

St. Charles Parish Library
Board of Control Meeting
March 17, 2026
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes - January 20, 2026
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian's Report
- VI. Communications
- VII. Unfinished Business
 - A. Hahnville Branch Library Project Update
- VIII. New Business
 - A. Resolution 26-2 – Designation of a Records Officer
 - B. Resolution 26-3 - Proposed Amendment to the 2025 Budget
- IX. Public Comment (three [3] minutes)
- X. Adjournment

Persons wishing to speak before the board must notify the board secretary (Library Director) at LibraryBoard.Secretary@myscpl.org, or 985-764-9643 at least two days before the meeting to notify the board they will be speaking at the board meeting. All speakers are limited to a maximum presentation of five (5) minutes for requested Public Comment, Agenda Item IV. Public Comment at the end of the meeting is limited to three (3) minutes per speaker. Groups wishing to present to the board are asked to designate one person to make the presentation. Please contact the board secretary for additional information.

St Charles Parish Council - LIVE DATA
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
601 - Library Service District No. 1 M&O Fund
From 1/1/2026 Through 1/31/2026
(In Whole Numbers)

		YTD Budget - Revised	Year To-Date	YTD Budget Variance - Revised
Revenue				
NonApplicable	000000			
Ad Valorem	31100000	9,253,000	8,252,788	(1,000,212)
FCC Universal Service Program	33108600	60,000	0	(60,000)
State Payments In Lieu Of Taxes	33400000	60,000	0	(60,000)
Charge For Photocopier	34105000	4,000	217	(3,783)
Miscellaneous Revenue	34109900	1,000	77	(923)
Fines (Books)	35201000	0	42	42
Interest Earnings	36100000	527,000	7,103	(519,897)
Total NonApplicable		<u>9,905,000</u>	<u>8,260,227</u>	<u>(1,644,773)</u>
Total Revenue		<u>9,905,000</u>	<u>8,260,227</u>	<u>(1,644,773)</u>
Expenditures				
Libraries	450610			
Regular Salaries & Wages	41200000	4,646,804	180,905	4,465,899
FICA	41510000	61,106	1,820	59,286
Retirement	41520000	421,041	16,458	404,583
Life/Health Insurance	41530000	720,000	57,720	662,280
Workmen's Compensation	41540000	36,000	627	35,373
Unemployment	41550000	500	18	482
Medicare	41560000	67,379	2,592	64,787
Disability	41570000	9,714	629	9,085
Post Employees Health Care	41580000	88,000	4,914	83,086
Dental	41600000	5,760	430	5,330
OPEB Contribution	41610000	128,143	5,237	122,906
Miscellaneous	41990000	2,200	0	2,200
Library - Dues	42140000	4,500	0	4,500
Library Advertising	42150000	10,000	0	10,000
Library-Periodicals	42160000	15,000	0	15,000
Library-Digital Books	42170000	187,000	0	187,000
Library - Printing	42210000	40,000	0	40,000
Library-Adult Pgm Speakers/Performers	42230001	5,000	0	5,000
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	28,000	0	28,000
Electrical (Light And Power)	42310000	185,000	0	185,000
Natural Gas	42320000	2,000	0	2,000
Water	42330000	7,000	0	7,000
Postage And Box Rent	42410000	12,000	0	12,000
Telephone	42420000	175,000	10,661	164,339
Library - Electronic Services	42450000	100,000	0	100,000
Library - Building Rentals	42510000	3,660	144	3,516
Library - Equipment Rentals	42520000	40,000	(158)	40,158
Library - Mt. of Grounds	42610000	105,000	1,386	103,614
Library - Mt. of Buildings	42620000	140,000	2,176	137,824
Library - Mt. of Vehicles	42630000	10,000	0	10,000
Library - Mt. of Equipment	42640000	5,000	0	5,000
Library - Mt. of Plumbing & HVAC	42650000	85,000	0	85,000
Library - Mt. of Furniture/Office Eq.	42660000	1,000	0	1,000
Contractual Services	42700000	17,000	688	16,312
Library - Electrical Contract	42720000	5,000	0	5,000

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2026 Through 1/31/2026

(In Whole Numbers)

		YTD Budget - Revised	Year To-Date	YTD Budget Variance - Revised
Library - Pest Control Contract	42740000	9,000	0	9,000
Library - Janitorial Contract	42750000	5,000	130	4,870
Library - Automation Systems Contract	42770000	160,525	0	160,525
Professional Services	42800000	60,000	16	59,984
Merchant Services	42810000	500	10	490
Insurance - Fire & Casualty Property	42910000	470,390	108,805	361,585
Insurance - Auto Coverage	42930000	50,000	0	50,000
Insurance - Employee Liability	42940000	7,500	0	7,500
Non Consumable Office Supplies	43050000	45,000	0	45,000
Library-Technology Supplies	43060000	80,000	0	80,000
Office Supplies	43100000	72,000	635	71,365
Library-Adult Pgm Supplies	43210001	45,000	0	45,000
Library-Child & Yg Ad Pgm Supplies	43210002	50,000	20	49,980
Maintenance Of Buildings & Grounds	43260000	60,000	978	59,022
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000	0	13,000
Miscellaneous	43290000	8,000	0	8,000
Travel	44100000	66,000	0	66,000
Acquisition Of Motor Vehicles	46400000	120,000	0	120,000
Educational-Cultural-Recreational	46510000	200,000	0	200,000
Buildings-Grounds-General Plant	46520000	250,000	0	250,000
Office Equipment	46560000	600,000	0	600,000
Major Repairs	46700000	400,000	0	400,000
Construction In Progress	46800000	9,200,000	0	9,200,000
Library - Architectual	46810000	575,213	0	575,213
LIBRARY - BOOKS (ALL FORMATS)	46900100	121,000	(33)	121,033
LIBRARY - AUDIO RECORDINGS	46900300	13,400	0	13,400
LIBRARY - VIDEO RECORDINGS	46900500	24,400	0	24,400
Other Fees	46930000	1,000	0	1,000
Library - Other	46960000	10,000	0	10,000
Miscellaneous	46990000	235,000	0	235,000
Cont. To Retirement Ded. From Tax Coll	47300000	325,000	310,634	14,366
Cost Of Ad Valorem Tax Collection	47310000	5,000	0	5,000
Transfer - Indirect Cost Allocation	48570000	330,000	0	330,000
Total Libraries		<u>20,980,735</u>	<u>707,442</u>	<u>20,273,293</u>
Total Expenditures		<u>20,980,735</u>	<u>707,442</u>	<u>20,273,293</u>
Net Revenue Over Expenditures		<u>(11,075,735)</u>	<u>7,552,785</u>	<u>18,628,520</u>

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

2026 Regular Meeting Schedule

6:00 p.m., Tuesday
January 20, 2026

Council Chambers
Parish Courthouse

6:00 p.m., Tuesday
March 17, 2026

Council Chambers
Parish Courthouse

6:00 p.m., Tuesday
May 19, 2026

Council Chambers
Parish Courthouse

6:00 p.m., Tuesday
July 21, 2026

Council Chambers
Parish Courthouse

6:00 p.m., Tuesday
September 15, 2026

Council Chambers
Parish Courthouse

6:00 p.m., Tuesday
November 17, 2026

Council Chambers
Parish Courthouse

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

Resolution Number 26-2

Resolution to certify compliance with
“Louisiana Compliance Questionnaire”

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 March 17, 2026, that the Library Director be designated as the records officer for the St. Charles Parish Library.

Approved:

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

Attest:

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

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 1st of each state fiscal year, the chief executive officer of each agency shall designate a records officer to act as a liaison between the agency and the State Archives on all matters related to records management and communicate that designation by completing this form. You may submit the completed form to recmgt@sos.la.gov.

1. Agency Name: _____
2. Agency Mailing Address: _____
3. Agency Chief Executive: _____
4. Executive's Title: _____
5. Executive's E-mail Address: _____
6. Executive's Phone Number: _____ 7. Exec Fax Number: _____
8. Date Executive was 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's Records Officer Designee: _____
11. Designee's Title: _____
12. Designee's E-mail Address: _____
13. Des Phone Number: _____ 14. Des Fax Number: _____

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__ and ending June 30, 20__. If this form is returned after January 1st in a year where a designation has not been made, the designation will cover the balance of the remaining fiscal year and the upcoming fiscal year. In the event our designee changes during the year indicated above, we will notify your office of the change within thirty days.

Executive's (Head of Agency) Signature

Title

Date

**St. Charles Parish Library
Board of Control
Resolution Number 26-3
Resolution to amend the 2025 Budget**

Whereas the funds in expense lines 42230002 (Child Prog Speakers/Perf), 42310000 (Electrical Light and Power), 42320000 (Natural Gas), 42420000 (Telephone), 42510000 (Library-Building Rentals), 42640000 (Library-Maintenance of Equipment), 42700000 (Contractual Services), 42800000 (Professional Services), 42940000 (Insurance-Employee Liability), 43260000 (Maintenance of Buildings & Grounds), 47300000 (Contribution to Retirement System), and 48570000 (Transfer-Indirect Cost Allocation) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in lines 42230001 (Library-Adult Prog Speakers/Perf), 42450000 (Library – Electronic Services) and 46700000 (Major Repairs) of the 2025 the budget.

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of March 17, 2026, that the Library’s 2025 budget be amended by moving:

- \$914.00 to line 42230002 (Child Prog Speakers/Perf) from 42230001 (Library-Adult Prog Speakers/Perf)
- \$6,273.00 to line 42310000 (Electrical Light and Power) from 42450000 (Library-Electronic Services)
- \$160.00 to line 42320000 (Natural Gas) from 42450000 (Library-Electronic Services)
- \$8,922.00 to line 42420000 (Telephone) from 42450000 (Library-Electronic Services)
- \$99.00 to line 42510000 (Library-Building Rentals) from 42450000 (Library-Electronic Services)
- \$2,080.00 to line 42640000 (Library-Maintenance of Equipment) from 42450000 (Library-Electronic Services)
- \$15,852.00 to line 42700000 (Contractual Services) from 42450000 (Library-Electronic Services)
- \$6,626.00 to line 42800000 (Professional Services) from 42450000 (Library-Electronic Services)
- \$71.00 to line 42940000 (Insurance - Employee Liability) from 42450000 (Library-Electronic Services)
- \$858.00 to line 43260000 (Maintenance of Buildings & Grounds) from 42450000 (Library-Electronic Services)
- \$23,394.00 to line 47300000 (Contribution to Retirement System) from 46700000 (Major Repairs)
- \$180,000 to line 48570000 (Transfer – Indirect Cost Allocation) from 46700000 (Major Repairs)

Approved:

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

Attest:

Leann Benedict, Secretary
St. Charles Parish Library Board of Control

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2025 Through 12/31/2025

		Current Period Budget - Original	Current Period Budget - Revised	Current Year Actual	YTD Budget Variance - Revised
Revenue					
NonApplicable	000000				
Ad Valorem	31100000	9,386,000.00	9,386,000.00	9,596,443.09	210,443.09
Disaster Relief (Fema)	33103000	0.00	0.00	82,952.06	82,952.06
FCC Universal Service Program	33108600	40,000.00	40,000.00	114,128.88	74,128.88
State Payments In Lieu Of Taxes	33400000	61,000.00	61,000.00	59,759.00	(1,241.00)
Charge For Photocopier	34105000	4,000.00	4,000.00	7,224.70	3,224.70
Miscellaneous Revenue	34109900	1,000.00	1,000.00	1,179.43	179.43
Fines (Books)	35201000	0.00	0.00	3,083.95	3,083.95
Interest Earnings	36100000	785,000.00	785,000.00	882,763.76	97,763.76
Gifts & Donations	37300000	0.00	0.00	10,570.71	10,570.71
Insurance Refunds/Proceeds	37500000	0.00	0.00	293,431.94	293,431.94
Proceeds From The Sale Of Assets	38300000	0.00	0.00	850.59	850.59
Total NonApplicable		<u>10,277,000.00</u>	<u>10,277,000.00</u>	<u>11,052,388.11</u>	<u>775,388.11</u>
Total Revenue		<u>10,277,000.00</u>	<u>10,277,000.00</u>	<u>11,052,388.11</u>	<u>775,388.11</u>
Expenditures					
Communications	410165				
Maintenance Of Property & Equipment	42600000	0.00	0.00	744.00	(744.00)
Total Communications		0.00	0.00	744.00	(744.00)
Libraries	450610				
Primary (Executive) Salaries	41100000	132,288.00	0.00	0.00	0.00
Professional Salaries	41150000	761,218.00	0.00	0.00	0.00
Regular Salaries & Wages	41200000	2,637,364.00	4,476,352.00	3,828,993.98	647,358.02
Salaries - Other	41300000	945,482.00	0.00	0.00	0.00
FICA	41510000	58,620.00	58,620.00	38,993.19	19,626.81
Retirement	41520000	406,050.00	406,050.00	351,458.19	54,591.81
Life/Health Insurance	41530000	692,400.00	692,400.00	641,156.79	51,243.21
Workmen's Compensation	41540000	36,000.00	36,000.00	14,280.66	21,719.34
Unemployment	41550000	2,008.00	2,008.00	380.83	1,627.17
Medicare	41560000	64,907.00	64,907.00	54,121.45	10,785.55
Disability	41570000	9,403.00	9,403.00	6,790.61	2,612.39
Post Employees Health Care	41580000	88,000.00	88,000.00	64,503.91	23,496.09
Dental	41600000	5,760.00	5,760.00	4,750.00	1,010.00
OPEB Contribution	41610000	123,580.00	123,580.00	111,960.41	11,619.59
Miscellaneous	41990000	2,100.00	2,100.00	942.04	1,157.96
Library - Dues	42140000	4,500.00	4,500.00	3,472.03	1,027.97
Library Advertising	42150000	10,000.00	10,000.00	2,650.00	7,350.00
Library-Periodicals	42160000	20,000.00	20,000.00	12,347.95	7,652.05
Library-Digital Books	42170000	132,000.00	132,000.00	115,550.00	16,450.00
Library - Printing	42210000	40,000.00	40,000.00	26,429.82	13,570.18
Library-Adult Pgm Speakers/Performers	42230001	7,000.00	7,000.00	1,200.00	5,800.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	26,000.00	26,000.00	26,913.50	(913.50)
Electrical (Light And Power)	42310000	185,000.00	185,000.00	191,272.96	(6,272.96)
Natural Gas	42320000	2,000.00	2,000.00	2,159.28	(159.28)
Water	42330000	7,000.00	7,000.00	6,923.87	76.13
Postage And Box Rent	42410000	12,000.00	12,000.00	8,145.86	3,854.14
Telephone	42420000	151,000.00	151,000.00	159,921.63	(8,921.63)
Library - Electronic Services	42450000	100,000.00	100,000.00	50,016.50	49,983.50
Library - Building Rentals	42510000	4,500.00	4,500.00	4,598.18	(98.18)

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

601 - Library Service District No. 1 M&O Fund

From 1/1/2025 Through 12/31/2025

		Current Period Budget - Original	Current Period Budget - Revised	Current Year Actual	YTD Budget Variance - Revised
Library - Equipment Rentals	42520000	40,000.00	40,000.00	38,151.73	1,848.27
Library - Mt. of Grounds	42610000	125,000.00	125,000.00	95,477.21	29,522.79
Library - Mt. of Buildings	42620000	120,000.00	120,000.00	79,361.89	40,638.11
Library - Mt. of Vehicles	42630000	10,000.00	10,000.00	799.04	9,200.96
Library - Mt. of Equipment	42640000	5,000.00	5,000.00	7,079.23	(2,079.23)
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	85,000.00	60,015.47	24,984.53
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	1,000.00	0.00	1,000.00
Contractual Services	42700000	0.00	0.00	15,851.94	(15,851.94)
Library - Electrical Contract	42720000	5,000.00	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	9,000.00	9,000.00	4,870.73	4,129.27
Library - Janitorial Contract	42750000	10,000.00	10,000.00	1,560.00	8,440.00
Library - Automation Systems Contract	42770000	142,700.00	142,700.00	100,878.28	41,821.72
Professional Services	42800000	60,000.00	60,000.00	66,625.44	(6,625.44)
Merchant Services	42810000	1,000.00	1,000.00	170.43	829.57
Insurance - Fire & Casualty Property	42910000	470,390.00	470,390.00	412,004.22	58,385.78
Insurance - Auto Coverage	42930000	50,000.00	50,000.00	36,209.00	13,791.00
Insurance - Employee Liability	42940000	7,000.00	7,000.00	7,071.00	(71.00)
Non Consumable Office Supplies	43050000	40,000.00	40,000.00	33,635.25	6,364.75
Library-Technology Supplies	43060000	85,000.00	85,000.00	69,782.80	15,217.20
Office Supplies	43100000	65,000.00	65,000.00	55,618.59	9,381.41
Educational, Recreational And Culture	43210000	0.00	0.00	(250.75)	250.75
Library-Adult Pgm Supplies	43210001	45,000.00	45,000.00	28,758.56	16,241.44
Library-Child & Yg Ad Pgm Supplies	43210002	50,000.00	50,000.00	29,818.45	20,181.55
Food & Clothing	43250000	0.00	0.00	(514.65)	514.65
Maintenance Of Buildings & Grounds	43260000	60,000.00	60,000.00	60,857.36	(857.36)
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	13,000.00	5,409.90	7,590.10
Miscellaneous	43290000	8,000.00	8,000.00	0.00	8,000.00
Travel	44100000	66,000.00	66,000.00	28,122.34	37,877.66
Acquisition Of Motor Vehicles	46400000	120,000.00	120,000.00	0.00	120,000.00
Educational-Cultural-Recreational	46510000	160,000.00	160,000.00	52,232.28	107,767.72
Buildings-Grounds-General Plant	46520000	250,000.00	250,000.00	97,671.00	152,329.00
Office Equipment	46560000	600,000.00	600,000.00	12,179.80	587,820.20
Major Repairs	46700000	400,000.00	400,000.00	0.00	400,000.00
Construction In Progress	46800000	7,000,000.00	7,000,000.00	130,619.02	6,869,380.98
Library - Architectual	46810000	493,745.00	493,745.00	155,281.40	338,463.60
LIBRARY - BOOKS (ALL FORMATS)	46900100	160,000.00	160,000.00	108,898.03	51,101.97
LIBRRY - AUDIO RECORDINGS	46900300	21,400.00	21,400.00	9,644.02	11,755.98
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	27,400.00	16,341.39	11,058.61
Other Fees	46930000	1,000.00	1,000.00	0.00	1,000.00
Library - Other	46960000	10,000.00	10,000.00	0.00	10,000.00
Miscellaneous	46990000	175,000.00	175,000.00	0.00	175,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	298,000.00	298,000.00	321,393.36	(23,393.36)
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	270,000.00	270,000.00	450,000.00	(180,000.00)
Total Libraries		<u>18,230,815.00</u>	<u>18,230,815.00</u>	<u>8,321,557.40</u>	<u>9,909,257.60</u>
Total Expenditures		<u>18,230,815.00</u>	<u>18,230,815.00</u>	<u>8,322,301.40</u>	<u>9,908,513.60</u>
Net Revenue Over Expenditures		<u>(7,953,815.00)</u>	<u>(7,953,815.00)</u>	<u>2,730,086.71</u>	<u>10,683,901.71</u>