

St. Charles Parish Library
Board of Control Meeting
May 17, 2022
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – March 15, 2022
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - A. Norco Branch Status
 - B. Hahnville Branch Library Project Update
 - C. Hurricane Ida Recovery Update
- VIII. New Business
 - A. Resolution 22-2 – Designation of a Records Officer
- 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 22-2

Resolution to designate a records officer

Whereas Louisiana R.S. 44:411 requires that the Chief Executive Officer of each agency shall designate a records officer to act as a liaison between the Division of Archives, Records Management and History, and the agency on all matters related to records management;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of May 17, 2022, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Approved:

Celeste Uzee, President
St. Charles Parish Library Board of Control

Attest:

Leann Benedict, Secretary
Library Board of Control



Louisiana State Archives – Records Management
Louisiana Secretary of State
P.O. Box 94125
Baton Rouge, LA 70804-9125
recmgt@sos.la.gov

SSARC-940 (09/2020)

RECORDS OFFICER DESIGNATION FORM

Archives Use Only

Date Received:	Date Entered:	Entered by:
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In compliance with La R.S. 44:411, on or before July 1st of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as a liaison between the agency and the State Archives on all matters related to records management and communicate that designation by completing this form. You may submit the completed form to recmgt@sos.la.gov.

1. Agency: St. Charles Parish Library
2. Agency Mailing Address: PO Box 1029, Destrehan, LA 70047
3. Agency Chief Executive: Celeste Uzee
4. Executive's Title: Library Board President
5. Executive's E-mail Address: cnuzee@gmail.com
6. Exec Phone Number: (985) 258-0483 7. Exec Fax Number: (985) 764-1744
8. Date Executive Appointed or Elected to current position: January 18, 2022
9. Date Executive's current term ends: Jan 2023 (date of next election or N/A if not applicable).
10. Agency Records Officer Designee: Leann Benedict
11. Designee's Title: Library Director
12. Designee's E-mail Address: leann.benedict@myscpl.org
13. Des Phone Number: (985) 764-9643 x103 14. Des Fax Number: (985) 764-1744

As Chief Executive Officer of the agency listed above, I hereby designate the person listed above to act as the agency's designated Records Officer for the State Fiscal Year beginning July 1, 2022 and ending June 30, 2023. If this form is returned after January 1st in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year. In the event our designee changes during the year indicated above, we will notify your office of the change within thirty days.

President, Library Board of Control

Executive's Signature	Title	Date
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(In Whole Numbers)

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
601 - Library Service District No. 1 M&O Fund				
Revenue				
NonApplicable	000000			
Ad Valorem	31100000	6,877,000.00	5,646,929.00	(1,230,071.00)
FCC Universal Service Program	33108600	33,000.00	0.00	(33,000.00)
State Payments In Lieu Of Taxes	33400000	65,514.00	44,342.00	(21,172.00)
Charge For Photocopier	34105000	3,000.00	1,590.00	(1,410.00)
Miscellaneous Revenue	34109900	8,000.00	2,441.00	(5,560.00)
Fines (Books)	35201000	0.00	519.00	519.00
Interest Earnings	36100000	130,000.00	2,331.00	(127,669.00)
Gifts & Donations	37300000	0.00	6,340.00	6,340.00
Proceeds From The Sale Of Assets	38300000	0.00	289.00	289.00
Total NonApplicable		<u>7,116,514.00</u>	<u>5,704,780.00</u>	<u>(1,411,734.00)</u>
Total Revenue		<u>7,116,514.00</u>	<u>5,704,780.00</u>	<u>(1,411,734.00)</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	24,160.00	92,340.00
Professional Salaries	41150000	683,500.00	121,402.00	562,098.00
Regular Salaries & Wages	41200000	1,969,000.00	379,363.00	1,589,637.00
Salaries - Other	41300000	785,000.00	84,017.00	700,983.00
FICA	41510000	48,670.00	5,209.00	43,461.00
Retirement	41520000	318,435.00	60,341.00	258,094.00
Life/Health Insurance	41530000	500,000.00	115,904.00	384,096.00
Workmen's Compensation	41540000	34,000.00	7,549.00	26,451.00
Unemployment	41550000	2,008.00	61.00	1,947.00
Medicare	41560000	51,533.00	8,612.00	42,921.00
Disability	41570000	9,138.00	2,038.00	7,100.00
Post Employees Health Care	41580000	60,500.00	9,268.00	51,232.00
Dental	41600000	4,440.00	1,050.00	3,390.00
OPEB Contribution	41610000	96,915.00	18,373.00	78,542.00
Miscellaneous	41990000	1,900.00	752.00	1,149.00
Library - Dues	42140000	4,000.00	0.00	4,000.00
Library Advertising	42150000	10,000.00	800.00	9,200.00
Library-Periodicals	42160000	20,000.00	694.00	19,306.00
Library-Digital Books	42170000	130,000.00	9,312.00	120,688.00
Library - Printing	42210000	35,000.00	0.00	35,000.00
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	474.00	6,026.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	374.00	25,626.00
Speakers/Performers				
Electrical (Light And Power)	42310000	175,000.00	20,359.00	154,641.00
Natural Gas	42320000	2,000.00	549.00	1,451.00
Water	42330000	7,000.00	572.00	6,428.00
Postage And Box Rent	42410000	12,000.00	1,569.00	10,431.00

(In Whole Numbers)

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
Telephone	42420000	110,000.00	28,762.00	81,238.00
Library - Electronic Services	42450000	82,000.00	8,239.00	73,761.00
Library - Building Rentals	42510000	3,500.00	1,216.00	2,284.00
Library - Equipment Rentals	42520000	40,000.00	4,378.00	35,622.00
Library - Mt. of Grounds	42610000	60,000.00	5,788.00	54,212.00
Library - Mt. of Buildings	42620000	80,000.00	7,048.00	72,952.00
Library - Mt. of Vehicles	42630000	10,000.00	116.00	9,884.00
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	4,344.00	80,656.00
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	1,200.00	7,800.00
Library - Janitorial Contract	42750000	37,856.00	4,304.00	33,552.00
Library - Automation Systems Contract	42770000	133,450.00	13,983.00	119,467.00
Professional Services	42800000	60,000.00	36,335.00	23,665.00
Merchant Services	42810000	1,000.00	57.00	943.00
Insurance - Fire & Casualty Property	42910000	191,350.00	0.00	191,350.00
Insurance - Auto Coverage	42930000	25,000.00	50.00	24,950.00
Insurance - Employee Liability	42940000	5,400.00	5,888.00	(488.00)
Non Consumable Office Supplies	43050000	40,000.00	734.00	39,266.00
Library-Technology Supplies	43060000	80,000.00	3,265.00	76,735.00
Office Supplies	43100000	60,000.00	10,188.00	49,812.00
Library-Adult Pgm Supplies	43210001	35,000.00	1,929.00	33,071.00
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	1,525.00	45,975.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	6,848.00	53,152.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	10,000.00	1,249.00	8,751.00
Miscellaneous	43290000	8,000.00	0.00	8,000.00
Travel	44100000	60,000.00	8,540.00	51,460.00
Acquisition Of Motor Vehicles	46400000	200,000.00	0.00	200,000.00
Educational-Cultural-Recreational	46510000	110,000.00	0.00	110,000.00
Buildings-Grounds-General Plant	46520000	250,000.00	0.00	250,000.00
Office Equipment	46560000	50,000.00	14,507.00	35,493.00
Major Repairs	46700000	75,000.00	0.00	75,000.00
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	11,045.00	155,955.00
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	1,067.00	25,633.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	2,949.00	24,451.00
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>1,058,355.00</u>	<u>11,022,840.00</u>
Total Expenditures		<u>12,081,195.00</u>	<u>1,058,444.00</u>	<u>11,022,751.00</u>
Net Revenue Over Expenditures		<u>(4,964,681.00)</u>	<u>4,646,336.00</u>	<u>9,611,017.00</u>