

St. Charles Parish Library
Board of Control - Special Meeting
September 29, 2025
6:00 p.m.

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – July 15, 2025
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian's Report
- VI. Communications
- VII. Unfinished Business
 - A. Hahnville Branch Library Project Update – Review of CMAR 30% estimate, recommended modifications to plans, and recommended increase to project budget
 - B. 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.

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 1/1/2025 Through 12/31/2025

		Current Year Actual	Current Period Budget - Original	Current Period Budget - Revised	YTD Budget Variance - Revised
Revenue					
NonApplicable	000000				
Ad Valorem	31100000	9,533,092.44	9,386,000.00	9,386,000.00	147,092.44
FCC Universal Service Program	33108600	57,632.10	40,000.00	40,000.00	17,632.10
State Payments In Lieu Of Taxes	33400000	59,759.00	61,000.00	61,000.00	(1,241.00)
Charge For Photocopier	34105000	4,315.90	4,000.00	4,000.00	315.90
Miscellaneous Revenue	34109900	281.10	1,000.00	1,000.00	(718.90)
Fines (Books)	35201000	1,849.95	0.00	0.00	1,849.95
Interest Earnings	36100000	525,198.47	785,000.00	785,000.00	(259,801.53)
Gifts & Donations	37300000	8,515.99	0.00	0.00	8,515.99
Proceeds From The Sale Of Assets	38300000	266.52	0.00	0.00	266.52
Total NonApplicable		10,190,911.47	10,277,000.00	10,277,000.00	(86,088.53)
Total Revenue		10,190,911.47	10,277,000.00	10,277,000.00	(86,088.53)
Expenditures					
Libraries	450610				
Primary (Executive) Salaries	41100000	0.00	132,288.00	132,288.00	132,288.00
Professional Salaries	41150000	0.00	761,218.00	761,218.00	761,218.00
Regular Salaries & Wages	41200000	2,543,431.43	2,637,364.00	2,637,364.00	93,932.57
Salaries - Other	41300000	0.00	945,482.00	945,482.00	945,482.00
FICA	41510000	26,085.38	58,620.00	58,620.00	32,534.62
Retirement	41520000	232,842.55	406,050.00	406,050.00	173,207.45
Life/Health Insurance	41530000	467,414.98	692,400.00	692,400.00	224,985.02
Workmen's Compensation	41540000	9,380.09	36,000.00	36,000.00	26,619.91
Unemployment	41550000	253.00	2,008.00	2,008.00	1,755.00
Medicare	41560000	35,964.61	64,907.00	64,907.00	28,942.39
Disability	41570000	4,963.41	9,403.00	9,403.00	4,439.59
Post Employees Health Care	41580000	44,198.93	88,000.00	88,000.00	43,801.07
Dental	41600000	3,450.00	5,760.00	5,760.00	2,310.00
OPEB Contribution	41610000	74,219.53	123,580.00	123,580.00	49,360.47
Miscellaneous	41990000	584.57	2,100.00	2,100.00	1,515.43
Library - Dues	42140000	3,218.00	4,500.00	4,500.00	1,282.00
Library Advertising	42150000	2,050.00	10,000.00	10,000.00	7,950.00
Library-Periodicals	42160000	2,500.49	20,000.00	20,000.00	17,499.51
Library-Digital Books	42170000	74,230.15	132,000.00	132,000.00	57,769.85
Library - Printing	42210000	26,109.82	40,000.00	40,000.00	13,890.18
Library-Adult Pgm Speakers/Performers	42230001	700.00	7,000.00	7,000.00	6,300.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	25,583.50	26,000.00	26,000.00	416.50
Electrical (Light And Power)	42310000	116,593.09	185,000.00	185,000.00	68,406.91
Natural Gas	42320000	1,434.93	2,000.00	2,000.00	565.07
Water	42330000	4,447.45	7,000.00	7,000.00	2,552.55
Postage And Box Rent	42410000	6,958.69	12,000.00	12,000.00	5,041.31
Telephone	42420000	105,465.57	151,000.00	151,000.00	45,534.43
Library - Electronic Services	42450000	40,647.64	100,000.00	100,000.00	59,352.36
Library - Building Rentals	42510000	2,777.19	4,500.00	4,500.00	1,722.81
Library - Equipment Rentals	42520000	19,692.16	40,000.00	40,000.00	20,307.84
Library - Mt. of Grounds	42610000	73,163.95	125,000.00	125,000.00	51,836.05
Library - Mt. of Buildings	42620000	111,564.05	120,000.00	120,000.00	8,435.95
Library - Mt. of Vehicles	42630000	547.10	10,000.00	10,000.00	9,452.90
Library - Mt. of Equipment	42640000	948.25	5,000.00	5,000.00	4,051.75

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 1/1/2025 Through 12/31/2025

		Current Year Actual	Current Period Budget - Original	Current Period Budget - Revised	YTD Budget Variance - Revised
Library - Mt. of Plumbing & HVAC	42650000	42,543.55	85,000.00	85,000.00	42,456.45
Library - Mt. of Furniture/Office Eq.	42660000	0.00	1,000.00	1,000.00	1,000.00
Contractual Services	42700000	11,129.08	0.00	0.00	(11,129.08)
Library - Electrical Contract	42720000	0.00	5,000.00	5,000.00	5,000.00
Library - Pest Control Contract	42740000	3,833.70	9,000.00	9,000.00	5,166.30
Library - Janitorial Contract	42750000	1,040.00	10,000.00	10,000.00	8,960.00
Library - Automation Systems Contract	42770000	17,372.32	142,700.00	142,700.00	125,327.68
Professional Services	42800000	52,736.14	60,000.00	60,000.00	7,263.86
Merchant Services	42810000	107.84	1,000.00	1,000.00	892.16
Insurance - Fire & Casualty Property	42910000	407,942.52	470,390.00	470,390.00	62,447.48
Insurance - Auto Coverage	42930000	36,209.00	50,000.00	50,000.00	13,791.00
Insurance - Employee Liability	42940000	7,071.00	7,000.00	7,000.00	(71.00)
Non Consumable Office Supplies	43050000	38,016.92	40,000.00	40,000.00	1,983.08
Library-Technology Supplies	43060000	35,614.17	85,000.00	85,000.00	49,385.83
Office Supplies	43100000	42,268.46	65,000.00	65,000.00	22,731.54
Educational, Recreational And Culture	43210000	(250.75)	0.00	0.00	250.75
Library-Adult Pgm Supplies	43210001	14,710.68	45,000.00	45,000.00	30,289.32
Library-Child & Yg Ad Pgm Supplies	43210002	22,324.05	50,000.00	50,000.00	27,675.95
Maintenance Of Buildings & Grounds	43260000	44,950.08	60,000.00	60,000.00	15,049.92
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	3,288.52	13,000.00	13,000.00	9,711.48
Miscellaneous	43290000	0.00	8,000.00	8,000.00	8,000.00
Travel	44100000	21,028.57	66,000.00	66,000.00	44,971.43
Acquisition Of Motor Vehicles	46400000	0.00	120,000.00	120,000.00	120,000.00
Educational-Cultural-Recreational	46510000	32,262.98	160,000.00	160,000.00	127,737.02
Buildings-Grounds-General Plant	46520000	21,241.00	250,000.00	250,000.00	228,759.00
Office Equipment	46560000	2,137.00	600,000.00	600,000.00	597,863.00
Major Repairs	46700000	0.00	400,000.00	400,000.00	400,000.00
Construction In Progress	46800000	111,029.32	7,000,000.00	7,000,000.00	6,888,970.68
Library - Architectual	46810000	89,331.43	493,745.00	493,745.00	404,413.57
LIBRARY - BOOKS (ALL FORMATS)	46900100	64,789.36	160,000.00	160,000.00	95,210.64
LIBRARY - AUDIO RECORDINGS	46900300	8,277.96	21,400.00	21,400.00	13,122.04
LIBRARY - VIDEO RECORDINGS	46900500	10,176.72	27,400.00	27,400.00	17,223.28
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	321,393.36	298,000.00	298,000.00	(23,393.36)
Cost Of Ad Valorem Tax Collection	47310000	0.00	5,000.00	5,000.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	0.00	270,000.00	270,000.00	270,000.00
Total Libraries		<u>5,523,995.49</u>	<u>18,230,815.00</u>	<u>18,230,815.00</u>	<u>12,706,819.51</u>
Total Expenditures		<u>5,523,995.49</u>	<u>18,230,815.00</u>	<u>18,230,815.00</u>	<u>12,706,819.51</u>
Net Revenue Over Expenditures		<u>4,666,915.98</u>	<u>(7,953,815.00)</u>	<u>(7,953,815.00)</u>	<u>12,620,730.98</u>

HAHNVILLE BRANCH LIBRARY

ST. CHARLES PARISH HAHNVILLE BRANCH LIBRARY

15090 RIVER RD.
HAHNVILLE, LA 70057

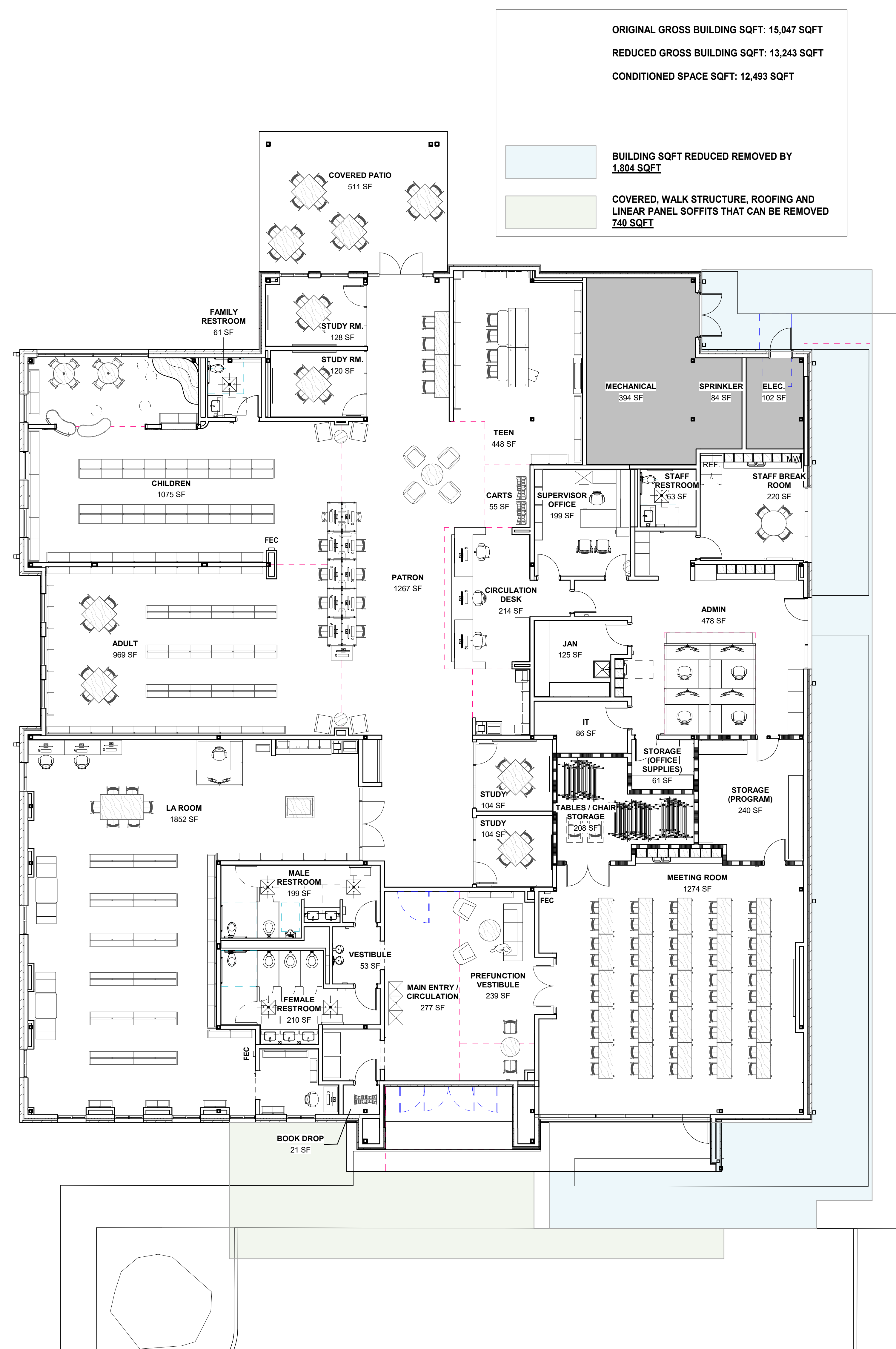
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DATE:	04.17.25
PHASE:	30% DESIGN PHASE
ISSUED FOR	REVIEW
PROJECT NO:	4024101

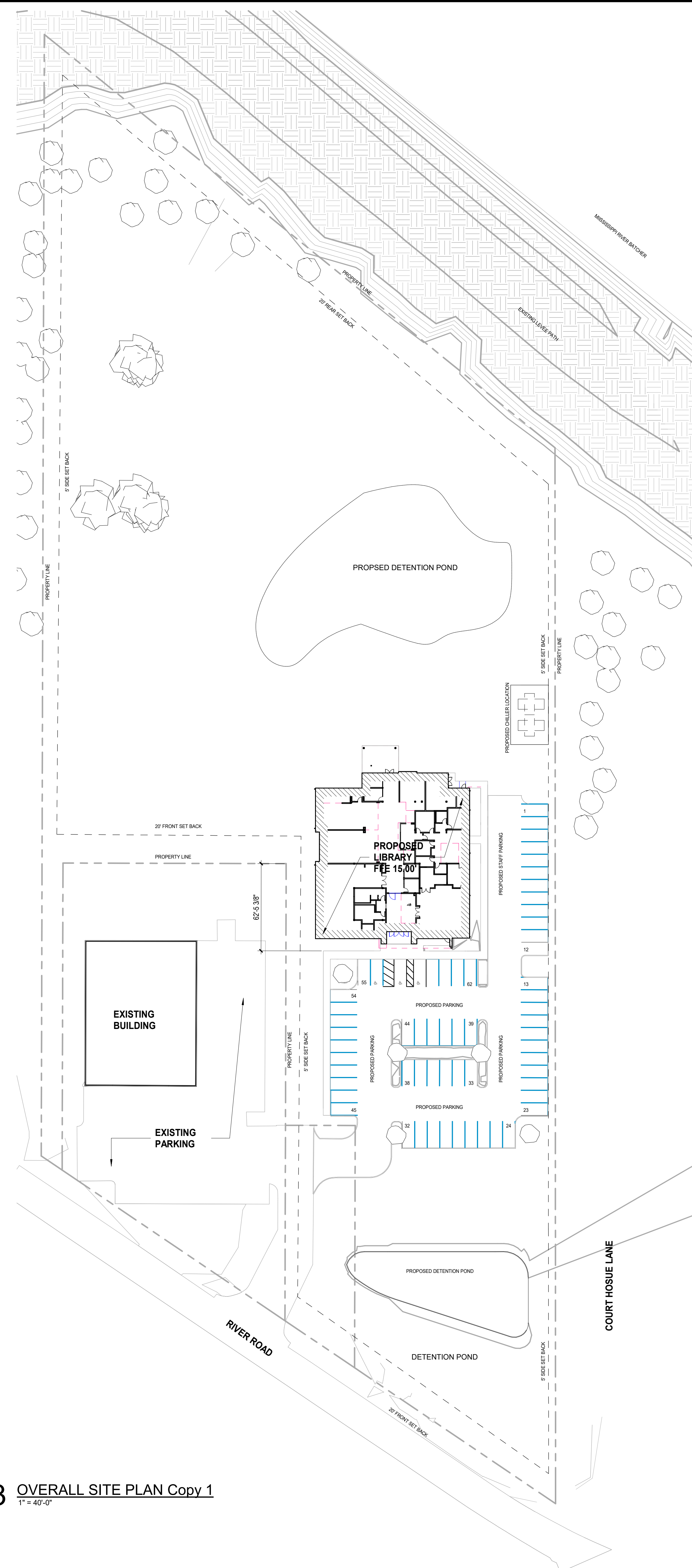
REDUCE FLOOR PLAN
REVISION

SHEET NUMBER

A124



1 FIRST FLOOR PLAN revised 2
1/8" = 1'-0"



3 OVERALL SITE PLAN Copy 1

DATE:	04.17.25
PHASE:	30% DESIGN PHASE
ISSUED FOR	REVIEW
PROJECT NO:	4024101

A201





ST CHARLES PARISH LIBRARY

EXTERIOR



EXTERIOR





LOBBY



MEETING ROOMS



MEETING ROOMS



PATRON AREA



STUDY ROOMS



CIRCULATION DESK





CHILDREN



CHILDREN



LOUISIANA ROOM



**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:

St. Charles Parish Library
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