

**St. Charles Parish Library  
Board of Control – Special Meeting  
Tuesday, November 30, 2021 at 6:00pm  
East Regional Library (Destrehan) Large Meeting Room**

**AGENDA**

- I. Call to Order, Prayer & Pledge
- II. Approval of Minutes – July 20, 2021
- 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
    - i. Update on Property Purchase and recommendation to proceed with having house demolished.
    - ii. Proposal from parish about beginning a discussion regarding entering into a cooperative endeavor for building project
- VIII. New Business
  - a. Hurricane Ida Recovery
  - b. Proposal for German Coast Farmer’s Market to permanently hold Saturday market at East Regional Library
  - c. Resolution to Amend the 2021 Budget
  - d. Proposed Revision to the *Holidays* policy
  - e. Approval of the 2022 Holiday Schedule
  - f. Proposed Revision to the *Special Leave* policy
  - 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](mailto: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**

**2022 Regular Meeting Schedule**

6:00 p.m., Tuesday January 18, 2022	Council Chambers Parish Courthouse
6:00 p.m., Tuesday March 15, 2022	Council Chambers Parish Courthouse
6:00 p.m., Tuesday May 17, 2022	Council Chambers Parish Courthouse
6:00 p.m., Tuesday July 19, 2022	Council Chambers Parish Courthouse
6:00 p.m., Tuesday September 20, 2022	Council Chambers Parish Courthouse
6:00 p.m., Tuesday November 15, 2022	Council Chambers Parish Courthouse

**St Charles Parish Council - LIVE DATA**

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

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

From 1/1/2021 Through 12/31/2021

		Current Year Actual	Current Period Budget - Original	Current Period Budget - Revised	YTD Budget Variance - Revised
Revenue					
NonApplicable	000000				
Ad Valorem	31100000	7,566,543.50	6,814,000.00	6,814,000.00	752,543.50
Alcoholic Beverages	31301000	44.91	0.00	0.00	44.91
AMERICAN RESCUE PLAN ACT OF 2021	33102900	47,064.84	0.00	0.00	47,064.84
FCC Universal Service Program	33108600	16,697.33	33,000.00	33,000.00	(16,302.67)
State Payments In Lieu Of Taxes	33400000	43,676.00	67,500.00	67,500.00	(23,824.00)
Charge For Photocopier	34105000	3,476.80	3,000.00	3,000.00	476.80
Miscellaneous Revenue	34109900	8,098.90	8,000.00	8,000.00	98.90
Fines (Books)	35201000	1,604.40	0.00	0.00	1,604.40
Interest Earnings	36100000	41,578.10	103,000.00	103,000.00	(61,421.90)
Gifts & Donations	37300000	1,068.34	0.00	0.00	1,068.34
Refunds Insurance	37500000	3,537.56	0.00	0.00	3,537.56
Proceeds From The Sale Of Assets	38300000	391.61	0.00	0.00	391.61
Total NonApplicable		<u>7,733,782.29</u>	<u>7,028,500.00</u>	<u>7,028,500.00</u>	705,282.29
Total Revenue		<u>7,733,782.29</u>	<u>7,028,500.00</u>	<u>7,028,500.00</u>	705,282.29
Expenditures					
Libraries	450610				
Primary (Executive) Salaries	41100000	86,749.11	109,583.00	109,583.00	22,833.89
Professional Salaries	41150000	397,565.43	593,100.00	593,100.00	195,534.57
Regular Salaries & Wages	41200000	1,311,982.28	1,844,200.00	1,844,200.00	532,217.72
Salaries - Other	41300000	327,069.12	785,000.00	785,000.00	457,930.88
FICA	41510000	20,278.28	48,670.00	48,670.00	28,391.72
Retirement	41520000	219,612.98	318,360.00	318,360.00	98,747.02
Life/Health Insurance	41530000	395,782.41	500,000.00	500,000.00	104,217.59
Workmen's Compensation	41540000	25,667.31	33,000.00	33,000.00	7,332.69
Unemployment	41550000	212.97	2,008.00	2,008.00	1,795.03
Medicare	41560000	29,958.14	48,312.00	48,312.00	18,353.86
Disability	41570000	5,720.53	8,405.00	8,405.00	2,684.47
Post Employees Health Care	41580000	33,573.75	60,500.00	60,500.00	26,926.25
Dental	41600000	3,120.00	4,440.00	4,440.00	1,320.00
OPEB Contribution	41610000	62,873.91	89,141.00	89,141.00	26,267.09
Miscellaneous	41990000	1,611.86	1,650.00	1,650.00	38.14
Library - Dues	42140000	3,545.00	4,000.00	4,000.00	455.00
Library Advertising	42150000	1,809.94	10,000.00	10,000.00	8,190.06
Library-Periodicals	42160000	13,340.87	20,000.00	20,000.00	6,659.13
Library-Digital Books	42170000	45,401.34	121,500.00	121,500.00	76,098.66
Library - Printing	42210000	19,315.00	33,000.00	33,000.00	13,685.00
Library-Adult Pgm Speakers/Performers	42230001	0.00	6,500.00	6,500.00	6,500.00
Library-Child & Yg Ad Pgm Speakers/Performers	42230002	5,665.00	26,000.00	26,000.00	20,335.00
Electrical (Light And Power)	42310000	112,742.83	175,000.00	175,000.00	62,257.17
Natural Gas	42320000	1,293.20	2,000.00	2,000.00	706.80
Water	42330000	2,690.65	7,000.00	7,000.00	4,309.35
Postage And Box Rent	42410000	5,801.90	12,000.00	12,000.00	6,198.10
Telephone	42420000	81,270.62	100,000.00	100,000.00	18,729.38
Library - Electronic Services	42450000	27,012.95	82,000.00	82,000.00	54,987.05
Library - Building Rentals	42510000	1,350.00	3,072.00	3,072.00	1,722.00
Library - Equipment Rentals	42520000	17,568.40	40,000.00	40,000.00	22,431.60
Library - Mt. of Grounds	42610000	43,010.85	45,000.00	45,000.00	1,989.15

**St Charles Parish Council - LIVE DATA**

Statement of Revenues and Expenditures - REVENUES-EXPENDITURES - DMT - Unposted Transactions Included In Report

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

From 1/1/2021 Through 12/31/2021

		Current Year Actual	Current Period Budget - Original	Current Period Budget - Revised	YTD Budget variance - Revised
Library - Mt. of Buildings	42620000	40,866.92	80,000.00	80,000.00	39,133.08
Library - Mt. of Vehicles	42630000	2,157.37	10,000.00	10,000.00	7,842.63
Library - Mt. of Equipment	42640000	403.26	5,000.00	5,000.00	4,596.74
Library - Mt. of Plumbing & HVAC	42650000	48,895.95	85,000.00	85,000.00	36,104.05
Library - Mt. of Furniture/Office Eq.	42660000	0.00	1,000.00	1,000.00	1,000.00
Library - Electrical Contract	42720000	2,400.00	5,000.00	5,000.00	2,600.00
Library - Pest Control Contract	42740000	5,483.17	9,000.00	9,000.00	3,516.83
Library - Janitorial Contract	42750000	25,833.36	37,856.00	37,856.00	12,022.64
Library - Automation Systems Contract	42770000	82,610.24	121,000.00	121,000.00	38,389.76
Professional Services	42800000	5,329.72	60,000.00	60,000.00	54,670.28
Merchant Services	42810000	191.99	1,000.00	1,000.00	808.01
Insurance - Fire & Casualty Property	42910000	105,815.10	191,350.00	191,350.00	85,534.90
Insurance - Auto Coverage	42930000	23,709.00	23,235.00	23,235.00	(474.00)
Insurance - Employee Liability	42940000	5,081.00	4,165.00	4,165.00	(916.00)
Non Consumable Office Supplies	43050000	4,320.52	40,000.00	40,000.00	35,679.48
Library-Technology Supplies	43060000	18,725.70	80,000.00	80,000.00	61,274.30
Office Supplies	43100000	44,193.81	60,000.00	60,000.00	15,806.19
Educational, Recreational And Culture	43210000	(714.00)	0.00	0.00	714.00
Library-Adult Pgm Supplies	43210001	17,726.98	35,000.00	35,000.00	17,273.02
Library-Child & Yg Ad Pgm Supplies	43210002	27,988.21	47,500.00	47,500.00	19,511.79
Maintenance Of Buildings & Grounds	43260000	26,773.36	60,000.00	60,000.00	33,226.64
Vehicle Supplies(Gas, Oil, Antifreeze)	43270000	4,786.66	10,000.00	10,000.00	5,213.34
Miscellaneous	43290000	0.00	8,000.00	8,000.00	8,000.00
Travel	44100000	5,169.28	60,000.00	60,000.00	54,830.72
Official Fees	44400000	0.00	13,000.00	13,000.00	13,000.00
Acquisition Of Motor Vehicles	46400000	0.00	200,000.00	200,000.00	200,000.00
Educational-Cultural-Recreational	46510000	13,179.78	110,000.00	110,000.00	96,820.22
Buildings-Grounds-General Plant	46520000	0.00	150,000.00	150,000.00	150,000.00
Office Equipment	46560000	0.00	50,000.00	50,000.00	50,000.00
Major Repairs	46700000	9,155.00	75,000.00	75,000.00	65,845.00
Construction In Progress	46800000	0.00	3,000,000.00	3,000,000.00	3,000,000.00
Library - Architectural	46810000	0.00	100,000.00	100,000.00	100,000.00
LIBRARY - BOOKS (ALL FORMATS)	46900100	57,457.26	167,000.00	167,000.00	109,542.74
LIBRARY - AUDIO RECORDINGS	46900300	9,409.12	26,700.00	26,700.00	17,290.88
LIBRARY - VIDEO RECORDINGS	46900500	12,484.44	27,400.00	27,400.00	14,915.56
Other Fees	46930000	0.00	1,000.00	1,000.00	1,000.00
Library - Other	46960000	0.00	10,000.00	10,000.00	10,000.00
Miscellaneous	46990000	0.00	13,000.00	13,000.00	13,000.00
Cont. To Retirement Ded. From Tax Coll	47300000	250,385.15	248,500.00	248,500.00	(1,885.15)
Cost Of Ad Valorem Tax Collection	47310000	0.00	5,000.00	5,000.00	5,000.00
Transfer - Indirect Cost Allocation	48570000	0.00	205,000.00	205,000.00	205,000.00
<b>Total Libraries</b>		<u>4,153,414.98</u>	<u>10,569,147.00</u>	<u>10,569,147.00</u>	6,415,732.02
<b>Total Expenditures</b>		<u>4,153,414.98</u>	<u>10,569,147.00</u>	<u>10,569,147.00</u>	6,415,732.02
<b>Net Revenue Over Expenditures</b>		<u>3,580,367.31</u>	<u>(3,540,647.00)</u>	<u>(3,540,647.00)</u>	7,121,014.31

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

**Resolution Number 21-2**

**Resolution to amend the 2021 Budget**

**Whereas** the funds in expense lines 42930000 (Insurance – Auto Coverage), 42940000 (Insurance – Employee Liability), 46100000 (Acquisition of Land), and 47300000 (Contribution to Retirement System) are insufficient to cover unanticipated costs; and

**Whereas** sufficient additional funds are available in lines 42800000 (Professional Services) and 46800000 (Construction in Progress) of the 2021 the budget.

**Now, therefore, be it resolved** by the St. Charles Parish Library Board of Control at the special meeting of November 30, 2021, that the Library’s 2021 budget be amended by moving:

- \$500 to line 42930000 (Insurance – Auto Coverage) from 42800000 (Professional Services)
- \$950 to line 42940000 (Insurance – Employee Liability) from 42800000 (Professional Services)
- \$625,000 to line 46100000 (Acquisition of Land) from 46800000 (Construction in Progress)
- \$1,900 to line 47300000 (Contribution to Retirement System) from 46800000 (Construction in Progress)

Approved:

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

Attest:

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

# ***Absences from Work***

## **Holidays**

Regular Holidays. The St. Charles Parish Library observes the same regular holidays as the parish, listed below:

1. New Year's Day
2. Martin Luther King Jr. Day
3. President's Day (Third Monday in February)
4. Mardi Gras Day
5. Good Friday
6. Memorial Day (Last Monday in May)
7. **Juneteenth**
8. Independence Day
9. Labor Day (First Monday in September)
10. All Saints Day – Float
11. Veteran's Day
12. Thanksgiving Day (Fourth Thursday in November)
13. The Friday following Thanksgiving
14. Christmas Eve – Float
15. Christmas Day
16. New Year's Eve – Float

Whenever a holiday falls on a Sunday, the following Monday shall be observed as the holiday. Whenever a holiday falls on a Saturday, the preceding Friday shall be observed as the holiday. When a Saturday holiday is observed the preceding Friday, the Library Director may adjust the schedule at the library branches that are normally open on Saturdays to allow staff time off on the actual holiday. The Parish President may declare additional holidays at his discretion.

### Float Days:

In any year only ~~fourteen (14)~~ **fifteen (15)** holidays are observed. Each year the parish selects one of the days designated as a float day as the holiday that will not be observed that year.

### Eligibility for Paid Holidays:

All permanent full-time employees whose regular work schedule falls on a holiday shall be entitled to eight (8) hours of paid time off for the holiday. Temporary and part-time employees shall be granted unpaid holidays or may be paid personal leave time at the employee's request.

### Compensation for Holiday Work:

When an employee's leave of absence without pay coincides with a holiday or with the scheduled workday immediately preceding or following it, the employee shall not be entitled to receive pay for the holiday.

Employees wishing to observe religious holidays not coinciding with official holidays may be given time off without pay or may be authorized to use accrued annual or personal leave.

Amended January 17, 2012

Amended March 20, 2012

**Amended November 30, 2021**

**ST. CHARLES PARISH LIBRARY  
PROPOSED LEGAL HOLIDAYS – 2022**

<b><u>DATE OBSERVED</u></b>		<b><u>ACTUAL DATE OF HOLIDAY</u></b>
JANUARY 3, 2022	MONDAY	NEW YEAR’S DAY (Jan. 1)
JANUARY 17, 2022	MONDAY	MARTIN LUTHER KING, JR. DAY (Jan. 17)
FEBRUARY 28, 2022	MONDAY	PRESIDENT’S DAY (Feb. 21)
MARCH 1, 2022	TUESDAY	MARDI GRAS (Mar. 1)
APRIL 15, 2022	FRIDAY	GOOD FRIDAY (April 15)
MAY 30, 2022	MONDAY	MEMORIAL DAY (May 30)
JUNE 17, 2022	FRIDAY	JUNETEENTH (June 19)
JULY 4, 2022	MONDAY	INDEPENDENCE DAY (July 4)
SEPTEMBER 5, 2022	MONDAY	LABOR DAY (Sept. 5)
NOVEMBER 11, 2022	FRIDAY	VETERAN’S DAY (Nov. 11)
NOVEMBER 24, 2022	THURSDAY	THANKSGIVING DAY (Nov. 25)
NOVEMBER 25, 2022	FRIDAY	DAY AFTER THANKSGIVING (Nov. 26)
DECEMBER 23, 2022	FRIDAY	CHRISTMAS EVE (Dec. 24) - Float
DECEMBER 26, 2022	MONDAY	CHRISTMAS DAY (Dec. 25)
DECEMBER 30, 2022	FRIDAY	NEW YEAR’S EVE (Dec. 31) – Float

## Special Leave

The Library Director may grant special leave not to exceed three workdays under the following circumstances:

### Funeral Leave

An employee may be given time off without loss of pay, annual leave, personal leave, or sick leave in the event of a death in the employee's family. For the purposes of this provision, "employee's family" shall mean the spouse and the following relatives both in his/her and the spouse's family:

- Parents
- Children
- Spouses of Children
- Brothers
- Sisters
- Grandparents
- Grandchildren

### Jury Duty/Civil Leave

If an employee of the parish service is called for jury duty, the employee will be paid regular salary. The employee shall be expected to report for work if a reasonable amount of time remains in a regular workday.

Any staff member who receives a subpoena for jury duty in the mail should send a photocopy to the Administrative Assistant.

After three days of special leave (funeral leave **or** jury duty/civil leave, ~~and natural disaster~~), any additional days must be taken as leave without pay. Annual leave, personal leave or sick leave may be used with the approval of the supervisor in accordance with the respective leave policies.

### Natural Disaster

An employee may be paid regular salary or wages for absence because of extremely severe weather such as hurricanes, tornadoes or floods, or other natural disasters, provided that the Parish President has declared that these circumstances pose a definite threat to the safety and welfare of parish residents and their families.

**In the event of a library closure due to a natural disaster or a declared state of emergency, the Library Director may authorize payment of regular salary or wages beyond three days, subject to the availability of funds. In addition, overtime pay may be authorized by the Library Director, in accordance with the St. Charles Parish Declared Emergency Pay Plan, for essential personnel required to report for duty for disaster recovery and critical tasks. Essential personnel will be determined by the Library Director.**

Adopted April 21, 1982  
Effective January 1, 1982  
Amended April 15, 1987  
Amended January 16, 2007  
Amended January 17, 2012  
Amended November 13, 2018  
**Amended November 30, 2021**



# ST. CHARLES PARISH

OFFICE OF THE PARISH PRESIDENT

MATTHEW JEWELL  
PARISH PRESIDENT

RECHELL CHAMPAGNE  
EXECUTIVE ASSISTANT

## **Declared Emergency Pay Plan St. Charles Parish Government**

Pursuant to a Declared State of Emergency issued by the Parish President, and if the Parish President determines it is necessary to have all non-essential personnel not report to work, the following compensation will be used to pay government employees of the parish.

The Parish President shall designate the actual dates and times for which all Parish civil service employees and unclassified employees shall be compensated. During this time:

- Essential Duty Personnel will be established depending on the nature of the emergency declared.
- All Parish Hourly Civil Service Essential Duty Personnel (EDP) in addition to receiving the 8 hours (or equivalent) per day compensation to fulfill the normal workweek will also receive overtime pay (time and a half) when working. Time clock should be utilized.
- All Parish Salaried Civil Service Essential Duty Personnel (EDP) in addition to receiving the 7 hours (or equivalent) per day compensation to fulfill the normal workweek will also receive overtime pay (time and a half) when working in lieu of compensatory time. Time clock should be utilized.
- Telecommuting will be allowed for Essential Duty Personnel that are required to complete critical tasks. Compensation will be applied as stated above. A written record of hours worked will be required.
- Non-working time that EDPs are under direct supervision of the parish shall be considered time on duty for which employees shall be compensated on an hour-for-hour basis and which shall be considered as hours worked for time and a half pay.
- EDP who fail to report for essential duty when required or abandon their post without prior permission from appropriate supervisory authority shall receive discipline up to and including termination.
- For appointed staff, the Parish President will determine who is essential under circumstances or nature of emergency. The Parish President shall determine compensation for essential appointed staff using time worked.

All Non-Essential Duty Personnel who are available and scheduled to work shall be placed on Special Emergency Leave and given time off without loss of pay on the days and times designated by the Parish President as a result of the declared State of Emergency. They are subject to the following:

- This shall not apply to employees who are on leave without pay immediately prior to and immediately subsequent to day(s) involved.
- This shall not apply to employees during times when they were not otherwise scheduled to work due to a pre-approved leave of absence.

The following applies to both essential duty personnel, non-essential duty personnel, and appointed staff:

- All payments anticipated under this section shall be subject to the availability of funds and as such, they may be increased, reduced or discontinued by appropriate authority at any time that it is determined that the Parish's financial condition will support increased payments, or necessitate decreased or discontinued payments or that continued payments would or could adversely impact the ability to provide essential services.

THUS DONE AND SIGNED at my office in Hahnville, Louisiana on this 4th day of June 2020.

Approved:



Matthew Jewell, St. Charles Parish President

6-4-2020

Date

**ST. CHARLES PARISH LIBRARY**

**2022 Budget Resolution**

**A Resolution** adopting an Operating Budget of Revenues and Expenditures for the fiscal year beginning January 1, 2022 and ending December 31, 2022.

**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, 2022, and ending December 31, 2022, 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, 2022, and ending December 31, 2022, 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 Destrehan, Louisiana, on the 30<sup>th</sup> day of November 2021.

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

Attest:

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Leann C. Benedict  
Library Director

**ST. CHARLES PARISH LIBRARY**  
**2022 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 2022 budget for the St. Charles Parish Library is herewith presented.

A public hearing on the Library's proposed 2022 budget will be held at 6:00 p.m., November 30, 2021, in the Large Meeting Room at the East Regional Library in Destrehan. 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](http://www.myscpl.org)) prior to the hearing.

ANTICIPATED FUND BALANCE FROM PREVIOUS YEAR      \$10,476,149

REVENUES

Ad Valorem Taxes	6,877,000
FCC Universal Service Program	33,000
State Revenue Sharing	65,514
Fees, Fines, and Forfeitures	11,000
Interest Earnings	<u>130,000</u>
Total Receipts	7,116,514

EXPENDITURES

Personnel Services	4,681,539
Operating Services	1,372,056
Materials & Supplies	340,500
Travel & Training	60,000
Capital Outlay	5,180,100
Intergovernmental	<u>447,000</u>
Total Expenditures	12,081,195

PROJECTED ENDING FUND BALANCE      5,511,468

**ST. CHARLES PARISH LIBRARY**  
**Proposed Budget for 2022**

**Anticipated Revenue**

	<b>Budgeted 2021</b>	<b>Anticipated 2022</b>	<b>\$ Variance</b>	<b>% Variance</b>
01 Fund Balance from Previous Year	8,600,000	10,476,149	1,876,149	22%
02 Ad Valorem Taxes (3110)	6,814,000	6,877,000	63,000	0.92%
03 FCC Universal Service Program (3310.86)	33,000	33,000	0	0%
04 State Revenue Sharing (3340)	67,500	65,514	-1,986	-3%
05 Charges for Photocopier (3410.50)	3,000	3,000	0	0%
06 Miscellaneous Revenues (3410.99)	8,000	8,000	0	0%
07 Fines (Books) (3520.10)	0	0	0	0%
08 Interest Earnings (3610.00)	103,000	130,000	27,000	26%
09 Gifts and donations (3730.00)	0	0	0	0%
10 <i>Total New Receipts</i>	<u>7,028,500</u>	<u>7,116,514</u>	<u>88,014</u>	<u>1%</u>
11 <b>Total New Receipts &amp; Fund Balance from Previous Year</b>	<b><u>15,628,500</u></b>	<b><u>17,592,663</u></b>	<b><u>1,964,163</u></b>	<b><u>13%</u></b>

**ST. CHARLES PARISH LIBRARY  
Proposed Budget for 2022**

**Anticipated Expenditures**

**PERSONNEL SERVICES**

		2021	Proposed 2022	\$ Variance	% Variance
	Salaries and Wages				
12	Directors' Salary (110)	109,583	116,500	6,917	6.3%
13	Professional Salaries (115)	593,100	683,500	90,400	15.2%
14	Regular Salaries (120)	1,844,200	1,969,000	124,800	6.8%
15	Part-Time Wages (130)	785,000	785,000	0	0.0%
16	<i>Total Salaries and Wages</i>	<u>3,331,883</u>	<u>3,554,000</u>	<u>222,117</u>	<u>6.7%</u>
	Employee Benefits and Costs				
17	FICA/Social Security (151)	48,670	48,670	0	0%
18	Retirement Contributions (152)	318,360	318,435	75	0%
19	Life/Health Insurance (153)	500,000	500,000	0	0%
20	Workers Compensation (154)	33,000	34,000	1,000	3%
21	Unemployment Insurance (155)	2,008	2,008	0	0%
22	Medicare Insurance (156)	48,312	51,533	3,221	7%
23	Disability insurance (157)	8,405	9,138	733	9%
24	Retired Employees Insurance (158)	60,500	60,500	0	0%
25	Dental (160)	4,440	4,440	0	0%
26	OPEB Contribution (161)	89,141	96,915	7,774	9%
27	Miscellaneous/Drug Testing (199)	1,650	1,900	250	15%
28	<i>Total Benefits and Costs</i>	<u>1,114,486</u>	<u>1,127,539</u>	<u>13,052</u>	<u>1%</u>
<b>29</b>	<b>Total Personnel Services (100's)</b>	<b><u>4,446,369</u></b>	<b><u>4,681,539</u></b>	<b><u>235,169</u></b>	<b><u>5%</u></b>

**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)	121,500	130,000	8,500	7%
35	<i>Total Periodicals &amp; Digital Materials</i>	<u>141,500</u>	<u>150,000</u>	<u>8,500</u>	<u>6%</u>
	Printing and Public Program Speakers/Performers				
36	Printing (221)	33,000	35,000	2,000	6%
37	Adult Prog Speakers/Perf (22300001)	6,500	6,500	0	0%
38	Child Prog Speakers/Perf (22300002)	26,000	26,000	0	0%
39	<i>Total Printing &amp; Programming</i>	<u>65,500</u>	<u>67,500</u>	<u>2,000</u>	<u>3%</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	110,000	10,000	10%
46	Electronic Services (245)	82,000	82,000	0	0%
47	<i>Total Communications</i>	<u>194,000</u>	<u>204,000</u>	<u>10,000</u>	<u>5%</u>
	Rentals				
48	Building Rentals (251)	3,072	3,500	428	14%
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>43,500</u>	<u>428</u>	<u>1%</u>

**St. Charles Parish Library  
Proposed Budget for 2022  
Expenditures, page 2**

		2021	Proposed 2022	\$ Variance	% Variance
Maintenance					
52	Maintenance of Grounds (261)	45,000	60,000	15,000	33%
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)	9,000	9,000	0	0%
60	Janitorial Maintenance (275)	37,856	37,856	0	0%
61	Maintenance of Automation Systems (277)	121,000	133,450	12,450	10%
62	<i>Total Maintenance</i>	<u>398,856</u>	<u>426,306</u>	<u>27,450</u>	<u>7%</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)	191,350	191,350	0	0%
67	Vehicles (293)	23,235	25,000	1,765	8%
68	Employee Liability (294)	4,165	5,400	1,235	30%
69	<i>Total Insurance</i>	<u>218,750</u>	<u>221,750</u>	<u>3,000</u>	<u>1%</u>
70	<b>Total Operating Services (200's)</b>	<u><b>1,320,678</b></u>	<u><b>1,372,056</b></u>	<u><b>51,378</b></u>	<u><b>4%</b></u>
<b><u>MATERIALS AND SUPPLIES</u></b>					
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)	60,000	60,000	0	0%
74	Adult Program Supplies (32100001)	35,000	35,000	0	0%
75	Child/YA Progr. Supplies (32100002)	47,500	47,500	0	0%
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)	8,000	8,000	0	0%
79	<b>Total Materials and Supplies (300's)</b>	<u><b>340,500</b></u>	<u><b>340,500</b></u>	<u><b>0</b></u>	<u><b>0%</b></u>
80	Travel, Workshops, Expense Reimbursement (410)	60,000	60,000	0	0%
81	Elections - Official Fees (440)	13,000	0	-13,000	-100%
82	<b>Total Travel and Training (400's)</b>	<u><b>73,000</b></u>	<u><b>60,000</b></u>	<u><b>-13,000</b></u>	<u><b>-18%</b></u>

**St. Charles Parish Library  
Proposed Budget for 2022  
Expenditures, page 3**

	2021	Proposed 2022	\$ Variance	% Variance
<b><u>CAPITAL OUTLAY</u></b>				
Acquisition of Land and Vehicles				
83	0	0	0	
84	0	0	0	
85	0	0	0	
86	200,000	200,000	0	0%
87	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>0%</u>
Acquisition of Equipment				
88	110,000	110,000	0	0%
89	150,000	250,000	100,000	67%
90	50,000	50,000	0	0%
91	<u>310,000</u>	<u>410,000</u>	<u>100,000</u>	<u>32%</u>
92	75,000	75,000	0	0%
93	3,000,000	4,000,000	1,000,000	33%
94	100,000	250,000	150,000	150%
Library Materials				
95	167,000	167,000	0	0%
96	26,700	26,700	0	0%
97	27,400	27,400	0	0%
98	<u>221,100</u>	<u>221,100</u>	<u>0</u>	<u>0%</u>
99	1,000	1,000	0	0%
100	10,000	10,000	0	0%
101	13,000	13,000	0	0%
102	<u>3,930,100</u>	<u>5,180,100</u>	<u>1,250,000</u>	<u>32%</u>
<b><u>INTERGOVERNMENTAL COSTS</u></b>				
Contributions to Retirement				
103	248,500	192,000	-56,500	-22.74%
104	5,000	5,000	0	0%
105	205,000	250,000	45,000	22%
106	<u>458,500</u>	<u>447,000</u>	<u>-11,500</u>	<u>-3%</u>
107	<u>10,569,147</u>	<u>12,081,195</u>	<u>1,512,047</u>	<u>14%</u>
<b>PROJECTED ENDING</b>				
108	<u>5,059,353</u>	<u>5,511,468</u>	<u>452,115</u>	<u>9%</u>



## **2022 Proposed Budget**

### **NOTES**

**NOTES TO THE 2022 BUDGET: REVENUES**

Line 01: The projected **Fund Balance from Previous Year** is based on actual revenues and expenditures as of October 19, 2021, and projected expenditures through the remainder of the year. It does not include projected new revenues from the 2021 tax roll. Those are included on Line 02 as new receipts for 2022.

According to the comprehensive annual financial report prepared by the Finance Department, the library had a fund balance of \$9,395,781 as of the end of 2020. As of 10/19/2021, the library's revenues totaled \$7,733,782 and expenditures totaled \$4,153,415. We are estimating total expenditures for 2021 to be a little over 6 million dollars, leaving an anticipated ending fund balance of approximately \$10,476,149.

Line 02: Revenues listed on Line 02 are estimates of **Ad Valorem Taxes** to be collected for the library on the 2021 tax roll. These funds will be collected primarily in 2022.

The estimate is based on reports provided by the Finance Department. In August 2020, the voters approved a continuation of the library millage for 10 years at 4.53 mills. This will be the first year collecting under this renewal. Based on projections from the Finance department, revenues from Ad Valorem taxes are expected to be approximately \$6,877,000.

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. No change.

Line 06: **Miscellaneous Revenues** includes revenue from planetarium fees, printing fees, and flash drive sales, as well as any other miscellaneous revenues. No change.

Line 07: **Fines (Books)** includes revenue from fines paid for lost or damaged materials, library card replacements, and out-of-parish cards.

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.

Line 10: **TOTAL NEW RECEIPTS** are projected new revenues to be earned in 2022.

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 4.2% increase this year. It is my recommendation that a 4.2% cost of living adjustment be approved for library employees.

Budgeted personnel salaries reflect standard one-step increases of 2% for most employees and a few possible additional step increases, which are given for exceptional performance and/or increased responsibilities. A small amount is also set aside for possible mid-year merit increases.

**NOTE:** Salary estimates are based on 53 pay weeks

- Line 12 – Library Director’s salary. A standard one-step increase is budgeted.
- Line 13 – Salaries for professional librarians.
- Line 14 – Salaries for all other full-time employees.
- Line 15 – Wages for all part-time employees.
- Line 16 – Total salaries and wages.

**St. Charles Parish Library  
2022 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	\$ 35.52	\$ 36.23	\$ 36.95	\$ 37.69	\$ 38.44	\$ 39.21	\$ 39.99	\$ 40.79	\$ 41.61	\$ 42.44	\$ 43.29	\$ 44.16	\$ 45.04	\$ 45.94	\$ 46.86	\$ 47.80	\$ 48.76	\$ 49.74	\$ 50.73	\$ 51.74	\$ 52.77	\$ 53.83	\$ 54.91	\$ 56.01	\$ 57.13	\$ 58.27	\$ 59.44	\$ 60.63	\$ 61.84	\$ 63.08
Librarian III	Biweekly	\$ 2,841.60	\$ 2,898.40	\$ 2,956.00	\$ 3,015.20	\$ 3,075.20	\$ 3,136.80	\$ 3,199.20	\$ 3,263.20	\$ 3,328.80	\$ 3,395.20	\$ 3,463.20	\$ 3,532.80	\$ 3,603.20	\$ 3,675.20	\$ 3,748.80	\$ 3,824.00	\$ 3,900.80	\$ 3,979.20	\$ 4,058.40	\$ 4,139.20	\$ 4,221.60	\$ 4,306.40	\$ 4,392.80	\$ 4,480.80	\$ 4,570.40	\$ 4,661.60	\$ 4,755.20	\$ 4,850.40	\$ 4,947.20	\$ 5,046.40
Director	Annually	\$73,881.60	\$75,358.40	\$76,856.00	\$78,395.20	\$79,955.20	\$81,556.80	\$83,179.20	\$84,843.20	\$86,548.80	\$88,275.20	\$90,043.20	\$91,852.80	\$93,683.20	\$95,555.20	\$97,468.80	\$99,424.00	\$101,420.80	\$103,459.20	\$105,518.40	\$107,619.20	\$109,761.60	\$111,966.40	\$114,212.80	\$116,500.80	\$118,830.40	\$121,201.60	\$123,635.20	\$126,110.40	\$128,627.20	\$131,206.40
Range 8	Hourly	\$ 30.92	\$ 31.54	\$ 32.17	\$ 32.81	\$ 33.47	\$ 34.14	\$ 34.82	\$ 35.52	\$ 36.23	\$ 36.95	\$ 37.69	\$ 38.44	\$ 39.21	\$ 39.99	\$ 40.79	\$ 41.61	\$ 42.44	\$ 43.29	\$ 44.16	\$ 45.04	\$ 45.94	\$ 46.86	\$ 47.80	\$ 48.76	\$ 49.74	\$ 50.73	\$ 51.74	\$ 52.77	\$ 53.83	\$ 54.91
Librarian II	Biweekly	\$ 2,473.60	\$ 2,523.20	\$ 2,573.60	\$ 2,624.80	\$ 2,677.60	\$ 2,731.20	\$ 2,785.60	\$ 2,841.60	\$ 2,898.40	\$ 2,956.00	\$ 3,015.20	\$ 3,075.20	\$ 3,136.80	\$ 3,199.20	\$ 3,263.20	\$ 3,328.80	\$ 3,395.20	\$ 3,463.20	\$ 3,532.80	\$ 3,603.20	\$ 3,675.20	\$ 3,748.80	\$ 3,824.00	\$ 3,900.80	\$ 3,979.20	\$ 4,058.40	\$ 4,139.20	\$ 4,221.60	\$ 4,306.40	\$ 4,392.80
Assistant Director	Annually	\$64,313.60	\$65,603.20	\$66,913.60	\$68,244.80	\$69,617.60	\$71,011.20	\$72,425.60	\$73,881.60	\$75,358.40	\$76,856.00	\$78,395.20	\$79,955.20	\$81,556.80	\$83,179.20	\$84,843.20	\$86,548.80	\$88,275.20	\$90,043.20	\$91,852.80	\$93,683.20	\$95,555.20	\$97,468.80	\$99,424.00	\$101,420.80	\$103,459.20	\$105,518.40	\$107,619.20	\$109,761.60	\$111,966.40	\$114,212.80
Range 7	Hourly	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57	\$ 29.14	\$ 29.72	\$ 30.31	\$ 30.92	\$ 31.54	\$ 32.17	\$ 32.81	\$ 33.47	\$ 34.14	\$ 34.82	\$ 35.52	\$ 36.23	\$ 36.95	\$ 37.69	\$ 38.44	\$ 39.21	\$ 39.99	\$ 40.79	\$ 41.61	\$ 42.44	\$ 43.29	\$ 44.16	\$ 45.04	\$ 45.94	\$ 46.86	\$ 47.80
Librarian I	Biweekly	\$ 2,153.60	\$ 2,196.80	\$ 2,240.80	\$ 2,285.60	\$ 2,331.20	\$ 2,377.60	\$ 2,424.80	\$ 2,473.60	\$ 2,523.20	\$ 2,573.60	\$ 2,624.80	\$ 2,677.60	\$ 2,731.20	\$ 2,785.60	\$ 2,841.60	\$ 2,898.40	\$ 2,956.00	\$ 3,015.20	\$ 3,075.20	\$ 3,136.80	\$ 3,199.20	\$ 3,263.20	\$ 3,328.80	\$ 3,395.20	\$ 3,463.20	\$ 3,532.80	\$ 3,603.20	\$ 3,675.20	\$ 3,748.80	\$ 3,824.00
	Annually	\$55,993.60	\$57,116.80	\$58,260.80	\$59,425.60	\$60,611.20	\$61,817.60	\$63,044.80	\$64,313.60	\$65,603.20	\$66,913.60	\$68,244.80	\$69,617.60	\$71,011.20	\$72,425.60	\$73,881.60	\$75,358.40	\$76,856.00	\$78,395.20	\$79,955.20	\$81,556.80	\$83,179.20	\$84,843.20	\$86,548.80	\$88,275.20	\$90,043.20	\$91,852.80	\$93,683.20	\$95,555.20	\$97,468.80	\$99,424.00
Range 6	Hourly	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86	\$ 25.36	\$ 25.87	\$ 26.39	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57	\$ 29.14	\$ 29.72	\$ 30.31	\$ 30.92	\$ 31.54	\$ 32.17	\$ 32.81	\$ 33.47	\$ 34.14	\$ 34.82	\$ 35.52	\$ 36.23	\$ 36.95	\$ 37.69	\$ 38.44	\$ 39.21	\$ 39.99	\$ 40.79	\$ 41.61
Library Associate	Biweekly	\$ 1,873.60	\$ 1,911.20	\$ 1,949.60	\$ 1,988.80	\$ 2,028.80	\$ 2,069.60	\$ 2,111.20	\$ 2,153.60	\$ 2,196.80	\$ 2,240.80	\$ 2,285.60	\$ 2,331.20	\$ 2,377.60	\$ 2,424.80	\$ 2,473.60	\$ 2,523.20	\$ 2,573.60	\$ 2,624.80	\$ 2,677.60	\$ 2,731.20	\$ 2,785.60	\$ 2,841.60	\$ 2,898.40	\$ 2,956.00	\$ 3,015.20	\$ 3,075.20	\$ 3,136.80	\$ 3,199.20	\$ 3,263.20	\$ 3,328.80
	Annually	\$48,713.60	\$49,691.20	\$50,689.60	\$51,708.80	\$52,748.80	\$53,809.60	\$54,891.20	\$55,993.60	\$57,116.80	\$58,260.80	\$59,425.60	\$60,611.20	\$61,817.60	\$63,044.80	\$64,313.60	\$65,603.20	\$66,913.60	\$68,244.80	\$69,617.60	\$71,011.20	\$72,425.60	\$73,881.60	\$75,358.40	\$76,856.00	\$78,395.20	\$79,955.20	\$81,556.80	\$83,179.20	\$84,843.20	\$86,548.80
Range 5	Hourly	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86	\$ 25.36	\$ 25.87	\$ 26.39	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57	\$ 29.14	\$ 29.72	\$ 30.31	\$ 30.92	\$ 31.54	\$ 32.17	\$ 32.81	\$ 33.47	\$ 34.14	\$ 34.82	\$ 35.52	\$ 36.23	\$ 36.95	\$ 37.69	\$ 38.44	\$ 39.21	\$ 39.99	\$ 40.79	\$ 41.61
Supervisor II	Biweekly	\$ 1,873.60	\$ 1,911.20	\$ 1,949.60	\$ 1,988.80	\$ 2,028.80	\$ 2,069.60	\$ 2,111.20	\$ 2,153.60	\$ 2,196.80	\$ 2,240.80	\$ 2,285.60	\$ 2,331.20	\$ 2,377.60	\$ 2,424.80	\$ 2,473.60	\$ 2,523.20	\$ 2,573.60	\$ 2,624.80	\$ 2,677.60	\$ 2,731.20	\$ 2,785.60	\$ 2,841.60	\$ 2,898.40	\$ 2,956.00	\$ 3,015.20	\$ 3,075.20	\$ 3,136.80	\$ 3,199.20	\$ 3,263.20	\$ 3,328.80
LTA III	Annually	\$48,713.60	\$49,691.20	\$50,689.60	\$51,708.80	\$52,748.80	\$53,809.60	\$54,891.20	\$55,993.60	\$57,116.80	\$58,260.80	\$59,425.60	\$60,611.20	\$61,817.60	\$63,044.80	\$64,313.60	\$65,603.20	\$66,913.60	\$68,244.80	\$69,617.60	\$71,011.20	\$72,425.60	\$73,881.60	\$75,358.40	\$76,856.00	\$78,395.20	\$79,955.20	\$81,556.80	\$83,179.20	\$84,843.20	\$86,548.80
Range 4	Hourly	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.07	\$ 22.51	\$ 22.96	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86	\$ 25.36	\$ 25.87	\$ 26.39	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57	\$ 29.14	\$ 29.72	\$ 30.31	\$ 30.92	\$ 31.54	\$ 32.17	\$ 32.81	\$ 33.47	\$ 34.14	\$ 34.82	\$ 35.52	\$ 36.23
Supervisor I	Biweekly	\$ 1,631.20	\$ 1,664.00	\$ 1,697.60	\$ 1,731.20	\$ 1,765.60	\$ 1,800.80	\$ 1,836.80	\$ 1,873.60	\$ 1,911.20	\$ 1,949.60	\$ 1,988.80	\$ 2,028.80	\$ 2,069.60	\$ 2,111.20	\$ 2,153.60	\$ 2,196.80	\$ 2,240.80	\$ 2,285.60	\$ 2,331.20	\$ 2,377.60	\$ 2,424.80	\$ 2,473.60	\$ 2,523.20	\$ 2,573.60	\$ 2,624.80	\$ 2,677.60	\$ 2,731.20	\$ 2,785.60	\$ 2,841.60	\$ 2,898.40
LTA II	Annually	\$42,411.20	\$43,264.00	\$44,137.60	\$45,011.20	\$45,905.60	\$46,820.80	\$47,756.80	\$48,713.60	\$49,691.20	\$50,689.60	\$51,708.80	\$52,748.80	\$53,809.60	\$54,891.20	\$55,993.60	\$57,116.80	\$58,260.80	\$59,425.60	\$60,611.20	\$61,817.60	\$63,044.80	\$64,313.60	\$65,603.20	\$66,913.60	\$68,244.80	\$69,617.60	\$71,011.20	\$72,425.60	\$73,881.60	\$75,358.40
Range 3	Hourly	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.84	\$ 19.22	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.07	\$ 22.51	\$ 22.96	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86	\$ 25.36	\$ 25.87	\$ 26.39	\$ 26.92	\$ 27.46	\$ 28.01	\$ 28.57	\$ 29.14	\$ 29.72	\$ 30.31	\$ 30.92	\$ 31.54
Library Assistant	Biweekly	\$ 1,420.00	\$ 1,448.80	\$ 1,477.60	\$ 1,507.20	\$ 1,537.60	\$ 1,568.00	\$ 1,599.20	\$ 1,631.20	\$ 1,664.00	\$ 1,697.60	\$ 1,731.20	\$ 1,765.60	\$ 1,800.80	\$ 1,836.80	\$ 1,873.60	\$ 1,911.20	\$ 1,949.60	\$ 1,988.80	\$ 2,028.80	\$ 2,069.60	\$ 2,111.20	\$ 2,153.60	\$ 2,196.80	\$ 2,240.80	\$ 2,285.60	\$ 2,331.20	\$ 2,377.60	\$ 2,424.80	\$ 2,473.60	\$ 2,523.20
LTA I	Annually	\$36,920.00	\$37,668.80	\$38,417.60	\$39,187.20	\$39,977.60	\$40,768.00	\$41,579.20	\$42,411.20	\$43,264.00	\$44,137.60	\$45,011.20	\$45,905.60	\$46,820.80	\$47,756.80	\$48,713.60	\$49,691.20	\$50,689.60	\$51,708.80	\$52,748.80	\$53,809.60	\$54,891.20	\$55,993.60	\$57,116.80	\$58,260.80	\$59,425.60	\$60,611.20	\$61,817.60	\$63,044.80	\$64,313.60	\$65,603.20
Range 2	Hourly	\$ 15.45	\$ 15.76	\$ 16.08	\$ 16.40	\$ 16.73	\$ 17.06	\$ 17.40	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.84	\$ 19.22	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.07	\$ 22.51	\$ 22.96	\$ 23.42	\$ 23.89	\$ 24.37	\$ 24.86	\$ 25.36	\$ 25.87	\$ 26.39	\$ 26.92	\$ 27.46
Library Clerk	Biweekly	\$ 1,236.00	\$ 1,260.80	\$ 1,286.40	\$ 1,312.00	\$ 1,338.40	\$ 1,364.80	\$ 1,392.00	\$ 1,420.00	\$ 1,448.80	\$ 1,477.60	\$ 1,507.20	\$ 1,537.60	\$ 1,568.00	\$ 1,599.20	\$ 1,631.20	\$ 1,664.00	\$ 1,697.60	\$ 1,731.20	\$ 1,765.60	\$ 1,800.80	\$ 1,836.80	\$ 1,873.60	\$ 1,911.20	\$ 1,949.60	\$ 1,988.80	\$ 2,028.80	\$ 2,069.60	\$ 2,111.20	\$ 2,153.60	\$ 2,196.80
	Annually	\$32,136.00	\$32,780.80	\$33,446.40	\$34,112.00	\$34,798.40	\$35,484.80	\$36,192.00	\$36,920.00	\$37,668.80	\$38,417.60	\$39,187.20	\$39,977.60	\$40,768.00	\$41,579.20	\$42,411.20	\$43,264.00	\$44,137.60	\$45,011.20	\$45,905.60	\$46,820.80	\$47,756.80	\$48,713.60	\$49,691.20	\$50,689.60	\$51,708.80	\$52,748.80	\$53,809.60	\$54,891.20	\$55,993.60	\$57,116.80
Range 1	Hourly	\$ 13.45	\$ 13.72	\$ 13.99	\$ 14.27	\$ 14.56	\$ 14.85	\$ 15.15	\$ 15.45	\$ 15.76	\$ 16.08	\$ 16.40	\$ 16.73	\$ 17.06	\$ 17.40	\$ 17.75	\$ 18.11	\$ 18.47	\$ 18.84	\$ 19.22	\$ 19.60	\$ 19.99	\$ 20.39	\$ 20.80	\$ 21.22	\$ 21.64	\$ 22.07	\$ 22.51	\$ 22.96	\$ 23.42	\$ 23.89
Custodian	Biweekly	\$ 1,076.00	\$ 1,097.60	\$ 1,119.20	\$ 1,141.60	\$ 1,164.80	\$ 1,188.00	\$ 1,212.00	\$ 1,236.00	\$ 1,260.80	\$ 1,286.40	\$ 1,312.00	\$ 1,338.40	\$ 1,364.80	\$ 1,392.00	\$ 1,420.00	\$ 1,448.80	\$ 1,477.60	\$ 1,507.20	\$ 1,537.60	\$ 1,568.00	\$ 1,599.20	\$ 1,631.20	\$ 1,664.00	\$ 1,697.60	\$ 1,731.20	\$ 1,765.60	\$ 1,800.80	\$ 1,836.80	\$ 1,873.60	\$ 1,911.20
	Annually	\$27,976.00	\$28,537.60	\$29,099.20	\$29,681.60	\$30,284.80	\$30,888.00	\$31,512.00	\$32,136.00	\$32,780.80	\$33,446.40	\$34,112.00	\$34,798.40	\$35,484.80	\$36,192.00	\$36,920.00	\$37,668.80	\$38,417.60	\$39,187.20	\$39,977.60	\$40,768.00	\$41,579.20	\$42,411.20	\$43,264.00	\$44,137.60	\$45,011.20	\$45,905.60	\$46,8			

**PROPOSED PART-TIME HOURLY WAGE STRUCTURE - 2022**

**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.

<b>STEP</b>	<b>2021</b>	<b>2022</b>
1	\$10.14	\$10.56
2	\$10.34	\$10.77
3	\$10.55	\$10.99
4	\$10.76	\$11.21
5	\$10.97	\$11.43
6	\$11.19	\$11.66
7	\$11.42	\$11.90
8	\$11.64	\$12.13
9	\$11.88	\$12.38
10	\$12.11	\$12.62
11	\$12.36	\$12.88
12	\$12.60	\$13.13
13	\$12.86	\$13.40
14	\$13.11	\$13.66
15	\$13.38	\$13.94

**St. Charles Parish Library**  
**2022 Budget Notes – Page 5**

**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. 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.

<b>STEP</b>	<b>2021</b>	<b>2022</b>
entry	\$13.82	\$14.40
1	\$14.10	\$14.69
2	\$14.38	\$14.98
3	\$14.67	\$15.28
4	\$14.96	\$15.59
5	\$15.26	\$15.90
6	\$15.57	\$16.22
7	\$15.88	\$16.54
8	\$16.20	\$16.88
9	\$16.52	\$17.21
10	\$16.85	\$17.56
11	\$17.19	\$17.91
12	\$17.53	\$18.27
13	\$17.88	\$18.63
14	\$18.24	\$19.00
15	\$18.60	\$19.38
16	\$18.98	\$19.77
17	\$19.35	\$20.17
18	\$19.74	\$20.57
19	\$20.14	\$20.98
20	\$20.54	\$21.40

**St. Charles Parish Library**  
**2022 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 11.5% of total salaries paid to these employees. Rate decreased from 12.5% per estimates provided by Finance.
- Line 19: **Health Insurance (-153)** No change.
- Line 20: **Worker's Compensation (-154)** Slight increase based on previous and year-to-date 2021 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. No change.
- Line 25: **Dental Insurance (-160)** This line is coverage for employees who choose to sign on with the Parish's dental insurance plan. No change.
- 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. Increase based on previous and year-to-date 2021 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 and Public 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.
- 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**

**St. Charles Parish Library**  
**2022 Budget Notes – Page 7**

- 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 due to continued growing demand for digital resources.
- 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. No change.
- 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)** Increase due to new VoIP telephone system implemented.
- Line 46: **Electronic Services (-245)** category is used for licensing of electronic resources as well as other databases purchased directly by the Library. No change.
- Line 47: **Total Communications**
- Line 48: **Building Rentals (-251)** Amount includes funds for two storage units needed for storing books that were saved from the 1<sup>st</sup> floor section of the West Regional Library that was damaged by Hurricane Ida. Books will be stored until repairs are completed
- Line 49: **Equipment Rentals (-252)** This category funds the cost of leasing and servicing equipment, including photocopiers and microfilm reader-printers. No change.

**St. Charles Parish Library**  
**2022 Budget Notes – Page 8**

- 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. Increased for maintenance of land being purchased for new Hahnville Branch.
- 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)** No change.
- Line 60: **Janitorial Maintenance (-275)** These funds are used to cover the cost of part-time custodians to clean the Hahnville, Norco, and Paradis 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. Increase per recommendation of Systems Administration Librarian.
- 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**

**St. Charles Parish Library**  
**2022 Budget Notes – Page 9**

- 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. No change.
- Line 67: **Vehicle Insurance (-293)** covers delivery van, maintenance vans and bookmobile. 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)** No change.
- 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. No change.
- Line 76: **Maintenance of Buildings and Grounds Supplies (-326)** No change.
- Line 77: **Vehicle Supplies (-327)** No change.
- Line 78: **Planetarium Supplies (-329)** No change.
- Line 79: **TOTAL MATERIALS AND SUPPLIES (300's)**
- 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. Decrease as millage election was held in 2020.
- Line 82: **TOTAL TRAVEL AND TRAINING (400's)**

**St. Charles Parish Library**  
**2022 Budget Notes – Page 10**

- 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 more than 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. Half of the chillers at the East Regional Library need to be replaced and 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 main 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 18 years old, the East Regional Library is 11 years old, and the Paradis Branch is 10 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**
- Line 92: **Major Repairs (-670)** No change. Funds budgeted to cover any unexpected repairs.
- Line 93: **Construction in Progress (-680)** Increase. Includes funds 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)** No change.
- Line 96: **Audio Materials (-6900300)** No change.

**St. Charles Parish Library**  
**2022 Budget Notes – Page 11**

- 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. No change.
- 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. Decrease as directed by Finance.
- Line 104: **Cost of AV Tax Collection (-731)** Statutory charges paid to Sheriff's Department. No change 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  
EVALUATION  
LIBRARY DIRECTOR**

**Please note:**

The amount of space given for each section of evaluation is meant to provide the maximum area for those who wish to give details of or explain their thoughts. It is in no way meant to imply that an individual is required to use the entire sheet if not necessary.

**ST. CHARLES PARISH LIBRARY  
EVALUATION  
LIBRARY DIRECTOR**

**WORKING WITH THE LIBRARY BOARD OF CONTROL**

1. To formulate goals and objectives for presentation to the Board of Control.
2. To submit recommendations on library policies, services, and budget to the Board of Control.
3. To assist in planning and coordinating the capital improvement program.
4. To acquaint the Board of Control with special problems involving the library.
5. To prepare and present necessary reports.
6. To serve the Board of Control as Secretary.
7. To revise the policy manual at least annually.
8. To apprise the Board of Control of current trends and developments in the library field.
9. To communicate with the Board of Control when unusual or unexpected events impact the library system.

Comments:

**MANAGEMENT OF THE LIBRARY SYSTEM**

To manage the library system within the applicable federal, state and parish statutes, the written policies and goals of the Board of Control, and the approved budget of the library system.

**GOALS AND POLICIES**

1. To implement policy decisions as established by the Board of Control by working with the appropriate staff.
2. To organize the services and staff to meet the adopted goals and objectives.
3. To interpret the adopted goals and objectives to the staff and the public through staff meetings and communications to the public.
4. To establish and maintain written policies that ensure compliance with federal, state, and local statutes.

Comments:

**St. Charles Parish Library**  
**Evaluation of Library Director**  
**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:

<b>Rating:</b> _____ Satisfactory	_____ Unsatisfactory
_____ <b>Board Member</b>	_____ <b>Date</b>