

**St. Charles Parish Library
Board of Control Meeting
November 17, 2020
6:00pm
AGENDA**

- I. Call to Order, Prayer & Pledge
- II. Approval of Minutes – July 21, 2020
- III. Attendance Report
- IV. Scheduled Public Comment (five [5] minutes)
- V. Librarian’s Report
- VI. Communications
- VII. Unfinished Business
 - a. Norco Branch Status
 - b. Hahnville Branch Library – Discussion of Possible Future Plans and Feasibility Study Proposal
- VIII. New Business
 - a. Resolution to Amend the 2020 Budget
 - b. Approval of the 2021 Holiday Schedule
 - c. Proposal to Eliminate Overdue Fines Permanently
 - d. Proposed Revision to the Fines and Fees Policy
 - e. Proposal to Reinstate all Photocopy/Printing Fees
 - f. Proposal to Increase Cost of Non-Resident Library Cards to \$25/Year (currently \$5 per year).
 - g. 2021 Budget – Public Hearing and Adoption
 - i. Public Hearing
 - ii. Library Board Discussion and Approval
 - h. 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 Library
Board of Control**

2021 Regular Meeting Schedule

| | |
|--|---------------------------------------|
| 6:00 p.m., Tuesday January 19, 2021 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday March 16, 2021 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday May 18, 2021 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday July 20, 2021 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday September 21, 2021 | Council Chambers Parish Courthouse |
| 6:00 p.m., Tuesday November 16, 2021 | Council Chambers Parish Courthouse |



June 29, 2020

PROPOSAL PRESENTED TO: St. Charles Parish Library

Re: Facility Feasibility Study for the Hahnville Branch

720 Design Inc. appreciates the opportunity to present this proposal for your consideration.

PROJECT GOALS AND OBJECTIVES:

This proposal is for 720 Design Inc. to provide phased consulting services including:

Phase 1:

- Reviewing the feasibility of rebuilding Hahnville on its existing site
- Review and approval to build from Corp of Engineers, Lafourche Basin Levee District and the Louisiana Department of Natural Resources (Coastal Use Permit) based on its proximity to the levee.
- Review of FEMA flood plain maps.
- Determine the allowable size of the build.
- Rough order of magnitude (ROM) of the cost to build on the current site.

If it is determined to be feasible:

Phase 2:

Building space programming for a new 4-6,000 SF Branch Library (potentially in two stories if view of the river is possible).

Adjacency diagram of major building and site (parking) components.

Updated cost estimate.

SCOPE OF SERVICES:

Phase 1:

Verify Existing Conditions

720 Design Inc. will visit the existing Hahnville Library to understand existing conditions as well as library/ facility priorities and goals for the new building.

- The library/Parish will provide a plat and/or survey of the existing site.
- Contact the Mississippi Valley Division of the US Army Corp of Engineers, Lafourche Basin Levee District and possibly the Louisiana Department of Natural Resources (Coastal Use Permit).
- Review FEMA maps.

Based on the findings, the 720 design team provide a recommendation and ROM cost regarding re-building on the existing site.

Phase 2:

Meeting 1 Staff Interviews—via Zoom or Teams

720 Design Inc. will meet with the Hahnville library staff and Parish Library Administration to discuss goals, ideas and expectations. Information from these interviews will be compiled into an outline program and adjacency diagram. Information and data gathered from site visits will be converted into an outline program and overlay adjacency diagrams to determine if the proposed buildings will meet the space requirements.

Conference Call via Zoom or Teams

Review and discuss preliminary program requirements

Meeting 2 on site

Program, Adjacency and cost estimate review

Prepare cost estimate for one story and two story options



Prepare Report
Final Presentation to library staff and board.

Deliverables:
Outline space program for Hahnville and adjacency diagrams for both one story and two story options
Cost Estimate for total project costs
(1) Bound report and (1) electronic pdf format report
Total Project Cost Estimates for two options for the Hahnville Library renovation and new building costs.

KEY PERSONNEL:

Maureen Arndt shall serve as Project Manager, providing day-to-day client contact and project management.

COMPENSATION:

| | |
|--------------------------------|--------------------------|
| Phase 1: | \$2,200.00 |
| Phase 2: | \$8,820.00 |
| Presentation to Library Board: | \$2,100.00 |
| Travel: | \$700 per trip x 3 trips |

ADDITIONAL SERVICES:

| | |
|---|----------------------------------|
| Additional Meetings or Presentations (in person): | \$2100 each plus travel expenses |
| Additional Meetings or Presentations (via zoom): | Actual time spent x hourly rate |

HOURLY RATES:

| | |
|-----------------------|------------|
| Principal: | \$210/hour |
| Project Manager: | \$185/hour |
| Project Architect: | \$124/hour |
| Graphics Job Captain: | \$103/hour |
| Clerical: | \$82/hour |

Reimbursable Expenses: Our estimated fee for travel and printing costs for work as defined above will not exceed \$2,800.00.

Change of Service: Services that are required of 720 Design Inc. that are not defined in the scope of work above shall be considered a change of service. Prior approval from the Owner will be received before any additional services are executed.

SCHEDULE:

The schedule will be developed in conjunction with the owner for this project.

All meetings and presentations as itemized above shall take place at the Hahnville Library unless specified otherwise.

Exhibits

Exhibit A-General Conditions: The terms and conditions listed in Exhibit A-General Conditions of Agreement, dated February 2020 will apply to this proposal.



*Proposal to St. Charles Parish Library
Hahnville Branch Library
Facility Feasibility Study
Page 3 of 2*

Submitted by:

Approved by:

Maureen Arndt, AIA, IIDA 10-6-20
President
720 Design Inc.

Date

Enclosures: General Conditions



LAWS/REGULATIONS - This Agreement is to be governed by the law of the principal place of business of the Architect. The Owner and the Architect are each bound to a policy of non-discrimination and equal employment opportunity. Owner and Architect are committed to complying with Executive Order 11246, as amended; Title VII of the Civil Rights Act of 1964; the Civil Rights Act of 1991; Section 503 of the Rehabilitation Act of 1973; Section 402 of the Vietnam Era Veterans Readjustment Assistant Act of 1974; the Americans with Disabilities Act of 1990; the Age Discrimination in Employment Act of 1967; the Equal Pay Act of 1963 and any other applicable local, state or federal statutes or regulations.

CONFIDENTIALITY - Architect agrees to keep confidential and not to disclose to any person or entity, other than the our employees, subconsultants and the general contractor and subcontractors, if appropriate, any data and information not previously known to and generated by us or furnished to us and marked CONFIDENTIAL by the Owner. These provisions shall not apply to information in whatever form that comes into the public domain, nor shall it restrict Architect from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other authority with proper jurisdiction, or if it is reasonably necessary for Architect to defend itself from any suit or claim.

LIMITS OF LIABILITY – ~~Architect’s services, as limited by the Owner, are performed with the usual thoroughness and competence of the Architecture and engineering professions in Texas. No warranty or other representation, either expressed or implied, is included or intended in Architect’s proposals, contracts, reports, designs, and other services including, without limitation, warranties of fitness or merchantability which are hereby disclaimed. In retaining Architect’s services, the Owner expressly agrees that in all cases, Architect’s liability shall be limited solely to its negligent acts, errors or omissions. Architect’s liability to the Owner for injury or damage to persons or property arising out of services performed for the Owner and for which legal liability may be found to rest upon Architect, other than for professional errors and omissions, will be limited to recovery from Architect’s general liability insurance coverage. For any damages resulting from Architect’s negligent acts, errors or omissions in rendering professional services, its liability will be limited to the sum of \$10,000 or one-third its fee, whichever is less. Owner agrees that in no event will it make a claim against Architect after the expiration of five years from the substantial completion of Architect’s services hereunder, or the expiration of two (2) years from the date the Owner knew or should have known of said claim, whichever shall first occur. Following such date, all such Owner claims, if any, known or unknown, shall be deemed to be and are hereby waived. To the extent that any applicable statute of limitations provides for a shorter period of time, such shorter time period shall control. In the event the Owner makes a claim against Architect at law or otherwise, for any alleged error, omission or other act arising out of the performance of its professional services, and the Owner fails to prove such claim, then the Owner shall pay all costs incurred by Architect in defending itself against the claim, including but not limited to, attorney’s fees, experts’ fees, consultants’ fees, and the cost of employees’ time expended on the claim.~~

~~In the event of a claim against Architect and its consultants arising out of or in any way related to the negligence or other liability of the Owner, the Contractor or any others associated with or related to the Owner’s project, the Owner shall indemnify and hold Architect and its consultants harmless from and against such claim and any associated liability or expense including but not limited to, attorney’s fees, experts’ fees, consultants’ fees, and the costs of employees’ time expended on the claim.~~

CONTINGENT ADDITIONAL SERVICES - Contingent additional services are services required by circumstances beyond our control. We will notify the owner in writing prior to commencing such services. If the owner



indicates in writing that all or part of such contingent additional services is not required, we shall have no obligation to provide those services.

HAZARDOUS MATERIALS - Unless otherwise provided in this Agreement, Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

The Owner agrees to defend, indemnify and hold Architect and its principals, employees, agents and consultants harmless from any hazardous materials-related claims that may be brought by third parties as a result of the services provided by others for the investigation of or medical work related to hazardous materials in the Project.

ACCESS TO SITE - Unless otherwise stated, Architect will have access to the site for activities necessary for the performance of the services. Architect will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

EXCLUDED SERVICES - Architect has not been retained or compensated for and shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of any Contractor or Subcontractor or any other persons performing work, or for any acts or omissions of any of them, or for the failure of any of them to carry out work in accordance with their contract documents. Omitted services include, but are not limited to, shoring, scaffolding, underpinning, temporary retainment of excavations and any erection methods and temporary bracing.

PROJECT SCHEDULE - Since extensions of time inevitably require additional time and input on Architect's part, we carefully monitor each of our projects and notify our Owners of any unforeseen changes in work scope or schedule. If the basic services covered in the authorized proposal have not been completed within the date indicated therein, through no fault of our own, extension of our services beyond that time shall be compensated on a time and material basis and any maximum cost provision shall be considered expired.

OWNERSHIP OF DOCUMENTS - Upon completion or termination of the Project as herein provided, the original set of drawings, specifications and computer files, as well as all the rights attributable thereto, including the copyright to such drawings and specifications, shall become the property of the Owner, whether the project for which they are prepared is executed or not. The Consultant shall deliver the original drawings, specifications and computer files to the Owner.

It is agreed and understood by the Owner that the Consultant does not hereby convey any rights to any information contained in the drawings and specifications if such information is not proprietary with the Consultant.

Under no circumstances shall the transfer of ownership of the drawings and specifications be deemed to be a sale of a product by the Consultant, and the Consultant makes no warranties, express or implied, in consenting to such transfer of ownership.

The Consultant shall be permitted to retain copies, including reproducible copies of drawings and specifications, for information and reference in connection with the Consultant's Services on the Project.



The drawings and specifications are not suitable for reuse by the Owner on any other project or for additions or extensions to this Project without appropriate professional review and adaptation. Any reuse or adaptation without the Consultant's professional involvement will be at the Owner's sole risk and without liability to the consultant. If the drawings and specifications are to be used for reuse or adaptation without the Consultant's professional involvement, Owner hereby agrees to remove the Consultant's name, professional seal, title block and other means of identification from the drawings and specifications prior to such use. Owner hereby further agrees to hold the Consultant harmless from any and all claims, damages, losses, expenses and attorney's fees arising out of or resulting therefrom.

SUSPENSION OR TERMINATION OF SERVICES - If the Owner fails to make any payment due Architect on account of its services and expenses within thirty (30) days after the date of the statement, then Architect may, after giving (7) days written notice to the Owner, suspend services until all amounts due on services and expenses have been paid in full. Further, Architect shall have the right to withhold all drawings, specifications and other instruments of service as of the date services are suspended. In the event that the Owner requests termination of the services prior to completion of a report, Architect reserves the right to complete such investigations and analyses as are necessary to protect its professional reputation, or to complete appropriate records of the services performed to date. A termination charge to cover the cost thereof in an amount not to exceed 10% of all charges incurred up to the date of the stoppage of the services may be made at the discretion of Architect.

DISPUTE RESOLUTION - In any effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and Architect agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

The Owner and Architect further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

BILLING - Statements are issued when appropriate and shall be payable to Architect Company (Architect) upon receipt, whenever issued, unless otherwise agreed. Interest at one percent (1%) per month accruing from the date of statement shall be payable on any amounts not paid within 30 days. All payments thereafter shall be applied first to accrued interest on the fees and reimbursables and then to the principal unpaid amount. Any costs incurred in collecting any of the above amounts which become delinquent shall be paid by the Owner upon demand, including but not limited to, attorney's fees and the cost of employees' time expended on the collection.

Records of Reimbursable Expenses, of expenses pertaining to a Change in Services or Additional Services, and of services performed on the basis of hourly rates or a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative in the office of the Architect at mutually convenient times. Expenses incurred by the Architect in furnishing the Owner or the Owner's authorized representative with copies of such Records shall be a Change in Services or Additional Service."

DIRECT PERSONNEL COST - Direct Personnel Expense is defined as the direct salaries of the Architect's



personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.

REIMBURSABLE EXPENSES - Reimbursable expenses are in addition to the compensation for personnel time and include actual expenditures made in the interest of the job, such as those for transportation, mileage, living expenses in connection with out-of-town travel, fees for any government approvals needed for the job, expenses for reproductions (excluding reproductions for use in our office or consultants' offices), expense of postage and handling of drawings, specifications and other documents, expense of computer-aided design/drafting (CAD) and data processing equipment, expense of any renderings or models, and any similar expenses made in the interest of the job. The above expenses shall be reimbursable at 1.1 times actual cost.

ADDITIONAL CONSULTANTS - Fees for services of additional consultants to be retained under subcontract to ARCHITECT when required, and when authorized by the Owner, will be billed to the Owner at 1.15 times such consultants' net billings to Architect, unless otherwise agreed.

ASSIGNMENT - Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due to monies that may be due) without the prior written consent of the other party.

PROFESSIONAL CREDIT - All written official documents drawings and media reference must specifically credit 720 Design Inc.

TIME LIMIT

Agreement or proposal is subject to re-negotiation if not accepted within 60 days.

(In Whole Numbers)

601 - Library Service District No. 1 M&O Fund
(In Whole Numbers)

| | | Budget | Year To-Date | Budget Variance |
|---------------------------------------|----------|----------------------|------------------|-------------------------------|
| | | YTD Budget - Revised | Year To-Date | YTD Budget Variance - Revised |
| Revenue | | | | |
| NonApplicable | 000000 | | | |
| Ad Valorem | 31100000 | 6,798,000 | 7,081,044 | 283,044 |
| FCC Universal Service Program | 33108600 | 33,000 | 173 | (32,827) |
| State Aid To Public Libraries | 33303200 | 0 | 6,775 | 6,775 |
| State Payments In Lieu Of Taxes | 33400000 | 63,000 | 67,292 | 4,292 |
| Charge For Photocopier | 34105000 | 7,000 | 2,102 | (4,898) |
| Miscellaneous Revenue | 34109900 | 10,000 | 7,080 | (2,920) |
| Fines (Books) | 35201000 | 5,000 | 1,184 | (3,816) |
| Interest Earnings | 36100000 | 165,000 | 106,809 | (58,191) |
| Gifts & Donations | 37300000 | 0 | 20,338 | 20,338 |
| Proceeds From The Sale Of Assets | 38300000 | 0 | 2,006 | 2,006 |
| Total NonApplicable | | <u>7,081,000</u> | <u>7,294,803</u> | <u>213,803</u> |
| Total Revenue | | <u>7,081,000</u> | <u>7,294,803</u> | <u>213,803</u> |
| Expenditures | | | | |
| Communications | 410165 | | | |
| Contractual Services | 42700000 | 0 | 249 | (249) |
| Total Communications | | 0 | 249 | (249) |
| Libraries | 450610 | | | |
| Primary (Executive) Salaries | 41100000 | 104,250 | 75,341 | 28,909 |
| Professional Salaries | 41150000 | 550,000 | 360,854 | 189,146 |
| Regular Salaries & Wages | 41200000 | 1,809,000 | 1,173,925 | 635,075 |
| Salaries - Other | 41300000 | 749,000 | 308,179 | 440,821 |
| FICA | 41510000 | 46,438 | 19,494 | 26,944 |
| Retirement | 41520000 | 307,905 | 195,240 | 112,665 |
| Life/Health Insurance | 41530000 | 480,000 | 340,017 | 139,983 |
| Workmen's Compensation | 41540000 | 32,000 | 22,992 | 9,008 |
| Unemployment | 41550000 | 2,008 | 193 | 1,815 |
| Medicare | 41560000 | 46,578 | 27,020 | 19,558 |
| Disability | 41570000 | 8,129 | 5,419 | 2,710 |
| Post Employees Health Care | 41580000 | 45,000 | 30,469 | 14,531 |
| Dental | 41600000 | 4,000 | 3,090 | 910 |
| OPEB Contribution | 41610000 | 86,214 | 56,144 | 30,070 |
| Miscellaneous | 41990000 | 1,600 | 780 | 820 |
| Library - Dues | 42140000 | 4,000 | 398 | 3,602 |
| Library Advertising | 42150000 | 10,000 | 3,205 | 6,795 |
| Library-Periodicals | 42160000 | 20,000 | 1,284 | 18,716 |
| Library-Digital Books | 42170000 | 105,500 | 64,273 | 41,227 |
| Library - Printing | 42210000 | 31,500 | 2,999 | 28,501 |
| Library-Adult Pgm Speakers/Performers | 42230001 | 6,500 | 0 | 6,500 |
| Library-Child & Yg Ad Pgm | 42230002 | 25,000 | 10,048 | 14,952 |
| Speakers/Performers | | | | |

(In Whole Numbers)

| | | Budget | Year To-Date | Budget Variance |
|--|----------|----------------|--------------|-----------------|
| Electrical (Light And Power) | 42310000 | 175,000 | 90,470 | 84,530 |
| Natural Gas | 42320000 | 2,000 | 1,135 | 865 |
| Water | 42330000 | 7,000 | 2,827 | 4,173 |
| Postage And Box Rent | 42410000 | 12,000 | 6,628 | 5,372 |
| Telephone | 42420000 | 100,000 | 66,888 | 33,112 |
| Library - Electronic Services | 42450000 | 78,000 | 37,249 | 40,751 |
| Library - Building Rentals | 42510000 | 3,072 | 0 | 3,072 |
| Library - Equipment Rentals | 42520000 | 40,000 | 19,828 | 20,172 |
| Library - Mt. of Grounds | 42610000 | 45,000 | 22,432 | 22,568 |
| Library - Mt. of Buildings | 42620000 | 80,000 | 65,045 | 14,955 |
| Library - Mt. of Vehicles | 42630000 | 10,000 | 861 | 9,139 |
| Library - Mt. of Equipment | 42640000 | 5,000 | 0 | 5,000 |
| Library - Mt. of Plumbing & HVAC | 42650000 | 85,000 | 20,258 | 64,742 |
| Library - Mt. of Furniture/Office Eq. | 42660000 | 1,000 | 0 | 1,000 |
| Library - Electrical Contract | 42720000 | 5,000 | 0 | 5,000 |
| Library - Pest Control Contract | 42740000 | 8,000 | 8,847 | (847) |
| Library - Janitorial Contract | 42750000 | 37,856 | 14,607 | 23,249 |
| Library - Automation Systems Contract | 42770000 | 121,000 | 33,296 | 87,704 |
| Professional Services | 42800000 | 60,000 | 2,237 | 57,763 |
| Merchant Services | 42810000 | 1,000 | 98 | 902 |
| Insurance - Fire & Casualty Property | 42910000 | 145,000 | 172,156 | (27,156) |
| Insurance - Auto Coverage | 42930000 | 23,000 | 21,246 | 1,754 |
| Insurance - Employee Liability | 42940000 | 3,650 | 3,784 | (134) |
| Non Consumable Office Supplies | 43050000 | 40,000 | 24,257 | 15,743 |
| Library-Technology Supplies | 43060000 | 80,000 | 19,120 | 60,880 |
| Office Supplies | 43100000 | 55,000 | 33,896 | 21,104 |
| Library-Adult Pgm Supplies | 43210001 | 35,000 | 11,099 | 23,901 |
| Library-Child & Yg Ad Pgm Supplies | 43210002 | 45,000 | 21,066 | 23,934 |
| Maintenance Of Buildings & Grounds | 43260000 | 60,000 | 32,479 | 27,521 |
| Vehicle Supplies(Gas, Oil, Antifreeze) | 43270000 | 10,000 | 2,188 | 7,812 |
| Miscellaneous | 43290000 | 5,600 | 0 | 5,600 |
| Travel | 44100000 | 60,000 | 10,001 | 49,999 |
| Official Fees | 44400000 | 13,000 | 0 | 13,000 |
| Acquisition Of Motor Vehicles | 46400000 | 200,000 | 0 | 200,000 |
| Educational-Cultural-Recreational | 46510000 | 100,000 | 56,601 | 43,399 |
| Buildings-Grounds-General Plant | 46520000 | 135,000 | 0 | 135,000 |
| Office Equipment | 46560000 | 50,000 | 0 | 50,000 |
| Major Repairs | 46700000 | 75,000 | 0 | 75,000 |
| Construction In Progress | 46800000 | 91,250 | (54,194) | 145,444 |
| Library - Architectual | 46810000 | 60,000 | 0 | 60,000 |
| LIBRARY - BOOKS (ALL FORMATS) | 46900100 | 183,000 | 59,331 | 123,669 |
| LIBRARY - AUDIO RECORDINGS | 46900300 | 26,700 | 5,705 | 20,995 |
| LIBRARY - VIDEO RECORDINGS | 46900500 | 27,400 | 11,881 | 15,519 |
| Other Fees | 46930000 | 1,000 | 0 | 1,000 |
| Library - Other | 46960000 | 10,000 | 0 | 10,000 |
| Miscellaneous | 46990000 | 13,000 | 0 | 13,000 |
| Cont. To Retirement Ded. From Tax Coll | 47300000 | 248,000 | 235,502 | 12,498 |
| Cost Of Ad Valorem Tax Collection | 47310000 | 6,000 | 0 | 6,000 |
| Transfer - Indirect Cost Allocation | 48570000 | <u>190,000</u> | <u>0</u> | <u>190,000</u> |

(In Whole Numbers)

| | <u>Budget</u> | <u>Year To-Date</u> | <u>Budget Variance</u> |
|-------------------------------|------------------|---------------------|------------------------|
| Total Libraries | <u>7,342,150</u> | <u>3,760,182</u> | <u>3,581,968</u> |
| Total Expenditures | <u>7,342,150</u> | <u>3,760,431</u> | <u>3,581,719</u> |
| Net Revenue Over Expenditures | <u>(261,150)</u> | <u>3,534,371</u> | <u>3,795,521</u> |

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

Resolution Number 20-3

Resolution to amend the 2020 Budget

Whereas the funds in expense lines 42740000 (Library – Pest Control Contract), 42910000 (Insurance – Fire & Casualty Property), and 42940000 (Insurance – Employee Liability) are insufficient to cover unanticipated costs; and

Whereas sufficient additional funds are available in line 42800000 (Professional Services) of the 2020 the budget.

Now, therefore, be it resolved by the St. Charles Parish Library Board of Control at the regular meeting of November 17, 2020, that the Library’s 2020 budget be amended by moving:

- \$850 to line 42740000 (Library – Pest Control Contract) from 42800000 (Professional Services)
- \$28,000 to line 42910000 (Insurance – Fire & Casualty Property) from 42800000 (Professional Services)
- \$135 to line 42940000 (Insurance – Employee Liability from 42800000 (Professional Services)

Approved:

Celeste Uzee, President
St. Charles Parish Library Board of Control

Attest:

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

**ST. CHARLES PARISH LIBRARY
PROPOSED LEGAL HOLIDAYS – 2021**

| <u>DATE OBSERVED</u> | | <u>ACTUAL DATE OF HOLIDAY</u> |
|-----------------------------|----------|---------------------------------------|
| JANUARY 1, 2021 | FRIDAY | NEW YEAR’S DAY (Jan. 1) |
| JANUARY 18, 2021 | MONDAY | MARTIN LUTHER KING, JR. DAY (Jan. 18) |
| FEBRUARY 15, 2021 | MONDAY | PRESIDENTS DAY (Feb. 15) |
| FEBRUARY 16, 2021 | TUESDAY | MARDI GRAS (Feb. 16) |
| APRIL 2, 2021 | FRIDAY | GOOD FRIDAY (April 2) |
| MAY 31, 2021 | MONDAY | MEMORIAL DAY (May 31) |
| JULY 5, 2021 | MONDAY | INDEPENDENCE DAY (July 4) |
| SEPTEMBER 6, 2021 | MONDAY | LABOR DAY (Sept. 6) |
| NOVEMBER 11, 2021 | THURSDAY | VETERANS DAY (Nov. 11) |
| NOVEMBER 25, 2021 | THURSDAY | THANKSGIVING DAY (Nov. 25) |
| NOVEMBER 26, 2021 | FRIDAY | DAY AFTER THANKSGIVING (Nov. 26) |
| DECEMBER 24, 2021 | FRIDAY | CHRISTMAS EVE (Dec. 24) - Float |
| DECEMBER 27, 2021 | MONDAY | CHRISTMAS DAY (Dec. 25) |
| DECEMBER 31, 2021 | FRIDAY | NEW YEAR’S EVE (Dec. 31) – Float |

Proposal to Eliminate Overdue Fines Permanently

In May 2020, the library board approved a temporary waiver of overdue fines through December 31, 2020. This was done to help patrons who were impacted financially by the Coronavirus pandemic. Over the past several years, there has been a trend in public libraries towards stopping the collection of fines for overdue materials in order to remove barriers for basic library access, especially for children and low-income patrons. Many libraries in the state of Louisiana have begun instituting a fine free environment and we are proposing for the St. Charles Parish Library to eliminate overdue fines permanently. Patrons would still be charged for lost or damaged materials, but they would no longer be penalized financially for returning materials late.

The chart below shows the amount of revenue received from overdue fines over the past 10 years and compared to the total revenue received by the library.

| Year | Revenue from Overdue Fines | Total Revenue | % of Total Revenue |
|-------------|-----------------------------------|----------------------|---------------------------|
| 2019 | \$ 6,359 | \$ 6,726,081 | 0.09% |
| 2018 | \$ 6,724 | \$ 5,899,255 | 0.11% |
| 2017 | \$ 6,992 | \$ 5,755,793 | 0.12% |
| 2016 | \$ 6,517 | \$ 5,834,482 | 0.11% |
| 2015 | \$ 9,182 | \$ 5,718,137 | 0.16% |
| 2014 | \$ 10,875 | \$ 5,513,016 | 0.20% |
| 2013 | \$ 6,877 | \$ 5,231,082 | 0.13% |
| 2012 | \$ 8,006 | \$ 5,085,694 | 0.16% |
| 2011 | \$ 10,458 | \$ 5,002,480 | 0.21% |
| 2010 | \$ 10,040 | \$ 5,220,909 | 0.19% |

Revenue from overdue fines generally accounts for less than 1/5th of one percent of the library's annual revenue. We believe that the removal of this barrier to access will generate a greater benefit to our patrons than the minimal amount of revenue that it brings in.

Patrons will still be responsible for paying fines for lost or damaged items and access to checking out materials is blocked when a patron has \$10 or more in fees on their account. The library also has several measures in place to expedite the return of overdue materials from patrons through phone calls and mailed notices. Patrons are notified by phone when materials are 7 and 14 days overdue. Once an item reaches 28 days overdue it is set to assumed lost and the patron's record is charged a lost fee for the item and mailed an invoice. Patrons receive additional mailed notices if the item is not returned once it is 49 and 77 days overdue.

ST. CHARLES PARISH LIBRARY - FINES & FEES

| <i>Item Type</i> | <i>Overdue</i> | <i>Maximum Overdue</i> | <i>Lost or Unrepairable</i> | <i>Repairable</i> |
|--|-----------------------|------------------------|-----------------------------|--|
| Barcode Missing | | | \$0.50 | \$0.50 |
| Basket (Bookmobile) | 5¢ day | \$2.50 ea. | \$25.00 | N/A |
| Book (not reference) | 5¢ day | \$2.50 ea. | \$25.00 | \$3.00 |
| Book with Material | 5¢ day | \$2.50 ea. | \$25.00 | \$3.00 |
| <ul style="list-style-type: none"> Lost/damaged accompanying item (CD, DVD) | | | \$5.00 | \$3.00 |
| Catalogued Paperback | 5¢ day | \$2.50 ea. | \$15.00 | \$3.00 |
| ILL Book | 50¢ day | \$25.00 ea. | 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¢ day | \$2.50 ea. | \$5.00 | \$3.00 |
| <ul style="list-style-type: none"> Lost check-out card | | | \$0.50 | \$0.50 |
| Paperback or Board Book | 5¢ day | \$2.50 ea. | \$5.00 | \$3.00 |
| Reference Book | \$1.00 day | \$50.00 ea. | \$100.00 | \$3.00 |
| Audiobook on CD | 25¢ day | \$12.50 ea. | \$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 | 25¢ day | \$12.50 ea. | \$40.00 | \$3.00 |
| <ul style="list-style-type: none"> Case lost or damaged | | | \$3.00 | \$3.00 |
| Playaway | 25¢ day | \$12.50 ea. | \$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 | 50¢ day | \$25.00 ea. | 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 | 50¢ day | \$25.00 ea. | \$100.00 | N/A |
| Wii U Controllers (Regular & Nunchuk) | 5¢ day | \$2.50 ea. | \$30.00 | N/A |
| Wonderbook | | | \$40.00 | \$3.00 |
| Xbox One Wireless Controller | 25¢ day | \$12.50 ea. | \$50.00 | N/A |

Proposal to Increase the Cost of Non-Resident Library Cards to \$25/Year

A free “Resident” library card is available to anyone who meets at least one of the following criteria:

- Lives in St. Charles Parish
- Works in St. Charles Parish
- Attends School in St. Charles Parish
- Owns Property in St. Charles Parish

Anyone not meeting one of the above criteria can currently purchase a “Non-Resident Card” for \$5.00 a year. This card gives them access and privileges to all of the same resources as a resident cardholder.

Proposal: As the library is primarily funded by property taxes, non-residents should be required to pay a fee that is comparable to what the residents pay for library services through their property taxes. In 2019, St. Charles Parish homeowners paid 4.53 mills towards library revenue, which equals to the following amounts based on their home’s assessed value (less homestead exemption):

| Assessed Value | Library Revenue |
|----------------|-----------------|
| \$100,000 | \$11.33 |
| \$150,000 | \$33.96 |
| \$200,000 | \$56.63 |
| \$250,000 | \$79.28 |

Cost of Non-Resident Cards in Other Parishes:

- New Orleans - \$50.00/year
- St. Tammany Parish - \$30.00/year
- Jefferson Parish - \$25.00 for 6 months

The Library administrative team is proposing that, effective January 1, 2021, the cost of a non-resident library card be increased to \$25.00 per year.

ST. CHARLES PARISH LIBRARY
2021 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 2021 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2021 budget will be held at 6:00 p.m., November 17, 2020, 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 \$8,600,000

REVENUES

| | |
|-------------------------------|----------------|
| Ad Valorem Taxes | 6,814,000 |
| FCC Universal Service Program | 33,000 |
| State Revenue Sharing | 67,500 |
| Fees, Fines, and Forfeitures | 11,000 |
| Interest Earnings | <u>103,000</u> |
| Total Receipts | 7,028,500 |

EXPENDITURES

| | |
|----------------------|----------------|
| Personnel Services | 4,446,369 |
| Operating Services | 1,320,678 |
| Materials & Supplies | 340,500 |
| Travel & Training | 73,000 |
| Capital Outlay | 3,930,100 |
| Intergovernmental | <u>458,500</u> |
| Total Expenditures | 10,569,147 |

PROJECTED ENDING FUND BALANCE 5,059,353

**ST. CHARLES PARISH LIBRARY
Proposed Budget for 2021**

Anticipated Revenue

| | Budgeted 2020 | Anticipated 2021 | \$ Variance | % Variance |
|--|--------------------------|-----------------------------|-------------------------|-------------------|
| 01 Fund Balance from Previous Year | 6,261,266 | 8,600,000 | 2,338,734 | 37% |
| 02 Ad Valorem Taxes (3110) | 6,798,000 | 6,814,000 | 16,000 | 0.24% |
| 03 FCC Universal Service Program (3310.86) | 33,000 | 33,000 | 0 | 0% |
| 04 State Revenue Sharing (3340) | 63,000 | 67,500 | 4,500 | 7% |
| 05 Charges for Photocopier (3410.50) | 7,000 | 3,000 | -4,000 | -57% |
| 06 Miscellaneous Revenues (3410.99) | 10,000 | 8,000 | -2,000 | -20% |
| 07 Fines (Books) (3520.10) | 5,000 | 0 | -5,000 | -100% |
| 08 Interest Earnings (3610.00) | 165,000 | 103,000 | -62,000 | -38% |
| 09 Gifts and donations (3730.00) | 0 | 0 | 0 | 0% |
| 10 <i>Total New Receipts</i> | <u>7,081,000</u> | <u>7,028,500</u> | <u>-52,500</u> | <u>-1%</u> |
| 11 Total New Receipts & Fund Balance from Previous Year | <u>13,342,266</u> | <u>15,628,500</u> | <u>2,286,234</u> | <u>17%</u> |

**ST. CHARLES PARISH LIBRARY
Proposed Budget for 2021**

Anticipated Expenditures

PERSONNEL SERVICES

| | | 2020 | Proposed 2021 | \$ Variance | % Variance |
|-----------|---|-------------------------|-------------------------|-----------------------|------------------|
| | Salaries and Wages | | | | |
| 12 | Directors' Salary (110) | 104,250 | 109,583 | 5,333 | 5.1% |
| 13 | Professional Salaries (115) | 550,000 | 593,100 | 43,100 | 7.8% |
| 14 | Regular Salaries (120) | 1,809,000 | 1,844,200 | 35,200 | 1.9% |
| 15 | Part-Time Wages (130) | 749,000 | 785,000 | 36,000 | 4.8% |
| 16 | <i>Total Salaries and Wages</i> | <u>3,212,250</u> | <u>3,331,883</u> | <u>119,633</u> | <u>3.7%</u> |
| | Employee Benefits and Costs | | | | |
| 17 | FICA/Social Security (151) | 46,438 | 48,670 | 2,232 | 5% |
| 18 | Retirement Contributions (152) | 307,906 | 318,360 | 10,454 | 3% |
| 19 | Life/Health Insurance (153) | 480,000 | 500,000 | 20,000 | 4% |
| 20 | Workers Compensation (154) | 32,000 | 33,000 | 1,000 | 3% |
| 21 | Unemployment Insurance (155) | 2,008 | 2,008 | 0 | 0% |
| 22 | Medicare Insurance (156) | 46,578 | 48,312 | 1,735 | 4% |
| 23 | Disability insurance (157) | 8,129 | 8,405 | 276 | 3% |
| 24 | Retired Employees Insurance (158) | 45,000 | 60,500 | 15,500 | 34% |
| 25 | Dental (160) | 4,000 | 4,440 | 440 | 11% |
| 26 | OPEB Contribution (161) | 86,214 | 89,141 | 2,927 | 3% |
| 27 | Miscellaneous/Drug Testing (199) | 1,600 | 1,650 | 50 | 3% |
| 28 | <i>Total Benefits and Costs</i> | <u>1,059,872</u> | <u>1,114,486</u> | <u>54,614</u> | <u>5%</u> |
| 29 | Total Personnel Services (100's) | <u>4,272,122</u> | <u>4,446,369</u> | <u>174,247</u> | <u>4%</u> |

OPERATING SERVICES

| | | | | | |
|----|--|----------------|----------------|---------------|------------|
| | 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 | 121,500 | 16,000 | 15% |
| 35 | <i>Total Periodicals & Digital Materials</i> | <u>125,500</u> | <u>141,500</u> | <u>16,000</u> | <u>13%</u> |
| | Printing and Public Program Speakers/Performers | | | | |
| 36 | Printing (221) | 31,500 | 33,000 | 1,500 | 5% |
| 37 | Adult Prog Speakers/Perf (22300001) | 6,500 | 6,500 | 0 | 0% |
| 38 | Child Prog Speakers/Perf (22300002) | 25,000 | 26,000 | 1,000 | 4% |
| 39 | <i>Total Printing & Programming</i> | <u>63,000</u> | <u>65,500</u> | <u>2,500</u> | <u>4%</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) | 100,000 | 100,000 | 0 | 0% |
| 46 | Electronic Services (245) | 78,000 | 82,000 | 4,000 | 5% |
| 47 | <i>Total Communications</i> | <u>190,000</u> | <u>194,000</u> | <u>4,000</u> | <u>2%</u> |
| | Rentals | | | | |
| 48 | Building Rentals (251) | 3,072 | 3,072 | 0 | 0% |
| 49 | Equipment Rentals (252) | 40,000 | 40,000 | 0 | 0% |
| 50 | Film rentals (259) | 0 | 0 | 0 | |
| 51 | <i>Total Rentals</i> | <u>43,072</u> | <u>43,072</u> | <u>0</u> | <u>0%</u> |

**St. Charles Parish Library
Proposed Budget for 2021
Expenditures, page 2**

| | | 2020 | Proposed 2021 | \$ 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) | 8,000 | 9,000 | 1,000 | 13% |
| 60 | Janitorial Maintenance (275) | 37,856 | 37,856 | 0 | 0% |
| 61 | Maintenance of Automation Systems (277) | 121,000 | 121,000 | 0 | 0% |
| 62 | <i>Total Maintenance</i> | <u>397,856</u> | <u>398,856</u> | <u>1,000</u> | <u>0%</u> |
| Professional Services | | | | | |
| 63 | Miscellaneous (280) | 60,000 | 60,000 | 0 | 0% |
| 64 | Merchant Services (281) | 1,000 | 1,000 | 0 | 0% |
| 65 | <i>Total Professional Services</i> | <u>61,000</u> | <u>61,000</u> | <u>0</u> | <u>0%</u> |
| Insurance and Surety Bonds | | | | | |
| 66 | Fire, Casualty, and Liability (291) | 145,000 | 191,350 | 46,350 | 32% |
| 67 | Vehicles (293) | 23,000 | 23,235 | 235 | 1% |
| 68 | Employee Liability (294) | 3,650 | 4,165 | 515 | 14% |
| 69 | <i>Total Insurance</i> | <u>171,650</u> | <u>218,750</u> | <u>47,100</u> | <u>27%</u> |
| 70 | Total Operating Services (200's) | <u>1,250,078</u> | <u>1,320,678</u> | <u>70,600</u> | <u>6%</u> |
| <u>MATERIALS AND SUPPLIES</u> | | | | | |
| 71 | Non-Consumable Office Supplies (305) | 40,000 | 40,000 | 0 | 0% |
| 72 | Technology Supplies (306) | 80,000 | 80,000 | 0 | 0% |
| 73 | Office Supplies (310) | 55,000 | 60,000 | 5,000 | 9% |
| 74 | Adult Program Supplies (32100001) | 35,000 | 35,000 | 0 | 0% |
| 75 | Child/YA Progr. Supplies (32100002) | 45,000 | 47,500 | 2,500 | 6% |
| 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) | 5,600 | 8,000 | 2,400 | 43% |
| 79 | Total Materials and Supplies (300's) | <u>330,600</u> | <u>340,500</u> | <u>9,900</u> | <u>3%</u> |
| 80 | Travel, Workshops, Expense 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 2021
Expenditures, page 3**

| | 2020 | Proposed 2021 | \$ Variance | % Variance |
|---------------------------------------|--|-------------------------|--------------------------|-------------------------|
| <u>CAPITAL OUTLAY</u> | | | | |
| Acquisition of Land and Vehicles | | | | |
| 83 | Acquisition of Land (610) | 0 | 0 | 0 |
| 84 | Acquisition of Buildings (620) | 0 | 0 | 0 |
| 85 | Improvements Other Than Buildings (630) | 0 | 0 | 0 |
| 86 | Acquisitions of Motor Vehicles (640) | 200,000 | 200,000 | 0 |
| 87 | <i>Total Acquisition of Land & Vehicles</i> | <u>200,000</u> | <u>200,000</u> | <u>0</u> |
| Acquisition of Equipment | | | | |
| 88 | Educational/Cultural/ Recreational (651) | 100,000 | 110,000 | 10% |
| 89 | Buildings/Grounds/General Plant (652) | 135,000 | 150,000 | 11% |
| 90 | Office Equipment, Furniture & Fixtures (656) | 50,000 | 50,000 | 0 |
| 91 | <i>Total Acquisition of Equipment</i> | <u>285,000</u> | <u>310,000</u> | <u>25,000</u> |
| 92 | Major Repairs (670) | 75,000 | 75,000 | 0 |
| 93 | Construction in Progress (680) | 91,250 | 3,000,000 | 2,908,750 |
| 94 | Architectural (681) | 60,000 | 100,000 | 40,000 |
| Library Materials | | | | |
| 95 | Books (6900100) | 183,000 | 167,000 | -16,000 |
| 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>221,100</u> | <u>-16,000</u> |
| 99 | Other Fees (693) | 1,000 | 1,000 | 0 |
| 100 | Library Other (696) | 10,000 | 10,000 | 0 |
| 101 | Planetarium Materials and Equipment (699) | 13,000 | 13,000 | 0 |
| 102 | Total Capital Outlay (600's) | <u>972,350</u> | <u>3,930,100</u> | <u>2,957,750</u> |
| <u>INTERGOVERNMENTAL COSTS</u> | | | | |
| Contributions to Retirement | | | | |
| 103 | Systems (730) | 248,000 | 248,500 | 500 |
| 104 | Cost of AV Tax collection (731) | 6,000 | 5,000 | -1,000 |
| 105 | Indirect Cost Allocation (857) | 190,000 | 205,000 | 15,000 |
| 106 | Total Intergovernmental Costs (700's) | <u>444,000</u> | <u>458,500</u> | <u>14,500</u> |
| 107 | TOTAL EXPENDITURES | <u>7,342,150</u> | <u>10,569,147</u> | <u>3,226,997</u> |
| PROJECTED ENDING | | | | |
| 108 | FUND BALANCE | <u>6,000,116</u> | <u>5,059,353</u> | <u>-940,763</u> |



2021 Proposed Budget

NOTES

NOTES TO THE 2021 BUDGET: REVENUES

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of September 21, 2020 and projected expenditures through the remainder of the year. It does not include projected new revenues from the 2020 tax roll. Those are included on Line 02 as new receipts for 2021.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$7,406,330 as of the end of 2019. As of 9/21/2019 the library's revenues totaled \$7,292,422 and expenditures totaled \$3,691,962. We are estimating total expenditures for 2020 to be a little over 6 million dollars, leaving an anticipated ending fund balance of approximately \$8,600,000.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2020 tax roll. These funds will be collected primarily in 2021.

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 was rolled forward to the maximum rate allowed of 4.53 mills for 2019. Due to the reassessment that took place this year, it has been rolled back to 4.44 for 2020. Based on projections from the Finance department, we still anticipate a small increase in revenue for the 2021 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. The estimated revenue for this line has been reduced based on to-date 2020 revenues and the uncertainty of how COVID-19 will impact the library in 2021.

Line 06: **Miscellaneous Revenues** include library card replacements, planetarium fees, and other charges. Decrease based on current year-to-date miscellaneous revenues.

Line 07: **Fines for Overdue Materials** is being reduced to zero for the upcoming year. The library is currently waiving overdue fines through the remainder of 2020 and cannot rely on overdue fines as a source of revenue at this time.

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.

**St. Charles Parish Library
2021 Budget Notes – Page 2**

Line 10: **TOTAL NEW RECEIPTS** are projected new revenues to be earned in 2021.

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 0.3% increase this year but the parish has decided to give a 1.0% cost of living adjustment to parish employees. It is my recommendation that a 1.0% cost of living adjustment be approved for library employees as well.

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

IMPORTANT NOTE: Salary estimates for 2021 are based on 53 pay weeks, compared to the 52 pay weeks in the 2020 budget. The additional 1 week of pay being budgeted for in 2021 causes an additional increase in the variance of approximately 2%. **If comparing 2020 salaries with 2021 salaries using the same number of pay weeks, the actual variance is only a 1.8% increase.**

- Line 12 – Library Director’s salary. A standard one-step increase is budgeted. When comparing 2020 and 2021 salary using the same number of pay weeks, the variance is a 3.1% increase.
- Line 13 – Salaries for professional librarians. When comparing 2020 and 2021 salaries using the same number of pay weeks, the variance is a 5.8% increase.
- Line 14 – Salaries for all other full-time employees. When comparing 2020 and 2021 salaries using the same number of pay weeks, the variance is a 0.02% increase.
- Line 15 – Wages for all part-time employees. When comparing 2020 and 2021 salaries using the same number of pay weeks, the variance is a 2.8% increase.

**St. Charles Parish Library
2021 Proposed Full-Time 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 | \$ 34.10 | \$ 34.78 | \$ 35.48 | \$ 36.19 | \$ 36.91 | \$ 37.65 | \$ 38.40 | \$ 39.17 | \$ 39.95 | \$ 40.75 | \$ 41.57 | \$ 42.40 | \$ 43.25 | \$ 44.12 | \$ 45.00 | \$ 45.90 | \$ 46.82 | \$ 47.76 | \$ 48.72 | \$ 49.69 | \$ 50.68 | \$ 51.69 | \$ 52.72 | \$ 53.77 | \$ 54.85 | \$ 55.95 | \$ 57.07 | \$ 58.21 | \$ 59.37 | \$ 60.56 |
| Librarian III | Biweekly | \$ 2,728.00 | \$ 2,782.40 | \$ 2,838.40 | \$ 2,895.20 | \$ 2,952.80 | \$ 3,012.00 | \$ 3,072.00 | \$ 3,133.60 | \$ 3,196.00 | \$ 3,260.00 | \$ 3,325.60 | \$ 3,392.00 | \$ 3,460.00 | \$ 3,529.60 | \$ 3,600.00 | \$ 3,672.00 | \$ 3,745.60 | \$ 3,820.80 | \$ 3,897.60 | \$ 3,975.20 | \$ 4,054.40 | \$ 4,135.20 | \$ 4,217.60 | \$ 4,301.60 | \$ 4,388.00 | \$ 4,476.00 | \$ 4,565.60 | \$ 4,656.80 | \$ 4,749.60 | \$ 4,844.80 |
| Director | Annually | \$70,928.00 | \$72,342.40 | \$73,798.40 | \$75,275.20 | \$76,772.80 | \$78,312.00 | \$79,872.00 | \$81,473.60 | \$83,096.00 | \$84,760.00 | \$86,465.60 | \$88,192.00 | \$89,960.00 | \$91,769.60 | \$93,600.00 | \$95,472.00 | \$97,385.60 | \$99,340.80 | \$101,337.60 | \$103,355.20 | \$105,414.40 | \$107,515.20 | \$109,657.60 | \$111,841.60 | \$114,088.00 | \$116,376.00 | \$118,705.60 | \$121,076.80 | \$123,489.60 | \$125,964.80 |
| Range 8 | Hourly | \$ 29.68 | \$ 30.27 | \$ 30.88 | \$ 31.50 | \$ 32.13 | \$ 32.77 | \$ 33.43 | \$ 34.10 | \$ 34.78 | \$ 35.48 | \$ 36.19 | \$ 36.91 | \$ 37.65 | \$ 38.40 | \$ 39.17 | \$ 39.95 | \$ 40.75 | \$ 41.57 | \$ 42.40 | \$ 43.25 | \$ 44.12 | \$ 45.00 | \$ 45.90 | \$ 46.82 | \$ 47.76 | \$ 48.72 | \$ 49.69 | \$ 50.68 | \$ 51.69 | \$ 52.72 |
| Librarian II | Biweekly | \$ 2,374.40 | \$ 2,421.60 | \$ 2,470.40 | \$ 2,520.00 | \$ 2,570.40 | \$ 2,621.60 | \$ 2,674.40 | \$ 2,728.00 | \$ 2,782.40 | \$ 2,838.40 | \$ 2,895.20 | \$ 2,952.80 | \$ 3,012.00 | \$ 3,072.00 | \$ 3,133.60 | \$ 3,196.00 | \$ 3,260.00 | \$ 3,325.60 | \$ 3,392.00 | \$ 3,460.00 | \$ 3,529.60 | \$ 3,600.00 | \$ 3,672.00 | \$ 3,745.60 | \$ 3,820.80 | \$ 3,897.60 | \$ 3,975.20 | \$ 4,054.40 | \$ 4,135.20 | \$ 4,217.60 |
| Assistant Director | Annually | \$61,734.40 | \$62,961.60 | \$64,230.40 | \$65,520.00 | \$66,830.40 | \$68,161.60 | \$69,534.40 | \$70,928.00 | \$72,342.40 | \$73,798.40 | \$75,275.20 | \$76,772.80 | \$78,312.00 | \$79,872.00 | \$81,473.60 | \$83,096.00 | \$84,760.00 | \$86,465.60 | \$88,192.00 | \$89,960.00 | \$91,769.60 | \$93,600.00 | \$95,472.00 | \$97,385.60 | \$99,340.80 | \$101,337.60 | \$103,355.20 | \$105,414.40 | \$107,515.20 | \$109,657.60 |
| Range 7 | Hourly | \$ 25.83 | \$ 26.35 | \$ 26.88 | \$ 27.42 | \$ 27.97 | \$ 28.53 | \$ 29.10 | \$ 29.68 | \$ 30.27 | \$ 30.88 | \$ 31.50 | \$ 32.13 | \$ 32.77 | \$ 33.43 | \$ 34.10 | \$ 34.78 | \$ 35.48 | \$ 36.19 | \$ 36.91 | \$ 37.65 | \$ 38.40 | \$ 39.17 | \$ 39.95 | \$ 40.75 | \$ 41.57 | \$ 42.40 | \$ 43.25 | \$ 44.12 | \$ 45.00 | \$ 45.90 |
| Librarian I | Biweekly | \$ 2,066.40 | \$ 2,108.00 | \$ 2,150.40 | \$ 2,193.60 | \$ 2,237.60 | \$ 2,282.40 | \$ 2,328.00 | \$ 2,374.40 | \$ 2,421.60 | \$ 2,470.40 | \$ 2,520.00 | \$ 2,570.40 | \$ 2,621.60 | \$ 2,674.40 | \$ 2,728.00 | \$ 2,782.40 | \$ 2,838.40 | \$ 2,895.20 | \$ 2,952.80 | \$ 3,012.00 | \$ 3,072.00 | \$ 3,133.60 | \$ 3,196.00 | \$ 3,260.00 | \$ 3,325.60 | \$ 3,392.00 | \$ 3,460.00 | \$ 3,529.60 | \$ 3,600.00 | \$ 3,672.00 |
| | Annually | \$53,726.40 | \$54,808.00 | \$55,910.40 | \$57,033.60 | \$58,177.60 | \$59,342.40 | \$60,528.00 | \$61,734.40 | \$62,961.60 | \$64,230.40 | \$65,520.00 | \$66,830.40 | \$68,161.60 | \$69,534.40 | \$70,928.00 | \$72,342.40 | \$73,798.40 | \$75,275.20 | \$76,772.80 | \$78,312.00 | \$79,872.00 | \$81,473.60 | \$83,096.00 | \$84,760.00 | \$86,465.60 | \$88,192.00 | \$89,960.00 | \$91,769.60 | \$93,600.00 | \$95,472.00 |
| Range 6 | Hourly | \$ 22.47 | \$ 22.92 | \$ 23.38 | \$ 23.85 | \$ 24.33 | \$ 24.82 | \$ 25.32 | \$ 25.83 | \$ 26.35 | \$ 26.88 | \$ 27.42 | \$ 27.97 | \$ 28.53 | \$ 29.10 | \$ 29.68 | \$ 30.27 | \$ 30.88 | \$ 31.50 | \$ 32.13 | \$ 32.77 | \$ 33.43 | \$ 34.10 | \$ 34.78 | \$ 35.48 | \$ 36.19 | \$ 36.91 | \$ 37.65 | \$ 38.40 | \$ 39.17 | \$ 39.95 |
| Library Associate | Biweekly | \$ 1,797.60 | \$ 1,833.60 | \$ 1,870.40 | \$ 1,908.00 | \$ 1,946.40 | \$ 1,985.60 | \$ 2,025.60 | \$ 2,066.40 | \$ 2,108.00 | \$ 2,150.40 | \$ 2,193.60 | \$ 2,237.60 | \$ 2,282.40 | \$ 2,328.00 | \$ 2,374.40 | \$ 2,421.60 | \$ 2,470.40 | \$ 2,520.00 | \$ 2,570.40 | \$ 2,621.60 | \$ 2,674.40 | \$ 2,728.00 | \$ 2,782.40 | \$ 2,838.40 | \$ 2,895.20 | \$ 2,952.80 | \$ 3,012.00 | \$ 3,072.00 | \$ 3,133.60 | \$ 3,196.00 |
| | Annually | \$46,737.60 | \$47,673.60 | \$48,630.40 | \$49,608.00 | \$50,606.40 | \$51,625.60 | \$52,665.60 | \$53,726.40 | \$54,808.00 | \$55,910.40 | \$57,033.60 | \$58,177.60 | \$59,342.40 | \$60,528.00 | \$61,734.40 | \$62,961.60 | \$64,230.40 | \$65,520.00 | \$66,830.40 | \$68,161.60 | \$69,534.40 | \$70,928.00 | \$72,342.40 | \$73,798.40 | \$75,275.20 | \$76,772.80 | \$78,312.00 | \$79,872.00 | \$81,473.60 | \$83,096.00 |
| Range 5 | Hourly | \$ 22.47 | \$ 22.92 | \$ 23.38 | \$ 23.85 | \$ 24.33 | \$ 24.82 | \$ 25.32 | \$ 25.83 | \$ 26.35 | \$ 26.88 | \$ 27.42 | \$ 27.97 | \$ 28.53 | \$ 29.10 | \$ 29.68 | \$ 30.27 | \$ 30.88 | \$ 31.50 | \$ 32.13 | \$ 32.77 | \$ 33.43 | \$ 34.10 | \$ 34.78 | \$ 35.48 | \$ 36.19 | \$ 36.91 | \$ 37.65 | \$ 38.40 | \$ 39.17 | \$ 39.95 |
| Supervisor II | Biweekly | \$ 1,797.60 | \$ 1,833.60 | \$ 1,870.40 | \$ 1,908.00 | \$ 1,946.40 | \$ 1,985.60 | \$ 2,025.60 | \$ 2,066.40 | \$ 2,108.00 | \$ 2,150.40 | \$ 2,193.60 | \$ 2,237.60 | \$ 2,282.40 | \$ 2,328.00 | \$ 2,374.40 | \$ 2,421.60 | \$ 2,470.40 | \$ 2,520.00 | \$ 2,570.40 | \$ 2,621.60 | \$ 2,674.40 | \$ 2,728.00 | \$ 2,782.40 | \$ 2,838.40 | \$ 2,895.20 | \$ 2,952.80 | \$ 3,012.00 | \$ 3,072.00 | \$ 3,133.60 | \$ 3,196.00 |
| LTA III | Annually | \$46,737.60 | \$47,673.60 | \$48,630.40 | \$49,608.00 | \$50,606.40 | \$51,625.60 | \$52,665.60 | \$53,726.40 | \$54,808.00 | \$55,910.40 | \$57,033.60 | \$58,177.60 | \$59,342.40 | \$60,528.00 | \$61,734.40 | \$62,961.60 | \$64,230.40 | \$65,520.00 | \$66,830.40 | \$68,161.60 | \$69,534.40 | \$70,928.00 | \$72,342.40 | \$73,798.40 | \$75,275.20 | \$76,772.80 | \$78,312.00 | \$79,872.00 | \$81,473.60 | \$83,096.00 |
| Range 4 | Hourly | \$ 19.56 | \$ 19.95 | \$ 20.35 | \$ 20.76 | \$ 21.18 | \$ 21.60 | \$ 22.03 | \$ 22.47 | \$ 22.92 | \$ 23.38 | \$ 23.85 | \$ 24.33 | \$ 24.82 | \$ 25.32 | \$ 25.83 | \$ 26.35 | \$ 26.88 | \$ 27.42 | \$ 27.97 | \$ 28.53 | \$ 29.10 | \$ 29.68 | \$ 30.27 | \$ 30.88 | \$ 31.50 | \$ 32.13 | \$ 32.77 | \$ 33.43 | \$ 34.10 | \$ 34.78 |
| Supervisor I | Biweekly | \$ 1,564.80 | \$ 1,596.00 | \$ 1,628.00 | \$ 1,660.80 | \$ 1,694.40 | \$ 1,728.00 | \$ 1,762.40 | \$ 1,797.60 | \$ 1,833.60 | \$ 1,870.40 | \$ 1,908.00 | \$ 1,946.40 | \$ 1,985.60 | \$ 2,025.60 | \$ 2,066.40 | \$ 2,108.00 | \$ 2,150.40 | \$ 2,193.60 | \$ 2,237.60 | \$ 2,282.40 | \$ 2,328.00 | \$ 2,374.40 | \$ 2,421.60 | \$ 2,470.40 | \$ 2,520.00 | \$ 2,570.40 | \$ 2,621.60 | \$ 2,674.40 | \$ 2,728.00 | \$ 2,782.40 |
| LTA II | Annually | \$40,684.80 | \$41,496.00 | \$42,328.00 | \$43,180.80 | \$44,054.40 | \$44,928.00 | \$45,822.40 | \$46,737.60 | \$47,673.60 | \$48,630.40 | \$49,608.00 | \$50,606.40 | \$51,625.60 | \$52,665.60 | \$53,726.40 | \$54,808.00 | \$55,910.40 | \$57,033.60 | \$58,177.60 | \$59,342.40 | \$60,528.00 | \$61,734.40 | \$62,961.60 | \$64,230.40 | \$65,520.00 | \$66,830.40 | \$68,161.60 | \$69,534.40 | \$70,928.00 | \$72,342.40 |
| Range 3 | Hourly | \$ 17.03 | \$ 17.37 | \$ 17.72 | \$ 18.07 | \$ 18.43 | \$ 18.80 | \$ 19.18 | \$ 19.56 | \$ 19.95 | \$ 20.35 | \$ 20.76 | \$ 21.18 | \$ 21.60 | \$ 22.03 | \$ 22.47 | \$ 22.92 | \$ 23.38 | \$ 23.85 | \$ 24.33 | \$ 24.82 | \$ 25.32 | \$ 25.83 | \$ 26.35 | \$ 26.88 | \$ 27.42 | \$ 27.97 | \$ 28.53 | \$ 29.10 | \$ 29.68 | \$ 30.27 |
| Library Assistant | Biweekly | \$ 1,362.40 | \$ 1,389.60 | \$ 1,417.60 | \$ 1,445.60 | \$ 1,474.40 | \$ 1,504.00 | \$ 1,534.40 | \$ 1,564.80 | \$ 1,596.00 | \$ 1,628.00 | \$ 1,660.80 | \$ 1,694.40 | \$ 1,728.00 | \$ 1,762.40 | \$ 1,797.60 | \$ 1,833.60 | \$ 1,870.40 | \$ 1,908.00 | \$ 1,946.40 | \$ 1,985.60 | \$ 2,025.60 | \$ 2,066.40 | \$ 2,108.00 | \$ 2,150.40 | \$ 2,193.60 | \$ 2,237.60 | \$ 2,282.40 | \$ 2,328.00 | \$ 2,374.40 | \$ 2,421.60 |
| LTA I | Annually | \$35,422.40 | \$36,129.60 | \$36,857.60 | \$37,585.60 | \$38,334.40 | \$39,104.00 | \$39,894.40 | \$40,684.80 | \$41,496.00 | \$42,328.00 | \$43,180.80 | \$44,054.40 | \$44,928.00 | \$45,822.40 | \$46,737.60 | \$47,673.60 | \$48,630.40 | \$49,608.00 | \$50,606.40 | \$51,625.60 | \$52,665.60 | \$53,726.40 | \$54,808.00 | \$55,910.40 | \$57,033.60 | \$58,177.60 | \$59,342.40 | \$60,528.00 | \$61,734.40 | \$62,961.60 |
| Range 2 | Hourly | \$ 14.83 | \$ 15.13 | \$ 15.43 | \$ 15.74 | \$ 16.05 | \$ 16.37 | \$ 16.70 | \$ 17.03 | \$ 17.37 | \$ 17.72 | \$ 18.07 | \$ 18.43 | \$ 18.80 | \$ 19.18 | \$ 19.56 | \$ 19.95 | \$ 20.35 | \$ 20.76 | \$ 21.18 | \$ 21.60 | \$ 22.03 | \$ 22.47 | \$ 22.92 | \$ 23.38 | \$ 23.85 | \$ 24.33 | \$ 24.82 | \$ 25.32 | \$ 25.83 | \$ 26.35 |
| Library Clerk | Biweekly | \$ 1,186.40 | \$ 1,210.40 | \$ 1,234.40 | \$ 1,259.20 | \$ 1,284.00 | \$ 1,309.60 | \$ 1,336.00 | \$ 1,362.40 | \$ 1,389.60 | \$ 1,417.60 | \$ 1,445.60 | \$ 1,474.40 | \$ 1,504.00 | \$ 1,534.40 | \$ 1,564.80 | \$ 1,596.00 | \$ 1,628.00 | \$ 1,660.80 | \$ 1,694.40 | \$ 1,728.00 | \$ 1,762.40 | \$ 1,797.60 | \$ 1,833.60 | \$ 1,870.40 | \$ 1,908.00 | \$ 1,946.40 | \$ 1,985.60 | \$ 2,025.60 | \$ 2,066.40 | \$ 2,108.00 |
| | Annually | \$30,846.40 | \$31,470.40 | \$32,094.40 | \$32,739.20 | \$33,384.00 | \$34,049.60 | \$34,736.00 | \$35,422.40 | \$36,129.60 | \$36,857.60 | \$37,585.60 | \$38,334.40 | \$39,104.00 | \$39,894.40 | \$40,684.80 | \$41,496.00 | \$42,328.00 | \$43,180.80 | \$44,054.40 | \$44,928.00 | \$45,822.40 | \$46,737.60 | \$47,673.60 | \$48,630.40 | \$49,608.00 | \$50,606.40 | \$51,625.60 | \$52,665.60 | \$53,726.40 | \$54,808.00 |
| Range 1 | Hourly | \$ 12.91 | \$ 13.17 | \$ 13.43 | \$ 13.70 | \$ 13.97 | \$ 14.25 | \$ 14.54 | \$ 14.83 | \$ 15.13 | \$ 15.43 | \$ 15.74 | \$ 16.05 | \$ 16.37 | \$ 16.70 | \$ 17.03 | \$ 17.37 | \$ 17.72 | \$ 18.07 | \$ 18.43 | \$ 18.80 | \$ 19.18 | \$ 19.56 | \$ 19.95 | \$ 20.35 | \$ 20.76 | \$ 21.18 | \$ 21.60 | \$ 22.03 | \$ 22.47 | \$ 22.92 |
| Custodian | Biweekly | \$ 1,032.80 | \$ 1,053.60 | \$ 1,074.40 | \$ 1,096.00 | \$ 1,117.60 | \$ 1,140.00 | \$ 1,163.20 | \$ 1,186.40 | \$ 1,210.40 | \$ 1,234.40 | \$ 1,259.20 | \$ 1,284.00 | \$ 1,309.60 | \$ 1,336.00 | \$ 1,362.40 | \$ 1,389.60 | \$ 1,417.60 | \$ 1,445.60 | \$ 1,474.40 | \$ 1,504.00 | \$ 1,534.40 | \$ 1,564.80 | \$ 1,596.00 | \$ 1,628.00 | \$ 1,660.80 | \$ 1,694.40 | \$ 1,728.00 | \$ 1,762.40 | \$ 1,797.60 | \$ 1,833.60 |
| | Annually | \$26,852.80 | \$27,393.60 | \$27,934.40 | \$28,496.00 | \$29,057.60 | \$29,640.00 | \$30,243.20 | \$30,846.40 | \$31,470.40 | \$32,094.40 | \$32,739.20 | \$33,384.00 | \$34,049.60 | \$34,736.00 | \$35,422.40 | \$36,129.60 | \$36,857.60 | \$37,585.60 | \$38,334.40 | \$39,104.00 | \$39,894.40 | \$40,684.80 | \$41,496.00 | \$42,328.00 | \$43,180.80 | \$44,054.40 | \$44,928.00 | \$45,822.40 | \$46,737.60 | \$47,673.60 |

PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2021

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 | 2020 | 2021 |
|-------------|-------------|-------------|
| 1 | \$10.04 | 10.14 |
| 2 | \$10.24 | 10.34 |
| 3 | \$10.44 | 10.55 |
| 4 | \$10.65 | 10.76 |
| 5 | \$10.86 | 10.97 |
| 6 | \$11.08 | 11.19 |
| 7 | \$11.30 | 11.42 |
| 8 | \$11.53 | 11.64 |
| 9 | \$11.76 | 11.88 |
| 10 | \$11.99 | 12.11 |
| 11 | \$12.23 | 12.36 |
| 12 | \$12.48 | 12.60 |
| 13 | \$12.73 | 12.86 |
| 14 | \$12.98 | 13.11 |
| 15 | \$13.24 | 13.38 |

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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. This year I recommend adding two additional steps to bring the part-time payscale to 20 steps. We have several team members who have been at the maximum rate for a number of years. Their dedication and service are deserving of the additional steps being added to the payscale. Wages for part-time assistants beyond Step 20 would be individually negotiated through regular supervisory channels and based upon experience, tasks, responsibilities, and quality of performance.

| STEP | 2020 | 2021 |
|-------------|-------------|-------------|
| entry | \$13.69 | \$13.82 |
| 1 | \$13.96 | \$14.10 |
| 2 | \$14.24 | \$14.38 |
| 3 | \$14.52 | \$14.67 |
| 4 | \$14.81 | \$14.96 |
| 5 | \$15.11 | \$15.26 |
| 6 | \$15.41 | \$15.57 |
| 7 | \$15.72 | \$15.88 |
| 8 | \$16.03 | \$16.20 |
| 9 | \$16.36 | \$16.52 |
| 10 | \$16.68 | \$16.85 |
| 11 | \$17.02 | \$17.19 |
| 12 | \$17.36 | \$17.53 |
| 13 | \$17.70 | \$17.88 |
| 14 | \$18.06 | \$18.24 |
| 15 | \$18.42 | \$18.60 |
| 16 | \$18.79 | \$18.98 |
| 17 | \$19.16 | \$19.35 |
| 18 | \$19.55 | \$19.74 |
| 19 | | \$20.14 |
| 20 | | \$20.54 |

St. Charles Parish Library
2021 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% of total salaries paid to these employees.
- Line 19: **Health Insurance (-153)** Increase based on previous and year-to-date 2020 expenditures.
- Line 20: **Worker's Compensation (-154)** Increase based on previous and year-to-date 2020 expenditures.
- Line 21: **Unemployment Insurance (-155)** No change.
- 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 towards health insurance for retired employees. The increase is based on two new retirees added (one in 2019 and one in 2020) and the resulting 2020 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. Increase based on previous and year-to-date 2020 expenditures.
- 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. Slight increase based on previous and year-to-date 2020 expenditures.
- 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
2021 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: **Digital Books (-217)** This line item consists of purchases of microfilm and digital materials such as downloadable audiobooks, eBooks, videos, music, and magazines. Increased by \$8000 for juvenile digital and \$8000 for teen digital materials due to an increased demand for digital resources. The juvenile and teen book budgets were each reduced by an equal amount.
- 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. Slight increase based on Assistant Director's requests.
- 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. Slight increase based on Youth Services Librarian's requests.
- 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)** No change.
- 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.

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2021 Budget Notes – Page 8

- Line 47: **Total Communications**
- Line 48: **Building Rentals (-251)** Amount includes funds for two storage units that may be needed for storing furniture that had to be moved from public areas of branches to accommodate appropriate social distancing as well as any 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. No change.
- 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. No change.

**St. Charles Parish Library
2021 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. No change.
- Line 64: **Merchant Fees (-281)** Fees for credit card services. No change.
- 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. Increased based on estimates from Finance.
- Line 67: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. Slight increase based on estimates from Finance.
- Line 68: **Employee Liability (-294)** covers the Board and Director in the event of errors or omissions. Increase based on estimates from Finance.
- 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)** Increase based on current and previous year's expenditures.
- Line 74: **Adult Programming Supplies (32100001)** Used for purchasing supplies for adult public programs. No change.
- 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 Youth Services Librarian's requests.
- 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)**

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2021 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. No change.
- 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)** No change. 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. The library will also need to replace the oldest of the maintenance vehicles, which is 20 years old, in the next few years.
- 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. Funds allocated in this line are based on a formula that takes into consideration the life expectancy and replacement value over time of all technology equipment with the expectation that a certain number of computers, servers, routers, etc. will need to be replaced each year. Increase based on Computer Services recommendations.
- 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. Other potential capital improvement projects being considered include replacing the flooring, mirrors, and bathroom stalls in the public restrooms at the St. Rose Branch Library, replacing the flooring and bathroom stalls in the public restrooms at the East Regional Library, replacing carpet in the meeting room area at the East Regional Library, and possibly replacing carpet and flooring at the St. Rose Branch Library. As our buildings begin to age, we will need to begin doing some routine upgrades to branches (the St. Rose Branch is 17 years old, the East Regional Library is 10 years old, and the Paradis Branch is 9 years old).
- Line 90: **Office Equipment, Furniture and Fixtures (-656)** This line is funded for equipment, furniture and fixtures generally costing over \$5000. No change.
- Line 91: **Total Acquisition of Equipment**

St. Charles Parish Library
2021 Budget Notes – Page 11

- Line 92: **Major Repairs (-670)** No change. Funds budgeted to cover any unexpected repairs.
- Line 93: **Construction in Progress (-680)** Increase. Includes funds for the remaining construction expenditures for the Norco Branch Library project and for anticipated future Hahnville Branch Library project.
- Line 94: **Architectural fees (-681)** Increase. Includes funds for architect and design consultant fees for possible start of planning for future Hahnville project.
- Line 95: **Books (-6900100)** Decreased by \$8000 in juvenile books and \$8000 in teen books. The budget for digital resources in these collections was increased by the same amount. The amount budgeted for print materials in these collections is still more than adequate to allow the library to continue growing our print collection of juvenile and teen materials.
- 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. No change.
- 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)** No change. Used for purchasing new shows and exhibits for the planetarium.
- 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. Decrease as directed by Finance.
- 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**

ST. CHARLES PARISH LIBRARY

2021 Budget Resolution

A Resolution adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2021 and ending December 31, 2021.

Be It Resolved by the Board of Control of the St. Charles Parish Library that,

SECTION 1: The attached detailed estimate of Revenues for the fiscal year beginning January 1, 2021, and ending December 31, 2021, be and the same is hereby adopted to serve as an Operating Budget of Revenues for the Library for the same period.

SECTION 2: The attached estimates of Expenditures by departments for the fiscal year beginning January 1, 2021, and ending December 31, 2021, be and the same is hereby adopted to serve as a budget of Expenditures for the Library during the same period.

SECTION 3: The adoption of this Operating Budget of Expenditures be and the same is hereby declared to operate as an appropriation of the amount therein set forth within the terms of the budget classification.

Passed and Adopted at Hahnville, Louisiana, on the 17th day of November 2020.

Celeste Uzee
President of the Board of Control
St. Charles Parish Library

Attest:

Leann C. Benedict
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
Page 3

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:

St. Charles Parish Library
Evaluation of Library Director
Page 4

PROFESSIONAL DEVELOPMENT

1. To keep informed of developments and participate in activities in professional and community organizations.

Comments:

St. Charles Parish Library
Evaluation of Library Director
Page 5

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:

St. Charles Parish Library
Evaluation of Library Director
Page 6

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:

St. Charles Parish Library
Evaluation of Library Director
Page 7

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:

**St. Charles Parish Library
Evaluation of Library Director
Page 8**

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 |