

**St. Charles Parish Library
Board of Control Meeting
September 20, 2022
6:00pm
AGENDA**

- I. Call to Order, Prayer & Pledge
- II. Approval of Minutes – July 19, 2022
- III. Attendance Report
- IV. Scheduled Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - a. Norco Branch Status
 - b. Hahnville Branch Library Project
 - c. 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.

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
601 - Library Service District No. 1 M&O Fund				
<i>(In Whole Numbers)</i>				
Revenue				
NonApplicable	000000			
Ad Valorem	31100000	6,877,000.00	6,975,214.00	98,214.00
FCC Universal Service Program	33108600	33,000.00	16,907.00	(16,093.00)
State Payments In Lieu Of Taxes	33400000	65,514.00	66,771.00	1,257.00
Charge For Photocopier	34105000	3,000.00	3,293.00	293.00
Miscellaneous Revenue	34109900	8,000.00	5,991.00	(2,009.00)
Fines (Books)	35201000	0.00	1,216.00	1,216.00
Interest Earnings	36100000	130,000.00	32,791.00	(97,209.00)
Gifts & Donations	37300000	0.00	18,902.00	18,902.00
Insurance Refunds/Proceeds	37500000	0.00	350,736.00	350,736.00
Proceeds From The Sale Of Assets	38300000	0.00	393.00	393.00
Total NonApplicable		<u>7,116,514.00</u>	<u>7,472,215.00</u>	<u>355,701.00</u>
Total Revenue		<u>7,116,514.00</u>	<u>7,472,215.00</u>	<u>355,701.00</u>
Expenditures				
Communications	410165			
Non Consumable Office Supplies	43050000	0.00	89.00	(89.00)
Total Communications		0.00	89.00	(89.00)
Libraries	450610			
Primary (Executive) Salaries	41100000	116,500.00	50,517.00	65,983.00
Professional Salaries	41150000	683,500.00	246,629.00	436,871.00
Regular Salaries & Wages	41200000	1,969,000.00	797,715.00	1,171,285.00
Salaries - Other	41300000	785,000.00	187,626.00	597,374.00
FICA	41510000	48,670.00	11,633.00	37,037.00
Retirement	41520000	318,435.00	125,881.00	192,554.00
Life/Health Insurance	41530000	500,000.00	231,698.00	268,302.00
Workmen's Compensation	41540000	34,000.00	14,285.00	19,715.00
Unemployment	41550000	2,008.00	128.00	1,880.00
Medicare	41560000	51,533.00	18,137.00	33,396.00
Disability	41570000	9,138.00	4,097.00	5,041.00
Post Employees Health Care	41580000	60,500.00	18,467.00	42,033.00
Dental	41600000	4,440.00	2,090.00	2,350.00
OPEB Contribution	41610000	96,915.00	38,324.00	58,591.00
Miscellaneous	41990000	1,900.00	1,435.00	465.00
Library - Dues	42140000	4,000.00	1,357.00	2,643.00
Library Advertising	42150000	10,000.00	1,600.00	8,400.00
Library-Periodicals	42160000	20,000.00	694.00	19,306.00
Library-Digital Books	42170000	130,000.00	24,006.00	105,994.00
Library - Printing	42210000	35,000.00	19,705.00	15,295.00
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	474.00	6,026.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	8,516.00	17,484.00
Speakers/Performers				
Electrical (Light And Power)	42310000	175,000.00	53,407.00	121,593.00
Natural Gas	42320000	2,000.00	771.00	1,229.00
Water	42330000	7,000.00	1,539.00	5,461.00
Postage And Box Rent	42410000	12,000.00	5,483.00	6,517.00
Telephone	42420000	110,000.00	54,506.00	55,494.00
Library - Electronic Services	42450000	82,000.00	16,333.00	65,667.00
Library - Building Rentals	42510000	3,500.00	1,824.00	1,676.00
Library - Equipment Rentals	42520000	40,000.00	10,445.00	29,555.00
Library - Mt. of Grounds	42610000	60,000.00	19,798.00	40,202.00
Library - Mt. of Buildings	42620000	80,000.00	22,182.00	57,818.00
Library - Mt. of Vehicles	42630000	10,000.00	232.00	9,768.00
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	18,948.00	66,052.00

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	0.00	1,000.00
Library - Electrical Contract	42720000	5,000.00	1,026.00	3,974.00
Library - Pest Control Contract	42740000	9,000.00	2,575.00	6,425.00
Library - Janitorial Contract	42750000	37,856.00	9,479.00	28,377.00
Library - Automation Systems Contract	42770000	133,450.00	17,130.00	116,320.00
Professional Services	42800000	60,000.00	36,694.00	23,306.00
Merchant Services	42810000	1,000.00	105.00	895.00
Insurance - Fire & Casualty Property	42910000	191,350.00	22,237.00	169,113.00
Insurance - Auto Coverage	42930000	25,000.00	41,849.00	(16,849.00)
Insurance - Employee Liability	42940000	5,400.00	5,888.00	(488.00)
Non Consumable Office Supplies	43050000	40,000.00	2,567.00	37,433.00
Library-Technology Supplies	43060000	80,000.00	11,918.00	68,082.00
Office Supplies	43100000	60,000.00	19,305.00	40,695.00
Library-Adult Pgm Supplies	43210001	35,000.00	12,510.00	22,490.00
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	14,257.00	33,243.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	12,313.00	47,687.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	10,000.00	3,420.00	6,580.00
Miscellaneous	43290000	8,000.00	3,500.00	4,500.00
Travel	44100000	60,000.00	18,625.00	41,375.00
Improvements Other Than Buildings	46300000	0.00	3,350.00	(3,350.00)
Acquisition Of Motor Vehicles	46400000	200,000.00	0.00	200,000.00
Educational-Cultural-Recreational	46510000	110,000.00	7,671.00	102,329.00
Buildings-Grounds-General Plant	46520000	250,000.00	45,225.00	204,775.00
Office Equipment	46560000	50,000.00	14,507.00	35,493.00
Major Repairs	46700000	75,000.00	6,650.00	68,350.00
Construction In Progress	46800000	4,000,000.00	0.00	4,000,000.00
Library - Architectual	46810000	250,000.00	0.00	250,000.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	167,000.00	36,118.00	130,882.00
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	2,037.00	24,663.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	3,755.00	23,645.00
Other Fees	46930000	1,000.00	0.00	1,000.00
Library - Other	46960000	10,000.00	0.00	10,000.00
Miscellaneous	46990000	13,000.00	0.00	13,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	192,000.00	0.00	192,000.00
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	250,000.00	0.00	250,000.00
Total Libraries		<u>12,081,195.00</u>	<u>2,365,196.00</u>	<u>9,715,999.00</u>
Total Expenditures		<u>12,081,195.00</u>	<u>2,365,284.00</u>	<u>9,715,911.00</u>
Net Revenue Over Expenditures		<u>(4,964,681.00)</u>	<u>5,106,931.00</u>	<u>10,071,612.00</u>



St. Charles Parish

Supplemental Agenda

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70067
985-783-5000
www.stcharlesparish.gov

Parish Council

Council Chairman Bob Fisher
Councilmembers Beth A. Billings, Holly Fonseca,
La Sandra Darensbourg Gordon, Mary K. Clulee, Dick Gibbs,
Nicky Dufrene, Marilyn B. Bellock, Julia Fisher-Cormier

Tuesday, September 6, 2022

6:00 PM

Council Chambers, Courthouse

Final

ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING

Monday, September 19, 2022, 6:00 pm, Council Chambers, Courthouse, Hahnville

S* 1 2022-0254 An ordinance approving and authorizing the execution of Change Order No. 6 for the Norco Library Renovation/Addition located at 590 Apple Street in Norco, to decrease the contract amount by \$61,646.80.

Sponsors: Jewell

S* 7 2022-0255 An ordinance to amend the St. Charles Parish Zoning Ordinance of 1981, as amended, to change the zoning classification from R-1M to R-2 on Lots 33, 34, & 35 Block G of Oak Ridge Park Subd. Section Two, as requested by Treniece and Myron Boyd.

Sponsors: Jewell and Department of Planning & Zoning

Legislative History

8/2/22	Department of Planning & Zoning	Received/Assigned PH
9/1/22	Department of Planning & Zoning	Recommended Approval to the Planning Commission
9/1/22	Planning Commission	Recommended Approval to the Parish Council

Accommodations for Disabled

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Office of the Council Secretary at (985) 783-5000 to discuss the particular accommodations needed.

2022-0254

INTRODUCED BY: MATTHEW JEWELL, PARISH PRESIDENT
ORDINANCE NO. _____

An ordinance approving and authorizing the execution of Change Order No. 6 for the Norco Library Renovation/Addition located at 590 Apple Street in Norco, to decrease the contract amount by \$61,646.80.

WHEREAS, Ordinance No. 18-1-10, adopted January 22, 2018, by the St. Charles Parish Council approved and authorized a construction contract with J.E. Franke Constructors, LLC, for Project No. P170601, for the renovation/addition of the Norco Branch Library in the amount of \$1,110,025.00; and,

WHEREAS, Ordinance No. 18-6-2, adopted June 4, 2018, by the St. Charles Parish Council approved and authorized Change Order No. 1 to the contract with J.E. Franke Constructors, LLC, for the Norco Library Renovation/Addition to increase the contract amount by \$11,755.00 and increase the contact time by five days; and,

WHEREAS, Ordinance No. 18-10-10, adopted October 15, 2018, by the St. Charles Parish Council approved and authorized Change Order No. 2 to the contract with J.E. Franke Constructors, LLC, for the Norco Library Renovation/Addition to increase the contract amount by \$4,371.00 and increase the contact time by thirteen days; and,

WHEREAS, Ordinance No. 18-12-3, adopted December 10, 2018, by the St. Charles Parish Council approved and authorized Change Order No. 3 to the contract with J.E. Franke Constructors, LLC, for the Norco Library Renovation/Addition to decrease the contract amount by \$151.00 and increase the contact time by 19 days; and,

WHEREAS, Ordinance No. 19-1-3, adopted January 7, 2019, by the St. Charles Parish Council approved and authorized Change Order No. 4 to the contract with J.E. Franke Constructors, LLC, for the Norco Library Renovation/Addition to increase the contract amount by \$3,469.00 and increase the contact time by 10 days; and,

WHEREAS, Ordinance No. 19-2-8, adopted February 18, 2019, by the St. Charles Parish Council approved and authorized Change Order No. 5 to the contract with J.E. Franke Constructors, LLC, for the Norco Library Renovation/Addition to decrease the contract amount by \$52.75 and increase the contact time by 12 days; and,

WHEREAS, it is necessary to adjust the original contract to reflect those items more fully described in Change Order No. 6, said adjustment as recommended by Plus One, L.L.C., to decrease the dollar amount by \$61,646.80; and

WHEREAS, it is the desire of the Parish Council to approve said Change Order No. 6.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Change Order No. 6 for the Norco Library Renovation/Addition to decrease the contract amount by \$61,646.80 is hereby approved and accepted.

SECTION II. That the Parish President is hereby authorized to execute said Change Order on behalf of St. Charles Parish.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this _____ day of _____, 2022, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

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Change Order

PROJECT: <i>(name and address)</i> St. Charles Parish Library Ren 590 Apple Street, Norco, LA	CONTRACT INFORMATION: Contract For: Renovation/Addition of Libr Date: January 24, 2022	CHANGE ORDER INFORMATION: Change Order Number: 006 Date: January 24, 2022
OWNER: <i>(name and address)</i> St. Charles Parish Government 15045 River Road Hahnville, LA 70057	ARCHITECT: <i>(name and address)</i> Plus One, LLC PO Box 40232 Baton Rouge	CONTRACTOR: <i>(name and address)</i> J. E. Franke Constructors, LLC 229 Place Saint Jean Covington, LA 70433

THE CONTRACT IS CHANGED AS FOLLOWS:

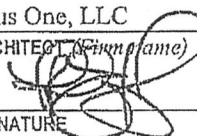
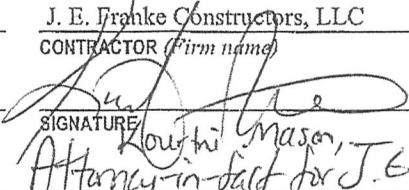
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- Reduction of Contract for Liquidated Damages December 15, 2018 - January 31, 2019 equal to \$7,200.00
- Reduction of Contract for Liquidated Damages February 1 - March 31, 2019 equal to \$8,850.00
- Reduction of Contract for Liquidated Damages April 1 - May 15, 2019 equal to \$6,750.00
- Mutually Agreed Upon Credit for Punch List Items Not Completed as of 6/22/2020 valued at \$10,421.55
- Credit for Punch List Items Not Completed valued at \$19,425.25
- Credit for Architect Fees as of 3/12/2020 valued at \$7,000.00 per contract agreement
- Credit for Architect fees for final walkthrough valued at \$2,000.00 per contract agreement

The original	(Contract Sum)	was	\$	<u>1,110,025.00</u>
The net change by previously authorized Change Orders			\$	<u>19,391.25</u>
The	(Contract Sum)	prior to this Change Order was	\$	<u>1,129,416.25</u>
The	(Contract Sum)	will be (decreased) by this Change Order in the amount of	\$	<u>61,646.80</u>
The new	(Contract Sum)	, including this Change Order, will be	\$	<u>1,067,769.45</u>
The Contract Time will be (unchanged) by	zero	(0) days.		
The new date of Substantial Completion will be May 15, 2019				

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Plus One, LLC ARCHITECT <i>(Firm name)</i>	J. E. Franke Constructors, LLC CONTRACTOR <i>(Firm name)</i>	St. Charles Parish Government OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Fritz Embaugh, CEO PRINTED NAME AND TITLE	Attorney-in-fact for J.E. Franke Constructors PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
24JAN2022 DATE	8/24/2022 DATE	 DATE

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St. Charles Parish Library
Change Order Number 006

The original Contract Sum was	\$ 1,110,025.00
The net change by previously authorized Change Orders	\$ 19,391.25
The Contract Sum prior to this Change Order was	\$ 1,129,416.25
The Contract Sum will be decreased by this Change Order in the amount of	\$ 61,646.80
The new Contract Sum, including this Change Order, will be	\$ 1,067,769.45
The Contract Time will be increased by zero (0) days	

Summary of Items Included in Change Order:	
Credit for Liquidated Damages December 15, 2018 - January 31, 2019	\$ 7,200.00
Credit for Liquidated Damages February 1 - March 31, 2019	\$ 8,850.00
Credit for Liquidated Damages April 1 - May 15, 2019	\$ 6,750.00
Mutually Agreed Upon Credit for Punch List Items Not Completed as of 6/22/2020	\$ 10,421.55
Credit for Punch List Items Not Completed	\$ 19,425.25
Credit for Architect Fees as of 3/12/2020	\$ 7,000.00
Credit for Architect fees for final walkthrough	\$ 2,000.00
Total Change Order Credit	\$ 61,646.80

Summary of Payments Made Pay App #/Payment Processing Date	Amount Paid
Pay App 1 (3/28/2018)	\$ (69,864.90)
Pay App 2 (4/16/2018)	\$ (32,086.25)
Pay App 3 (6/18/2018)	\$ (209,283.10)
Pay App 4 (7/17/2018)	\$ (51,408.30)
Pay App 5 (8/14/2018)	\$ (89,507.10)
Pay App 6 (10/5/2018)	\$ (95,977.55)
Pay App 7 (11/8/2018)	\$ (70,203.71)
Pay App 8 (12/14/2018)	\$ (65,932.26)
Pay App 9 (1/17/2019)	\$ (55,679.66)
Pay App 10 (2/21/2019)	\$ (163,420.01)
Pay App 11 (3/31/2019)	\$ (110,280.00)
Pay App 12 (10/2/2020)	\$ (54,126.61)
Total Payments to Date	\$ (1,067,769.45)

Mutually Agreed Upon Credits 6/22/2020

Line #	Credits Owed	Description
17	\$ 200.00	Owner to provide cleaning services of the interior building which is to include (vacuuming and dusting and trash removal. Owner will also provide site cleaning services which is to include trash and debris removal only. These items are to be completed by the Owner for an agreed credit of \$200.00 to the Owner from the Contractor.
23	\$ 75.00	Remove all stickers, painters tape and paint from all glass.
47	\$ 250.00	Service Desk - Sand/repair scratches on the top and sides of the solid surface.
49	\$ 250.00	Service Desk - Complete column finishes, not painted, metal plate covering hole, utility stub out (Potential credit was discussed)
54	\$ 20.00	Staff Workroom 114 - Repair scratches in solid surfacing
86	\$ 2,000.00	Copy Area 107 - Install Acoustic Panels: Complete base installation at connection
115	\$ 50.00	Men's Room 120 - Replace spray foam removed at exterior wall above ceiling
119	\$ 150.00	Women's Room 122 - Repair scratch on door in women's or replace panel
126	\$ 150.00	Women's Room 122 - Pre-drilled holes in partition - replace panel
129	\$ 50.00	Women's Room 122 - Replace spray foam removed at exterior wall above ceiling
178	\$ 100.00	Open Public Areas - Install Control Joints per the specifications in line with window frames (30' wall length max or 900 SF)
193	\$ 5,000.00	Exterior - Install Benches per drawings
203	\$ 50.00	Exterior - Clean brick near storefront entry door
252	\$ 500.00	Plumbing - Installed insulation on backflow preventer is incorrect; replace with hot box enclosure. All valves shall be accessible.
285	\$ 276.55	Credit for pro-rated final Entergy bill (per email sent on 6/27/19)
310	\$ 50.00	Exterior - Clean all brick surfaces of mortar
327	\$ 1,250.00	Credit for final propert survey completed by owner
Total	\$ 10,421.55	

Remaining Punch List Items Not Completed

Line #	Descriptions	Original Valuation
	Millwork General:	
34	Adjust all drawer slides. Contractor claims complete but drawers still not sliding smoothly	\$ 500.00
	Doors General:	
43	Confirm all doors are "square" and properly closing- Door 107 appears warped, Door 101 rubbing frame at top of door (warranty item). Not done. They had a new door person come out to inspect on 3/13. Nothing further has been done.	\$ 300.00
	Staff Workroom 114	
62	threshold - 8/5 Contractor advised work was completed then said nothing was done as he wasn't sure what to do - door sweep suggested. Not done. Related	\$ 50.00
	IT Room 112	
74	Provide electric box for pump - not to code	\$ 100.00
	Study Room 2 105	
163	Sand, smooth wall surface and repaint. One area of ceiling still left to do and room needs another coat of paint	\$ 100.00
	Vestibule 101	
174	Front door has hole from old lock - patch and repaint. Needs to be smoothed out and painted.	\$ 150.00
	Exterior	
199	Bolt mini-split HVAC units to concrete. Need architect to confirm that it is bolted correctly. One section of concrete needs repair.	\$ 100.00
207	Repair and paint cracked/ chipped stained concrete. Contractor is disputing. However, these cracks appeared shortly after work was completed and were reported in May 2019. It should have been covered under warranty. Requesting credit for this item.	\$ 100.00
	MECHANICAL	

214	Thermostats nonfunctional in multiple spaces. VAV electric heat not operational. Contractor claims complete. VAV seems to be working but it has not been cold enough to know if working properly. TAB and startup report has not been provided. \$2000 was paid for partial completion. \$6000 is being withheld for TAB and startup report.	\$ 6,000.00
220	Ductwork in attic space not supported per specifications. Contractor claims complete. Needs to be confirmed by architect/engineer.	\$ 6,000.00
	ELECTRICAL	
236	Exterior battery packs for W1E fixtures not operational when power is out. Verify that a hot leg is run to all emergency fixtures per manufacturer.	\$ 1,500.00
NEW MECHANICAL ITEMS BASED ON OWNER REVIEW AND TLC COMMENTS		
263	Pressure test and seal all ductwork per specifications. Contractor claims complete. Kenney confirmed workers came to seal ductwork but no pressure testing has been done. \$1000 was paid for work done so far. \$4000 being withheld for pressure testing.	\$ 4,000.00
264	6/5/2019 - Replace Diffusers in Storerooms with Fire Rated Difusers. Contractor claims complete. Needs to be confirmed by architect/engineer.	\$ 500.00
286	Staff Restroom 110 – Water coming from hot water faucet never gets hot. Remains open. Water still does not get hot.	\$ 25.00
Incomplete Valuation		\$ 19,425.00

**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:

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Evaluation of Library Director
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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:

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PROFESSIONAL DEVELOPMENT

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

Comments:

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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:

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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:

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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