

St. Tammany Parish Library
Board of Control Meeting
December 1, 2020
1112 W. 21st Avenue
Covington, LA 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

Consistent with State of Louisiana Executive Department Proclamation Number 159 JBE 2020, the St. Tammany Parish Library will hold its December 1, 2020, 6:30 p.m. meeting via video conference and certifies that it will otherwise be unable to operate due to an inability to meet in-person quorum requirements as a result of the ongoing COVID-19 pandemic. The meeting will be streamed on Facebook Live on the St. Tammany Parish Library's official Facebook page. The public is encouraged to participate through that medium, which will also allow for submission of questions or comments to the Board on agenda items. Questions or comments from the public on any agenda item for this meeting may be submitted via e-mail by 5:00 p.m. on December 1, 2020, to meeting@stpl.us. Any such questions or comments will be presented at the meeting when the agenda item is brought up. Anyone without Internet access will be able to watch and participate using a computer at one of the following library locations: Causeway, Covington, Madisonville, Mandeville, Slidell, or South Slidell. The Library Board of Control is also making available a meeting call-in number of 985-871-1219 ext. 2007.

AGENDA

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on October 27, 2020.
 - Discussion
 - Public Comment
 - Vote

2. NEW BUSINESS
 - A. Financial Reports – October 2020
 - Discussion
 - Public Comment
 - Vote

 - B. Health Insurance Update - Leon Golemi
 - Discussion
 - Public Comment

C. Holiday Schedule

- Discussion
- Public Hearing
- Vote

D. LBOC Meeting Schedule

- Discussion
- Public Hearing
- Vote

E. Employment Handbook Update – Telecommuting Policy

- Discussion
- Public Hearing
- Vote

F. Election of Officers

- Discussion
- Public Hearing
- Vote

G. Director's Report

- Discussion
- Public Hearing

3. OLD BUSINESS

- A. Rules and Regulation Committee Update
- B. Strategic Planning RFP Committee
- C. St. Tammany Parish Library Foundation Update
- D. Friends of the Library Report

5. Public Comment

6. Adjournment

St. Tammany Parish Library
Board of Control Meeting
October 27, 2020
Library Administrative Office
1112 West 21st Avenue
Covington, Louisiana 70433
Zoom meeting streaming on Facebook Live
6:30 P.M.

MINUTES

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Carmen Butler, Dr. Argiro Morgan, Mary Reneau, Ann Shaw, Rebecca Taylor

Absent: Bill Allin, John Danjean

K. LaRocca announced that public comments can be made by calling 985-871-1219 extension 2007 or by commenting on the Facebook Live stream.

1. Approval of the minutes of the September 22, 2020 meeting of the Library Board of Control.

B. Taylor asked for the board to review the minutes for corrections. There were no corrections. Becky asked for a two-minute public comment period. Kelly repeated the phone number for public comment and Facebook Live details. There was no public comment.

M. Reneau moved to approve the minutes. It was seconded by A. Shaw. Five were in favor, two were absent, and none were opposed. Motion carried.

2. NEW BUSINESS

- A. Financial Reports – September 2020

K. LaRocca reported that another payment in ad valorem taxes was received in October. The library received a little more than expected for the year. The budget will be amended to reflect that change. All expected State Revenue Sharing has been received. The budget percentage should be at 75% for this time of the year. We have received more fines and fees than expected. We are not currently charging fines, but patrons are paying for prints and lost items. Interest

Income is below budget due to lower interest rates. The Donations line is below budget due to not receiving donations until the end of the year. We have received one payment of CARES Act funds (Coronavirus Aid, Relief, and Economic Security Act). The budget will be amended to reflect that change.

K. LaRocca reviewed the expenditures. The Library Salaries line is still under budget due to open positions. Kelly explained that some lines are at 100% due to spending those funds early in the year. The Vehicle Insurance line is over budget due to the overall increased cost of vehicle insurance in the state. There is also an extra truck that is insured due to not being able to declare it surplus and send it to auction earlier in the year. The next auction will be in the new year. Kelly explained that the lines under Capital Outlay-Library Resources are starting to catch up due to ordering materials in October. Those items should be received and paid for by the end of the year.

K. LaRocca asked if the board had any questions about any particular budget line. M. Reneau asked if we anticipate receiving exactly how much we applied for through the CARES Act. Kelly explained that we will only receive a percentage of how much was spent. B. Taylor asked if Kelly knows how the Parish allocated the funds to the various agencies. Kelly explained that the Parish did not share their formula with us. A. Shaw asked for a breakdown of the categories and age groups of Lease/Purchase Books. Kelly explained that the Lease/Purchase Books are popular adult titles. Instead of buying 40 copies of a popular title, we purchase a few copies and lease the remaining number of needed copies, which helps shorten the patron waiting list. The library tried leasing juvenile books, but it was not easy to manage. Dr. A. Morgan asked if the books are primarily fiction. Kelly explained that they are mostly fiction, but there are some popular non-fiction titles that are leased.

B. Taylor asked for questions from the board regarding the financial reports. There were no questions. Becky asked for a two-minute public comment period. Kelly repeated the phone number for public comment and Facebook Live details. There was no public comment. Becky asked if there were any further questions from the board. A. Shaw asked for the status of the Google Ad Grant. Kelly explained that the library itself cannot apply for the grant, but the Library Foundation can apply. They are waiting on paperwork from the Foundation. The money for the Google Ad Grant management is not in the current budget, so it is being added to the amended budget. The library has asked the Foundation to donate the money to help cover the cost. That will be discussed at the next Foundation meeting.

Dr. A. Morgan moved to approve the September 2020 financial reports. It was seconded by M. Reneau. Five were in favor, two were absent, and none were opposed. Motion carried.

B. Fall Budget Amendment 2020

K. LaRocca reviewed the differences in revenue and expenditure forecasts between the 2020 Summer and Fall Amendments. The Summer Amendment was made soon after reopening after the COVID-19 closure. It was based on best guesses as to how COVID-19 was going to affect the library. It was not known how much supplies would cost at that time. Each department head had ideas of how to make things easier and came up with better ways to serve the public. There were lines with money in them that could not be spent, so those funds are being redirected to other lines to make services easier for patrons.

The Ad Valorem Taxes line is increased to reflect what has been received this year. The Fines and Fees line is increased to account for print fees. The Grants line is increased to match the exact amount received for the IMLS grant (Institute of Museum and Library Services). The Interest line is decreased due to falling interest rates. The CARES Act line was created for the money being reimbursed to us through the Parish. The overall increase in revenue is \$206,044.

K. LaRocca explained that most of the increases and decreases in expenditure lines are due to having a better understanding of the costs and savings caused by the COVID-19 pandemic. Kelly highlighted some of the changes. The Library Salaries line is reduced due to open positions. The Health Trust line is reduced due to less medical procedures and doctor visits due to the pandemic. We expect more activity towards the end of the year.

Under Operating Services, the Advertising line was increased to account for new initiatives such as Koios (Google Ad Grant management) and Yext social media control. Kelly explained that the library will be piloting these two platforms to help reach patrons easier. The Google Ad Grant will give \$10,000 in advertising credit each month. It will allow St. Tammany Parish Library to appear in the search results when someone searches Google for a book title. The user can simply click the link to the item in the catalog. Kelly stated that \$7,000 was added to the Advertising line, and there is space in the Donations line to receive donations this year. The Foundation may or may not help fund the Koios initiative, so it is included in the budget. Library Administration feels that it will make a significant impact. Yext is a social media control platform. It that will allow us to makes changes to all of the different social media accounts at once. It also manages comments for all platforms so that we can see and respond to them all in one place.

The Promotional Production line is decreased due to less promotional items purchased this year. The Utilities lines are decreased due to less usage of utilities during the COVID-19 closure and reduced hours after reopening. The Postage line is decreased due to not sending out overdue notices.

The Custodial and Janitorial lines are increased to account for increased sanitary supply needs due to COVID-19. Some of the other Maintenance of Property and Equipment lines are reduced due to not having as many projects this year. The Fuel and Lube line is decreased because the cost of fuel is down and there was less driving this year. The Network Utility Software line is increased to cover the cost of the software needed to expand outdoor Wi-Fi access. The PC Maintenance and Repair line is increased to cover computer repairs through the end of the year.

The Security line is reduced significantly due to the COVID-19 closure. Kelly explained that only two branches utilized security guards in the past. Since there is less patron traffic in the branches, there is less of a need for security guards at this time. Administration will evaluate the situation over the next month.

The Insurance and Claims lines are increased due to higher insurance rates this year. The Operating Supplies lines are reduced due to the COVID-19 closure and the streamlined supply ordering process. Instead of each branch ordering their own supplies, they submit their requests through Procurify. Mary checks to see if we have the items in stock and checks for the best prices and vendors for purchasing the items. Kelly stated that Tanya and Mary have worked hard to implement this process. The Mileage Reimbursement line is reduced due to less travel and driving. The Programming lines are reduced due to virtual program presenters being less expensive than in-person presenters. Virtual programming will continue through the end of the year.

The Landscaping Additions line is increased to spruce up the landscaping at all locations. The Covington Branch's landscaping is still on the Parish's budget to complete, so we will do basic clean-up at that location. The Improvement to Physical Plant line is increased for completing concrete work at Pearl River and repairs to the current parking lot at the Slidell Branch. The Office Equipment/Furniture & Shelving line is increased due to the purchase of the acrylic sneeze shields at the branches. The Leasehold Improvements line is increased due to concrete work needed at the Annex location.

The PC Network line is increased to cover the cost of additional outdoor Wi-Fi access points at the other 6 library branches. Kelly explained that this is to ensure internet access to patrons in the event of a future library closure. Funding was requested from the Foundation, but at this time we do not know if they will fund it or not. The funds in this line will also cover the replacement of 10 computers with warranties that ended earlier in the year and have begun to fail.

The Adult Books line is increased to purchase items requested by patrons. The Periodicals line is reduced due to many magazines being canceled. The Video Recordings line is reduced due to not having many new releases this year. Kelly stated that with the redirecting of funds, the library

has the opportunity to finish paying for The Times-Picayune Digital Archive. The collection lines that have been reduced can be replenished next year. Kelly talked about a new subscription that the library is adding to Internet Database Subscriptions called Niche Academy. It is a service that helps teach people how to use the databases and it will enable us to make how-to videos. Kelly clarified that Niche Academy, Koios, and Yext are year-long subscriptions. We are able to try them for a year and if they make a difference for our patrons we will keep them.

K. LaRocca reported that the Unassigned Savings is \$555,741. That puts the library in an excellent position to fund strategic planning, furniture, fixtures, and equipment updates. Kelly reiterated that we are redirecting money that we are not spending into places that will make things better for our patrons to use the library.

B. Taylor asked if it was public or staff computers that were replaced. Kelly explained that both the public and staff computers eventually become the OPAC (Online Public Access Catalog) computers as they age. The replacement plan includes both public and staff PCs. These replacements are probably a combination of both.

B. Taylor asked for questions from the board regarding the budget amendment. There were no questions. Becky asked for a two-minute public comment period. Kelly repeated the phone number for public comment and Facebook Live details. There was no public comment.

A. Shaw moved to approve the Fall 2020 Budget Amendment. It was seconded by M. Reneau. All were in favor, two were absent, and none were opposed. Motion carried.

C. Health Insurance Update – Leon Golemi

The health insurance update will be postponed until the next board meeting. Leon Golemi was not able to attend the meeting.

D. Director's Report – Kelly LaRocca

Maintenance worked with the Administration team to move and rearrange the floor spaces and meeting rooms for the move into Phase 3. The library resumed regular hours on October 5th. The Mandeville and South Slidell Branch's roof projects have been put out for bid by the Parish. The closing date is November 4th.

Kelly LaRocca and Tanya DiMaggio met with each department head to prepare for the budget amendment. The Parish Council Finance Committee will be meeting Thursday, October 29th at 6:00 p.m., and Kelly will give a presentation on the library.

Advertising was purchased in the St. Tammany Farmer and Facebook to promote Phase 3 opening hours. Several Children's Librarians attended the Association of Library Service to Children's virtual conference and the School Library Journal's Day of Dialog virtual conference. Tanya DiMaggio attended the Zoomtopia conference, the ALSC Managers meeting, and published an article on the ALSC Managers blog. Jillian Boudreaux attended the Library Journal Virtual Summit. Iriana Lonon attended the National STEM Learning Ecosystems virtual conference. Several staff members attended virtual training webinars.

Our virtual All Staff Meeting was held on October 12th. Staff learned about insurance updates, healthy lifting and movement, and email safety. The guest speaker was Pat Wagner who presented *The Thinking Person's Guide to Stress Management*. Robin Hendricks, Cathy Badon, Jenny Mayer, and Carly Nguyen won Employee of the Year awards. Eighteen employees received longevity awards. After a lunch break, staff spent the rest of the afternoon completing their sexual harassment and ethics training. Kelly reminded the board to complete their sexual harassment and ethics training for the year.

Children's Services offered 21 Zoom programs with 361 attendees since the last board meeting. Teen Services offered 9 Zoom events with 76 attendees since the last board meeting. Adult programming offered 26 Zoom programs with 492 attendees. The Reference Department offered 7 Zoom classes with 172 attendees. 29,211 users visited the library's website during 55,702 sessions in September. Author Julie Berry will be doing a virtual visit on the evening of November 6th.

B. Taylor asked for a two-minute public comment period. Kelly repeated the phone number for public comment and Facebook Live details. There was no public comment.

3. OLD BUSINESS

A. LBOC Rules and Regulations Committee Update

K. LaRocca reported that the committee met on September 23rd. They continued to work on the board's by-laws by working on drafts of each section. The committee will refine recommended changes and will present any options to the board at upcoming meetings. The committee was scheduled to meet on October 20th, but canceled due to waiting for review comments from the Assistant District Attorney (ADA). The ADA that we have been working with left for a new position outside of the DA's office. Emily Couvillon will be the new person assigned to review our materials. The next meeting is scheduled for November 10th at 10:00 a.m. Due to the pandemic, the meeting will be held via Zoom.

B. LBOC Strategic Planning RFP Committee Update

K. LaRocca reported that the committee met on October 6th. They finished reviewing strategic plans and reviewed and discussed RFPs for how libraries described the scope of work and the qualifications of consultants. The committee will start a rough draft and focus on timelines and deliverables at the next meeting that is scheduled for October 29th at 10:00 a.m. Due to the pandemic, the meeting will be held via Zoom. Kelly reminded the board that all board members are welcome to attend the committee meetings.

C. St. Tammany Parish Library Foundation Update

Dr. A. Morgan announced that Linda Forman, an early member of the Foundation board, passed away recently. Dr. Morgan shared the details of Mrs. Forman's memorial service and obituary. Mrs. Forman held many important positions in the arts, literature, public policy, and medicine. Dr. Morgan suggested that the library send a card in remembrance to Mrs. Forman's husband.

A. Shaw reported that the Foundation has kicked off its membership drive. Invitations to join the Foundation were mailed yesterday. Over \$11,000 was netted from the Distinguished Speaker event. The Art Auction is ongoing and is available for viewing at the Madisonville Library.

D. Friends of the Library Report

B. Taylor reported that the Friends of the Slidell Library held their first semi-large book sale this past Saturday. Social distancing was in place and face coverings were required. This was the first semi-large sale since February. B. Geiger reported that the West St. Tammany Friends are accepting donations at this time. They are preparing to have a sale soon. Their address is 1301 N. Florida St. near the fairgrounds in Covington.

4. Public Comment

B. Taylor asked for a two-minute public comment period. Kelly repeated the phone number for public comment and Facebook Live details. M. Reneau commented that she did not know about the Friends of the Slidell Library book sale and asked if the sale was advertised. B. Taylor said that releases were sent 2 ½ weeks before the publication date to 3 newspapers: The Slidell Independent, The Advocate, and the St. Tammany Farmer. None included the ad in their papers. There were flyers posted in the branch and an email blast was sent to the email list. They have had difficulty with their bulk email provider and many emails bounce back undeliverable. The Friends will be changing their bulk email provider towards the end of the year to correct this issue. The next sale will be November 14th and there will be two in December.

Bill McHugh commented that the newspaper's publication deadline for a Wednesday edition is the previous Friday. He suggested that Becky copy him on future emails to the paper and he will make sure that it gets to the correct person. A. Shaw asked if the Slidell Friends have a website. Becky stated that they do not. They rely on their page that is part of the library's website.

A. Shaw commented that the Foundation's Art Auction ends on November 17th and that the bidding is done online. M. Reneau reminded board members to reply to her email inquiry. Becky explained that Mary's responsibility as Board Secretary is to poll the board members regarding their interest in serving as officers on the board. Elections will be at the December board meeting.

There was no further public comment.

5. Adjournment

There being no further business, a motion to adjourn was made by M. Reneau and seconded by A. Shaw. The motion carried.

Mary Reneau, Secretary

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St. Tammany Parish Library - General Fund
Balance Sheet
October 31, 2020

ASSETS

Current Assets

Cash	\$ 7,132,420.37
Cash - Health Claims	(51,979.48)
Due from Paylocity	1,746.33
Returned Checks	31.60
Ad Valorem Receivable - 2018	0.00
Ad Valorem Receivable - 2019	0.00
Ad Valorem Receivable - 2020	8,626,602.50
Due from State of Louisiana	210,013.40
Prepaid Expenses	0.00

Total Current Assets **15,918,834.72**

Other Assets

Deposits	1,981.00
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Total Other Assets **1,981.00**

Total Assets **\$ 15,920,815.72**

LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$ 118,399.09
Deferred Inflows - Ad Valorem	361,244.00
Elective Benefits Payable	(4,147.71)
Retirement Payable	64,749.12
Federal Withholdings	112.11
Due to IRS - Covid 19	211.25
Health Claims Payable	68,935.55

Total Current Liabilities **609,503.41**

Fund Balance

Fund Balance	15,311,312.31
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Total Fund Balance **15,311,312.31**

Total Liabilities & Fund Balance **\$ 15,920,815.72**

**St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Ten Months Ending October 31, 2020**

Beginning Fund Balance	\$	14,979,096.98
Net Income		332,215.33
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Ending Fund Balance	\$	<u>15,311,312.31</u>

**St. Tammany Parish Library - General Fixed Asset Account Group
Balance Sheet
October 31, 2020**

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ASSETS

Fixed Assets		
Fixed Assets	\$	<u>13,958,944.25</u>
Total Assets	\$	<u><u>13,958,944.25</u></u>

FUND BALANCE

Fund Balance		
Investment in Gen. Fixed Asset	\$	<u>13,958,944.25</u>
Total Fund Balance	\$	<u><u>13,958,944.25</u></u>

**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Ten Months Ending October 31, 2020**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 934,512.22	\$ 8,698,454.47	10,538,530.00	1,840,075.53	82.54
State Revenue Sharing	21,001.33	210,013.30	251,523.00	41,509.70	83.50
Fines/Fees	3,391.03	37,323.85	43,000.00	5,676.15	86.80
Grants and Other	0.00	6,775.13	6,775.00	(0.13)	100.00
Interest Income	210.62	8,891.03	13,000.00	4,108.97	68.39
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	3,349.20	10,000.00	6,650.80	33.49
Cares Act - COVID 19	0.00	4,269.62	8,000.00	3,730.38	53.37
Summer Reading Shirt Sales	0.00	1,550.70	1,550.00	(0.70)	100.05
Total Revenues	959,115.20	8,970,627.30	10,872,378.00	1,901,750.70	82.51
Expenditures					
Library Administration	367,670.02	4,018,071.48	5,047,000.00	1,028,928.52	79.61
Employee Benefits	233,888.32	1,565,015.65	1,933,700.00	368,684.35	80.93
Advertising,Dues & Subscriptio	764.24	10,707.73	25,859.00	15,151.27	41.41
Signage	132.52	9,391.78	11,000.00	1,608.22	85.38
Printing, Duplicating & Bindin	0.00	5,225.78	7,000.00	1,774.22	74.65
Promotional Production	(16.77)	3,372.67	6,000.00	2,627.33	56.21
Utilities	18,310.52	179,812.66	241,050.00	61,237.34	74.60
Communications	13,211.30	116,876.63	140,100.00	23,223.37	83.42
Leases	24,906.63	255,621.21	322,500.00	66,878.79	79.26
Maintenance of Property & Equi	25,729.30	386,088.26	453,500.00	67,411.74	85.14
Maintenance Services (Building	6,922.89	122,697.67	168,500.00	45,802.33	72.82
Professional Services	3,547.75	217,237.06	249,550.00	32,312.94	87.05
Insurance and Claims	130,263.12	209,347.72	208,360.00	(987.72)	100.47
Operating Supplies	12,463.61	106,668.64	143,700.00	37,031.36	74.23
Travel & Continuing Education	5,876.84	37,678.92	54,000.00	16,321.08	69.78
Public Relations/Programming	4,730.46	58,560.01	68,918.00	10,357.99	84.97
Capital Outlay-Non-Book Acq.	11,389.23	140,296.02	234,500.00	94,203.98	59.83
Capital Outlay-library Res. Ac	74,180.17	910,779.08	1,557,112.00	646,332.92	58.49
Covington - F F & E	0.00	284,963.00	285,000.00	37.00	99.99
Total Expenditures	933,970.15	8,638,411.97	11,157,349.00	2,518,937.03	77.42
Excess of Revenues/(Expenditur	\$ 25,145.05	\$ 332,215.33	(284,971.00)	(617,186.33)	(116.58)

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2020

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 367,670.02	\$ 4,018,071.48	\$ 5,047,000.00	1,028,928.52	79.61
Total	\$ 367,670.02	\$ 4,018,071.48	\$ 5,047,000.00	1,028,928.52	79.61
Employee Benefits					
FICA/ Supplemental Retirement	\$ 8,106.70	\$ 88,606.08	\$ 108,000.00	19,393.92	82.04
Retirement Contributions	44,757.37	426,032.58	535,000.00	108,967.42	79.63
Health Insurance Expense	37,130.65	357,111.09	440,000.00	82,888.91	81.16
Health Trust	140,870.81	674,607.94	822,700.00	148,092.06	82.00
Worker's Compensation Expense	3,022.79	18,657.96	27,000.00	8,342.04	69.10
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 233,888.32	\$ 1,565,015.65	\$ 1,933,700.00	368,684.35	80.93
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 689.25	\$ 2,459.13	\$ 3,000.00	540.87	81.97
Membership Dues	0.00	859.00	859.00	0.00	100.00
Advertising	74.99	7,389.60	22,000.00	14,610.40	33.59
Total	\$ 764.24	\$ 10,707.73	\$ 25,859.00	15,151.27	41.41
Signage					
Signage	\$ 132.52	\$ 9,391.78	\$ 11,000.00	1,608.22	85.38
Total	\$ 132.52	\$ 9,391.78	\$ 11,000.00	1,608.22	85.38
Printing, Duplicating & Binding					
Printing	\$ 0.00	\$ 5,225.78	\$ 7,000.00	1,774.22	74.65
Total	\$ 0.00	\$ 5,225.78	\$ 7,000.00	1,774.22	74.65
Promotional Production					
Promotional Production	\$ (16.77)	\$ 3,372.67	\$ 6,000.00	2,627.33	56.21
Total	\$ (16.77)	\$ 3,372.67	\$ 6,000.00	2,627.33	56.21
Utilities					

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2020

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Electricity	\$ 16,162.41	\$ 159,833.23	\$ 212,500.00	52,666.77	75.22
Gas	81.26	1,683.87	2,550.00	866.13	66.03
Water	2,066.85	18,295.56	26,000.00	7,704.44	70.37
Total	\$ 18,310.52	\$ 179,812.66	\$ 241,050.00	61,237.34	74.60
Communications					
Postage	\$ 159.40	\$ 5,380.70	\$ 8,500.00	3,119.30	63.30
Voice Line	9,214.06	71,110.80	83,500.00	12,389.20	85.16
Data Lines (Internet)	3,775.00	40,295.69	47,600.00	7,304.31	84.65
Courier/Shipping	62.84	89.44	500.00	410.56	17.89
Total	\$ 13,211.30	\$ 116,876.63	\$ 140,100.00	23,223.37	83.42
Leases					
Building Lease Expense	\$ 24,906.63	\$ 253,876.74	\$ 317,000.00	63,123.26	80.09
Equipment Lease Expense	0.00	1,290.93	3,000.00	1,709.07	43.03
Vehicle Lease Expense	0.00	453.54	2,500.00	2,046.46	18.14
Total	\$ 24,906.63	\$ 255,621.21	\$ 322,500.00	66,878.79	79.26
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 15,854.93	\$ 155,816.91	\$ 190,000.00	34,183.09	82.01
Grounds/Lawn Maintenance	6,486.00	77,839.00	95,000.00	17,161.00	81.94
Maintenance Supplies	242.54	4,159.87	6,500.00	2,340.13	64.00
Fuel & Lube	968.72	9,996.81	14,000.00	4,003.19	71.41
Vehicle Repairs	1,412.98	5,744.64	7,500.00	1,755.36	76.60
Small Tools	79.13	1,335.85	2,500.00	1,164.15	53.43
Office Machine & Equip Repair	0.00	0.00	2,000.00	2,000.00	0.00
Network Utility Software	0.00	48,022.10	51,000.00	2,977.90	94.16
Automation System Maintenance	685.00	26,765.00	27,000.00	235.00	99.13
Polaris Maintenance	0.00	49,603.98	50,000.00	396.02	99.21
PC Network Maintenance & Repai	0.00	6,804.10	8,000.00	1,195.90	85.05
Total	\$ 25,729.30	\$ 386,088.26	\$ 453,500.00	67,411.74	85.14
Maintenance of Services (Buildings)					
Physical Plant	\$ 3,025.43	\$ 75,303.31	\$ 100,000.00	24,696.69	75.30
Plumbing, Heating and AC	3,245.25	25,623.11	32,000.00	6,376.89	80.07
Electrical	0.00	7,710.52	12,000.00	4,289.48	64.25
Sanitation	592.21	7,521.73	10,500.00	2,978.27	71.64
Pest Control	60.00	4,441.00	6,000.00	1,559.00	74.02

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2020

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	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Termite Contract	0.00	913.00	3,000.00	2,087.00	30.43
Carpet Cleaning	0.00	1,185.00	5,000.00	3,815.00	23.70
Total	\$ 6,922.89	\$ 122,697.67	\$ 168,500.00	45,802.33	72.82
Professional Services					
Payroll Service Fees	\$ 1,647.75	\$ 17,821.71	\$ 22,500.00	4,678.29	79.21
Legal	0.00	131.50	250.00	118.50	52.60
Financial	1,875.00	37,130.91	48,000.00	10,869.09	77.36
Architectural	0.00	600.00	600.00	0.00	100.00
Consultants	0.00	18,884.92	25,500.00	6,615.08	74.06
Security	25.00	15,135.96	25,000.00	9,864.04	60.54
Web Design Consultant	0.00	72,171.09	72,200.00	28.91	99.96
Movers	0.00	55,360.97	55,500.00	139.03	99.75
Total	\$ 3,547.75	\$ 217,237.06	\$ 249,550.00	32,312.94	87.05
Insurance and Claims					
Library Property Insurance	\$ 127,177.12	\$ 127,177.12	\$ 117,500.00	(9,677.12)	108.24
Flood Insurance	3,086.00	20,277.00	23,000.00	2,723.00	88.16
Vehicle Insurance	0.00	40,860.00	40,860.00	0.00	100.00
LBOC Liability	0.00	4,176.00	4,500.00	324.00	92.80
General Liability	0.00	16,857.60	22,500.00	5,642.40	74.92
Total	\$ 130,263.12	\$ 209,347.72	\$ 208,360.00	(987.72)	100.47
Operating Supplies					
Office Supplies	\$ 2,757.54	\$ 21,797.14	\$ 31,000.00	9,202.86	70.31
Bank Service Charges	1,091.83	12,239.00	15,200.00	2,961.00	80.52
Book Preparation Supplies	2,833.55	20,035.09	28,000.00	7,964.91	71.55
Computer/Printer Supplies	5,537.35	49,748.74	65,000.00	15,251.26	76.54
Programming Supplies	243.34	2,848.67	4,500.00	1,651.33	63.30
Total	\$ 12,463.61	\$ 106,668.64	\$ 143,700.00	37,031.36	74.23
Travel and Continuing Education					
Staff Travel - Local	\$ 226.84	\$ 6,428.89	\$ 17,000.00	10,571.11	37.82
Library In-service Training	2,575.00	3,655.00	7,000.00	3,345.00	52.21
Conventions & Seminars	3,075.00	27,595.03	30,000.00	2,404.97	91.98
Total	\$ 5,876.84	\$ 37,678.92	\$ 54,000.00	16,321.08	69.78

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2020

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Public Relations/Programming					
Summer Reading Program	\$ 0.00	\$ 21,613.47	\$ 24,500.00	2,886.53	88.22
Summer Reading T-shirts	0.00	5,418.00	5,418.00	0.00	100.00
Adult Programming	2,730.00	17,813.84	22,000.00	4,186.16	80.97
Young Adult Programming	572.13	8,902.15	10,000.00	1,097.85	89.02
Juvenile Programming	1,428.33	4,812.55	7,000.00	2,187.45	68.75
Total	\$ 4,730.46	\$ 58,560.01	\$ 68,918.00	10,357.99	84.97
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 0.00	\$ 0.00	\$ 18,000.00	18,000.00	0.00
Imp Phys Plant	0.00	0.00	27,000.00	27,000.00	0.00
Office Equip, Furn & Shelving	8,055.48	35,318.87	50,000.00	14,681.13	70.64
Leasehold Improvements	0.00	0.00	12,000.00	12,000.00	0.00
PC Network	3,333.75	90,840.38	112,500.00	21,659.62	80.75
Interegated Lib Automation Sys	0.00	14,136.77	15,000.00	863.23	94.25
Total	\$ 11,389.23	\$ 140,296.02	\$ 234,500.00	94,203.98	59.83
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 19,429.04	\$ 118,078.13	\$ 160,000.00	41,921.87	73.80
Lease/Purchase Books	0.00	18,363.24	18,364.00	0.76	100.00
Juvenile Books	11,699.44	57,479.21	110,000.00	52,520.79	52.25
Young Adults	447.31	7,127.04	15,000.00	7,872.96	47.51
Music Recordings	306.90	5,296.07	9,000.00	3,703.93	58.85
Adult Reference	419.97	66,771.15	82,500.00	15,728.85	80.93
Juvenile Reference	6,924.75	28,966.75	32,700.00	3,733.25	88.58
Periodicals	0.00	26,905.70	55,050.00	28,144.30	48.88
Audio Recordings	6,172.18	15,843.35	26,000.00	10,156.65	60.94
Video Recordings	5,583.00	27,455.08	53,000.00	25,544.92	51.80
Genealogy	327.00	3,036.17	4,000.00	963.83	75.90
Microfilm	0.00	95,228.00	454,498.00	359,270.00	20.95
Downloadable Media	14,326.94	177,975.70	227,000.00	49,024.30	78.40
CD/Software	328.44	75,282.86	96,000.00	20,717.14	78.42
Internet Database Subscription	8,215.20	186,970.63	214,000.00	27,029.37	87.37
Total	\$ 74,180.17	\$ 910,779.08	\$ 1,557,112.00	646,332.92	58.49
Capital Expenditures					
Covington - F F & E	\$ 0.00	\$ 284,963.00	\$ 285,000.00	37.00	99.99
Total	\$ 0.00	\$ 284,963.00	\$ 285,000.00	37.00	99.99



ST TAMMANY PARISH LIBRARY (76410598)
Claim Comparison
Based on Paid Dates

Period 1: 01/01/2020 - 08/31/2020
 Period 2: 01/01/2019 - 08/31/2019
 Benefit Type: Medical, Prescrip. Drugs, Dental

	<u>Avg Enroll</u>	<u>Claims</u>	<u>Billed</u>	<u>Covered</u>	<u>Discount</u>	<u>Disc %</u>	<u>Allowed</u>	<u>Paid</u>	<u>Paid PMPM</u>
Medical									
Period 2: 01/01/2019 - 08/31/2019	141	1,598	\$1,019,804.39	\$940,007.85	\$594,598.39	63.25%	\$345,409.46	\$260,111.96	\$229.21
Period 1: 01/01/2020 - 08/31/2020	139	1,530	\$1,014,304.00	\$826,978.35	\$517,143.66	62.53%	\$309,834.69	\$198,073.28	\$177.31
% Change Period 2 to 1	-1.56%	-4.26%	-0.54%	-12.02%	-13.03%	-0.72%	-10.30%	-23.85%	-22.64%
Dental									
Period 2: 01/01/2019 - 08/31/2019	133	161	\$51,537.00	\$35,702.81	\$0.00	0.00%	\$35,702.81	\$29,072.65	\$27.16
Period 1: 01/01/2020 - 08/31/2020	135	154	\$83,376.00	\$44,174.20	\$0.00	0.00%	\$44,174.20	\$32,045.23	\$29.60
% Change Period 2 to 1	1.17%	-4.35%	61.78%	23.73%	0.00%	0.00%	23.73%	10.22%	8.95%
Prescription Drug									
Period 2: 01/01/2019 - 08/31/2019	0	1,824	\$347,777.43	\$347,777.43	\$0.00	0.00%	\$347,777.43	\$313,557.88	\$0.00
Period 1: 01/01/2020 - 08/31/2020	0	2,281	\$351,595.89	\$351,595.89	\$0.00	0.00%	\$351,595.89	\$292,811.53	\$0.00
% Change Period 2 to 1	0.00%	25.05%	1.10%	1.10%	0.00%	0.00%	1.10%	-6.62%	0.00%
REPORT TOTALS									
Period 2: 01/01/2019 - 08/31/2019	141	3,583	\$1,419,118.82	\$1,323,488.09	\$594,598.39	44.93%	\$728,889.70	\$602,742.49	\$531.13
Period 1: 01/01/2020 - 08/31/2020	139	3,965	\$1,449,275.89	\$1,222,748.44	\$517,143.66	42.29%	\$705,604.78	\$522,930.04	\$468.11
% Change Period 2 to 1	-1.56%	10.66%	2.13%	-7.61%	-13.03%	-2.63%	-3.19%	-13.24%	-11.87%

CRITERIA: Claim Comparison (Standard) **Group:** St Tammany Parish Library **Benefit Type:** Medical, Prescrip. Drugs, Dental
Date Range: Paid Dates 1: 01/01/2020 - 08/31/2020; Paid Dates 2: 01/01/2019 - 08/31/2019
Filters: None
Summarize By: None
Display Options: - Claim Expenses Included in Dollar Totals - Report subtotaled by Benefit Type

ST TAMMANY PARISH LIBRARY Group Health Plan Member Cost

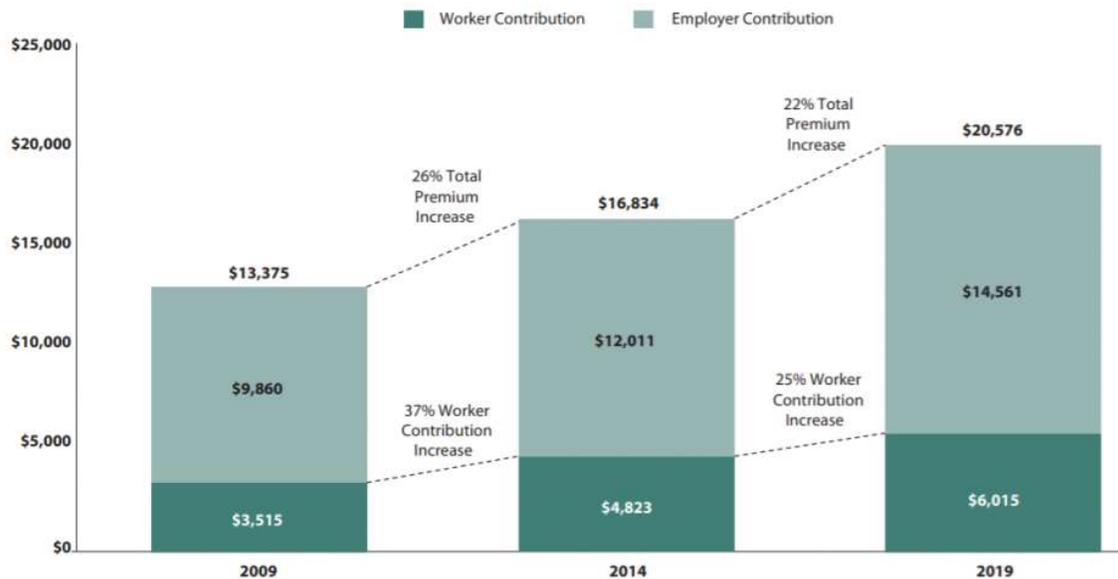
	2018	2019	2020*
Per Employee Per Year	\$13,599	\$16,347	\$12,070
Per Member Per Year	\$9,881	\$11,246	\$8,306
Per Member Per Month	\$823	\$937	\$831

*thru 10/31/2020

Notes: Member costs include all fixed costs (Claims Administration, PPO Network access, Healthcare Management, Plan Compliance and Stop-loss Reinsurance Premium) and all Medical and Prescription Drug claims.

FIGURE A

Figure A: Average Annual Worker and Employer Premium Contributions and Total Premiums for Family Coverage, 2009, 2014, and 2019



SOURCE: KFF Employer Health Benefits Survey, 2019; Kaiser/HRET Survey of Employer Sponsored Health Benefits, 2009 and 2014



Select Drugs and Products ProgramSM

At Magellan Rx Management, we are partnering across the industry to provide a connected healthcare experience that truly leads humanity to healthy, vibrant lives. We are dedicated to giving you the best service and resources to help you and your family make better healthcare decisions.

The **Select Drugs and Products ProgramSM** is administered by *paydhealth* and is designed to improve access to specialty drugs. This program will assist you in reducing the cost of your medication by seeking sources of alternate funding for specialty drugs on the Select Drugs and Products List.

You must specifically enroll in the Select Drugs and Products Program in order to take advantage of these benefits. All specialty drugs listed on the Select Drugs and Products List require that you seek prior review and that your case be submitted to alternate funding before your benefit will apply. If you do not participate in the program, you will have a 100% reduction in your payable benefit for specialty medication.

If you are taking a specialty drug, you will be contacted by a Program Case Coordinator. Your Case Coordinator will provide you with further information regarding the Select Drugs and Products Program and walk you through the enrollment process and requirements. If you have any questions regarding the Select Drugs and Products Program, please call the Specialty Contact Center at 877.869.7772 (8:00 a.m. – 8:00 p.m. EST).

Proposed 2021 Holiday Schedule

The proposed 2021 Holiday schedule is presented for your approval. The day after Christmas is on a Sunday. This Employee Handbook designated holiday is exchanged for Veterans Day. The schedule lists all official holidays and system-wide closed days.

St. Tammany Parish Library
Holiday Schedule 2021

Friday, January 1, 2021 Saturday, January 2, 2021	New Year's Day <i>System-wide Closed Day</i>
Monday, January 18, 2021	Martin Luther King, Jr. Day
Monday, February 15, 2021	President's Day
Tuesday, February 16, 2021	Mardi Gras Day
Friday, April 2, 2021 Saturday, April 3, 2021	Good Friday <i>System-wide Closed Day</i>
Monday, May 31, 2021	Memorial Day
Monday, July 5, 2021	Independence Day Observed
Monday, September 6, 2021	Labor Day
Thursday, November 11, 2021	Veterans Day
Thursday, November 25, 2021 Friday, November 26, 2021 Saturday, November 27, 2021	Thanksgiving Day Day After Thanksgiving <i>System-wide Closed Day</i>
Friday, December 24, 2021 Saturday, December 25, 2021	Christmas Eve Christmas
Floating Holiday	Birthday

Proposed 2021 LBOC Meeting Dates

The proposed 2021 LBOC Meeting Dates are presented for your approval. We will need to select an early February meeting date, as the year-end financial reports will not be done in time for a late January meeting. Please check your calendars so we can select the date that works best. All meetings have a designated location and starting time of 6:30 pm. The continuance of Zoom meetings depends entirely on the Governor's emergency proclamation(s).

ST. TAMMANY PARISH
LIBRARY BOARD OF CONTROL

MEETING DATES – 2021

February 2 or 9, 2021	Madisonville Branch
March 23, 2021	Covington Branch
April 27, 2021	Causeway Branch
May 25, 2021	Slidell Branch
July 27, 2021	Madisonville Branch
August 24, 2021	South Slidell Branch
September 28, 2021	Causeway Branch
October 26, 2021	Slidell Branch
December 7, 2021	Covington Branch

All meetings begin at 6:30 p.m.

Library Employee Handbook Update - Telecommuting policy

There have been instances both related to the pandemic and to normal operations of the library where the need for remote work has come up. It is recommended that there be a formal policy in place to regulate telecommuting. We had our human resources consultant, Sandy Hughes, review the policy in its final form.

Telecommuting Policy and Procedure

Objective

Telecommuting allows designated employees the opportunity to work at home, on the road or in a satellite location for all or part of their workweek. St. Tammany Parish Library considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the St. Tammany Parish Library.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. Either an employee or a supervisor can suggest telecommuting as a possible work arrangement.

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the library. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Individuals requesting formal telecommuting arrangements must be employed with the St. Tammany Parish Library for a minimum of 12 months of continuous, regular employment and must have a satisfactory performance record.

Before entering into any telecommuting agreement, the employee and manager, with the assistance of administration, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and manager will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and manager will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and manager will review the physical workspace needs and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and manager agree, and administration concurs, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the employee and manager will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance. Employees are required to attend in person meeting when needed

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Regular, Occasional, and Emergency Telecommuting

There are three types of telecommuting: regular, occasional, and emergency.

Regular Telecommuting - the employee will have an established, predictable schedule. For example: Tuesdays and Thursdays, or every other Wednesday. Another form of regular telecommuting could be for an entire workweek(s) but only for a limited period of time. In any case, the regular telecommuting days and the duration of the telecommuting arrangement, if for a limited period of time, are identified and agreed to at the outset and are specified in the Telecommuting Agreement. They may be changed upon agreement between the employee and the department. Employees may be required to be available during core business hours to enhance communications and support library staff.

Occasional Telecommuting - is characterized by situations when an employee will telecommute sporadically, generally on an as-needed basis. Examples of occasional telecommuting are instances when an employee might not have transportation to work or times of extremely inclement weather. Because occasional telecommuting will only occur once in a while, departments should keep that in mind when evaluating the employee's and the position's suitability. To handle an occasional telecommuting scenario, the department and employee can establish the parameters of the telecommuting arrangement in advance, such as identifying the telecommuting location and specifying how often the employee is expected to check email and return phone calls on telecommuting days.

Emergency Telecommuting - is a one-time-only arrangement whereby, during a crisis or emergency situation at the St. Tammany Parish Library, the employee telecommutes because his or her job responsibilities must still be fulfilled to provide for continuity of operations. Examples

of a crisis or emergency situation are a pandemic, natural disaster, weather emergency, or other situation that presents a significant overall threat to library staff and facilities. Telecommuting is a means of providing for fulfillment of important functions.

Equipment

On a case-by-case basis, the St. Tammany Parish Library will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs for each telecommuting arrangement. Administration and IT departments will serve as resources in this matter. Equipment supplied by the library will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. St. Tammany Parish Library accepts no responsibility for damage or repairs to employee-owned equipment. St. Tammany Parish Library reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the library is to be used for business purposes only. The telecommuter must sign an inventory of all St. Tammany Parish Library property received and agree to take appropriate action to protect the items from damage or theft. Upon termination of employment, all library property will be returned to the St. Tammany Parish Library.

The employee will establish an appropriate work environment within his or her home for work purposes. St. Tammany Parish Library will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the library's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment. All library policies on the use of electronic devices apply.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. St. Tammany Parish Library will provide each telecommuter with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the library's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of

the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the library's payroll software. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the organization and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the needs of the St. Tammany Parish Library.

Director's Report
12/1/20

COMMITTEES

The Program Stats committee met on November 19th to discuss how virtual program attendance statistics will be kept and organized.

The Technology Upgrade Committee met on November 18th to discuss next steps and branch floor plan reviews.

FACILITIES

The bids were opened for the Mandeville and South Slidell Branch's roof projects. Roofing Solutions was the lowest bid for the Mandeville Branch roof at \$83,560. The bids for the South Slidell Branch's roof came in over budget at \$227,950. We will review the probable reason for this with the Parish and will likely put it out for bid again.

FINANCE

Kelly LaRocca spoke before the Parish Council's Finance Committee on November 12th.

MARKETING AND OUTREACH

Facebook advertising was purchased to promote the library's new app and the Julie Berry author visit.

Advertising was purchased in the St. Tammany Farmer to promote the Phase 3 opening hours and the STPL Mobile app.

PROFESSIONAL INVOLVEMENT

Benny Bruce attended the 2020 Adobe Max Conference on October 19th through 23rd.

Iriana Lonon attended the LaSTEM Annual Summit on October 28th and 29th.

Jenny Mayer, Hilari Melerine and Crissie Molina attended the LLA Public Library Awards Committee meeting on November 5th.

Kelly LaRocca, Tanya DiMaggio and Brent Geiger attended the State Library's Administrator's Conference on November 6th.

Charlene Barrett, Abby Mayfield and Jennifer Rifino attended the virtual Young Adult Services Symposium November 6th through 8th.

Tanya DiMaggio attended the Chamber of Commerce's new member meeting on November 10th.

Tanya DiMaggio spoke to the "Friends of Folsom Library," a group working to preserve the old Folsom Library, on November 14th.

Iriana Lonon, Shellie Lister, and Carly Nguyen virtually attended the Fay B. Kaigler Children's Book Festival November 16th through 20th.

Tanya DiMaggio attended the ALSC Managing Children's Services and the Covington Comprehensive Plan 2030 meetings on November 18th.

JoAnna Reeves attended the State Library's monthly statewide children's services meeting on November 18th.

Tanya DiMaggio attended the St. Tammany Parish New Directions 2040 virtual information session on November 19th.

Stephanie DeLisi, Sonnet Ireland and Crissie Molina completed the State Library's Supervision and Management Class.

Jenny Mayer has been appointed to chair the Social Media Committee for the Louisiana Library Association.

Sarah Aucoin, Charlene Barrett, Germaine Butler, Leidy Cook, Alexis Davis, Stephanie DeLisi, Brent Geiger, Sonnet Ireland, Jane Johnson, Amanda Kohls, Kelly LaRocca, Shellie Lister, Iriana Lonon, Jenny Mayer, Abby Mayfield, Crissie Molina, Jennifer Rifino, JoAnna Reeves, and Morgan Sherlock attended virtual training webinars.

PERSONNEL

Evan Kramer is the new Reference Librarian at the Mandeville Branch.

Taylor LeBlanc is the new Reference Librarian at the Slidell Branch.

PROGRAMMING

Award-winning author Julie Berry spoke to patrons and staff during the annual author visit on November 6th.

Children's Services offered 13 Zoom programs with 272 attendees in the last month.

Teen Services offered 9 Zoom events with 95 attendees.

Adult Programming offered 17 Zoom programs with 362 attendees.

The Reference Department offered 3 Zoom classes with 65 attendees.

WEBSITE

More than 32,000 users visited the library's website during 56,743 sessions in October.

The STPL Mobile app has been downloaded over 700 times since its release.

LBOC Rules Committee Update

The LBOC Rules and Regulations Committee met on November 17th and November 23rd. We have completed the draft of the by-laws section of the Rules and Regulations. A copy was sent to Emily Couvillon, our assigned Assistant District Attorney.

Before our Library Board Meeting on December 1st, I will have e-mailed a copy of the by-laws section of the Rules and Regulations for your review. We will not be discussing the revised by-laws at this meeting. We will be discussing your comments at the February board meeting and then possibly voting on them at the March meeting.

Strategic Planning RFP Committee Update

The Strategic Planning RFP Committee met on November 5th. We reviewed and discussed RFPs for how Libraries described the timelines for work to be completed, timelines for RFP submission, deliverables for the RFP, and deliverables for the scope of work. Our comments are being complied.

We plan on having a rough draft of the RFP sent to committee members on Thursday, Dember 3rd. Our next meeting is Thursday, December 10th at 10 am. We plan to discuss the rough draft and prepare a copy for the Library Board to review at that meeting. Due to the pandemic, this committee meeting will be held by Zoom.

October 2020 Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count
Admin/Annex	191	67	87	66	128	7		22		568		
Abita	420	49	220	9	171			20		889	49	49
Bush	76	11	163		72			5		327	9	9
Causeway	1,886	410	905	68	2,028	18		139		5,454	571	4,178
Covington	3,215	450	1,866	34	2,936	133	46	163		8,843	1,242	4,502
Folsom	267	27	156	5	132	33		13		633	250	250
Lacombe	225	46	153	15	99			6		544	56	56
Lee Road	244	41	57	7	218			13		580	28	28
Madisonville	1,212	225	512	12	1,451	21		92		3,525	359	2,875
Mandeville	2,348	408	1,439	65	3,045	38	5	193		7,541	938	4,667
Pearl River	330	26	176	14	134	6	38	25		749	59	59
Virtual ¹									25,973	25,973		
Slidell	3,350	682	1,245	57	2,992	96	334	325		9,081	1,732	7,433
South Slidell	562	197	496	24	439	12	16	61		1,807	984	3,757
Total	14,326	2,639	7,475	376	13,845	364	439	1,077	25,973	66,514	6,277	27,863

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

CD=CompactDisc; DVD=DigitalVersatileDisc; ILL=InterLibraryLoan; Mag=Magazines
Ppks=Paperbacks; YA=Young Adult

Patrons Registered: 559

Jan. - Oct. YTD 2020
Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count
Admin/Annex	2631	910	1029	323	748	9		115		5,765		
Abita	4074	619	2530	89	2199	40		200		9,751	1,017	6,346
Bush	1269	105	1791	16	891	46		33		4,151	443	2,876
Causeway	17294	3190	10281	438	15219	179		1438		48,039	4,756	36,349
Covington	26935	3948	15148	256	22428	925	627	1796		72,063	9,219	34,202
Folsom	2705	287	2375	60	1263	302		148		7,140	1,321	4,989
Lacombe	1909	371	2259	70	1001	15	1	103		5,729	994	7,215
Lee Road	2353	328	1204	37	2291	53	10	80		6,356	518	3,910
Madisonville	10673	2080	6034	122	12332	215		1096		32,552	3,586	24,657
Mandeville	20716	3538	12611	356	28133	556	87	2216		68,213	8,262	42,057
Pearl River	2750	190	2053	135	1216	75	218	113		6,750	1,308	5,497
Virtual ¹									256,060	256,060		
Slidell	31315	4136	12582	450	23853	906	2337	3246		78,825	14,874	61,251
South Slidell	5455	1134	5877	252	3667	130	197	463		17,175	8,981	32,118
Total	130,079	20,836	75,774	2,604	115,241	3,451	3,477	11,047	256,060	618,569	55,279	261,467

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

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Patrons Registered: 4,771