

**St. Charles Parish Library**  
Board of Control Meeting  
Council Chambers at the Courthouse in Hahnville  
May 16, 2023 at 6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – March 28, 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 President
  - B. Resolution 23-2 – Designation of a Records Officer
  - C. Proposed Revision to the Meeting Room Policy
- 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](mailto: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
<b>601 - Library Service District No. 1 M&amp;O Fund</b>				
<i>(In Whole Numbers)</i>				
		YTD Budget - Revised	Year To-Date	YTD Budget Variance - Revised
<b>Revenue</b>				
NonApplicable	000000			
Ad Valorem	31100000	8,207,000.00	7,943,742.00	(263,258.00)
FCC Universal Service Program	33108600	33,000.00	0.00	(33,000.00)
State Payments In Lieu Of Taxes	33400000	67,500.00	0.00	(67,500.00)
Charge For Photocopier	34105000	4,000.00	1,343.00	(2,657.00)
Miscellaneous Revenue	34109900	8,000.00	2,863.00	(5,137.00)
Fines (Books)	35201000	0.00	621.00	621.00
Interest Earnings	36100000	75,000.00	11,390.00	(63,610.00)
Gifts & Donations	37300000	0.00	119.00	119.00
Insurance Refunds/Proceeds	37500000	<u>1,152,002.00</u>	<u>109,551.00</u>	<u>(1,042,451.00)</u>
Total NonApplicable		<u>9,546,502.00</u>	<u>8,069,629.00</u>	<u>(1,476,873.00)</u>
Total Revenue		<u>9,546,502.00</u>	<u>8,069,629.00</u>	<u>(1,476,873.00)</u>
<b>Expenditures</b>				
Libraries	450610			
Primary (Executive) Salaries	41100000	121,202.00	25,639.00	95,563.00
Professional Salaries	41150000	683,500.00	122,368.00	561,132.00
Regular Salaries & Wages	41200000	2,322,600.00	429,633.00	1,892,967.00
Salaries - Other	41300000	822,000.00	101,559.00	720,441.00
FICA	41510000	50,964.00	6,297.00	44,667.00
Retirement	41520000	359,640.00	66,309.00	293,331.00
Life/Health Insurance	41530000	525,000.00	111,242.00	413,758.00
Workmen's Compensation	41540000	36,000.00	3,814.00	32,186.00
Unemployment	41550000	2,008.00	68.00	1,940.00
Medicare	41560000	57,265.00	9,656.00	47,609.00
Disability	41570000	10,320.00	2,234.00	8,086.00
Post Employees Health Care	41580000	60,500.00	9,633.00	50,867.00
Dental	41600000	4,440.00	1,070.00	3,370.00
OPEB Contribution	41610000	109,456.00	20,218.00	89,238.00
Miscellaneous	41990000	2,000.00	0.00	2,000.00
Library - Dues	42140000	4,000.00	312.00	3,688.00
Library Advertising	42150000	10,000.00	0.00	10,000.00
Library-Periodicals	42160000	20,000.00	827.00	19,173.00
Library-Digital Books	42170000	130,000.00	12,509.00	117,491.00
Library - Printing	42210000	40,000.00	0.00	40,000.00
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	0.00	6,500.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	0.00	26,000.00
Speakers/Performers				
Electrical (Light And Power)	42310000	185,000.00	22,907.00	162,093.00
Natural Gas	42320000	2,000.00	395.00	1,605.00
Water	42330000	7,000.00	821.00	6,179.00
Postage And Box Rent	42410000	12,000.00	183.00	11,817.00
Telephone	42420000	115,000.00	25,641.00	89,359.00
Library - Electronic Services	42450000	90,000.00	7,826.00	82,174.00
Library - Building Rentals	42510000	4,500.00	912.00	3,588.00
Library - Equipment Rentals	42520000	40,000.00	3,652.00	36,348.00
Maintenance Of Property & Equipment	42600000	0.00	4,326.00	(4,326.00)
Library - Mt. of Grounds	42610000	65,000.00	19,048.00	45,952.00
Library - Mt. of Buildings	42620000	90,000.00	27,534.00	62,466.00
Library - Mt. of Vehicles	42630000	10,000.00	73.00	9,927.00
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00



(In Whole Numbers)

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	13,936.00	71,064.00
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	1,106.00	7,894.00
Library - Janitorial Contract	42750000	37,856.00	4,304.00	33,552.00
Library - Automation Systems Contract	42770000	138,000.00	19,877.00	118,123.00
Professional Services	42800000	60,000.00	38.00	59,962.00
Merchant Services	42810000	1,000.00	22.00	978.00
Insurance - Fire & Casualty Property	42910000	305,590.00	108,402.00	197,188.00
Insurance - Auto Coverage	42930000	35,000.00	3,049.00	31,951.00
Insurance - Employee Liability	42940000	6,182.00	206.00	5,976.00
Non Consumable Office Supplies	43050000	40,000.00	8.00	39,992.00
Library-Technology Supplies	43060000	80,000.00	5,779.00	74,221.00
Office Supplies	43100000	60,000.00	7,242.00	52,758.00
Library-Adult Pgm Supplies	43210001	37,700.00	1,471.00	36,229.00
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	3,043.00	44,457.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	7,151.00	52,849.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	1,065.00	11,935.00
Miscellaneous	43290000	8,000.00	0.00	8,000.00
Travel	44100000	66,000.00	12,699.00	53,301.00
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	400,000.00	0.00	400,000.00
Major Repairs	46700000	1,232,002.00	0.00	1,232,002.00
Construction In Progress	46800000	5,000,000.00	322,182.00	4,677,818.00
Library - Architectual	46810000	250,000.00	0.00	250,000.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	167,000.00	12,334.00	154,666.00
LIBRARY - AUDIO RECORDINGS	46900300	26,700.00	2,518.00	24,182.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	372.00	27,028.00
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
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>1,563,507.00</u>	<u>13,894,818.00</u>
Total Expenditures		<u>15,458,325.00</u>	<u>1,563,507.00</u>	<u>13,894,818.00</u>
Net Revenue Over Expenditures		<u>(5,911,823.00)</u>	<u>6,506,122.00</u>	<u>12,417,945.00</u>

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

**Resolution Number 23-2**

**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 16, 2023, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Approved:

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Randy Matherne, Vice-President  
St. Charles Parish Library Board of Control

Attest:

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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](mailto: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 1<sup>st</sup> 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](mailto:recmgt@sos.la.gov).

1. Agency: \_\_\_\_\_
2. Agency Mailing Address: \_\_\_\_\_
3. Agency Chief Executive: \_\_\_\_\_
4. Executive's Title: \_\_\_\_\_
5. Executive's E-mail Address: \_\_\_\_\_
6. Exec Phone Number: (\_\_\_\_\_) \_\_\_\_\_ 7. Exec Fax Number: (\_\_\_\_\_) \_\_\_\_\_
8. Date Executive Appointed or Elected to current position: \_\_\_\_\_
9. Date Executive's current term ends: \_\_\_\_\_ (date of next election or N/A if not applicable).
10. Agency Records Officer Designee: \_\_\_\_\_
11. Designee's Title: \_\_\_\_\_
12. Designee's E-mail Address: \_\_\_\_\_
13. Des Phone Number: (\_\_\_\_\_) \_\_\_\_\_ 14. Des Fax Number: (\_\_\_\_\_) \_\_\_\_\_

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, 20\_\_ and ending June 30, 20\_\_. If this form is returned after January 1<sup>st</sup> 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.

\_\_\_\_\_  
Executive's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Meeting Room Policy

The St. Charles Parish Library meeting rooms are available for use by individuals and organizations for educational, cultural, and informational purposes.

## Branch Hours & Room Capacity:

Location	Hours	Meeting Room	Capacity*
<b>East Regional</b>	9:00 am - 8:00 pm MON - THU	Large Meeting Room	100
	9:00 am - 5:00 pm FRI - SAT	Small Meeting Room	20
<b>West Regional</b>	9:00 am - 8:00 pm MON - THU	Large Meeting Room	110
	9:00 am - 5:00 pm FRI - SAT		
<b>Hahnville</b>	9:00 am - 5:00 pm MON - FRI	Meeting Room	25
<b>Norco</b>	10:00 am - 8:00 pm MON	Meeting Room	30
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		
<b>Paradis</b>	10:00 am - 8:00 pm MON	Meeting Room	45
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		
<b>St. Rose</b>	10:00 am - 8:00 pm MON	Meeting Room	60
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		

\*Capacity is in accordance with fire code regulations.

## Rules:

1. All meeting rooms are available for use at no charge to persons meeting the following requirements:
  - a. INDIVIDUALS: Must be 18 years of age or older with a valid St. Charles Parish Library card.
  - b. GROUPS/ORGANIZATIONS: Must designate a primary representative who is 18 years of age or older and has a valid St. Charles Parish Library card. The primary representative's library card will be used to reserve the meeting room and they will be financially responsible for any damage to library property occurring during the use of the meeting room.
  - c. STATE AND LOCAL GOVERNMENT AGENCIES: Must designate a primary representative who is 18 years of age or older and who agrees to be financially responsible for any damages to library property occurring during the use of the meeting room.
2. Use of meeting rooms for library purposes shall take precedence over all other uses.
3. Limits on Use:
  - a. Individuals and groups may only schedule two meetings per month, per branch.
  - b. All meetings should be free of charge.
  - c. Meeting Rooms may not be used for:
    - i. rallies or campaigning for specific partisan political issues or candidates.
    - ii. social gatherings such as birthdays, parties, weddings, family reunions, etc.
    - iii. programs involving the sale, advertisement, or promotion of commercial products or services or for the future sale of products or services.
  - d. Open flames, burning candles, or other flammable, combustible, or hazardous materials are not allowed in the library, by standard fire code regulations.



- e. Alcoholic beverages of any kind and possession and/or use of controlled substances are not allowed (St. Charles Parish Code of Ordinances, Chapter 13, Article I, Section 3-4 – Ord. No. 91-5.14).
  - f. Smoking is not allowed inside library facilities or within 50 feet of any exterior door. (St. Charles Parish Code of Ordinances, Chapter 13, Article IX, Section 13-654 – Ord No. 88-9-15, § IV, 9-6-88; Ord. No. 07-2-5, § I, 2-26-07).
  - g. Gambling in any form is not allowed.
  - h. Attendance/capacity is limited to fire code regulations for each room.
4. All meetings must be scheduled to begin before library closures. Meetings may extend past closing at East Regional, West Regional, St. Rose, Paradis, and Norco branches.
  5. Proposed meeting times should include any set up and clean-up time.
  6. Materials may not be attached to walls, windows, doors, or furnishings.
  7. Minors present in meeting rooms must be supervised by a responsible adult at all times.
  8. Any publicity materials, invitations, flyers, and press releases promoting events or meetings held at the library may not list the St. Charles Parish Library as a co-sponsor unless Library Administration has officially designated the event as co-sponsored. The library phone numbers may not be listed as a contact for meetings/events.
  9. Light refreshments may be served.
  10. Library staff may enter and remain in the rooms at any time during a scheduled meeting.
  11. Staff may choose to discontinue any meeting due to disruptive or unacceptable use.
  12. Individuals and groups are responsible for set up and arrangement of the room for their meeting, as well as the break down and clean-up. The room must be left in the same physical condition as it was found.
  13. The library card holder reserving the room is financially responsible for any damage to library property and is responsible for the group's compliance with the rules and regulations of the library.
  14. Disclaimers
    - a. Failure to observe meeting room policies may result in the termination of meeting room privileges.
    - b. Authorized use of a St. Charles Parish Library meeting room does not constitute endorsement or sponsorship of the organization or the views expressed by the group as a whole or by individual participants in the meetings. Meetings held will not be allowed or disallowed solely on the basis of race, creed, or national origin provided that the meeting falls into the category of approved type of organizations.
    - c. Any persons or group using Library meeting rooms shall hold St. Charles Parish, its agents, servants and/or employees harmless from any damages which may arise out of any claims by any person, company or governmental entity against St. Charles Parish resulting from his/her/its participation in any meeting and/or gathering held at any St. Charles Parish Library and does agree to fully indemnify St. Charles Parish from any damages, costs, and/or fees that may arise from those claims; any person or group using Library meeting rooms further agrees to defend any and all claims made as a result of the participation of any person(s) in such meeting or gathering.
    - d. The St. Charles Parish Library Director reserves the right to cancel any current and/or subsequent use of meeting rooms by any group or individual.
    - e. Emergency Contacts:
      - i. If issues arise during a meeting being held after-hours, contact the St. Charles Parish Emergency Operations Center (EOC) at 985-783-5050.
      - ii. For emergency or life-threatening situations contact 911.

**Reservations:**

1. All reservations will be requested online at [www.myscpl.org](http://www.myscpl.org) and are reviewed and scheduled on a first come, first served basis. Reservations must be submitted at least one day in advance but can be made up to three months in advance.

2. Recurring reservations must be submitted online, individually, with no more than two reservations per month, per branch.
3. The library card account holder must read and agree to posted policies. Acknowledgment of policies will be done with a digital signature.
4. If a meeting needs to extend past closing time, a note should be included on the reservation form.
5. Once a reservation is made it is valid for the library card account holder who reserved the room and cannot be transferred to a third party.
6. On the meeting day, the library card account holder who reserved the room or an authorized individual listed on the reservation form must check in at the circulation desk with their library card or photo ID before anyone can enter the room.
7. Cancellation Process
  - a. A thirty-minute grace period is allowed for no-shows before the meeting reservation is canceled and the room made available for others.
  - b. If an individual or group intends to cancel, the library card account holder who reserved the room or an authorized individual listed on the reservation form must notify the library at the earliest possible date in order to free the meeting room for use by others. If two cancellations occur without notifying the library, the organization/individual will have meeting room privileges revoked for six months.
  - c. If an emergency requires closing the library, the library card account holder who reserved the room will be notified. When the library reopens, any canceled meetings may be rescheduled determined by availability. Reservations for future meetings will be honored as scheduled.

Adopted November 16, 1977  
Amended September 5, 1985  
Amended January 17, 1991  
Amended August 19, 1993  
Amended April 16, 2002  
Amended May 20, 2008  
Amended January 17, 2012  
Amended July 16, 2013  
Amended January 21, 2014  
Amended November 17, 2015  
Amended November 19, 2019  
Amended Month ##, #####



# Meeting Room Policy

Text in red are revisions.  
Text in purple is in current policy but has been moved to a different section.

The St. Charles Parish Library meeting rooms are available for use by individuals and organizations for educational, cultural, and informational purposes.

## Branch Hours & Room Capacity:

Location	Hours	Meeting Room	Capacity*
<b>East Regional</b>	9:00 am - 8:00 pm MON - THU	Large Meeting Room	100
	9:00 am - 5:00 pm FRI - SAT	Small Meeting Room	20
<b>West Regional</b>	9:00 am - 8:00 pm MON - THU	Large Meeting Room	110
	9:00 am - 5:00 pm FRI - SAT		
<b>Hahnville</b>	9:00 am - 5:00 pm MON - FRI	Meeting Room	25
<b>Norco</b>	10:00 am - 8:00 pm MON	Meeting Room	30
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		
<b>Paradis</b>	10:00 am - 8:00 pm MON	Meeting Room	45
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		
<b>St. Rose</b>	10:00 am - 8:00 pm MON	Meeting Room	60
	10:00 am - 6:00 pm TUE - THU		
	9:00 am - 5:00 pm FRI		
	10:00 am - 2:00 pm SAT		

\*Capacity is in accordance with fire code regulations.

## Rules Guidelines:

1. All meeting rooms are available for use at no charge to persons meeting the following requirements:
  - a. INDIVIDUALS: Must be 18 years of age or older with a valid St. Charles Parish Library card ~~in good standing (i.e., owes less than \$10 in fees or fines)~~.
  - b. GROUPS ~~OR~~ /ORGANIZATIONS: Must designate a primary representative who is 18 years of age or older and has a valid St. Charles Parish Library card ~~in good standing~~. The primary representative's library card will be used to ~~book reserve~~ the meeting room and they will be financially responsible for any damage to library property occurring during the use of the meeting room.
  - c. STATE AND LOCAL GOVERNMENT AGENCIES: Must designate a primary representative who is 18 years of age or older and who agrees to be financially responsible for any damages to library property occurring during the use of the meeting room.
2. Use of meeting rooms for library purposes shall take precedence over all other uses.
3. Limits on Use
  - a. Individuals and groups may only schedule two meetings per month, per branch.
  - b. All meetings should be free ~~of charge and open to the general public~~.
  - c. Meeting Rooms may not be used for:
    - i. rallies or campaigning for specific partisan political issues or candidates.
    - ii. social gatherings such as birthdays, parties, weddings, family reunions, etc.
    - iii. programs involving the sale, advertisement, or promotion of commercial products or services or for the future sale of products or services.

- d. Open flames, burning candles, or other flammable, combustible, or hazardous materials are not allowed in the library, by standard fire code regulations.
  - e. Alcoholic beverages of any kind and possession and/or use of controlled substances are not allowed (St. Charles Parish Code of Ordinances, Chapter 13, Article I, Section 3-4 – Ord. No. 91-5.14)
  - f. Smoking is not allowed inside library facilities or within 50 feet of any exterior door. (St. Charles Parish Code of Ordinances, Chapter 13, Article IX, Section 13-654 – Ord No. 88-9-15, § IV, 9-6-88; Ord. No. 07-2-5, § I, 2-26-07)
  - g. Gambling in any form is not allowed.
  - h. Attendance/capacity is limited to fire code regulations for each room.
4. All meetings must be scheduled to begin before library closures. Meetings may extend past closing at East Regional, West Regional, St. Rose, Paradis, and Norco branches.
  5. Proposed meeting times should include any set up and clean-up time.
  6. Materials may not be attached to walls, windows, doors, or furnishings.
  7. Minors present in meeting rooms must be supervised by a responsible adult at all times.
  8. Any publicity materials, invitations, flyers, and press releases promoting events or meetings held at the library may not list the St. Charles Parish Library as a co-sponsor unless the Library Administration Director has officially designated the event as co-sponsored. The library phone numbers may not be listed as a contact for meetings/events.
  9. Light refreshments may be served, ~~but the organization or primary contact must provide all serving dishes and utensils.~~
  10. Library staff may enter and remain in the rooms at any time during a scheduled meeting.
  11. Staff may choose to discontinue any meeting due to disruptive or unacceptable use.
  12. Individuals and groups are responsible for set up and arrangement of the room for their meeting, as well as the break down and clean-up. The room must be left in the same physical condition as it was found.
  13. The ~~primary contact library card holder reserving the room~~ is financially responsible for ~~damages to facilities, equipment, or contents~~ any damage to library property, and is responsible for the group's compliance with the rules and regulations of the library.
  14. Disclaimers
    - a. Failure to observe meeting room policies may result in the termination of meeting room privileges.
    - b. Authorized use of a St. Charles Parish Library meeting room does not constitute endorsement or sponsorship of the organization or the views expressed by the group as a whole or by individual participants in the meetings. Meetings held will not be allowed or disallowed solely on the basis of race, creed, or national origin provided that the meeting falls into the category of approved type of organizations.
    - c. Any persons or group using Library meeting rooms shall hold St. Charles Parish, its agents, servants and/or employees harmless from any damages which may arise out of any claims by any person, company or governmental entity against St. Charles Parish resulting from his/her/its participation in any meeting and/or gathering held at any St. Charles Parish Library and does agree to fully indemnify St. Charles Parish from any damages, costs, and/or fees that may arise from those claims; any person or group using Library meeting rooms further agrees to defend any and all claims made as a result of the participation of any person(s) in such meeting or gathering.
    - d. The St. Charles Parish Library Director reserves the right to cancel any current and/or subsequent use of meeting rooms by any group or individual.
    - e. Emergency Contacts:
      - i. If issues arise during a meeting being held after-hours, contact the St. Charles Parish Emergency Operations Center (EOC) at 985-783-5050.
      - ii. For emergency or life-threatening situations contact 911.

## Procedures: Reservations:

1. All reservations will be requested online at [www.myscpl.org](http://www.myscpl.org) and are reviewed and scheduled on a first come, first served basis. Reservations must be submitted at least one day in advance but can be made up to three months in advance.
2. Recurring reservations must be submitted online, individually, with no more than two reservations per month, per branch.
3. The library card account holder must read and agree to posted policies. Acknowledgment of policies will be done with a digital signature.
4. If a meeting needs to extend past closing time, ~~special arrangements~~ a note should be made ~~included~~ at the time of ~~the~~ on the reservation form.
5. Once a reservation is made it is valid for the ~~person/group listed on the contract~~ library card account holder who reserved the room and cannot be transferred to a third party.
6. On the meeting day, the library card account holder who reserved the room or an authorized individual listed on the reservation form must check in at the circulation desk with their library card or photo ID before anyone can enter the room. ~~rooms may only be checked out by primary or secondary contacts at the scheduled time. Other attendees are only allowed into the room once check out has been completed.~~
7. Cancellation Process
  - a. A thirty-minute grace period is allowed for no-shows before the meeting reservation is canceled and the room made available for others bookings.
  - b. If an individual or group intends to cancel, the ~~primary or secondary contact~~ library card account holder who reserved the room or an authorized individual listed on the reservation form must notify the library ~~in~~ advance at the earliest possible date in order to free the meeting room for use by others. If two cancellations occur without notifying the library ~~notification~~, the organization/individual will have meeting room privileges revoked for six months.
  - c. If an emergency requires closing the library, ~~both the primary and secondary contacts~~ the library card account holder who reserved the room will be notified. When the library reopens, any canceled meetings may be rescheduled determined by availability. Reservations for future meetings will be honored as scheduled.

## *Booking Process*

- ~~1. Meeting Room Contracts will run on a calendar year (JAN – DEC).~~
- ~~2. Individuals/groups must fill out a new contract beginning each December for the following year.~~
- ~~3. Meetings are set up 4 months at a time based on the following schedule:~~

Meeting timeframe	Scheduling begins
<del>January – April</del>	<del>December 1</del>
<del>May – August</del>	<del>April 1</del>
<del>September – December</del>	<del>August 1</del>

- ~~4. To reserve a room, contact the circulation staff at any branch during normal business hours.~~
- ~~5. Attendance/capacity is limited to fire code regulations for each room.~~
- ~~6. If a meeting needs to extend past closing time, special arrangements should be made at the time of the reservation.~~

7. ~~Once a reservation is made it is valid for the person/group listed on the contract and cannot be transferred to a third party.~~
8. ~~On the meeting day, rooms may only be checked out by primary or secondary contacts at the scheduled time. Other attendees are only allowed into the room once check out has been completed.~~

**Prohibited:**

1. ~~Rooms may not be scheduled for an unlimited number of recurring meetings and must follow the above booking schedule.~~
2. ~~Rooms cannot be used for fundraisers or for shows to promote commercial purposes, social affairs, private parties, political meetings, money making affairs, or for programs by commercial firms.~~
3. ~~Programs involving the sale, advertisement, or promotion of commercial products or services or solicitations for the future sale of products are prohibited.~~
4. ~~Any publicity materials, invitations, flyers, and press releases promoting events or meetings held at the library may not list the St. Charles Parish Library as a co-sponsor unless the Library Director has officially designated the event as co-sponsored. The library phone numbers may not be listed as a contact for meetings/events.~~
5. ~~No fees may be charged to program attendees, with the exception of classes being offered as part of the Community Education Program through the St. Charles Parish Public Schools Community Education Department. See the "Meeting Room Contract-Community Education Addendum" for additional guidelines for meeting room use by the St. Charles Parish Public Schools Community Education Department.~~
6. ~~Alcoholic beverages of any kind and possession and/or use of controlled substance are not allowed throughout the library or on library property. (St. Charles Parish Code of Ordinances, Chapter 3, Article I, Section 3-4 — Ordinance 91-5-14)~~
7. ~~Gambling in any form is not allowed in the libraries or on library property.~~
8. ~~Smoking is not allowed in library facilities or within 50 feet of any exterior door in accordance with parish ordinance numbers 88-0-15, 88-1-11, and 07-2-5.~~
9. ~~Standard fire code regulations restrict the occupancy capacity of all meeting rooms.~~
10. ~~The use of any open flame, burning candles, or other flammable, combustible or hazardous materials is prohibited in the library, including meeting rooms, by standard fire code regulations.~~



Paper contracts will no longer be used. All reservations will be made online. The library will have paper contracts available for backup purposes but these do not need to be included in the policy



# Meeting Room Contract

The purpose of this contract is to apply for permission to use a meeting room of the St. Charles Parish Library.

Primary Contact Person: \_\_\_\_\_

Library Card Number: 2 3 1 5 7 \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Meeting Room Location	
Number of Attendees	
Date of Meeting(s) If recurring see attached form.	
Start Time (include prep)	
End Time (include clean-up)	
Type of Activity	

This request is for a St. Charles Parish School Community Education class.  YES  NO  
If yes, please complete a *Meeting Room Contract – Community Education Addendum*.

I have received a copy of and read the Meeting Room Policy adopted by the Library Board of Control and, if granted permission to use the room, I agree to abide by the provisions of the policy and assume personal responsibility for any damages which may be caused to library facilities as a result of this meeting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Staff Use Only:**

Contract Year \_\_\_\_\_ Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Application is:  Approved  Denied due to: \_\_\_\_\_



# Meeting Room Contract Attachment

This form is to be utilized as an attachment to the Meeting Room Contract to document recurring meeting dates.

Primary Contact Person: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

List recurring dates in table below:

Month	Dates	Start Time	End Time

**For Staff Use Only:**

Contract Year \_\_\_\_\_ Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Application is:  Approved  Denied due to: \_\_\_\_\_

Additional Information/Comments (examples: refreshment info, no-shows, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**~~St. Charles Parish Library~~**  
**~~Meeting Room Contract – Community Education Addendum~~**  
**~~(for St. Charles Parish Public Schools Community Education Department)~~**

The St. Charles Parish Library agrees to allow the St. Charles Parish Public Schools Community Education Department to utilize library meeting room facilities for programs being offered as part of their Community Education (CE) Program. St. Charles Parish Public Schools must comply with all policies and guidelines set forth in the St. Charles Parish Library Meeting Room Policy as well as the following guidelines:

- ~~• No more than 20 sessions may be scheduled at each of the regional libraries per semester.~~
- ~~• No more than 10 sessions may be scheduled at each of the smaller branches per semester.~~
- ~~• No course shall require a fee of more than \$50.00 and such fee should be meant to cover only the cost of the course materials rather than the instructor's compensation. Participants should not be required to pay any additional fees.~~
- ~~• No employee or Board Member of the St. Charles Parish Library shall be allowed to teach a CE course at any St. Charles Parish Library location. Such employees may teach CE classes at non-library facilities on their own time.~~
- ~~• A representative from the St. Charles Parish School System Community Education Department must sign a "Meeting Room Contract – Community Education" for each class being scheduled in library facilities.~~
- ~~• The St. Charles Parish Public Schools Community Education Department assumes full responsibility for any damage to the libraries facilities, equipment or content as a result of this use.~~

*Cancellation Process*

- ~~1. A thirty-minute grace period is allowed for no-shows before the meeting is canceled and made available for other bookings.~~
- ~~2. If an instructor intends to cancel, the school board must notify the library in advance. If two cancellations occur without library notification, the school board/instructor will have meeting room privileges revoked for six months.~~
- ~~3. If an emergency requires closing the library, both the school board and instructor will be notified. When the library reopens, any canceled meetings may be rescheduled determined by availability. Reservations for future meetings will be honored as scheduled.~~

Instructor's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_



# Meeting Room Contract Community Education

*Total cost of course, including materials, cannot be over \$50.00.*

*This cost is meant to cover only materials rather than the instructor's compensation.*

<b>Cost of Course</b>	\$ _____
<b>Will attendees be required to buy additional materials?</b>	<input type="checkbox"/> Yes \$ _____ <input type="checkbox"/> No

Meeting Room Location	
Number of Attendees	
Date of Session(s)	
Start Time (include prep)	
End Time (include clean-up)	
Course Title	
Total Number of Sessions	
Brief Description of Course	

I, the undersigned, am authorized to enter into this agreement on behalf of the St Charles Parish Schools Community Education Department and understand that I will be held personally liable for damages if false information is provided.

I have received a copy of and read the *Meeting Room Policy* and the *Community Education Addendum* adopted by the Library Board of Control and, if granted permission to use the room, I agree to abide by the provisions of these policies and guidelines and assume personal responsibility for any damages which may be caused to library facilities as a result of this meeting.

Community Education Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**For Staff Use Only:**

Contract Year \_\_\_\_\_ Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_

Application is:  Approved  Denied due to: \_\_\_\_\_



## **Meeting Room Policy**

Adopted November 16, 1977  
Amended September 5, 1985  
Amended January 17, 1991  
Amended August 19, 1993  
Amended April 16, 2002  
Amended May 20, 2008  
Amended January 17, 2012  
Amended July 16, 2013  
Amended January 21, 2014  
Amended November 17, 2015  
Amended November 19, 2019  
Amended Month ##, #####