

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

AGENDA

- I. Call to Order, Prayer, & Pledge
- II. Approval of Minutes – March 18, 2025
- III. Attendance Report
- IV. Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - A. Hahnville Branch Library Project – CMAR Recommendation – Woodward Design + Build, LLC
 - B. Hurricane Ida Recovery Update
- VIII. New Business
 - A. Proposed Amendment to the 2025 Budget (Resolution 25-3)
 - B. Proposed Hotspot Acceptable Use Policy
 - C. Proposed Revision to the Fines & Fees Policy
- 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.

(In Whole Numbers)

		BUDGET	YEAR-TO-DATE	BUDGET VARIANCE
601 - Library Service District No. 1 M&O Fund				
Revenue				
NonApplicable	000000			
Ad Valorem	31100000	9,386,000.00	9,431,328.00	45,328.00
FCC Universal Service Program	33108600	40,000.00	0.00	(40,000.00)
State Payments In Lieu Of Taxes	33400000	61,000.00	39,817.00	(21,183.00)
Charge For Photocopier	34105000	4,000.00	1,752.00	(2,248.00)
Miscellaneous Revenue	34109900	1,000.00	0.00	(1,000.00)
Fines (Books)	35201000	0.00	493.00	493.00
Interest Earnings	36100000	785,000.00	23,308.00	(761,692.00)
Gifts & Donations	37300000	0.00	3,345.00	3,345.00
Proceeds From The Sale Of Assets	38300000	0.00	52.00	52.00
Total NonApplicable		10,277,000.00	9,500,094.00	(776,906.00)
Total Revenue		10,277,000.00	9,500,094.00	(776,906.00)
Expenditures				
Libraries	450610			
Primary (Executive) Salaries	41100000	132,288.00	0.00	132,288.00
Professional Salaries	41150000	761,218.00	0.00	761,218.00
Regular Salaries & Wages	41200000	2,637,364.00	771,770.00	1,865,594.00
Salaries - Other	41300000	945,482.00	0.00	945,482.00
FICA	41510000	58,620.00	7,826.00	50,794.00
Retirement	41520000	406,050.00	70,938.00	335,112.00
Life/Health Insurance	41530000	692,400.00	176,847.00	515,554.00
Workmen's Compensation	41540000	36,000.00	2,624.00	33,376.00
Unemployment	41550000	2,008.00	77.00	1,931.00
Medicare	41560000	64,907.00	10,905.00	54,002.00
Disability	41570000	9,403.00	1,861.00	7,542.00
Post Employees Health Care	41580000	88,000.00	16,713.00	71,287.00
Dental	41600000	5,760.00	1,290.00	4,470.00
OPEB Contribution	41610000	123,580.00	22,571.00	101,009.00
Miscellaneous	41990000	2,100.00	90.00	2,010.00
Library - Dues	42140000	4,500.00	0.00	4,500.00
Library Advertising	42150000	10,000.00	0.00	10,000.00
Library-Periodicals	42160000	20,000.00	1,260.00	18,740.00
Library-Digital Books	42170000	132,000.00	27,435.00	104,565.00
Library - Printing	42210000	40,000.00	0.00	40,000.00
Library-Adult Pgm Speakers/Performers	42230001	7,000.00	700.00	6,300.00
Library-Child & Yg Ad Pgm	42230002	26,000.00	0.00	26,000.00
Speakers/Performers				
Electrical (Light And Power)	42310000	185,000.00	21,016.00	163,984.00
Natural Gas	42320000	2,000.00	533.00	1,467.00
Water	42330000	7,000.00	941.00	6,059.00
Postage And Box Rent	42410000	12,000.00	685.00	11,315.00
Telephone	42420000	151,000.00	36,353.00	114,647.00
Library - Electronic Services	42450000	100,000.00	4,257.00	95,743.00
Library - Building Rentals	42510000	4,500.00	912.00	3,588.00
Library - Equipment Rentals	42520000	40,000.00	5,793.00	34,207.00
Library - Mt. of Grounds	42610000	125,000.00	24,128.00	100,872.00

(In Whole Numbers)

		BUDGET	YEAR-TO-DATE	BUDGET VARIANCE
Library - Mt. of Buildings	42620000	120,000.00	60,169.00	59,831.00
Library - Mt. of Vehicles	42630000	10,000.00	0.00	10,000.00
Library - Mt. of Equipment	42640000	5,000.00	0.00	5,000.00
Library - Mt. of Plumbing & HVAC	42650000	85,000.00	9,808.00	75,192.00
Library - Mt. of Furniture/Office Eq.	42660000	1,000.00	0.00	1,000.00
Contractual Services	42700000	0.00	3,955.00	(3,955.00)
Library - Electrical Contract	42720000	5,000.00	0.00	5,000.00
Library - Pest Control Contract	42740000	9,000.00	636.00	8,364.00
Library - Janitorial Contract	42750000	10,000.00	390.00	9,610.00
Library - Automation Systems Contract	42770000	142,700.00	1,184.00	141,516.00
Professional Services	42800000	60,000.00	28,616.00	31,384.00
Merchant Services	42810000	1,000.00	48.00	952.00
Insurance - Fire & Casualty Property	42910000	470,390.00	103,425.00	366,965.00
Insurance - Auto Coverage	42930000	50,000.00	0.00	50,000.00
Insurance - Employee Liability	42940000	7,000.00	0.00	7,000.00
Non Consumable Office Supplies	43050000	40,000.00	6,947.00	33,053.00
Library-Technology Supplies	43060000	85,000.00	12,919.00	72,081.00
Office Supplies	43100000	65,000.00	8,325.00	56,675.00
Library-Adult Pgm Supplies	43210001	45,000.00	5,263.00	39,737.00
Library-Child & Yg Ad Pgm Supplies	43210002	50,000.00	3,123.00	46,877.00
Maintenance Of Buildings & Grounds	43260000	60,000.00	14,333.00	45,667.00
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	13,000.00	865.00	12,135.00
Miscellaneous	43290000	8,000.00	0.00	8,000.00
Travel	44100000	66,000.00	5,699.00	60,301.00
Acquisition Of Motor Vehicles	46400000	120,000.00	0.00	120,000.00
Educational-Cultural-Recreational	46510000	160,000.00	0.00	160,000.00
Buildings-Grounds-General Plant	46520000	250,000.00	0.00	250,000.00
Office Equipment	46560000	600,000.00	2,137.00	597,863.00
Major Repairs	46700000	400,000.00	0.00	400,000.00
Construction In Progress	46800000	7,000,000.00	0.00	7,000,000.00
Library - Architectual	46810000	493,745.00	0.00	493,745.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	160,000.00	10,580.00	149,420.00
LIBRARY - AUDIO RECORDINGS	46900300	21,400.00	2,195.00	19,205.00
LIBRARY - VIDEO RECORDINGS	46900500	27,400.00	2,856.00	24,544.00
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	298,000.00	321,393.00	(23,393.00)
Cost Of Ad Valorem Tax Collection	47310000	5,000.00	0.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	270,000.00	0.00	270,000.00
Total Libraries		18,230,815.00	1,812,394.00	16,418,421.00
Total Expenditures		18,230,815.00	1,812,394.00	16,418,421.00
Net Revenue Over Expenditures		(7,953,815.00)	7,687,700.00	15,641,515.00

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

Resolution Number 25-3

Resolution to amend the 2025 Budget

Whereas the St. Charles Parish Department of Finance has consolidated all library salaries into one expense line using 41200000 (Regular Salaries and Wages); and

Whereas sufficient funds are available in lines 41100000 (Primary Executive Salaries), 41150000 (Professional Salaries), and 41300000 (Salaries - Other).

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of May 6, 2025, that the Library's 2025 budget be amended by moving:

- \$132,288.00 to line 41200000 (Regular Salaries and Wages) from 41100000 (Primary Executive Salaries)
- \$761,218.00 to line 41200000 (Regular Salaries and Wages) from 41150000 (Professional Salaries)
- \$945,482.00 to line 41200000 (Regular Salaries and Wages) from 41300000 (Salaries - Other)

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 Library

Hotspot Acceptable Use Policy

Borrowers

- Adult library cardholders who live, work, go to school, or own property in St. Charles Parish are eligible to borrow hotspot devices.

Circulation

- Each borrower may only checkout one (1) hotspot at a time.
- Hotspots will be checked out for a period of fourteen (14) days.
- Hotspots are not renewable.
- Hotspots are available on a first-come, first-served basis. Patrons may place a hold on a hotspot through the online catalog.
- Hotspots can be checked out at and returned to any St. Charles Parish Library location.
- Hotspots must be returned to a library staff member at the circulation desk. Do not put it in the book drop.

Usage

- As required by the Federal Communications Commission (FCC), off-premises use of hotspots must be primarily for educational purposes. Hotspot usage must be integral, immediate, and proximate to the provision of library services to library patrons.
- The hotspot should be kept in a temperature-controlled environment. Do not leave it in a car or in direct sunlight. Please protect it from liquids.
- The borrower is responsible for damage to the hotspot due to neglect, abuse, loss, or physical damage.
- Hotspots shall not be put in the book drop or overnight drop box. They must be returned to a staff member who will check to make sure all items are returned intact.
- Hotspots may not be used for any illegal purposes.
- The borrower may not alter the hotspot or its configuration in any way.

Overdue, Lost and Damaged Fees

- If a hotspot or any of its accessories are lost or damaged, borrowers are responsible for the replacement costs as specified in the Fines & Fees Policy.
- If hotspots are not returned on time, the service will be suspended.

Approved May 6, 2025

ST. CHARLES PARISH LIBRARY - FINES & FEES

<i>Item Type</i>	<i>Lost or Unrepairable</i>	<i>Repairable</i>
Barcode Missing	\$0.50	\$0.50
Basket (Bookmobile)	\$25.00	N/A
Book (not reference)	\$25.00	\$3.00
Book with Material	\$25.00	\$3.00
<ul style="list-style-type: none"> • Lost/damaged accompanying item (CD, DVD) 	\$5.00	\$3.00
Catalogued Paperback	\$15.00	\$3.00
ILL Book	set by lending library	set by lending library
<ul style="list-style-type: none"> • Book Strap lost or damaged 	\$3.00	\$3.00
Magazine	\$5.00	\$3.00
<ul style="list-style-type: none"> • Lost check-out card 	\$0.50	\$0.50
Paperback or Board Book	\$5.00	\$3.00
Reference Book	\$100.00	\$3.00
Audiobook on CD	\$40.00	See below
<ul style="list-style-type: none"> • CD lost or damaged 	\$5.00 per CD (Max \$40)	\$3.00 per CD (Max \$40)
<ul style="list-style-type: none"> • Case lost or damaged 	\$6.00	\$3.00
DVD/Video	\$40.00	\$3.00
<ul style="list-style-type: none"> • Case lost or damaged 	\$3.00	\$3.00
Playaway	\$60.00	Min. fee - \$5.00 Max fee - \$60.00
<ul style="list-style-type: none"> • Case lost or damaged 	\$3.00	\$3.00
Playaway View, Launchpad, & Launchpad Video, & WhaZoodle	See below	See below
<ul style="list-style-type: none"> • Unit lost or damaged 	\$100.00	Min. fee - \$10.00 Max fee-\$100.00
<ul style="list-style-type: none"> • Case lost or damaged 	\$15.00	\$3.00
<ul style="list-style-type: none"> • Launchpad bumper lost or damaged 	\$9.00	\$9.00
<ul style="list-style-type: none"> • Charger lost or damaged 	\$17.00	\$17.00
WiFi Hotspot	\$100.00	Max. fee \$100.00
<ul style="list-style-type: none"> • WiFi device lost or damaged 	\$90.00	Min. fee - \$10.00 Max fee-\$90.00
<ul style="list-style-type: none"> • Case lost or damaged 	\$10.00	Min. fee - \$3.00 Max fee-\$10.00
<ul style="list-style-type: none"> • Charger 	\$35.00	Min. fee - \$5.00 Max fee-\$35.00
Wii U Gamepad	\$100.00	N/A
Wii U Controllers (Regular & Nunchuk)	\$30.00	N/A
Wonderbook	\$40.00	\$3.00
Xbox One Wireless Controller	\$50.00	N/A

Makerspace Materials Price List

The St. Charles Parish Library Makerspace and its tools are available for use by members of the St. Charles Parish community. Library programs held in the Makerspace are always free for participants, including materials and supplies used during the program. Free materials, including scrap, partially used, and donated supplies, may be available for individual use. New materials provided by the library are available for purchase in limited quantities. For certain tools, only library-provided materials may be used to ensure safety and quality.

* 3D PRINTER

3D prints are priced per gram plus a \$1.00 surcharge.

PLA Plastic - per gram	\$0.05	Specialty Filament - per gram	\$0.05
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* SUBLIMATION PRINTER

Paper sheet - 4" x 9.5"	\$0.50	Paper sheet - 11" x 17"	\$3.00
Paper sheet - 8.5" x 11"	\$1.00	Paper sheet - 13" x 19"	\$3.00
Paper sheet - 8.5" x 14"	\$2.00		

CRICUT

Stick on vinyl - 12" x 12"	\$0.50	Cardstock - 12" x 12"	\$0.25
Heat transfer vinyl - 12" x 12"	\$1.00		

LASER CUTTER

Wood sheet - 4" x 4"	\$0.50	Acrylic sheet - 5" x 7"	\$2.00
Wood sheet - 12" x 12"	\$1.50	Acrylic sheet - 8" x 10"	\$4.00
Wood sheet - 12" x 24"	\$3.50	Acrylic sheet - 12" x 12"	\$5.00
Chipboard - 9" x 12"	\$0.50	Acrylic sheet - 12" x 16"	\$6.00
Metal business card	\$0.10		

* BUTTON MAKER

Pinback - 1"	\$0.10	Magnet back - 1"	\$0.50
Pinback - 1.5"	\$0.10	Magnet back - 1.5"	\$0.50
Pinback - 2.25"	\$0.25	Magnet back - 2.25"	\$0.50

BOOK BINDER

Coil binding - thin	\$0.25	Thermal binding - soft cover	\$1.50
Coil binding - thick	\$0.50	Thermal binding - hard cover	\$5.00
Coil binding - clear cover	\$0.25		

* STICKER MAKER

Sticker adhesive per inch	\$0.10
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* Tool requires the use of library-provided materials only. All other materials must be inspected and approved by Makerspace staff before use.