St. Charles Parish Library
Board of Control Meeting
September 17, 2019
6:00pm

AGENDA

I. Call to Order, Prayer & Pledge

II. Approval of Minutes – July 16, 2019

III. Attendance Report

IV. Public Comment (five [5] minutes)

V. Librarian's Report

VI. Communications
   a. Thank you e-mail regarding Norco hours

VII. Unfinished Business
   a. Norco Branch Status
   b. Hahnville Branch Library – Discussion of Possible Future Plans

VIII. New Business
   a. Annual Evaluation of Director (Executive Session)

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, 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.

Email Us Contact Administration

From: no-reply@myscpl.org on behalf of Melissa Madere <no-reply@myscpl.org>
Sent: Sunday, September 8, 2019 1:34 PM
To: Leann C. Benedict
Subject: Email Us Contact Administration

Name: Melissa Madere
Subject: Contact Administration

Message:
Thanks so much for new extended hours for our new and beautiful Norco branch library.

Please note:

The amount of space given for each section of evaluation is meant to provide the maximum area for those who wish to give details of or explain their thoughts. It is in no way meant to imply that an individual is required to use the entire sheet if not necessary.

ST. CHARLES PARISH LIBRARY
EVALUATION
LIBRARY DIRECTOR

WORKING WITH THE BOARD OF CONTROL

1. To formulate goals and objectives for presentation to the Board of Control.
2. To submit recommendations on library policies, services and budget to the Board of Control.
3. To assist in planning and coordinating the capital improvement program.
4. To acquaint the Board of Control with special problems involving the library.
5. To prepare and present necessary reports.
6. To serve the Board of Control as Secretary.
7. To revise the policy manual at least annually.
8. To apprise the Board of Control of current trends and developments in the library field.
9. To communicate with the Board of Control when unusual or unexpected events impact the library system.

Comments: _____

MANAGEMENT OF THE LIBRARY SYSTEM

To manage the library system within the applicable federal, state and parish statutes, the written policies and goals of the Board of Control, and the approved budget of the library system.

GOALS AND POLICIES

1. To implement policy decisions as established by the Board of Control by working with the appropriate staff.
2. To organize the services and staff to meet the adopted goals and objectives.
3. To interpret the adopted goals and objectives to the staff and the public through staff meetings and communications to the public.
4. To establish and maintain written policies that insure compliance with federal, state and local statutes.

Comments _____

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PROGRAMS

1. To evaluate the programs and services according to the adopted goals and objectives.
2. To plan and develop new programs of service.

Comments _____

PROFESSIONAL DEVELOPMENT

1. To keep informed of developments and participate in activities in professional and community organizations.

Comments _____

FINANCES

1. To analyze the sources of revenue and anticipate expenditures and increased costs of services before the presentation and interpretation to the Board of Control.
2. To purchase, lease, or rent library materials, equipment, or services according to the budget.
3. To implement the use of state and parish contracts for maintenance and janitorial supplies, and bulk order items such as office materials for all branches.
4. To implement the use of sound business practices, such as a system of purchase orders, price quotations, and bids.

Comments _____

PERSONNEL

1. To select, train, and supervise personnel.
2. To evaluate personnel performances on an annual basis, using job descriptions and personnel records.
3. To administer the employee grievance procedure.
4. To obtain employee input when planning new programs, staff changes and working conditions.

Comments _____

PUBLIC RELATIONS

1. To improve procedures or programs to enhance the library function to increase library use and library patron satisfaction.
2. To assist, encourage, and utilize the Friends of the St. Charles Public Library.

Comments _____

MAINTENANCE

1. To direct overall maintenance of the materials, equipment, buildings and grounds to protect the public's investment.
2. To coordinate and supervise the arrangement of the physical facilities in the libraries.
3. To participate in the selection, instruction in the use, and evaluation of the library materials collection and equipment to meet the long-term and current needs of the library patrons

Comments _____

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Rating

_____ Satisfactory _____ Unsatisfactory

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Board Member **Date**

(In Whole Numbers)

		Budget	Year To-Date	Budget Variance
601-LIBRARY SERVICE DISTRICT NO. 1 M&O FUND				
Revenue				
Ad Valorem	31100000	5,745,000	6,183,067	438,067
Hazard Mitigation Grant	33103100	0	24,047	24,047
FCC Universal Service Program	33108600	24,000	16,599	(7,401)
State Payments In Lieu Of Taxes	33400000	63,500	62,410	(1,090)
Charge For Photocopier	34105000	7,000	3,438	(3,563)
Miscellaneous Revenue	34109900	10,000	12,221	2,221
Fines (Books)	35201000	5,000	3,045	(1,955)
Interest Earnings	36100000	190,000	80,878	(109,122)
Rents - Lease	36400000	0	267	267
Gifts & Donations	37300000	0	26,132	26,132
Proceeds From The Sale Of Assets	38300000	0	1,076	1,076
Total Revenue		6,044,500	6,413,179	368,679
Expenditures				
Libraries	450610			
Primary (Executive) Salaries	41100000	100,200	45,843	54,357
Professional Salaries	41150000	559,860	260,045	299,815
Regular Salaries & Wages	41200000	1,607,000	676,129	930,871
Salaries - Other	41300000	718,400	187,010	531,390
FICA	41510000	44,541	11,769	32,772
Retirement	41520000	260,712	112,344	148,368
Life/Health Insurance	41530000	480,000	188,606	291,394
Workmen's Compensation	41540000	32,000	12,576	19,424
Unemployment	41550000	1,866	117	1,749
Medicare	41560000	43,289	16,480	26,809
Disability	41570000	7,481	3,485	3,996
Post Employees Health Care	41580000	28,050	11,346	16,704
Dental	41600000	4,000	1,790	2,210
OPEB Contribution	41610000	79,347	34,272	45,075
Miscellaneous	41990000	1,600	683	917
Library - Dues	42140000	4,000	1,823	2,177
Library Advertising	42150000	10,000	800	9,200
Library-Periodicals	42160000	20,000	411	19,589
Library-Digitasl Books	42170000	105,500	36,304	69,196
Library - Printing	42210000	31,500	17,124	14,376
Library - Duplication	42230000	0	2,730	(2,730)
Library-Adult Pgm Speakers/Performers	42230001	6,500	850	5,650
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	25,000	9,364	15,636
Electrical (Light And Power)	42310000	175,000	57,995	117,005
Natural Gas	42320000	2,000	779	1,221
Water	42330000	7,000	1,966	5,034
Postage And Box Rent	42410000	12,000	4,334	7,666
Telephone	42420000	91,000	43,914	47,086
Library - Electronic Services	42450000	73,000	27,263	45,737
Library - Building Rentals	42510000	10,500	7,488	3,012

(In Whole Numbers)

		Budget	Year To-Date	Budget Variance
Libarary - Equipment Rentals	42520000	40,000	13,203	26,797
Library - Mt. of Grounds	42610000	45,000	15,835	29,165
Library - Mt. of Buildings	42620000	80,000	25,268	54,732
Library - Mt. of Vehicles	42630000	10,000	147	9,853
Library - Mt. of Equipment	42640000	5,000	0	5,000
Library - Mt. of Plumbing & HVAC	42650000	85,000	11,531	73,469
Library - Mt. of Furniture/Office Eq.	42660000	1,000	0	1,000
Library - Electricial Contract	42720000	5,000	0	5,000
Library - Pest Control Contract	42740000	7,500	3,671	3,829
Library - Janitorial Contract	42750000	15,000	4,968	10,032
Library - Automation Systems Contract	42770000	116,000	12,000	104,000
Professional Services	42800000	100,000	16,499	83,501
Merchant Services	42810000	0	90	(90)
Insurance - Fire & Casualty Property	42910000	145,000	113,981	31,019
Insurance - Auto Coverage	42930000	20,000	17,518	2,482
Insurance - Employee Liability	42940000	3,500	3,317	183
Non Consumable Office Supplies	43050000	40,000	4,252	35,748
Library-Technology Supplies	43060000	80,000	26,423	53,577
Office Supplies	43100000	50,000	23,197	26,803
Educational, Recreational And Culture	43210000	0	(786)	786
Library-Adult Pgm Supplies	43210001	25,000	7,820	17,180
Library-Child & Yg Ad Pgm Supplies	43210002	41,000	19,050	21,950
Maintenance Of Buildings & Grounds	43260000	60,000	16,019	43,981
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	10,000	1,549	8,451
Miscellaneous	43290000	2,000	0	2,000
Equipment And Vehicle Repair Parts	43350000	0	22	(22)
Travel	44100000	60,000	6,367	53,633
Official Fees	44400000	13,000	0	13,000
Educational-Cultural-Recreational	46510000	100,000	52,075	47,925
Buildings-Grounds-General Plant	46520000	80,000	19,600	60,400
Office Equipment	46560000	120,000	576	119,424
Major Repairs	46700000	125,000	0	125,000
Construction In Progress	46800000	580,000	329,380	250,620
Library - Architectual	46810000	26,000	8,255	17,745
LIBRARY - BOOKS (ALL FORMATS)	46900100	183,000	47,269	135,731
LIBRRY - AUDIO RECORDINGS	46900300	26,700	7,092	19,608
LIBRARY - VIDEO RECORDINGS	46900500	27,400	2,350	25,050
Other Fees	46930000	0	210	(210)
Library - Other	46960000	0	4,052	(4,052)
Miscellaneous	46990000	10,000	3,737	6,263
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	172,000	0	172,000
Total Libraries		7,266,446	2,798,165	4,468,281
Total Expenditures		7,266,446	2,798,165	4,468,281
Net Revenue Over Expenditures		(1,221,946)	3,615,014	4,836,960