,000	0	5,000
Library - Mt. of Plumbing & HVAC	42650000	85,000	1,025	83,975
Library - Mt. of Furniture/Office Eq.	42660000	1,000	0	1,000
Library - Electrical Contract	42720000	5,000	0	5,000
Library - Pest Control Contract	42740000	7,500	1,630	5,870
Library - Janitorial Contract	42750000	15,000	1,846	13,154
Library - Automation Systems Contract	42770000	116,000	11,180	104,820
Professional Services	42800000	100,000	6,775	93,226
Merchant Services	42810000	0	35	(35)
Insurance - Fire & Casualty Property	42910000	145,000	12,086	132,914
Insurance - Auto Coverage	42930000	20,000	(641)	20,641
Insurance - Employee Liability	42940000	3,500	3,317	183
Non Consumable Office Supplies	43050000	40,000	0	40,000
Library-Technology Supplies	43060000	80,000	16,447	63,553
Office Supplies	43100000	50,000	10,446	39,554
Educational, Recreational And Culture	43210000	0	(786)	786
Library-Adult Pgm Supplies	43210001	25,000	1,585	23,415
Library-Child & Yg Ad Pgm Supplies	43210002	41,000	2,267	38,733
Maintenance Of Buildings & Grounds	43260000	60,000	8,231	51,769
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	10,000	690	9,310
Miscellaneous	43290000	2,000	0	2,000
Travel	44100000	60,000	2,660	57,340
Official Fees	44400000	13,000	0	13,000
Educational-Cultural-Recreational	46510000	100,000	38,477	61,523
Buildings-Grounds-General Plant	46520000	80,000	0	80,000
Office Equipment	46560000	120,000	192	119,808
Major Repairs	46700000	125,000	0	125,000
Construction In Progress	46800000	580,000	219,100	360,900
Library - Architectual	46810000	26,000	3,880	22,120
LIBRARY - BOOKS (ALL FORMATS)	46900100	183,000	21,828	161,172
LIBRARY - AUDIO RECORDINGS	46900300	26,700	2,329	24,371
LIBRARY - VIDEO RECORDINGS	46900500	27,400	908	26,492
Other Fees	46930000	0	210	(210)
Miscellaneous	46990000	10,000	0	10,000
Cont. To Retirement Ded. From Tax Coll	47300000	210,000	205,989	4,011
Cost Of Ad Valorem Tax Collection	47310000	6,000	0	6,000
Transfer - Indirect Cost Allocation	48570000	<u>172,000</u>	<u>0</u>	<u>172,000</u>
Total Libraries		<u>7,266,446</u>	<u>1,451,523</u>	<u>5,814,923</u>
Total Expenditures		<u>7,266,446</u>	<u>1,451,523</u>	<u>5,814,923</u>
Net Revenue Over Expenditures		<u>(1,221,946)</u>	<u>4,779,887</u>	<u>6,001,833</u>