

St. Charles Parish Library
Board of Control Meeting
January 16, 2024
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – November 14, 2023
- III. Attendance Report
- IV. 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. Election of Board Officers
 - B. Louisiana Compliance Questionnaire (Resolution 24-1)
(**Summary:** Res. 24-1 certifies that the library is in compliance with the relevant section of the “Louisiana Compliance Questionnaire.”)
 - C. Proposed Amendment to the 2023 Budget (Resolution 24-2)
- 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.

**St. Charles Parish Library
Board of Control**

Resolution Number 24-1

Resolution to certify compliance with
“Louisiana Compliance Questionnaire”

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in “Louisiana Compliance Questionnaire”;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of January 16, 2024 that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2023 and ending December 31, 2023.

Approved:

Beverly DeLaune, President
St. Charles Parish Library Board of Control

Attest:

Leann Benedict, Secretary
St. Charles Parish Library Board of Control

**St. Charles Parish Library
Board of Control**

Resolution Number 24-2

Resolution to amend the 2023 Budget

Whereas the funds in expense lines 42420000 (Telephone), 42610000 (Library Maintenance of Grounds, 42910000 (Insurance – Fire & Casualty Property), 42930000 (Insurance – Auto Coverage), 43210001 (Library – Adult Program Supplies), and 47300000 (Contribution to Retirement System) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in lines 46800000 (Construction in Progress) and 43210002 (Library – Child & YA Program Supplies) of the 2023 the budget.

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of January 16, 2024, that the Library’s 2023 budget be amended by moving:

- \$11,000 to line 42420000 (Telephone) from 46800000 (Construction in Progress)
- \$50,000 to line 42610000 (Library – Maintenance of Grounds) from 46800000 (Construction in Progress)
- \$147,000 to line 42910000 (Insurance – Fire & Casualty Property) from 46800000 (Construction in Progress)
- \$4,700 to line 42930000 (Insurance – Auto Coverage) from 46800000 (Construction in Progress)
- \$6,100 to line 43210001 (Library – Adult Program Supplies) from 43210002 (Library – Child & YA Program Supplies)
- \$43,000 to line 47300000 (Contribution to Retirement System) from 46800000 (Construction in Progress)

Approved:

Beverly DeLaune, President
St. Charles Parish Library Board of Control

Attest:

Leann Benedict, Secretary
St. Charles Parish Library Board of Control

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2023 Through 12/31/2023

		Current Period Budget - Original	Current Period Budget - Revised	Current Year Actual	YTD Budget variance - Revised
Revenue					
NonApplicable	000000				
Ad Valorem	31100000	8,207,000.00	8,207,000.00	8,388,098.10	181,098.10
FCC Universal Service Program	33108600	33,000.00	33,000.00	72,066.68	39,066.68
State Payments In Lieu Of Taxes	33400000	67,500.00	67,500.00	64,726.00	(2,774.00)
Charge For Photocopier	34105000	4,000.00	4,000.00	7,311.40	3,311.40
Miscellaneous Revenue	34109900	8,000.00	8,000.00	14,556.35	6,556.35
Fines (Books)	35201000	0.00	0.00	2,753.20	2,753.20
Interest Earnings	36100000	75,000.00	75,000.00	745,778.58	670,778.58
Gifts & Donations	37300000	0.00	0.00	6,077.80	6,077.80
Insurance Refunds/Proceeds	37500000	1,152,002.00	1,152,002.00	109,550.76	(1,042,451.24)
Proceeds From The Sale Of Assets	38300000	0.00	0.00	349.22	349.22
Total NonApplicable		<u>9,546,502.00</u>	<u>9,546,502.00</u>	<u>9,411,268.09</u>	<u>(135,233.91)</u>
Total Revenue		<u>9,546,502.00</u>	<u>9,546,502.00</u>	<u>9,411,268.09</u>	<u>(135,233.91)</u>
Expenditures					
Communications	410165				
Contractual Services	42700000	0.00	0.00	180.00	(180.00)
Food & Clothing	43250000	0.00	0.00	514.65	(514.65)
Total Communications		<u>0.00</u>	<u>0.00</u>	<u>694.65</u>	<u>(694.65)</u>
Libraries	450610				
Primary (Executive) Salaries	41100000	121,202.00	121,202.00	121,316.00	(114.00)
Professional Salaries	41150000	683,500.00	683,500.00	575,104.99	108,395.01
Regular Salaries & Wages	41200000	2,322,600.00	2,322,600.00	2,083,755.31	238,844.69
Salaries - Other	41300000	822,000.00	822,000.00	476,914.06	345,085.94
FICA	41510000	50,964.00	50,964.00	29,566.86	21,397.14
Retirement	41520000	359,640.00	359,640.00	318,886.69	40,753.31
Life/Health Insurance	41530000	525,000.00	525,000.00	498,057.82	26,942.18
Workmen's Compensation	41540000	36,000.00	36,000.00	16,988.15	19,011.85
Unemployment	41550000	2,008.00	2,008.00	325.24	1,682.76
Medicare	41560000	57,265.00	57,265.00	46,354.19	10,910.81
Disability	41570000	10,320.00	10,320.00	7,578.23	2,741.77
Post Employees Health Care	41580000	60,500.00	60,500.00	50,235.26	10,264.74
Dental	41600000	4,440.00	4,440.00	4,440.00	0.00
OPEB Contribution	41610000	109,456.00	109,456.00	97,309.00	12,147.00
Miscellaneous	41990000	2,000.00	2,000.00	1,877.75	122.25
Advertising, Dues & Subscriptions	42100000	0.00	0.00	328.35	(328.35)
Library - Dues	42140000	4,000.00	4,000.00	3,975.60	24.40
Library Advertising	42150000	10,000.00	10,000.00	3,918.56	6,081.44
Library-Periodicals	42160000	20,000.00	20,000.00	12,166.88	7,833.12
Library-Digital Books	42170000	130,000.00	130,000.00	88,464.36	41,535.64
Library - Printing	42210000	40,000.00	40,000.00	22,387.99	17,612.01
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	6,500.00	225.00	6,275.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	26,000.00	26,000.00	16,420.00	9,580.00
Electrical (Light And Power)	42310000	185,000.00	185,000.00	160,019.41	24,980.59
Natural Gas	42320000	2,000.00	2,000.00	1,582.88	417.12
Water	42330000	7,000.00	7,000.00	4,918.71	2,081.29
Postage And Box Rent	42410000	12,000.00	12,000.00	6,468.89	5,531.11
Telephone	42420000	115,000.00	115,000.00	125,508.94	(10,508.94)
Library - Electronic Services	42450000	90,000.00	90,000.00	73,135.87	16,864.13

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2023 Through 12/31/2023

		Current Period Budget - Original	Current Period Budget - Revised	Current Year Actual	YTD Budget ariance - Revised
Library - Building Rentals	42510000	4,500.00	4,500.00	3,344.00	1,156.00
Library - Equipment Rentals	42520000	40,000.00	40,000.00	25,322.82	14,677.18
Maintenance Of Property & Equipment	42600000	0.00	0.00	4,326.00	(4,326.00)
Library - Mt. of Grounds	42610000	65,000.00	65,000.00	107,264.13	(42,264.13)
Library - Mt. of Buildings	42620000	90,000.00	90,000.00	80,215.15	9,784.85
Library - Mt. of Vehicles	42630000	10,000.00	10,000.00	2,988.44	7,011.56
Library - Mt. of Equipment	42640000	5,000.00	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	85,000.00	58,632.38	26,367.62
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	1,000.00	0.00	1,000.00
Library - Electricial Contract	42720000	5,000.00	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	9,000.00	9,000.00	5,788.30	3,211.70
Library - Janitorial Contract	42750000	37,856.00	37,856.00	14,713.68	23,142.32
Library - Automation Systems Contract	42770000	138,000.00	138,000.00	98,078.79	39,921.21
Professional Services	42800000	60,000.00	60,000.00	27,674.72	32,325.28
Merchant Services	42810000	1,000.00	1,000.00	120.66	879.34
Insurance - Fire & Casualty Property	42910000	305,590.00	305,590.00	451,666.56	(146,076.56)
Insurance - Auto Coverage	42930000	35,000.00	35,000.00	39,628.00	(4,628.00)
Insurance - Employee Liability	42940000	6,182.00	6,182.00	6,156.00	26.00
Non Consumable Office Supplies	43050000	40,000.00	40,000.00	22,719.74	17,280.26
Library-Technology Supplies	43060000	80,000.00	80,000.00	73,159.18	6,840.82
Office Supplies	43100000	60,000.00	60,000.00	49,707.24	10,292.76
Educational, Recreational And Culture	43210000	0.00	0.00	(413.00)	413.00
Library-Adult Pgm Supplies	43210001	37,700.00	37,700.00	43,764.53	(6,064.53)
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	47,500.00	24,304.62	23,195.38
Maintenance Of Buildings & Grounds	43260000	60,000.00	60,000.00	43,054.48	16,945.52
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	13,000.00	6,846.24	6,153.76
Miscellaneous	43290000	8,000.00	8,000.00	0.00	8,000.00
Travel	44100000	66,000.00	66,000.00	18,376.69	47,623.31
Acquisition Of Motor Vehicles	46400000	200,000.00	200,000.00	0.00	200,000.00
Educational-Cultural-Recreational	46510000	110,000.00	110,000.00	40,772.73	69,227.27
Buildings-Grounds-General Plant	46520000	250,000.00	250,000.00	39,793.19	210,206.81
Office Equipment	46560000	400,000.00	400,000.00	239,790.88	160,209.12
Major Repairs	46700000	1,232,002.00	1,232,002.00	121,318.33	1,110,683.67
Construction In Progress	46800000	5,000,000.00	5,000,000.00	555,884.21	4,444,115.79
Library - Architectual	46810000	250,000.00	250,000.00	14,245.50	235,754.50
LIBRARY - BOOKS (ALL FORMATS)	46900100	167,000.00	167,000.00	90,899.56	76,100.44
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	26,700.00	9,190.55	17,509.45
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	27,400.00	13,376.78	14,023.22
Architectural-Engineering Fees	46910000	0.00	0.00	(15.00)	15.00
Other Fees	46930000	1,000.00	1,000.00	205.00	795.00
Library - Other	46960000	10,000.00	10,000.00	0.00	10,000.00
Miscellaneous	46990000	175,000.00	175,000.00	0.00	175,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	229,500.00	229,500.00	272,475.98	(42,975.98)
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	250,000.00	250,000.00	250,000.00	0.00
Total Libraries		<u>15,458,325.00</u>	<u>15,458,325.00</u>	<u>7,703,608.05</u>	<u>7,754,716.95</u>
Total Expenditures		<u>15,458,325.00</u>	<u>15,458,325.00</u>	<u>7,704,302.70</u>	<u>7,754,022.30</u>
Net Revenue Over Expenditures		<u>(5,911,823.00)</u>	<u>(5,911,823.00)</u>	<u>1,706,965.39</u>	<u>7,618,788.39</u>

**St. Charles Parish Library
Board of Control**

2024 Regular Meeting Schedule

6:00 p.m., Tuesday January 16, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday March 19, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday May 21, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday July 9, 2024 **	Council Chambers Parish Courthouse
6:00 p.m., Tuesday September 17, 2024	Council Chambers Parish Courthouse
6:00 p.m., Tuesday November 19, 2024	Council Chambers Parish Courthouse

**** The July meeting will be held on the 2nd Tuesday of the month**