

**St. Charles Parish Library
Board of Control Meeting
September 17, 2024
6:00pm
AGENDA**

- I. Call to Order, Prayer & Pledge
- II. Approval of Minutes – July 9, 2024
- III. Attendance Report
- IV. Scheduled Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
 - a. Request from Farmer’s Market to Place Permanent Sign on Library Property
- VII. Unfinished Business
 - a. Reanda Fields Pierre Request for Letter of No Objection
 - b. Hahnville Branch Library Project
 - i. Project Update
 - ii. Proposal to use CMAR (Construction Management at Risk)
 - 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	8,994,500.00	9,096,544.00	102,044.00
FCC Universal Service Program	33108600	40,000.00	28,887.00	(11,113.00)
State Payments In Lieu Of Taxes	33400000	67,455.00	60,614.00	(6,841.00)
Charge For Photocopier	34105000	4,000.00	0.00	(4,000.00)
Miscellaneous Revenue	34109900	8,000.00	490.00	(7,510.00)
Fines (Books)	35201000	0.00	1,199.00	1,199.00
Interest Earnings	36100000	550,000.00	282,954.00	(267,046.00)
Gifts & Donations	37300000	0.00	977.00	977.00
Proceeds From The Sale Of Assets	38300000	0.00	192.00	192.00
Total NonApplicable		<u>9,663,955.00</u>	<u>9,471,858.00</u>	<u>(192,097.00)</u>
Total Revenue		<u>9,663,955.00</u>	<u>9,471,858.00</u>	<u>(192,097.00)</u>
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	61,130.00	66,021.00
Professional Salaries	41150000	683,500.00	291,740.00	391,760.00
Regular Salaries & Wages	41200000	2,518,928.00	1,098,928.00	1,420,000.00
Salaries - Other	41300000	862,015.00	251,609.00	610,406.00
FICA	41510000	53,445.00	15,600.00	37,845.00
Retirement	41520000	382,902.00	183,012.00	199,890.00
Life/Health Insurance	41530000	540,000.00	292,663.00	247,337.00
Workmen's Compensation	41540000	36,000.00	8,808.00	27,192.00
Unemployment	41550000	2,008.00	170.00	1,838.00
Medicare	41560000	60,778.00	24,228.00	36,550.00
Disability	41570000	10,988.00	3,562.00	7,426.00
Post Employees Health Care	41580000	88,000.00	33,340.00	54,660.00
Dental	41600000	4,500.00	2,450.00	2,050.00
OPEB Contribution	41610000	116,535.00	50,812.00	65,723.00
Miscellaneous	41990000	2,000.00	1,568.00	432.00
Library - Dues	42140000	4,000.00	3,244.00	756.00
Library Advertising	42150000	10,000.00	1,600.00	8,400.00
Library-Periodicals	42160000	20,000.00	2,486.00	17,514.00
Library-Digital Books	42170000	130,000.00	41,102.00	88,898.00
Library - Printing	42210000	40,000.00	22,988.00	17,012.00
Library-Adult Pgm Speakers/Performers	42230001	6,500.00	814.00	5,686.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	16,760.00	9,240.00
Speakers/Performers				
Electrical (Light And Power)	42310000	185,000.00	63,430.00	121,570.00
Natural Gas	42320000	2,000.00	1,049.00	951.00
Water	42330000	7,000.00	2,463.00	4,537.00
Postage And Box Rent	42410000	12,000.00	3,631.00	8,369.00

		BUDGET	YEAR-TO-DATE	BUDGET VARIANCE
Telephone	42420000	151,000.00	80,190.00	70,810.00
Library - Electronic Services	42450000	90,000.00	26,653.00	63,347.00
Library - Building Rentals	42510000	4,500.00	1,824.00	2,676.00
Library - Equipment Rentals	42520000	40,000.00	13,562.00	26,438.00
Library - Mt. of Grounds	42610000	125,000.00	31,321.00	93,679.00
Library - Mt. of Buildings	42620000	120,000.00	34,983.00	85,017.00
Library - Mt. of Vehicles	42630000	10,000.00	1,967.00	8,033.00
Library - Mt. of Equipment	42640000	5,000.00	1,520.00	3,480.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	47,283.00	37,717.00
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	175.00	825.00
Library - Electrical Contract	42720000	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	9,000.00	2,755.00	6,245.00
Library - Janitorial Contract	42750000	25,000.00	468.00	24,532.00
Library - Automation Systems Contract	42770000	140,000.00	9,268.00	130,732.00
Professional Services	42800000	60,000.00	2,818.00	57,182.00
Merchant Services	42810000	1,000.00	15.00	985.00
Insurance - Fire & Casualty Property	42910000	470,390.00	200,850.00	269,540.00
Insurance - Auto Coverage	42930000	41,510.00	40,082.00	1,428.00
Insurance - Employee Liability	42940000	6,470.00	6,746.00	(276.00)
Non Consumable Office Supplies	43050000	40,000.00	24,109.00	15,891.00
Library-Technology Supplies	43060000	80,000.00	19,595.00	60,405.00
Office Supplies	43100000	60,000.00	31,476.00	28,524.00
Educational, Recreational And Culture	43210000	0.00	9,578.00	(9,578.00)
Library-Adult Pgm Supplies	43210001	37,700.00	19,294.00	18,406.00
Library-Child & Yg Ad Pgm Supplies	43210002	47,500.00	23,281.00	24,219.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	22,472.00	37,528.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	3,336.00	9,664.00
Miscellaneous	43290000	8,000.00	1,220.00	6,780.00
Travel	44100000	66,000.00	23,204.00	42,796.00
Acquisition Of Motor Vehicles	46400000	120,000.00	0.00	120,000.00
Educational-Cultural-Recreational	46510000	120,000.00	7,474.00	112,526.00
Buildings-Grounds-General Plant	46520000	250,000.00	136,807.00	113,193.00
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
Books, Publications And Library	46900000	0.00	17.00	(17.00)
LIBRARY - BOOKS (ALL FORMATS)	46900100	160,000.00	41,089.00	118,911.00
LIBRARY - AUDIO RECORDINGS	46900300	23,400.00	3,677.00	19,723.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	5,858.00	21,542.00
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 Allociation	48570000	265,000.00	0.00	265,000.00
Total Libraries		<u>15,770,120.00</u>	<u>3,651,223.00</u>	<u>12,118,897.00</u>
Total Expenditures		<u>15,770,120.00</u>	<u>3,651,331.00</u>	<u>12,118,789.00</u>
Net Revenue Over Expenditures		<u>(6,106,165.00)</u>	<u>5,820,527.00</u>	<u>11,926,692.00</u>

Leann C. Benedict

From: Don Montgomery <daabfamily@yahoo.com>
Sent: Friday, August 30, 2024 11:53 AM
To: Leann C. Benedict; Ashley Lay
Subject: German Coast Farmers' Market Sign
Attachments: IMG_6587.JPG

Hello Leann and Library Board,

The German Coast Farmers' Market wishes to express their "Thanks" for your generous support of the market. By allowing us to host our weekly events at the library every Saturday Morning, the Market has continued to be a great service to the vendors, patrons and to the St. Charles Parish Community.

Working with you and your delightful staff has been a true pleasure. Our team work has enhanced the activities of the area on Saturday Mornings.

We do feel that there are many individuals and families who continue to be unaware of all that the GCFM has to offer. This brings us to our current request: We wish to install our professional GCFM Sign near the light pole that was installed on the corner of the Library property. Ashley and Marie should be able to point out the area. The sign was on the property near River Road at Ormond Plantation for many years. We removed it before Hurricane Ida so that it would not be destroyed. It is currently in our Market Trailer in your parking lot. We would have a professional sign maker build a form from which it could be hung. The sign dimensions are approximately 4 feet by 3 feet. The form would be slightly larger.

Attached is a photo of the sign.

We appreciate your cooperation over the years that we have worked together. We hope you will seriously consider our request.
Please let us hear from you after the request has been reviewed.

Sincerely,

Ann Montgomery &
The German Coast Farmers' Market Board of Directors
504.782.8517 cell
daabfamily@yahoo.com

German Coast
**Farmers'
Market**



**Every Saturday
8:00am - Noon**

Prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined above. Please see [Vendor Affidavit Template](#).

No procurement shall be made from a vendor or other entity who fails to provide the required documentation and affidavit.

Any procurement of prohibited telecommunications or video surveillance equipment or services or in violation of any other requirements of [R.S. 38:2237.1](#) shall be void.

Any vendor or other entity who provides the affidavit and documentation required in [R.S. 38:2237.1](#) and is found to have supplied telecommunications or video surveillance equipment or services that were prohibited at the time of procurement, shall, at its own expense, replace the prohibited telecommunications or video surveillance equipment or services with nonprohibited equipment or services of at least equal quality and performance.

Compliance with [R.S. 38:2237.1](#) is subject to audit by the Louisiana Legislative Auditor.

XI. CMAR

Q.97. What is CMAR and how can it be used?

[R.S. 38:2225.2.4](#)

A.97. CMAR, which stands for Construction Manager at Risk, is an alternative to traditional public bid procurement, [R.S. 2225.2.4\(A\)\(2\)](#).

Definition

The law defines CMAR as “a delivery method by which the owner uses a design professional, who is engaged by the owner for professional predesign or design services, or both. The public entity (as defined pursuant to [R.S. 38:2211](#)), referred to as the “owner” in the statute, contracts separately with a CMAR contractor to engage in the preconstruction phase. As specified in the statute, the same CMAR contractor may also provide construction services to build the project. [R.S. 38:2225.2.4\(B\)\(1\)](#). CMAR allows a contractor to be involved in the preconstruction phase to assist in determining the constructability of the project. [R.S. 38:2225.2.4\(B\)\(2\)\(a\)](#). With CMAR, the construction manager acts as an agent of the owner to complete a project within a guaranteed maximum price.

Use: [R.S. 38:2225.2.4\(A\)\(2\)](#)

The statute sets forth several reasons for using the CMAR method:

- collaboration and cost control;
- concurrent execution of design and construction;
- a complex project with a tight time frame;
- owner, designer, and contractor with mutual project goals;
- risk identification controlled by owner; and
- minimization of the risk of construction and design disputes by using a collaborative process.

Restrictions: [R.S. 38:2225.2.4\(A\)\(3\)*](#).

The statute specifically provides restrictions on the use of CMAR, stating that CMAR “shall not be used for any project that is estimated to cost less than five million dollars, exclusive of a hospital service district as defined in [R.S. 46:1072\(2\)\(a\)](#) that may not use CMAR for any project estimated to cost less than two million dollars.” Further, for any project that is estimated to cost less than \$15 million dollars, the public entity “shall deliver written notification of the proposed CMAR project by name and description of the project, together with the reason to use CMAR, to the House and Senate transportation, highways, and public works committees for review and approval” at least sixty (60) days prior to proceeding to use CMAR for such project.

*** As amended by [Act 725 of the 2024 Regular Session](#), Effective August 1, 2024.**

Notice: [R.S. 38:2225.2.4\(C\)](#)

The statute provides that any owner who makes the determination to use the CMAR method shall indicate such intent in the request for qualifications to procure a CMAR contractor and the reasons it deems such method to be in the public interest and beneficial to the owner.

Legal challenges: [R.S. 38:2225.2.4\(D\)](#)

The statute provides that no challenge shall be made “by any legal process to the choice of the successful construction manager at risk contractor except for fraud, bias for pecuniary or personal reasons not related to the taxpayers' interest, or arbitrary and capricious selection by the owner.”

RFQ Process:

- Process requires use of an RFQ process is used to select construction manager. Selection is made by selection review committee composed of:
 - One design professional in same discipline of but not involved in, project.
 - One licensed contractor in same discipline of but not involved in, project.
 - One representative of owner.
 - Two members at large. [R.S. 38:2225.2.4\(B\)\(5\)](#).
- RFQ shall be advertised in official journal of owner and, if one exists, on owner’s website. Advertisement must be at least twice within the 30-day period prior to deadline for receipt of responses. [R.S. 38:2225.2.4\(F\)\(1\)](#).
- RFQ *shall* include:
 - Preconstruction scope of services;
 - Submittal criteria for project;
 - Procurement grading criteria;
 - Scoring methodology;
 - Total fees and compensation payable to CMAR contractor for preconstruction services and
 - Estimate of probable costs for the project [R.S. 38:2225.2.4\(F\)\(2\)](#).
- The RFQ *may* request that proposers include the following in response to the RFQ, as well as any other appropriate factors that would, in the opinion of the owner, demonstrate the capability of the proposer to perform the role of CMAR contractor:
 - The proposer’s surety.

- Construction methodologies previously used by the proposer on other projects.
- Extent to which the proposer intends to self-perform portions of the work, if applicable.
- Past performance of the proposer including timely completion of other public works projects of similar complexity and size.
- Proposed management and staffing for the project.
- The proposer's last safety record to include current experience modification rate, or EMR, recordable incident rate, or RIR, lost work time incident rate, or other data as required by the owner.
- The proposer's standard safety plan [R.S. 38:2225.2.4\(F\)\(3\)](#).

Recommendation and selection

- Within 90 days after deadline for responses to RFQ, selection review committee makes recommendation to owner. [R.S. 38:2225.2.4\(F\)\(4\)](#).
 - The results of the selection review committee, inclusive of its findings, grading, score sheets, and recommendations, shall be available for review by all proposers and shall be deemed public records.
 - The exceptions to the Open Meetings Law are applicable to the selection review committee meetings where individual proposers will be interviewed pursuant to R.S. 42:17(A)(10).
- Because the benefits of using the CMAR method reduce as the design process progresses, the statute provides that the owner shall select the CMAR contractor either before, but not later than, when in the professional opinion of the owner's design professional, the design professional's design of the project is not more than thirty percent complete. [R.S. 38:2225.2.4\(F\)\(5\)](#).
- If the owner deems the highest scored or ranked proposer to be nonresponsive or nonresponsible, then the public entity may award the project to the next highest scored or ranked proposer. [R.S. 38:2225.2.4\(F\)\(5\)](#).

Award and execution of the contract: [R.S. 38:2225.2.4\(G\)](#)

- After award and execution of the contract with the CMAR contractor, the following actions shall proceed:
 - The design professional, in consultation with the CMAR contractor, shall proceed with design services.
 - The owner shall obtain an opinion of probable cost of the project from both the CMAR contractor and the design professional when final design of the project is not more than sixty percent complete, and again when final design of the project is not more than ninety percent complete.
 - The CMAR contractor shall provide to the owner a guaranteed maximum price for construction of the project, before or upon completion of the final design.

- If the owner and CMAR contractor are able to negotiate, and to establish and agree upon a guaranteed maximum price, or GMP, to render construction services for the project, and additionally, to agree upon constructability, construction phasing and sequencing, and the maximum number of contract days to complete the project, the owner may then award the contract for construction services to the CMAR contractor for the construction phase of the contract.
- Once a guaranteed maximum price is agreed upon, the owner may contract with the CMAR contractor to undertake construction services.
- Additionally, the owner may determine and contract with the CMAR contractor to undertake specific items of construction services prior to agreement upon a GMP for such items, provided such undertaking is for the benefit of the project and a GMP for the undertaking can be agreed upon between the owner and CMAR contractor. Such items may benefit the project, including but not limited to items that require a long lead time, may further the understanding of unknown site conditions, or other items.
- If the owner and the CMAR contractor are not able to agree upon constructability, construction phasing and sequencing, the GMP for the project, the maximum number of contract days to complete the project, and to reach a negotiated agreement, then the project shall be re-advertised and publicly bid utilizing the design-bid-build delivery method, provided the CMAR contractor shall be prohibited from bidding on the project.

XII. Additional Legal Sources

Relevant Attorney General Opinions



NEW
2024

AG Op. No. 24-0040 The prohibition in R.S. 38:2212(R) against a public entity owning or operating a manufacturing facility or plant to produce or manufacture construction materials does not prohibit a police jury from procuring and operating a pug mill to produce road construction materials as it is equipment and not a facility.

AG Op. No. 23-0032 The requirement under R.S. 38:2212(H) that funds sufficient to meet or exceed the estimate of probable construction costs must be budgeted prior to a public entity advertising a public works project does not apply to contracts being let under the Construction Manager at Risk (CMAR) alternative method. However, a public entity must still comply with the Local Government Budget Act (LGBA) and any Home Rule Charter provisions, if applicable, in budgeting of CMAR projects.

AG Op. No. 21-0114 – The donation of funds and land to a public entity for a public works project must occur prior to the advertisement of the public work by the public entity.

AG Op. No. 21-0097 – The repair and alteration of public facilities or immovable property owned, used, or leased by a public entity are generally considered public works projects under the Public Bid Law.

Such contracts will therefore require advertisement and letting in compliance with the Public Bid Law when the probable construction costs are estimated to exceed the contract limit (\$250,000).

**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:

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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