

St. Charles Parish Library
Board of Control Meeting
March 18, 2025
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – November 19, 2024
- 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 Officers
 - B. Louisiana Compliance Questionnaire (Resolution 25-1)
(**Summary:** Res. 25-1 certifies that the library is in compliance with the relevant section of the “Louisiana Compliance Questionnaire.”)
 - C. Proposed Revision to the Policy on Unattended Children
 - D. Proposed Amendment to the 2024 Budget (Resolution 25-2)
- 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 Library
Board of Control**

2025 Regular Meeting Schedule

| | |
|---|---------------------------------------|
| 6:00 p.m., Tuesday January 21, 2025 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday March 18, 2025 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday May 6, 2025 ** | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday July 15, 2025 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday September 16, 2025 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday November 18, 2025 | Council Chambers Parish Courthouse |

**** Please note that the date for the May meeting has been changed to May 6th. The location is the same.**

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

Resolution Number 25-1

Resolution to certify compliance with
“Louisiana Compliance Questionnaire”

Whereas the Louisiana State Legislative Auditor requires local governmental units to certify that they are in compliance with certain rules and regulations as listed in “Louisiana Compliance Questionnaire”;

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control in its regular meeting of March 18, 2025 that we have complied with the regulations of the Louisiana State Library for the period beginning January 1, 2024 and ending December 31, 2024.

Approved:

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

Attest:

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

Policy on Unattended Children

St. Charles Parish Library welcomes children in all of its facilities and strives to provide inviting and rewarding library experiences with a wide variety of materials and services to meet their needs. Every child is important and their safety and well-being at the library is of serious concern. Parents/caregivers should be aware that the library is a public building and, as such, is not a safe place to leave children unattended.

Staff members are not allowed to assume responsibility for any child, for any length of time, in the absence of a parent or caregiver. The St. Charles Parish Library and its staff members cannot guarantee or be held accountable or liable for the safety, incidents, accidents, or other liabilities arising from the actions of unattended children.

In accordance with state law (R.S. 14:79.1 and 14:93.2.1), children under the age of 10 years may not be left unattended in any branch of the St. Charles Parish Library. A responsible person, an adult or mature adolescent, must accompany and remain within sight of the child at all times. The parent/caregiver is responsible for the behavior of their children while in the library and while attending library programs. Children of all ages are expected to display acceptable behavior while in the library and while attending library programs.

~~If a child of any age is attending a program at the library, the parent/caregiver is encouraged to stay with the child in the program. However, if the parent/caregiver of a child age 10 or older chooses not to attend the program with the child, they are expected to remain in the library building and immediately join the child at the end of the program. The library staff will not assume responsibility for the child if the parent/caregiver chooses to leave the room during the program.~~

If a child under the age of 10 is found unattended in the library, library staff will attempt to locate the parent/caregiver and inform him/her of the rules. If the parent/caregiver cannot be found, or if the child is left unattended again, the police will be called for assistance.

Approved January 26, 2016

Amended March 18, 2025

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

Resolution Number 25-2

Resolution to amend the 2024 Budget

Whereas the funds in expense lines 41530000 (Life/Health Insurance), 42420000 (Telephone), 43100000 (Office Supplies), 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 41300000 (Salaries – Other), 42450000 (Library – Electronic Services), 43060000 (Library – Technology Supplies), and 46990000 (Miscellaneous) of the 2024 the budget.

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of March 18, 2025, that the Library’s 2024 budget be amended by moving:

- \$105,115.00 to line 41530000 (Life/Health Insurance) from 41300000 (Salaries – Other)
- \$12,000.00 to line 42420000 (Telephone) from 42450000 (Library – Electronic Services)
- \$11,000 to line 43100000 (Office Supplies) from 43060000 (Library – Technology Supplies)
- \$17,070.00 to line 47300000 (Contribution to Retirement System) from 46990000 (Miscellaneous)
- \$35,000.00 to line 48570000 (Transfer – Indirect Cost Allocation) from 46990000 (Miscellaneous)

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 - Revenue & Expense- Donna - Unposted Transactions Included In Report

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

From 1/1/2024 Through 12/31/2024

| | | Current Year Actual | Current Period Budget - Original | Current Period Budget - Revised | YTD Budget Variance - Revised |
|--|----------|------------------------|-------------------------------------|------------------------------------|----------------------------------|
| Revenue | | | | | |
| NonApplicable | 000000 | | | | |
| Ad Valorem | 31100000 | 9,117,626.63 | 8,994,500.00 | 8,994,500.00 | 123,126.63 |
| FCC Universal Service Program | 33108600 | 115,334.98 | 40,000.00 | 40,000.00 | 75,334.98 |
| Dept of State Treasury | 33307400 | 650.00 | 0.00 | 0.00 | 650.00 |
| State Payments In Lieu Of Taxes | 33400000 | 40,409.00 | 67,455.00 | 67,455.00 | (27,046.00) |
| Charge For Photocopier | 34105000 | 266.00 | 4,000.00 | 4,000.00 | (3,734.00) |
| Miscellaneous Revenue | 34109900 | 1,024.00 | 8,000.00 | 8,000.00 | (6,976.00) |
| Fines (Books) | 35201000 | 2,717.96 | 0.00 | 0.00 | 2,717.96 |
| Interest Earnings | 36100000 | 856,552.70 | 550,000.00 | 550,000.00 | 306,552.70 |
| Gifts & Donations | 37300000 | 4,027.22 | 0.00 | 0.00 | 4,027.22 |
| Proceeds From The Sale Of Assets | 38300000 | 756.90 | 0.00 | 0.00 | 756.90 |
| Total NonApplicable | | <u>10,139,365.39</u> | <u>9,663,955.00</u> | <u>9,663,955.00</u> | <u>475,410.39</u> |
| Total Revenue | | <u>10,139,365.39</u> | <u>9,663,955.00</u> | <u>9,663,955.00</u> | <u>475,410.39</u> |
| Expenditures | | | | | |
| Libraries | 450610 | | | | |
| Primary (Executive) Salaries | 41100000 | 128,266.80 | 127,151.00 | 127,151.00 | (1,115.80) |
| Professional Salaries | 41150000 | 614,292.89 | 683,500.00 | 683,500.00 | 69,207.11 |
| Regular Salaries & Wages | 41200000 | 2,329,213.33 | 2,518,928.00 | 2,518,928.00 | 189,714.67 |
| Salaries - Other | 41300000 | 563,724.27 | 862,015.00 | 862,015.00 | 298,290.73 |
| FICA | 41510000 | 35,306.32 | 53,445.00 | 53,445.00 | 18,138.68 |
| Retirement | 41520000 | 368,172.33 | 382,902.00 | 382,902.00 | 14,729.67 |
| Life/Health Insurance | 41530000 | 645,114.44 | 540,000.00 | 540,000.00 | (105,114.44) |
| Workmen's Compensation | 41540000 | 18,218.63 | 36,000.00 | 36,000.00 | 17,781.37 |
| Unemployment | 41550000 | 278.91 | 2,008.00 | 2,008.00 | 1,729.09 |
| Medicare | 41560000 | 51,281.92 | 60,778.00 | 60,778.00 | 9,496.08 |
| Disability | 41570000 | 7,212.29 | 10,988.00 | 10,988.00 | 3,775.71 |
| Post Employees Health Care | 41580000 | 69,806.02 | 88,000.00 | 88,000.00 | 18,193.98 |
| Deferred Compensation | 41590000 | 898.80 | 0.00 | 0.00 | (898.80) |
| Dental | 41600000 | 5,060.00 | 4,500.00 | 4,500.00 | (560.00) |
| OPEB Contribution | 41610000 | 107,293.31 | 116,535.00 | 116,535.00 | 9,241.69 |
| Miscellaneous | 41990000 | 2,107.60 | 2,000.00 | 2,000.00 | (107.60) |
| Library - Dues | 42140000 | 4,271.00 | 4,000.00 | 4,000.00 | (271.00) |
| Library Advertising | 42150000 | 2,700.00 | 10,000.00 | 10,000.00 | 7,300.00 |
| Library-Periodicals | 42160000 | 13,115.59 | 20,000.00 | 20,000.00 | 6,884.41 |
| Library-Digital Books | 42170000 | 99,466.37 | 130,000.00 | 130,000.00 | 30,533.63 |
| Library - Printing | 42210000 | 23,481.49 | 40,000.00 | 40,000.00 | 16,518.51 |
| Library-Adult Pgm Speakers/Performers | 42230001 | 813.75 | 6,500.00 | 6,500.00 | 5,686.25 |
| Library-Child & Yg Ad Pgm Speakers/Performers | 42230002 | 21,590.00 | 26,000.00 | 26,000.00 | 4,410.00 |
| Electrical (Light And Power) | 42310000 | 175,341.59 | 185,000.00 | 185,000.00 | 9,658.41 |
| Natural Gas | 42320000 | 1,890.11 | 2,000.00 | 2,000.00 | 109.89 |
| Water | 42330000 | 5,495.12 | 7,000.00 | 7,000.00 | 1,504.88 |
| Postage And Box Rent | 42410000 | 7,469.74 | 12,000.00 | 12,000.00 | 4,530.26 |
| Telephone | 42420000 | 162,753.63 | 151,000.00 | 151,000.00 | (11,753.63) |
| Library - Electronic Services | 42450000 | 68,478.84 | 90,000.00 | 90,000.00 | 21,521.16 |
| Library - Building Rentals | 42510000 | 3,648.00 | 4,500.00 | 4,500.00 | 852.00 |
| Library - Equipment Rentals | 42520000 | 37,901.37 | 40,000.00 | 40,000.00 | 2,098.63 |
| Library - Mt. of Grounds | 42610000 | 67,884.89 | 125,000.00 | 125,000.00 | 57,115.11 |
| Library - Mt. of Buildings | 42620000 | 91,041.23 | 120,000.00 | 120,000.00 | 28,958.77 |

St Charles Parish Council - LIVE DATA

Statement of Revenues and Expenditures - Revenue & Expense- Donna - Unposted Transactions Included In Report

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

From 1/1/2024 Through 12/31/2024

| | | Current Year Actual | Current Period Budget - Original | Current Period Budget - Revised | YTD Budget Variance - Revised |
|--|----------|------------------------|-------------------------------------|------------------------------------|----------------------------------|
| Library - Mt. of Vehicles | 42630000 | 5,108.59 | 10,000.00 | 10,000.00 | 4,891.41 |
| Library - Mt. of Equipment | 42640000 | 2,425.65 | 5,000.00 | 5,000.00 | 2,574.35 |
| Library - Mt. of Plumbing & HVAC | 42650000 | 78,374.38 | 85,000.00 | 85,000.00 | 6,625.62 |
| Library - Mt. of Furniture/Office Eq. | 42660000 | 175.00 | 1,000.00 | 1,000.00 | 825.00 |
| Contractual Services | 42700000 | 3,406.30 | 0.00 | 0.00 | (3,406.30) |
| Library - Electrical Contract | 42720000 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| Library - Pest Control Contract | 42740000 | 6,251.83 | 9,000.00 | 9,000.00 | 2,748.17 |
| Library - Janitorial Contract | 42750000 | 1,248.00 | 25,000.00 | 25,000.00 | 23,752.00 |
| Library - Automation Systems Contract | 42770000 | 108,075.49 | 140,000.00 | 140,000.00 | 31,924.51 |
| Professional Services | 42800000 | 10,926.89 | 60,000.00 | 60,000.00 | 49,073.11 |
| Merchant Services | 42810000 | 39.24 | 1,000.00 | 1,000.00 | 960.76 |
| Insurance - Fire & Casualty Property | 42910000 | 432,302.27 | 470,390.00 | 470,390.00 | 38,087.73 |
| Insurance - Auto Coverage | 42930000 | 40,107.00 | 41,510.00 | 41,510.00 | 1,403.00 |
| Insurance - Employee Liability | 42940000 | 6,746.00 | 6,470.00 | 6,470.00 | (276.00) |
| Non Consumable Office Supplies | 43050000 | 33,882.61 | 40,000.00 | 40,000.00 | 6,117.39 |
| Library-Technology Supplies | 43060000 | 43,560.58 | 80,000.00 | 80,000.00 | 36,439.42 |
| Office Supplies | 43100000 | 70,578.54 | 60,000.00 | 60,000.00 | (10,578.54) |
| Library-Adult Pgm Supplies | 43210001 | 36,158.63 | 37,700.00 | 37,700.00 | 1,541.37 |
| Library-Child & Yg Ad Pgm Supplies | 43210002 | 36,834.02 | 47,500.00 | 47,500.00 | 10,665.98 |
| Maintenance Of Buildings & Grounds | 43260000 | 52,165.90 | 60,000.00 | 60,000.00 | 7,834.10 |
| Vehicle Supplies(Gas, Oil, Antifreeze) | 43270000 | 6,530.13 | 13,000.00 | 13,000.00 | 6,469.87 |
| Miscellaneous | 43290000 | 1,220.00 | 8,000.00 | 8,000.00 | 6,780.00 |
| Travel | 44100000 | 38,064.39 | 66,000.00 | 66,000.00 | 27,935.61 |
| Acquisition Of Motor Vehicles | 46400000 | 0.00 | 120,000.00 | 120,000.00 | 120,000.00 |
| Educational-Cultural-Recreational | 46510000 | 30,584.52 | 120,000.00 | 120,000.00 | 89,415.48 |
| Buildings-Grounds-General Plant | 46520000 | 152,396.81 | 250,000.00 | 250,000.00 | 97,603.19 |
| Office Equipment | 46560000 | 0.00 | 200,000.00 | 200,000.00 | 200,000.00 |
| Major Repairs | 46700000 | 0.00 | 400,000.00 | 400,000.00 | 400,000.00 |
| Construction In Progress | 46800000 | 0.00 | 5,750,000.00 | 5,750,000.00 | 5,750,000.00 |
| Library - Architectural | 46810000 | 0.00 | 250,000.00 | 250,000.00 | 250,000.00 |
| LIBRARY - BOOKS (ALL FORMATS) | 46900100 | 111,938.30 | 160,000.00 | 160,000.00 | 48,061.70 |
| LIBRARY - AUDIO RECORDINGS | 46900300 | 8,729.21 | 23,400.00 | 23,400.00 | 14,670.79 |
| LIBRARY - VIDEO RECORDINGS | 46900500 | 13,862.45 | 27,400.00 | 27,400.00 | 13,537.55 |
| Other Fees | 46930000 | 0.00 | 1,000.00 | 1,000.00 | 1,000.00 |
| Library - Other | 46960000 | 0.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| Miscellaneous | 46990000 | 0.00 | 175,000.00 | 175,000.00 | 175,000.00 |
| Cont. To Retirement Ded. From Tax Coll | 47300000 | 297,069.96 | 280,000.00 | 280,000.00 | (17,069.96) |
| Cost Of Ad Valorem Tax Collection | 47310000 | 0.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| Transfer - Indirect Cost Allociation | 48570000 | 300,000.00 | 265,000.00 | 265,000.00 | (35,000.00) |
| Total Libraries | | <u>7,662,353.27</u> | <u>15,770,120.00</u> | <u>15,770,120.00</u> | <u>8,107,766.73</u> |
| Total Expenditures | | <u>7,662,353.27</u> | <u>15,770,120.00</u> | <u>15,770,120.00</u> | <u>8,107,766.73</u> |
| Net Revenue Over Expenditures | | <u>2,477,012.12</u> | <u>(6,106,165.00)</u> | <u>(6,106,165.00)</u> | <u>8,583,177.12</u> |