

**St. Charles Parish Library**  
Board of Control Meeting  
May 21, 2024  
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – March 19, 2024
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
  - A. Reanda Fields-Pierre
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
  - A. Hahnville Branch Library Project Update
  - B. Hurricane Ida Recovery Update
- VIII. New Business
  - A. Resolution 24-3 – 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](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.

## Leann C. Benedict

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**From:** Love Going Home <lovegoinghome@gmail.com >  
**Sent:** Friday, April 26, 2024 3:28 PM  
**To:** Leann C. Benedict  
**Subject:** letter time sensitive

Good Afternoon,

If possible, I would love to meet with you regarding a letter of approval requested in favor of the Louisiana Business Center opening a restaurant/food truck park within 500 ft of the Lakewood Library.

If you have any questions, please do not hesitate to contact me at 504.723.2485.

Thank you for your time and attention in this matter.

Sincerely,  
Reanda Fields-Pierre

## Leann C. Benedict

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**From:** Love GoingHome <lovegoinghome@gmail.com>  
**Sent:** Friday, May 3, 2024 10:53 AM  
**To:** Leann C. Benedict  
**Subject:** Re: letter time sensitive

Good Morning,

Thank you for responding. The restaurant is located in the Louisiana Business Center formally the old Whitney Bank near the Lakewood Library.

Because we are 470ft away (not exceeding 500ft), I was informed that we need a letter from you stating that you do not object to us receiving a waiver of the current ordinance to operate a full service restaurant that would include the sale of wine and/or mixed alcoholic beverages in that location.

If you have any questions please do not hesitate to contact me at 504.723.2485.

Thank you for your time and attention in this matter.

Sincerely,  
Reanda Fields Pierre

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

**Resolution Number 24-3**

**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 21, 2024, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Approved:

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

Attest:

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Leann Benedict, Secretary  
St. Charles Parish 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 (11/2023)

## 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).

- Agency Name: St. Charles Parish Library
- Agency Mailing Address: PO Box 1029, Destrehan, LA 70047
- Agency Chief Executive: Beverly DeLaune
- Executive's Title: President, Library Board of Control
- Executive's E-mail Address: bdelaune@dkslaw.com
- Executive's Phone Number: 504-481-5047 7. Exec Fax Number: \_\_\_\_\_
- Date Executive was appointed or elected to current position: 2/20/2024
- Date Executive's current term ends: Jan 2025 (date of next election or N/A if not applicable).
- Agency's Records Officer Designee: Leann Benedict
- Designee's Title: Library Director
- Designee's E-mail Address: leann.benedict@myscpl.org
- Des Phone Number: 985-764-9643 x103 14. Des Fax Number: 985-764-1744

As the head 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<sup>24</sup> and ending June 30, 20<sup>25</sup>. 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 (Head of Agency) Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

(In Whole Numbers)

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
<b>601 - Library Service District No. 1 M&amp;O Fund</b>				
Revenue				
NonApplicable	000000			
Ad Valorem	31100000	8,994,500.00	9,015,406.00	20,906.00
FCC Universal Service Program	33108600	40,000.00	0.00	(40,000.00)
State Payments In Lieu Of Taxes	33400000	67,455.00	40,410.00	(27,045.00)
Charge For Photocopier	34105000	4,000.00	0.00	(4,000.00)
Miscellaneous Revenue	34109900	8,000.00	0.00	(8,000.00)
Fines (Books)	35201000	0.00	422.00	422.00
Interest Earnings	36100000	550,000.00	7,525.00	(542,475.00)
Gifts & Donations	37300000	0.00	294.00	294.00
Total NonApplicable		<u>9,663,955.00</u>	<u>9,064,057.00</u>	(599,898.00)
Total Revenue		<u>9,663,955.00</u>	<u>9,064,057.00</u>	(599,898.00)
Expenditures				
Communications	410165			
Water	42330000	0.00	108.00	(108.00)
Total Communications		0.00	108.00	(108.00)
Libraries	450610			
Primary (Executive) Salaries	41100000	127,151.00	26,897.00	100,254.00
Professional Salaries	41150000	683,500.00	128,366.00	555,134.00
Regular Salaries & Wages	41200000	2,518,928.00	484,703.00	2,034,225.00
Salaries - Other	41300000	862,015.00	105,678.00	756,337.00
FICA	41510000	53,445.00	6,552.00	46,893.00
Retirement	41520000	382,902.00	73,564.00	309,338.00
Life/Health Insurance	41530000	540,000.00	140,231.00	399,769.00
Workmen's Compensation	41540000	36,000.00	4,250.00	31,750.00
Unemployment	41550000	2,008.00	74.00	1,934.00
Medicare	41560000	60,778.00	10,616.00	50,162.00
Disability	41570000	10,988.00	1,785.00	9,203.00
Post Employees Health Care	41580000	88,000.00	16,206.00	71,794.00
Dental	41600000	4,500.00	1,210.00	3,290.00
OPEB Contribution	41610000	116,535.00	22,398.00	94,137.00
Miscellaneous	41990000	2,000.00	686.00	1,314.00
Library - Dues	42140000	4,000.00	365.00	3,635.00
Library Advertising	42150000	10,000.00	800.00	9,200.00
Library-Periodicals	42160000	20,000.00	749.00	19,251.00
Library-Digital Books	42170000	130,000.00	16,987.00	113,013.00
Library - Printing	42210000	40,000.00	0.00	40,000.00
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	400.00	6,100.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	250.00	25,750.00
Speakers/Performers				
Electrical (Light And Power)	42310000	185,000.00	27,016.00	157,984.00
Natural Gas	42320000	2,000.00	533.00	1,467.00
Water	42330000	7,000.00	990.00	6,010.00
Postage And Box Rent	42410000	12,000.00	686.00	11,314.00
Telephone	42420000	151,000.00	27,047.00	123,953.00

(In Whole Numbers)

		BUDGET	YEAR TO DATE	BUDGET VARIANCE
Library - Electronic Services	42450000	90,000.00	8,644.00	81,356.00
Library - Building Rentals	42510000	4,500.00	912.00	3,588.00
Library - Equipment Rentals	42520000	40,000.00	4,899.00	35,101.00
Library - Mt. of Grounds	42610000	125,000.00	16,206.00	108,794.00
Library - Mt. of Buildings	42620000	120,000.00	8,853.00	111,147.00
Library - Mt. of Vehicles	42630000	10,000.00	225.00	9,775.00
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	19,265.00	65,735.00
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	2,074.00	6,926.00
Library - Janitorial Contract	42750000	25,000.00	234.00	24,766.00
Library - Automation Systems Contract	42770000	140,000.00	4,898.00	135,102.00
Professional Services	42800000	60,000.00	1,078.00	58,922.00
Merchant Services	42810000	1,000.00	5.00	995.00
Insurance - Fire & Casualty Property	42910000	470,390.00	0.00	470,390.00
Insurance - Auto Coverage	42930000	41,510.00	50.00	41,460.00
Insurance - Employee Liability	42940000	6,470.00	6,746.00	(276.00)
Non Consumable Office Supplies	43050000	40,000.00	887.00	39,113.00
Library-Technology Supplies	43060000	80,000.00	7,673.00	72,327.00
Office Supplies	43100000	60,000.00	6,204.00	53,796.00
Library-Adult Pgm Supplies	43210001	37,700.00	3,786.00	33,914.00
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	5,433.00	42,067.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	9,411.00	50,589.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	1,307.00	11,693.00
Miscellaneous	43290000	8,000.00	1,220.00	6,780.00
Travel	44100000	66,000.00	7,192.00	58,808.00
Acquisition Of Motor Vehicles	46400000	120,000.00	0.00	120,000.00
Educational-Cultural-Recreational	46510000	120,000.00	5,521.00	114,479.00
Buildings-Grounds-General Plant	46520000	250,000.00	0.00	250,000.00
Office Equipment	46560000	200,000.00	0.00	200,000.00
Major Repairs	46700000	400,000.00	0.00	400,000.00
Construction In Progress	46800000	5,750,000.00	0.00	5,750,000.00
Library - Architectual	46810000	250,000.00	0.00	250,000.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	160,000.00	12,195.00	147,805.00
LIBRARY - AUDIO RECORDINGS	46900300	23,400.00	2,840.00	20,560.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	2,479.00	24,921.00
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	280,000.00	297,070.00	(17,070.00)
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	265,000.00	0.00	265,000.00
Total Libraries		<u>15,770,120.00</u>	<u>1,536,348.00</u>	<u>14,233,772.00</u>
Total Expenditures		<u>15,770,120.00</u>	<u>1,536,456.00</u>	<u>14,233,664.00</u>
Net Revenue Over Expenditures		<u>(6,106,165.00)</u>	<u>7,527,602.00</u>	<u>13,633,767.00</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**