

**St. Charles Parish Library
Board of Control Meeting
September 19, 2023
6:00pm
AGENDA**

- I. Call to Order, Prayer & Pledge
- II. Approval of Minutes – May 16, 2023
- III. Attendance Report
- IV. Scheduled Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - a. Hahnville Branch Library Project
 - b. Hurricane Ida Recovery Update
- 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.

(In Whole Numbers)

		Budget	Year To-Date	Budget Variance
601 - Library Service District No. 1 M&O Fund				
<i>(In Whole Numbers)</i>				
		YTD Budget - Revised	Year To-Date	YTD Budget Variance - Revised
Revenue				
NonApplicable	000000			
Ad Valorem	31100000	8,207,000.00	8,038,838.00	(168,162.00)
FCC Universal Service Program	33108600	33,000.00	16,907.00	(16,093.00)
State Payments In Lieu Of Taxes	33400000	67,500.00	44,521.00	(22,979.00)
Charge For Photocopier	34105000	4,000.00	3,284.00	(716.00)
Miscellaneous Revenue	34109900	8,000.00	7,137.00	(863.00)
Fines (Books)	35201000	0.00	1,359.00	1,359.00
Interest Earnings	36100000	75,000.00	303,773.00	228,773.00
Gifts & Donations	37300000	0.00	1,703.00	1,703.00
Insurance Refunds/Proceeds	37500000	1,152,002.00	109,551.00	(1,042,451.00)
Proceeds From The Sale Of Assets	38300000	0.00	234.00	234.00
Total NonApplicable		<u>9,546,502.00</u>	<u>8,527,307.00</u>	<u>(1,019,195.00)</u>
Total Revenue		<u>9,546,502.00</u>	<u>8,527,307.00</u>	<u>(1,019,195.00)</u>
Expenditures				
Libraries	450610			
Primary (Executive) Salaries	41100000	121,202.00	58,270.00	62,932.00
Professional Salaries	41150000	683,500.00	277,726.00	405,774.00
Regular Salaries & Wages	41200000	2,322,600.00	980,002.00	1,342,598.00
Salaries - Other	41300000	822,000.00	223,201.00	598,799.00
FICA	41510000	50,964.00	13,839.00	37,125.00
Retirement	41520000	359,640.00	151,176.00	208,464.00
Life/Health Insurance	41530000	525,000.00	231,544.00	293,456.00
Workmen's Compensation	41540000	36,000.00	8,519.00	27,481.00
Unemployment	41550000	2,008.00	154.00	1,854.00
Medicare	41560000	57,265.00	21,902.00	35,363.00
Disability	41570000	10,320.00	4,279.00	6,041.00
Post Employees Health Care	41580000	60,500.00	20,922.00	39,578.00
Dental	41600000	4,440.00	2,160.00	2,280.00
OPEB Contribution	41610000	109,456.00	46,061.00	63,395.00
Miscellaneous	41990000	2,000.00	368.00	1,632.00
Library - Dues	42140000	4,000.00	2,813.00	1,187.00
Library Advertising	42150000	10,000.00	2,138.00	7,862.00
Library-Periodicals	42160000	20,000.00	2,607.00	17,393.00
Library-Digital Books	42170000	130,000.00	41,723.00	88,277.00
Library - Printing	42210000	40,000.00	22,276.00	17,724.00
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	0.00	6,500.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	12,510.00	13,490.00
Speakers/Performers				
Electrical (Light And Power)	42310000	185,000.00	66,819.00	118,181.00
Natural Gas	42320000	2,000.00	852.00	1,148.00

(In Whole Numbers)

		Budget	Year To-Date	Budget Variance
Water	42330000	7,000.00	2,249.00	4,751.00
Postage And Box Rent	42410000	12,000.00	3,473.00	8,527.00
Telephone	42420000	115,000.00	58,128.00	56,872.00
Library - Electronic Services	42450000	90,000.00	30,361.00	59,639.00
Library - Building Rentals	42510000	4,500.00	1,824.00	2,676.00
Library - Equipment Rentals	42520000	40,000.00	10,991.00	29,009.00
Maintenance Of Property & Equipment	42600000	0.00	4,326.00	(4,326.00)
Library - Mt. of Grounds	42610000	65,000.00	59,941.00	5,059.00
Library - Mt. of Buildings	42620000	90,000.00	50,694.00	39,306.00
Library - Mt. of Vehicles	42630000	10,000.00	166.00	9,834.00
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	25,524.00	59,476.00
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	0.00	1,000.00
Library - Electrical Contract	42720000	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	9,000.00	2,887.00	6,113.00
Library - Janitorial Contract	42750000	37,856.00	9,709.00	28,147.00
Library - Automation Systems Contract	42770000	138,000.00	18,462.00	119,538.00
Professional Services	42800000	60,000.00	12,599.00	47,401.00
Merchant Services	42810000	1,000.00	49.00	951.00
Insurance - Fire & Casualty Property	42910000	305,590.00	155,854.00	149,736.00
Insurance - Auto Coverage	42930000	35,000.00	39,528.00	(4,528.00)
Insurance - Employee Liability	42940000	6,182.00	6,156.00	26.00
Non Consumable Office Supplies	43050000	40,000.00	5,039.00	34,961.00
Library-Technology Supplies	43060000	80,000.00	37,504.00	42,496.00
Office Supplies	43100000	60,000.00	21,135.00	38,865.00
Educational, Recreational And Culture	43210000	0.00	(413.00)	413.00
Library-Adult Pgm Supplies	43210001	37,700.00	20,157.00	17,543.00
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	11,890.00	35,610.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	20,122.00	39,878.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	3,307.00	9,693.00
Miscellaneous	43290000	8,000.00	0.00	8,000.00
Travel	44100000	66,000.00	9,201.00	56,799.00
Acquisition Of Motor Vehicles	46400000	200,000.00	0.00	200,000.00
Educational-Cultural-Recreational	46510000	110,000.00	8,955.00	101,045.00
Buildings-Grounds-General Plant	46520000	250,000.00	0.00	250,000.00
Office Equipment	46560000	400,000.00	3,664.00	396,336.00
Major Repairs	46700000	1,232,002.00	70,036.00	1,161,966.00
Construction In Progress	46800000	5,000,000.00	472,891.00	4,527,109.00
Library - Architectual	46810000	250,000.00	8,691.00	241,310.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	167,000.00	36,092.00	130,908.00
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	3,897.00	22,803.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	7,347.00	20,053.00
Architectural-Engineering Fees	46910000	0.00	(15.00)	15.00
Other Fees	46930000	1,000.00	0.00	1,000.00
Library - Other	46960000	10,000.00	0.00	10,000.00
Miscellaneous	46990000	175,000.00	0.00	175,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	229,500.00	0.00	229,500.00

(In Whole Numbers)

		<u>Budget</u>	<u>Year To-Date</u>	<u>Budget Variance</u>
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	<u>250,000.00</u>	<u>0.00</u>	<u>250,000.00</u>
Total Libraries		<u>15,458,325.00</u>	<u>3,424,281.00</u>	<u>12,034,044.00</u>
Total Expenditures		<u>15,458,325.00</u>	<u>3,424,281.00</u>	<u>12,034,044.00</u>
Net Revenue Over Expenditures		<u>(5,911,823.00)</u>	<u>5,103,026.00</u>	<u>11,014,849.00</u>

**ST. CHARLES PARISH LIBRARY
EVALUATION
LIBRARY DIRECTOR**

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 LIBRARY 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 ensure compliance with federal, state, and local statutes.

Comments:

St. Charles Parish Library
Evaluation of Library Director
Page 3

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:

St. Charles Parish Library
Evaluation of Library Director
Page 4

PROFESSIONAL DEVELOPMENT

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

Comments:

St. Charles Parish Library
Evaluation of Library Director
Page 5

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:

St. Charles Parish Library
Evaluation of Library Director
Page 6

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:

St. Charles Parish Library
Evaluation of Library Director
Page 7

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:

**St. Charles Parish Library
Evaluation of Library Director
Page 8**

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:

Rating: _____ Satisfactory	_____ Unsatisfactory
_____ Board Member	_____ Date