

ST. CHARLES PARISH LIBRARY
2020 Budget Summary
and
Public Hearing Notice

In accordance with the requirements of the Louisiana Local Government Budget Act 504 of the 1980 session of the Legislature, R.S. 39:1301 *et. seq.*, a summary of the proposed 2020 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2020 budget will be held at 6:00 p.m., November 19, 2019, in Council Chambers at the St. Charles Parish Courthouse in Hahnville. A copy of the budget will be available for inspection at all St. Charles Parish Library locations and the Library's website (www.myscpl.org) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR \$6,261,266

REVENUES

Ad Valorem Taxes	6,798,000
FCC Universal Service Program	33,000
State Revenue Sharing	63,000
Fees, Fines, and Forfeitures	22,000
Interest Earnings	<u>165,000</u>
Total Receipts	7,081,000

EXPENDITURES

Personnel Services	4,272,122
Operating Services	1,250,078
Materials & Supplies	330,600
Travel & Training	73,000
Capital Outlay	972,350
Intergovernmental	<u>444,000</u>
Total Expenditures	7,342,150

PROJECTED ENDING FUND BALANCE 6,000,116

**ST. CHARLES PARISH LIBRARY
Proposed Budget for 2020**

Anticipated Revenue

	Budgeted 2019	Anticipated 2020	\$ Variance	% Variance
01 Fund Balance from Previous Year	5,310,847	6,261,266	950,419	18%
02 Ad Valorem Taxes (3110)	5,745,000	6,798,000	1,053,000	18%
03 FCC Universal Service Program (3310.86)	24,000	33,000	9,000	38%
04 State Revenue Sharing (3340)	63,500	63,000	-500	-1%
05 Charges for Photocopier (3410.50)	7,000	7,000	0	0%
06 Miscellaneous Revenues (3410.99)	10,000	10,000	0	0%
07 Fines (Books) (3520.10)	5,000	5,000	0	0%
08 Interest Earnings (3610.00)	190,000	165,000	-25,000	-13%
09 Gifts and donations (3730.00)	0	0	0	0%
10 <i>Total New Receipts</i>	<u>6,044,500</u>	<u>7,081,000</u>	<u>1,036,500</u>	<u>17%</u>
11 Total New Receipts & Fund Balance from Previous Year	<u>11,355,347</u>	<u>13,342,266</u>	<u>1,986,919</u>	<u>17%</u>

**ST. CHARLES PARISH LIBRARY
Proposed Budget for 2020**

Anticipated Expenditures

<u>PERSONNEL SERVICES</u>		2019	Proposed 2020	\$ Variance	% Variance
Salaries and Wages					
12	Directors' Salary (110)	100,200	104,250	4,050	4%
13	Professional Salaries (115)	559,860	550,000	-9,860	-2%
14	Regular Salaries (120)	1,607,000	1,809,000	202,000	13%
15	Part-Time Wages (130)	718,400	749,000	30,600	4%
16	<i>Total Salaries and Wages</i>	<u>2,985,460</u>	<u>3,212,250</u>	<u>226,790</u>	<u>8%</u>
Employee Benefits and Costs					
17	FICA/Social Security (151)	44,541	46,438	1,897	4%
18	Retirement Contributions (152)	260,712	307,906	47,194	18%
19	Life/Health Insurance (153)	480,000	480,000	0	0%
20	Workers Compensation (154)	32,000	32,000	0	0%
21	Unemployment Insurance (155)	1,866	2,008	142	8%
22	Medicare Insurance (156)	43,289	46,578	3,288	8%
23	Disability insurance (157)	7,481	8,129	647	9%
24	Retired Employees Insurance (158)	28,050	45,000	16,950	60%
25	Dental (160)	4,000	4,000	0	0%
26	OPEB Contribution (161)	79,347	86,214	6,867	9%
27	Miscellaneous/Drug Testing (199)	1,600	1,600	0	0%
28	<i>Total Benefits and Costs</i>	<u>982,886</u>	<u>1,059,872</u>	<u>76,986</u>	<u>8%</u>
29	Total Personnel Services (100's)	<u>3,968,346</u>	<u>4,272,122</u>	<u>303,776</u>	<u>8%</u>
<u>OPERATING SERVICES</u>					
Advertising, Dues and Subscriptions					
30	Membership Dues (214)	4,000	4,000	0	0%
31	Advertising (215)	10,000	10,000	0	0%
32	<i>Total Dues and Advertising</i>	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0%</u>
Periodicals and Digital Materials					
33	Periodicals (216)	20,000	20,000	0	0%
34	Digital Books (217)	105,500	105,500	0	0%
35	<i>Total Periodicals & Digital Materials</i>	<u>125,500</u>	<u>125,500</u>	<u>0</u>	<u>0%</u>
Printing and Public Program Speakers/Performers					
36	Printing (221)	31,500	31,500	0	0%
37	Adult Prog Speakers/Perf (22300001)	6,500	6,500	0	0%
38	Child Prog Speakers/Perf (22300002)	25,000	25,000	0	0%
39	<i>Total Printing & Programming</i>	<u>63,000</u>	<u>63,000</u>	<u>0</u>	<u>0%</u>
Utilities					
40	Electrical light and Power (231)	175,000	175,000	0	0%
41	Gas (232)	2,000	2,000	0	0%
42	Water (233)	7,000	7,000	0	0%
43	<i>Total Utilities</i>	<u>184,000</u>	<u>184,000</u>	<u>0</u>	<u>0%</u>
Communications					
44	Postage and Box Rent (241)	12,000	12,000	0	0%
45	Telephone (242)	91,000	100,000	9,000	10%
46	Electronic Services (245)	73,000	78,000	5,000	7%
47	<i>Total Communications</i>	<u>176,000</u>	<u>190,000</u>	<u>14,000</u>	<u>8%</u>
Rentals					
48	Building Rentals (251)	10,500	3,072	-7,428	-71%
49	Equipment Rentals (252)	40,000	40,000	0	0%
50	Film rentals (259)	0	0	0	0%
51	<i>Total Rentals</i>	<u>50,500</u>	<u>43,072</u>	<u>-7,428</u>	<u>-15%</u>

**St. Charles Parish Library
Proposed Budget for 2020
Expenditures, page 2**

		2019	Proposed 2020	\$ Variance	% Variance
Maintenance					
52	Maintenance of Grounds (261)	45,000	45,000	0	0%
53	Maintenance of Buildings (262)	80,000	80,000	0	0%
54	Maintenance of Vehicles (263)	10,000	10,000	0	0%
55	Maintenance of Equipment (264)	5,000	5,000	0	0%
56	Maintenance of Plumbing and HVAC (265)	85,000	85,000	0	0%
57	Maintenance of Furniture & Office Equipment (266)	1,000	1,000		0%
58	Electrical Maintenance (272)	5,000	5,000	0	0%
59	Pest Control (274)	7,500	8,000	500	7%
60	Janitorial Maintenance (275)	15,000	37,856	22,856	152%
61	Maintenance of Automation Systems (277)	116,000	121,000	5,000	4%
62	<i>Total Maintenance</i>	<u>369,500</u>	<u>397,856</u>	<u>28,356</u>	<u>8%</u>
Professional Services					
63	Miscellaneous (280)	100,000	60,000	-40,000	-40%
64	Merchant Services (281)	0	1,000	1,000	
65	<i>Total Professional Services</i>	<u>100,000</u>	<u>61,000</u>	<u>-39,000</u>	<u>-39%</u>
Insurance and Surety Bonds					
66	Fire, Casualty, and Liability (291)	145,000	145,000	0	0%
67	Vehicles (293)	20,000	23,000	3,000	15%
68	Employee Liability (294)	3,500	3,650	150	4%
69	<i>Total Insurance</i>	<u>168,500</u>	<u>171,650</u>	<u>3,150</u>	<u>2%</u>
70	Total Operating Services (200's)	<u>1,251,000</u>	<u>1,250,078</u>	<u>-922</u>	<u>0%</u>
<u>MATERIALS AND SUPPLIES</u>					
Non-Consumable Office					
71	Supplies (305)	40,000	40,000	0	0%
72	Technology Supplies (306)	80,000	80,000	0	0%
73	Office Supplies (310)	50,000	55,000	5,000	10%
74	Adult Program Supplies (32100001)	25,000	35,000	10,000	40%
75	Child/YA Progr. Supplies (32100002)	41,000	45,000	4,000	10%
76	Maint- Buildings/Grounds (326)	60,000	60,000	0	0%
77	Vehicle Supplies (327)	10,000	10,000	0	0%
78	Planetarium Supplies (329)	2,000	5,600	3,600	180%
79	Total Materials and Supplies (300's)	<u>308,000</u>	<u>330,600</u>	<u>22,600</u>	<u>7%</u>
Travel, Workshops, Expense					
80	Reimbursement (410)	60,000	60,000	0	0%
81	Elections - Official Fees (440)	13,000	13,000	0	0%
82	Total Travel and Training (400's)	<u>73,000</u>	<u>73,000</u>	<u>0</u>	<u>0%</u>

**St. Charles Parish Library
Proposed Budget for 2020
Expenditures, page 3**

	2019	Proposed 2020	\$ Variance	% Variance
<u>CAPITAL OUTLAY</u>				
Acquisition of Land and Vehicles				
83	Acquisition of Land (610)	0	0	0
84	Acquisition of Buildings (620) Improvements Other Than	0	0	0
85	Buildings (630)	0	0	0
86	Acquisitions of Motor Vehicles (640)	0	200,000	200,000
87	<i>Total Acquisition of Land & Vehicles</i>	<u>0</u>	<u>200,000</u>	<u>200,000</u>
Acquisition of Equipment				
Educational/Cultural/ Recreational (651)				
88	Buildings/Grounds/General	100,000	100,000	0
89	Plant (652)	80,000	135,000	55,000
Office Equipment, Furniture & Fixtures (656)				
90		120,000	50,000	-70,000
91	<i>Total Acquisition of Equipment</i>	<u>300,000</u>	<u>285,000</u>	<u>-15,000</u>
92	Major Repairs (670)	125,000	75,000	-50,000
93	Construction in Progress (680)	580,000	91,250	-488,750
94	Architectural (681)	26,000	60,000	34,000
Library Materials				
95	Books (6900100)	183,000	183,000	0
96	Audio materials (6900300)	26,700	26,700	0
97	Video Materials (6900500)	27,400	27,400	0
98	<i>Total Library Materials</i>	<u>237,100</u>	<u>237,100</u>	<u>0</u>
99	Other Fees (693)	0	1,000	1,000
100	Library Other (696)	0	10,000	10,000
Planetarium Materials and Equipment (699)				
101		10,000	13,000	3,000
102	Total Capital Outlay (600's)	<u>1,278,100</u>	<u>972,350</u>	<u>-305,750</u>
<u>INTERGOVERNMENTAL COSTS</u>				
Contributions to Retirement Systems (730)				
103		210,000	248,000	38,000
104	Cost of AV Tax collection (731)	6,000	6,000	0
105	Indirect Cost Allocation (857)	172,000	190,000	18,000
106	Total Intergovernmental Costs (700's)	<u>388,000</u>	<u>444,000</u>	<u>56,000</u>
107	TOTAL EXPENDITURES	<u>7,266,446</u>	<u>7,342,150</u>	<u>75,704</u>
PROJECTED ENDING				
108	FUND BALANCE	<u>4,088,901</u>	<u>6,000,116</u>	<u>1,911,215</u>



2020 Proposed Budget

NOTES

NOTES TO THE 2020 BUDGET: REVENUES

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of September 30, 2019 and projected expenditures through the remainder of the year. It does not include projected new revenues from the 2019 tax roll. Those are included on Line 02 as new receipts for 2020.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$6,385,194 as of the end of 2018. As of 9/30/2019 the library's revenues totaled \$6,515,991 and expenditures totaled \$4,100,372. We are estimating total expenditures for 2019 to be a little over 6.6 million dollars, leaving an anticipated ending fund balance of approximately \$6,261,266.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2019 tax roll. These funds will be collected primarily in 2020.

The estimate is based on reports provided by the Finance Department. The millage rate for the library was set at 4.5 mills in 2010 by voters. It was rolled back to 4.45 in 2012 and was rolled back to 4.35 in 2017. It has been rolled forward to the maximum rate allowed of 4.53 mills for 2019. Based on projections from the Finance department, we anticipate an increase in revenue for the 2020 fiscal year.

Line 03: The library receives reimbursement for Internet and data lines each year through the **FCC Universal Service Program**, also known as eRate.

Line 04: This line shows the amount of anticipated **State Revenue Sharing** based on figures from the Parish Finance Department. The Office of the State Treasurer determines the amount of revenue sharing funds each eligible recipient body is to receive. Eligible tax recipient bodies are those supported by ad valorem taxes and whose millages are included in the Revenue Sharing Act. The amount listed is what is due to the library after statutory deductions.

Line 05: **Photocopy Receipts** are based on figures for past years.

Line 06: **Miscellaneous Revenues** include library card replacements, planetarium fees and other charges. No change.

Line 07: **Fines for Overdue Materials** are based on figures for past years.

Line 08: **Interest Earnings** are based on estimates provided by the Finance Department.

Line 9: No amount is budgeted for **Gifts and Donations** because they are generally very modest and should not be counted on as significant sources of revenue.

Line 10: **TOTAL NEW RECEIPTS** are projected new revenues to be earned in 2020.

Line 11: **TOTAL NEW RECEIPTS AND FUND BALANCE FROM THE PREVIOUS YEAR.**

NOTES TO THE 2020 BUDGET: EXPENDITURES

Lines 12-16: The Parish uses the April to April CPI for All Urban Consumers to determine cost of living increases. That index showed a 2.0% increase. It is my recommendation that a 2.0% cost of living adjustment be approved for the library.

Budgeted personnel salaries reflect standard one-step increases for employees and a few possible additional increases, given for exceptional performance and/or increased responsibilities. A small amount is also set aside for possible mid-year merit increases.

- Line 12 – Library Director’s salary. Standard one-step increase is budgeted.
- Line 13 – Salaries for professional librarians.
- Line 14 – Salaries for all other full-time employees. Increase due to two additional full-time circulation assistant positions added in 2019 and three possible new full-time positions, budgeted for 2020. The new positions budgeted for include a Human Resources Manager and two additional staff to potentially help with staff training and increased programming and outreach.
- Line 15 – Wages for all part-time employees. Includes funds for up to four new part-time positions to help meet the increasing demand for the library to provide outreach services and other programs in the community.

St. Charles Parish Library
2020 Proposed Payscale

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20	Step 21	Step 22	Step 23	Step 24	Step 25	Step 26	Step 27	Step 28	Step 29	Step 30
Range 9	Hourly	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11	\$ 41.93	\$ 42.77	\$ 43.63	\$ 44.50	\$ 45.39	\$ 46.30	\$ 47.23	\$ 48.17	\$ 49.13	\$ 50.11	\$ 51.11	\$ 52.13	\$ 53.17	\$ 54.23	\$ 55.31	\$ 56.42	\$ 57.55	\$ 58.70	\$ 59.87
Librarian III	Biweekly	\$ 2,698.40	\$ 2,752.00	\$ 2,807.20	\$ 2,863.20	\$ 2,920.80	\$ 2,979.20	\$ 3,038.40	\$ 3,099.20	\$ 3,160.80	\$ 3,224.00	\$ 3,288.80	\$ 3,354.40	\$ 3,421.60	\$ 3,490.40	\$ 3,560.00	\$ 3,631.20	\$ 3,704.00	\$ 3,778.40	\$ 3,853.60	\$ 3,930.40	\$ 4,008.80	\$ 4,088.80	\$ 4,170.40	\$ 4,253.60	\$ 4,338.40	\$ 4,424.80	\$ 4,513.60	\$ 4,604.00	\$ 4,696.00	\$ 4,789.60
Director	Annually	\$70,158.40	\$71,552.00	\$72,987.20	\$74,443.20	\$75,940.80	\$77,459.20	\$78,998.40	\$80,579.20	\$82,180.80	\$83,824.00	\$85,508.80	\$87,214.40	\$ 88,961.60	\$ 90,750.40	\$ 92,560.00	\$ 94,411.20	\$ 96,304.00	\$ 98,238.40	\$100,193.60	\$102,190.40	\$104,228.80	\$106,308.80	\$108,430.40	\$110,593.60	\$112,798.40	\$115,044.80	\$117,353.60	\$119,704.00	\$122,096.00	\$124,529.60
Range 8	Hourly	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11	\$ 41.93	\$ 42.77	\$ 43.63	\$ 44.50	\$ 45.39	\$ 46.30	\$ 47.23	\$ 48.17	\$ 49.13	\$ 50.11	\$ 51.11	\$ 52.13
Librarian II	Biweekly	\$ 2,348.80	\$ 2,396.00	\$ 2,444.00	\$ 2,492.80	\$ 2,542.40	\$ 2,593.60	\$ 2,645.60	\$ 2,698.40	\$ 2,752.00	\$ 2,807.20	\$ 2,863.20	\$ 2,920.80	\$ 2,979.20	\$ 3,038.40	\$ 3,099.20	\$ 3,160.80	\$ 3,224.00	\$ 3,288.80	\$ 3,354.40	\$ 3,421.60	\$ 3,490.40	\$ 3,560.00	\$ 3,631.20	\$ 3,704.00	\$ 3,778.40	\$ 3,853.60	\$ 3,930.40	\$ 4,008.80	\$ 4,088.80	\$ 4,170.40
Assistant Director	Annually	\$61,068.80	\$62,296.00	\$63,544.00	\$64,812.80	\$66,102.40	\$67,433.60	\$68,785.60	\$70,158.40	\$71,552.00	\$72,987.20	\$74,443.20	\$75,940.80	\$ 77,459.20	\$ 78,998.40	\$ 80,579.20	\$ 82,180.80	\$ 83,824.00	\$ 85,508.80	\$ 87,214.40	\$ 88,961.60	\$ 90,750.40	\$ 92,560.00	\$ 94,411.20	\$ 96,304.00	\$ 98,238.40	\$100,193.60	\$102,190.40	\$104,228.80	\$106,308.80	\$108,430.40
Range 7	Hourly	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51	\$ 40.30	\$ 41.11	\$ 41.93	\$ 42.77	\$ 43.63	\$ 44.50	\$ 45.39
Librarian I	Biweekly	\$ 2,045.60	\$ 2,086.40	\$ 2,128.00	\$ 2,170.40	\$ 2,213.60	\$ 2,257.60	\$ 2,302.40	\$ 2,348.80	\$ 2,396.00	\$ 2,444.00	\$ 2,492.80	\$ 2,542.40	\$ 2,593.60	\$ 2,645.60	\$ 2,698.40	\$ 2,752.00	\$ 2,807.20	\$ 2,863.20	\$ 2,920.80	\$ 2,979.20	\$ 3,038.40	\$ 3,099.20	\$ 3,160.80	\$ 3,224.00	\$ 3,288.80	\$ 3,354.40	\$ 3,421.60	\$ 3,490.40	\$ 3,560.00	\$ 3,631.20
	Annually	\$53,185.60	\$54,246.40	\$55,328.00	\$56,430.40	\$57,553.60	\$58,697.60	\$59,862.40	\$61,068.80	\$62,296.00	\$63,544.00	\$64,812.80	\$66,102.40	\$ 67,433.60	\$ 68,785.60	\$ 70,158.40	\$ 71,552.00	\$ 72,987.20	\$ 74,443.20	\$ 75,940.80	\$ 77,459.20	\$ 78,998.40	\$ 80,579.20	\$ 82,180.80	\$ 83,824.00	\$ 85,508.80	\$ 87,214.40	\$ 88,961.60	\$ 90,750.40	\$ 92,560.00	\$ 94,411.20
Range 6	Hourly	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51
Library Associate	Biweekly	\$ 1,781.60	\$ 1,817.60	\$ 1,853.60	\$ 1,890.40	\$ 1,928.00	\$ 1,966.40	\$ 2,005.60	\$ 2,045.60	\$ 2,086.40	\$ 2,128.00	\$ 2,170.40	\$ 2,213.60	\$ 2,257.60	\$ 2,302.40	\$ 2,348.80	\$ 2,396.00	\$ 2,444.00	\$ 2,492.80	\$ 2,542.40	\$ 2,593.60	\$ 2,645.60	\$ 2,698.40	\$ 2,752.00	\$ 2,807.20	\$ 2,863.20	\$ 2,920.80	\$ 2,979.20	\$ 3,038.40	\$ 3,099.20	\$ 3,160.80
	Annually	\$46,321.60	\$47,257.60	\$48,193.60	\$49,150.40	\$50,128.00	\$51,126.40	\$52,145.60	\$53,185.60	\$54,246.40	\$55,328.00	\$56,430.40	\$57,553.60	\$ 58,697.60	\$ 59,862.40	\$ 61,068.80	\$ 62,296.00	\$ 63,544.00	\$ 64,812.80	\$ 66,102.40	\$ 67,433.60	\$ 68,785.60	\$ 70,158.40	\$ 71,552.00	\$ 72,987.20	\$ 74,443.20	\$ 75,940.80	\$ 77,459.20	\$ 78,998.40	\$ 80,579.20	\$ 82,180.80
Range 5	Hourly	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40	\$ 35.09	\$ 35.79	\$ 36.51	\$ 37.24	\$ 37.98	\$ 38.74	\$ 39.51
Supervisor II	Biweekly	\$ 1,781.60	\$ 1,817.60	\$ 1,853.60	\$ 1,890.40	\$ 1,928.00	\$ 1,966.40	\$ 2,005.60	\$ 2,045.60	\$ 2,086.40	\$ 2,128.00	\$ 2,170.40	\$ 2,213.60	\$ 2,257.60	\$ 2,302.40	\$ 2,348.80	\$ 2,396.00	\$ 2,444.00	\$ 2,492.80	\$ 2,542.40	\$ 2,593.60	\$ 2,645.60	\$ 2,698.40	\$ 2,752.00	\$ 2,807.20	\$ 2,863.20	\$ 2,920.80	\$ 2,979.20	\$ 3,038.40	\$ 3,099.20	\$ 3,160.80
LTA III	Annually	\$46,321.60	\$47,257.60	\$48,193.60	\$49,150.40	\$50,128.00	\$51,126.40	\$52,145.60	\$53,185.60	\$54,246.40	\$55,328.00	\$56,430.40	\$57,553.60	\$ 58,697.60	\$ 59,862.40	\$ 61,068.80	\$ 62,296.00	\$ 63,544.00	\$ 64,812.80	\$ 66,102.40	\$ 67,433.60	\$ 68,785.60	\$ 70,158.40	\$ 71,552.00	\$ 72,987.20	\$ 74,443.20	\$ 75,940.80	\$ 77,459.20	\$ 78,998.40	\$ 80,579.20	\$ 82,180.80
Range 4	Hourly	\$ 19.38	\$ 19.77	\$ 20.17	\$ 20.57	\$ 20.98	\$ 21.40	\$ 21.83	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95	\$ 30.55	\$ 31.16	\$ 31.78	\$ 32.42	\$ 33.07	\$ 33.73	\$ 34.40
Supervisor I	Biweekly	\$ 1,550.40	\$ 1,581.60	\$ 1,613.60	\$ 1,645.60	\$ 1,678.40	\$ 1,712.00	\$ 1,746.40	\$ 1,781.60	\$ 1,817.60	\$ 1,853.60	\$ 1,890.40	\$ 1,928.00	\$ 1,966.40	\$ 2,005.60	\$ 2,045.60	\$ 2,086.40	\$ 2,128.00	\$ 2,170.40	\$ 2,213.60	\$ 2,257.60	\$ 2,302.40	\$ 2,348.80	\$ 2,396.00	\$ 2,444.00	\$ 2,492.80	\$ 2,542.40	\$ 2,593.60	\$ 2,645.60	\$ 2,698.40	\$ 2,752.00
LTA II	Annually	\$40,310.40	\$41,121.60	\$41,953.60	\$42,785.60	\$43,638.40	\$44,512.00	\$45,406.40	\$46,321.60	\$47,257.60	\$48,193.60	\$49,150.40	\$50,128.00	\$ 51,126.40	\$ 52,145.60	\$ 53,185.60	\$ 54,246.40	\$ 55,328.00	\$ 56,430.40	\$ 57,553.60	\$ 58,697.60	\$ 59,862.40	\$ 61,068.80	\$ 62,296.00	\$ 63,544.00	\$ 64,812.80	\$ 66,102.40	\$ 67,433.60	\$ 68,785.60	\$ 70,158.40	\$ 71,552.00
Range 3	Hourly	\$ 16.87	\$ 17.21	\$ 17.55	\$ 17.90	\$ 18.26	\$ 18.63	\$ 19.00	\$ 19.38	\$ 19.77	\$ 20.17	\$ 20.57	\$ 20.98	\$ 21.40	\$ 21.83	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08	\$ 26.60	\$ 27.13	\$ 27.67	\$ 28.22	\$ 28.78	\$ 29.36	\$ 29.95
Library Assistant	Biweekly	\$ 1,349.60	\$ 1,376.80	\$ 1,404.00	\$ 1,432.00	\$ 1,460.80	\$ 1,490.40	\$ 1,520.00	\$ 1,550.40	\$ 1,581.60	\$ 1,613.60	\$ 1,645.60	\$ 1,678.40	\$ 1,712.00	\$ 1,746.40	\$ 1,781.60	\$ 1,817.60	\$ 1,853.60	\$ 1,890.40	\$ 1,928.00	\$ 1,966.40	\$ 2,005.60	\$ 2,045.60	\$ 2,086.40	\$ 2,128.00	\$ 2,170.40	\$ 2,213.60	\$ 2,257.60	\$ 2,302.40	\$ 2,348.80	\$ 2,396.00
LTA I	Annually	\$35,089.60	\$35,796.80	\$36,504.00	\$37,232.00	\$37,980.80	\$38,750.40	\$39,520.00	\$40,310.40	\$41,121.60	\$41,953.60	\$42,785.60	\$43,638.40	\$ 44,512.00	\$ 45,406.40	\$ 46,321.60	\$ 47,257.60	\$ 48,193.60	\$ 49,150.40	\$ 50,128.00	\$ 51,126.40	\$ 52,145.60	\$ 53,185.60	\$ 54,246.40	\$ 55,328.00	\$ 56,430.40	\$ 57,553.60	\$ 58,697.60	\$ 59,862.40	\$ 61,068.80	\$ 62,296.00
Range 2	Hourly	\$ 14.69	\$ 14.98	\$ 15.28	\$ 15.59	\$ 15.90	\$ 16.22	\$ 16.54	\$ 16.87	\$ 17.21	\$ 17.55	\$ 17.90	\$ 18.26	\$ 18.63	\$ 19.00	\$ 19.38	\$ 19.77	\$ 20.17	\$ 20.57	\$ 20.98	\$ 21.40	\$ 21.83	\$ 22.27	\$ 22.72	\$ 23.17	\$ 23.63	\$ 24.10	\$ 24.58	\$ 25.07	\$ 25.57	\$ 26.08
Library Clerk	Biweekly	\$ 1,175.20	\$ 1,198.40	\$ 1,222.40	\$ 1,247.20	\$ 1,272.00	\$ 1,297.60	\$ 1,323.20	\$ 1,349.60	\$ 1,376.80	\$ 1,404.00	\$ 1,432.00	\$ 1,460.80	\$ 1,490.40	\$ 1,520.00	\$ 1,550.40	\$ 1,581.60	\$ 1,613.60	\$ 1,645.60	\$ 1,678.40	\$ 1,712.00	\$ 1,746.40	\$ 1,781.60	\$ 1,817.60	\$ 1,853.60	\$ 1,890.40	\$ 1,928.00	\$ 1,966.40	\$ 2,005.60	\$ 2,045.60	\$ 2,086.40
	Annually	\$30,555.20	\$31,158.40	\$31,782.40	\$32,427.20	\$33,072.00	\$33,737.60	\$34,403.20	\$35,089.60	\$35,796.80	\$36,504.00	\$37,232.00	\$37,980.80	\$ 38,750.40	\$ 39,520.00	\$ 40,310.40	\$ 41,121.60	\$ 41,953.60	\$ 42,785.60	\$ 43,638.40	\$ 44,512.00	\$ 45,406.40	\$ 46,321.60	\$ 47,257.60	\$ 48,193.60	\$ 49,150.40	\$ 50,128.00	\$ 51,126.40	\$ 52,145.60	\$ 53,185.60	\$ 54,246.40
Range 1	Hourly	\$ 12.78	\$ 13.04	\$ 13.30	\$ 13.57	\$ 13.84	\$ 14.12	\$ 14.40	\$ 14.69	\$ 14.98	\$ 15.28	\$ 15.59	\$ 15.90	\$ 16.22	\$ 16.54	\$ 16.87	\$ 17.21	\$ 17.55	\$ 17.90	\$ 18.26	\$ 18.63	\$ 19.00	\$ 19.38	\$ 19.77	\$ 20.17	\$ 20.57	\$ 20.98	\$ 21.40	\$ 21.83	\$ 22.27	\$ 22.72
Custodian	Biweekly	\$ 1,022.40	\$ 1,043.20	\$ 1,064.00	\$ 1,085.60	\$ 1,107.20	\$ 1,129.60	\$ 1,152.00	\$ 1,175.20	\$ 1,198.40	\$ 1,222.40	\$ 1,247.20	\$ 1,272.00	\$ 1,297.60	\$ 1,323.20	\$ 1,349.60	\$ 1,376.80	\$ 1,404.00	\$ 1,432.00	\$ 1,460.80	\$ 1,490.40	\$ 1,520.00	\$ 1,550.40	\$ 1,581.60	\$ 1,613.60	\$ 1,645.60	\$ 1,678.40	\$ 1,712.00	\$ 1,746.40	\$ 1,781.60	\$ 1,817.60
	Annually	\$26,582.40	\$27,123.20	\$27,664.00	\$28,225.60	\$28,787.20	\$29,369.60	\$29,952.00	\$30,555.20	\$31,158.40	\$31,782.40	\$32,427.20	\$33,072.00	\$ 33,737.60	\$ 34,403.20	\$ 35,089.60	\$ 35,796.80	\$ 36,504.00	\$ 37,232.00	\$ 37,980.80	\$ 38,750.40	\$ 39,520.00	\$ 40,310.40	\$ 41,121.60	\$ 41,953.60	\$ 42,785.60	\$ 43,638.40	\$ 44,512.00	\$ 45,406.40	\$ 46,321.60	\$ 47,257.60

PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2020

Pages and Part-Time Custodians

Beginning page must be at least 16 years old. Progression to higher steps generally for high school graduate with significant library experience. Staff reaching the end of this scale may be promoted into the part-time assistant scale at the discretion of the Director.

STEP	2019	2020
1	\$9.84	\$10.04
2	\$10.04	\$10.24
3	\$10.24	\$10.44
4	\$10.44	\$10.65
5	\$10.65	\$10.86
6	\$10.86	\$11.08
7	\$11.08	\$11.30
8	\$11.30	\$11.53
9	\$11.53	\$11.76
10	\$11.76	\$11.99
11	\$11.99	\$12.23
12	\$12.23	\$12.48
13	\$12.48	\$12.73
14	\$12.73	\$12.98
15	\$12.98	\$13.24

St. Charles Parish Library
2020 Budget Notes – Page 5

Part-Time Assistants

Entry level part-time assistants must have a high school diploma or equivalent. Performs routine tasks under close supervision. Step 3 is normally reached after 2-3 years of experience, depending upon the amount of time worked, the level of difficulty of tasks performed, and the quality of performance. Progression to Steps 4 and higher depend upon years of experience (including amount of time worked), the performance of specially assigned tasks of increasing levels of difficulty and responsibility, and the quality of performance. Wages for part-time assistants beyond Step 18 are individually negotiated through regular supervisory channels and are based upon experience, tasks, responsibilities, and quality of performance.

STEP	2019	2020
entry	\$13.42	\$13.69
1	\$13.69	\$13.96
2	\$13.96	\$14.24
3	\$14.24	\$14.52
4	\$14.52	\$14.81
5	\$14.81	\$15.11
6	\$15.11	\$15.41
7	\$15.41	\$15.72
8	\$15.72	\$16.03
9	\$16.03	\$16.36
10	\$16.36	\$16.68
11	\$16.68	\$17.02
12	\$17.02	\$17.36
13	\$17.36	\$17.70
14	\$17.70	\$18.06
15	\$18.06	\$18.42
16	\$18.42	\$18.79
17	\$18.79	\$19.16
18	\$19.16	\$19.55

St. Charles Parish Library
2020 Budget Notes – Page 6

- Line 17: **Social Security (-151)** contributions for employees not eligible to participate in the Parochial Employees Retirement System. The rate is 6.2%.
- Line 18: Contributions to the **Parochial Employees Retirement System (-152)** are based on projected salaries of full-time employees. The library matches at the rate of 12.5% (increased from 11.5% in 2019), of total salaries paid to these employees.
- Line 19: **Health Insurance (-153)** No change based on previous and year-to-date 2019 expenditures.
- Line 20: **Worker's Compensation (-154)** No change based on previous and year-to-date 2019 expenditures.
- Line 21: **Unemployment Insurance (-155)** Slight increase. Amounts to .0625% of all salaries as directed by Finance.
- Line 22: **Medicare (-156)** payments of 1.45% of all salaries as directed by Finance.
- Line 23: **Disability Insurance (-157)** based on the following formula: full-time salaries x .33% as directed by Finance.
- Line 24: **Retired Employees Insurance (-158)** provides matching funds on a pro-rata basis for health insurance for retired employees. Increase based on 2019 expenditures to-date.
- Line 25: **Dental Insurance (-160)** This line is coverage for employees who choose to sign on with the Parish's dental insurance plan. No change.
- Line 26: Charges for **OPEB (Other Post-Employment Benefits) Contribution (-161)**. Related to retiree health benefits for contribution to the GASB 45 Trust which was started in 2014 to fund the future retiree health benefits. Calculated as 3.5% of full-time salaries as directed by Finance.
- Line 27: Charges for **Drug Testing (-199)** of employees, both new hires and randomly selected current staff. No change.
- Line 28: **Total Benefits and Costs**
- Line 29: **TOTAL PERSONNEL SERVICES (100's)**
- Line 30: The **Membership Dues (-214)** category includes American Library Association dues for library board members, the Director and the Assistant Directors; Louisiana Library Association dues for board members and all professional librarians; modest dues in other appropriate organizations; and additional software licenses that are considered subscriptions. No change.

St. Charles Parish Library
2020 Budget Notes – Page 7

- Line 31: **Advertising (-215)** for job openings and legal advertisements when necessary, as well as advertising of library programs and services. No change.
- Line 32: **Total Dues and Advertising**
- Line 33: **Periodicals (-216)** No change.
- Line 34: **Other Materials (-217)** This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music and magazines. No change.
- Line 35: **Total Periodicals and Digital Materials**
- Line 36: **Printing (-221)** Used for professional printing needs to increase awareness of library services and programs and improve marketing efforts. Includes printing of summer reading program guide, which is mailed to every household in the parish. No change.
- Line 37: **Adult Program Speakers and Performers (-2230001)** Used for paying fees associated with bringing in performers and speakers for adult public programs including activities such as the adult summer reading program and National Library Week. No change.
- Line 38: **Children and Young Adult Program Speakers and Performers (-2230002)** Used for paying fees associated with bringing in performers and speakers for children's and young adult public programs for activities such as story time, the summer reading program, Children's Book Week, and National Library Week. No change.
- Line 39: **Total Printing and Public Programming**
- Line 40: **Electrical Light and Power (-231)** No change.
- Line 41: **Gas (-232)** No change.
- Line 42: **Water (-233)** No change.
- Line 43: **Total Utilities**
- Line 44: **Postage and Box Rent (-241)** No change.
- Line 45: **Telephone (-242)** Increase based on potential need to expand bandwidth of Internet lines at all branches.
- Line 46: **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. Increase based on recommendations of Computer Services.
- Line 47: **Total Communications**

St. Charles Parish Library
2020 Budget Notes – Page 8

- Line 48: **Building Rentals (-251)** Decrease based on completion of the new Norco Branch in 2019. Amount includes funds for two storage units being used for surplus equipment and furniture.
- Line 49: **Equipment Rentals (-252)** This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader-printers. No change.
- Line 50: **Film Rentals (-259)** No change.
- Line 51: **Total Rentals**
- Line 52: **Maintenance of Grounds (-261)** Yard work, landscaping, tree trimming and other necessary maintenance and repairs of library grounds. No change.
- Line 53: **Maintenance of Buildings (-262)** No change. Includes funds for security systems at all branches, pressure washing exterior of buildings, general maintenance and repair, updating of items such as carpet as needed. Anticipate updating carpet and public restrooms at the St. Rose Branch and main public restrooms at the East Regional Library.
- Line 54: **Maintenance of Vehicles (-263)** No change.
- Line 55: **Maintenance of Equipment (-264)** Maintenance of Planetarium projector. No change.
- Line 56: **Maintenance of Plumbing, Heating, and A/C (-265)** is the category that includes repairs and replacements as needed for the heating and air conditioning systems at all locations. No change.
- Line 57: **Maintenance of Furniture, Office Machines, and Equipment (-266)** for items such as projectors, typewriters, video equipment, postage meter and scale, microfilm readers and computers. No change.
- Line 58: **Electrical Maintenance (-272)** No change.
- Line 59: **Pest Control (-274)** Slight increase based on current and previous year's expenditures.
- Line 60: **Janitorial Maintenance (-275)** These funds are used to cover the cost of part-time custodians to clean the Hahnville, Norco, Paradis, and St. Rose branches as well as additional custodial help for special programs. Increased based on current year-to-date expenditures and increase in use of temporary staff for custodial duties at smaller branches.
- Line 61: **Maintenance of Automation Systems (-277)** This is the category that includes service and maintenance contracts for the library's central computer system. Included are the servers, computer and peripheral equipment, automation system, the online catalog, and the operating system, filtering devices, anti-malware devices, etc. Slight increase based on budget estimates from Computer Services.

**St. Charles Parish Library
2020 Budget Notes – Page 9**

Line 62: **Total Maintenance**

Line 63: **Miscellaneous (-280)** professional services is the category that includes funding for deputy details, attorney's fees and other miscellaneous professional fees. Decrease based on completion of the new Norco Branch and based on current and previous year's expenditures.

Line 64: **Merchant Fees (-281)** Fees for credit card services.

Line 65: **Total Professional Services**

Line 66: **Fire, Casualty, and Liability Insurance (-291)** includes coverage for the West, East, St. Rose, Paradis, Hahnville and Norco library buildings and contents, and liability for the system. No Change.

Line 67: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. Increase based on possible purchase of a new vehicle in 2020.

Line 68: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. Slight increase.

Line 69: **Total Insurance Costs**

Line 70: **TOTAL OPERATING SERVICES (200's)**

Line 71: **Non-Consumable Office Supplies (-305)** includes non-consumable supplies costing under \$5000. No change.

Line 72: **Technology Supplies (-306)** includes non-consumable technology supplies that generally cost under \$5000. No change.

Line 73: **Office Supplies (-310)** Slight increase based on current and previous year's expenditures.

Line 74: **Adult Programming Supplies (32100001)** Used for purchasing supplies for adult public programs. Increase based on an increase in adult programming and outreach services.

Line 75: **Children and Young Adult Programming Supplies (32100002)** Used for purchasing supplies for children's and tween/teen's public programs. Increase based on programmer requests for makerspace supplies and increase in outreach programming.

Line 76: **Maintenance of Buildings and Grounds Supplies (-326)** No change.

Line 77: **Vehicle Supplies (-327)** No change.

Line 78: **Planetarium Supplies (-329)** Increase based on supplies needed for projector system and for supplies needed to add new shows.

Line 79: **TOTAL MATERIALS AND SUPPLIES (300's)**

St. Charles Parish Library
2020 Budget Notes – Page 10

- Line 80: **Travel, Workshops, Expense Reimbursement (-410)** Includes reimbursement for use of personal vehicles to conduct library business, attendance at workshops and seminars, speakers at All Staff Meetings, and attendance at annual conferences of such organizations as the Louisiana Library Association, the American Library Association, and the Southeastern Planetarium Association, as well as training for Computer Services staff necessary to keep them current with technology changes. No change.
- Line 81: **Elections – Official Fees (-440)** Official fees for millage election as directed by Finance. Anticipate library millage to be included on November 2020 ballot.
- Line 82: **TOTAL TRAVEL AND TRAINING (400's)**
- Line 83: **Acquisition of Land (-610)** No change.
- Line 84: **Acquisition of Buildings (-620)** No change.
- Line 85: **Improvements Other Than Buildings (-630)** No change.
- Line 86: **Acquisition of Motor Vehicles. (-640)** With the increase in requests for outreach services, the library anticipates needing to purchase an additional outreach vehicle, similar to the current bookmobile, to use for outreach programs and services.
- Line 87: **Total Acquisition of Land and Vehicles**
- Line 88: **Educational/Cultural/Recreational Equipment (-651)** This line is intended for capital technology purchases generally costing over \$5000. No change.
- Line 89: **Buildings/Grounds/General Plant (-652)** Increase based on requests by Facilities Maintenance. May need to replace HVAC units at several branches in the coming year.
- Line 90: **Office Equipment, Furniture and Fixtures (-656)** This line is funded for equipment, furniture and fixtures generally costing over \$5000. Decrease based on completion of the Norco project.
- Line 91: **Total Acquisition of Equipment**
- Line 92: **Major Repairs (-670)** Decrease based on completion of the new Norco Branch. Funds budgeted to cover any unexpected repairs.
- Line 93: **Construction in Progress (-680)** Includes funds for the remaining construction expenditures for the Norco Branch Library project. Decrease based on expenditures paid to-date.
- Line 94: **Architectural fees (-681)** Includes funds for architect and design consultant fees for possible start of planning for future Hahnville project.
- Line 95: **Books (-6900100)** No change.

St. Charles Parish Library
2020 Budget Notes – Page 11

- Line 96: **Audio Materials (-6900300)** No change.
- Line 97: **Video Materials (-6900500)** No change.
- Line 98: **Total Library Materials**
- Line 99: **Other Fees (-693)** Used for miscellaneous fees, such as Clerk of Court fees, associated with capital projects.
- Line 100: **Library Other (-696)** Used for other expenses, such as inspection fees, associated with capital projects that fall outside of the scope of the contract.
- Line 101: **Planetarium Materials and Equipment (-699)** Increase for purchasing new shows and exhibits.
- Line 102: **TOTAL CAPITAL OUTLAY (600's)**
- Line 103: **Contributions to Retirement Systems (-730)** Statutory charges to provide funds for the State's retirement systems. Increase as directed by Finance.
- Line 104: **Cost of AV Tax Collection (-731)** Statutory charges paid to Sheriff's Department. No change.
- Line 105: **Indirect Cost Allocation (-857)** Finance Department charges to the library for accounting and other services provided for the library. Increase as directed by Finance.
- Line 106: **TOTAL INTERGOVERNMENTAL COSTS (700's)**
- Line 107: **TOTAL EXPENDITURES**
- Line 108: **PROJECTED ENDING FUND BALANCE**