St. Tammany Parish Library
Board of Control Meeting
August 24, 2026
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
6:30 P.M.

Public Comment: A three (3) minute time limit is established for each member of the public wishing to speak (for or against) an item on the agenda. In the case of a Statement of Concern decision, the person who filed the Statement of Concern is given 5 minutes to speak. Please note, all comments must pertain to the agenda item announced. There is no general public comment at the beginning or end of the meeting. Any person wishing to comment on a topic not listed on the agenda may do so by e-mailing lboc@stpl.us by 4:00 PM on Monday, August 24, 2026.

AGENDA

Call to order by President and Roll Call by Director

Invocation

Pledge of Allegiance

1. Approval of the minutes of the meeting of the Library Board of Control held on July 27, 2026.
   - Discussion
   - Public Comment
   - Vote

2. NEW BUSINESS

   A. Financial Report – July 2026
   - Discussion
   - Public Comment
   - Vote

   B. Director's Report

   C. Summer Reading Wrap-up Presentation

   D. Resolution #26-024: 2027 Budget
   - Public Hearing (motion required to open and close)
   - Discussion
   - Vote

   E. Resolution #26-025 to Amend St. Tammany Parish Library Rules and Regulations Section 209(D) "Rules of Behavior" (Branton)
   - Discussion
   - Public Comment
   - Vote

   F. Resolution #26-026 Regarding Surplus Property (Branton)
   - Discussion
   - Public Comment
   - Vote

G. Resolution #26-027 to Replace St. Tammany Parish Library Rules and Regulations Chapter 4 “Collection Development” Sections 401, 403, and 405 (Branton)

- Discussion
- Public Comment
- Vote

3. Adjournment

St. Tammany Parish Library Board of Control Meeting
July 27, 2026
St. Tammany Parish Council Chambers
21490 Koop Dr., Mandeville, LA 70471
6:30 P.M.

MINUTES

The meeting was called to order by Charles (Chuck) Branton, Board President. The roll was called and a quorum was established.

Present (7): Glenn Baham, Chuck Branton, Councilman Patrick Burke (Parish President designee), Tamarah Myers, Pennie Petrie, Dinah Thanars, Travis Thompson
Absent (0): None

Emily Couvillon with the Civil Division of the District Attorney's Office was also present as legal counsel for the library.

P. Burke led the Pledge of Allegiance. C. Branton led the invocation. C. Branton explained the meeting rules and the rules for public comment.

1. **Approval of the minutes of the meetings of the Library Board of Control held on May 18, 2026, June 25, 2026, & July 1, 2026.**

MOTION: C. Branton moved to approve the three sets of minutes dated May 18, 2026, June 25, 2026, and July 1, 2026. It was seconded by D. Thanars.

PUBLIC COMMENT:
Devin McGee – Madisonville, LA. He stated that the minutes were accurate and that the Board is doing a fantastic job.

VOTE: Baham: _Yes_ Burke: _Yes_ Myers: _Yes_ Petrie: _Yes_ Thanars: _Yes_ Thompson: _Yes_ Branton: _Yes_
RESULT: Motion carried. (Unanimous)

2. **NEW BUSINESS**

   A. **Financial Report – May & June 2026**

T. Collings reported that a total of $12,883,084.28 in ad valorem revenue and a total of $225,228.52 in state revenue sharing has been received this year. The budget percentage should be 50% at this point in the year. Revenues are at 50.06% and expenditures are at 51.72%. He reviewed and gave explanations for lines that were over or under budget. Notable lines that were referenced were Health Trust, Data Lines, Network Utility Software, Polaris Maintenance, Financial, Web Design Consultant, Insurance and Claims, and Internet Database Subscriptions.

MOTION: G. Baham moved to approve the May & June 2026 financial reports. It was seconded by T. Thompson.

PUBLIC COMMENT:
Devin McGee – He thanked the Board for its efforts in reshelving materials.

VOTE: Baham: *Yes* Burke: *Yes* Myers: *Yes* Petrie: *Yes* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Unanimous)

B. Director's Report

T. Collings provided updates on maintenance and capital projects, including the Mandeville renovation project, for which E.C.O. Builders submitted the lowest responsive bid and construction is expected to begin in late summer; the Lacombe renovation project, where Library Administration met with RCL Architecture to discuss flooring and finishes; and the Slidell renovation project, where Library Administration met with Watermark Design Group to review preliminary drawings. He also reported on marketing and outreach efforts, professional development activities, program highlights, contracts, public records requests, statements of concern, and the transition of materials from Young Adult (YA) to Teen and Adult. He concluded with a review of service statistics for May, June, and year-to-date.

C. Presentation of the 2025 Audit – John Murray with Mauldin & Jenkins (formerly LaPorte)

John Murray reviewed the 2025 audit report and reported an unmodified opinion, stating that the Library's financial statements fairly present, in all material respects, the financial position of its governmental activities and major funds as of December 31, 2025, in accordance with generally accepted accounting principles. He summarized the financial statements, including the General Fund, assets, liabilities, revenues, expenditures, and budget-to-actual comparisons. He also reported that no deficiencies or compliance violations were identified.

PUBLIC COMMENT: There was no public comment.

MOTION: C. Branton moved to approve the 2025 audit presentation. It was seconded by G. Baham.
VOTE: Baham: *Yes* Burke: *Yes* Myers: *Absent* Petrie: *Yes* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Yes – 6 | Absent – 1)

D. Resolution #26-018: Consideration of a "Dummy Book" System for Materials Located Behind the Circulation Desk (Thompson)

T. Thompson explained the concept of a dummy book system, which uses a placeholder item on the shelf to indicate the location of graphic novels that have been relocated behind the circulation desk. He noted that the system would allow patrons to physically browse the collection and identify available titles. He further reported receiving patron requests for such a system to improve discoverability and ease of browsing. He noted that he had spoken with Parish President Mike Cooper regarding the system and that President Cooper expressed his support for the concept.

MOTION: T. Thompson moved to adopt Res. 26-018. It was seconded by P. Burke.

PUBLIC COMMENT:

Nicole Estain – Pearl River, LA. She supported the resolution and noted that dummy books can improve discoverability and preserve the browsing experience for patrons.

Devin McGee – He opposed the resolution and stated that he views the proposal as an unnecessary concession to activists.

Lisa Rustemeyer – Mandeville, LA. She supported the resolution. She inquired about the dummy books that were purchased previously, asked for clarification on the overall cost, and inquired about which books will be included.

Rebecca Bohm – Mandeville, LA. She supported the resolution, emphasized the value of shelf browsing and noted that the cost of dummy books is outweighed by the benefit of making materials more discoverable to patrons. She thanked T. Thompson for sponsoring the resolution.

Hilary Thompson – Slidell, LA. She supported the resolution and stated that it achieves the goal of protecting children while preserving lawful access to materials for adults and researchers, all with a minimal financial investment. She spoke of the importance of browsing and discoverability.

Jean Wiggin – Abita Springs, LA. She supported the resolution, but is opposed to hiding books behind the counter and asked if doing so has reduced circulation statistics for those items.

There was one comment from an individual who did not wish to speak and they support the resolution.

T. Collings clarified that the previously purchased dummy books are now being used as placeholders for the video games. T. Thompson noted that more than 300 dummy books would be needed throughout the Parish because multiple copies of the same titles are maintained at various branches.

In response to questions about potential costs, T. Collings gave a detailed analysis of the estimated costs associated with processing dummy books. Board members discussed the advantages and disadvantages of using dummy books and expressed differing views on the topic. Discussion included the staff time required to produce and process dummy books, associated costs, and potential copyright issues. Some members viewed the approach as a reasonable compromise, while others questioned its necessity. Board members discussed whether patrons are more likely to discover materials by browsing library shelves or by searching the online catalog, with differing viewpoints expressed.

In response to comments that state law requires restrictions on graphic novels, E. Couvillon clarified that the law addresses materials in collections available to children and that the Attorney General's opinion extends its application to all library materials. E. Couvillon further clarified that state law does not differentiate between graphic novels and textual novels.

VOTE: Baham: *No* Burke: *Yes* Myers: *No* Petrie: *No* Thanars: *Yes* Thompson: *Yes* Branton: *No*
RESULT: Motion failed. (Yes – 3 | No – 4)

E. Resolution #26-019 to Amend St. Tammany Parish Library Employee Handbook Section 2-213 to Adopt Compensatory Time (Baham)

T. Collings reviewed the proposed compensatory time policy for overtime and outlined its potential benefits for both exempt and non-exempt employees. He noted that the proposal had been discussed with staff and received staff support and that it has been reviewed by Human Resources and legal counsel. He explained that employees would earn compensatory leave in lieu of overtime pay, allowing them to bank overtime hours and use them as paid time off at a later date. The policy provides compensatory time at a rate of 1.5 hours per overtime hour for non-exempt employees and one hour per overtime hour worked for exempt employees.

MOTION: G. Baham moved to adopt Res. 26-019. It was seconded by T. Myers.

PUBLIC COMMENT: There was no public comment.

G. Baham commended library staff for their excellent work and stated that he views the policy as a way to support and take care of employees.

VOTE: Baham: *Yes* Burke: *Yes* Myers: *Yes* Petrie: *Yes* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Unanimous)

F. Resolution #26-020 to Amend St. Tammany Parish Library Rules and Regulations Section 103 "Office and Agent" (Branton)

T. Collings explained that the amendment allows the Board to appoint one or more Interim Library Directors to carry out the duties of the Library Director in the absence of a permanent Director.

PUBLIC COMMENT: Devin McGee approached the podium but waived public comment.

G. Baham commented on the success of having two Interim Directors serve during the period when the Library was without a permanent Director.

MOTION: G. Baham moved to adopt Res. 26-020. It was seconded by D. Thanars.
VOTE: Baham: *Yes* Burke: *Yes* Myers: *Yes* Petrie: *Yes* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Unanimous)

G. Resolution #26-021 to Amend St. Tammany Parish Library Rules and Regulations Section 203 "Meeting Rooms" (Branton)

C. Branton stated that the amendment ensures compliance with state law governing the use of library meeting rooms for both political and general purposes, noting that state law prohibits providing meeting space free of charge for political events.

MOTION: C. Branton moved to adopt Res. 26-021. It was seconded by G. Baham.

PUBLIC COMMENT:

Lisa Rustemeyer – She opposed the resolution and requested that it be tabled. She discussed past political activities in library meeting rooms and expressed concerns regarding the reasons for the meeting room policy changes.

Dolores Crain – Slidell, LA. She opposed the resolution and stated that she was threatened with financial penalties for violating a rule that was not in effect and was denied a meeting room reservation. She expressed concerns about selective enforcement and unequal treatment.

Jean Wiggin – She referenced results from an online search regarding political events held at libraries. She highlighted that libraries should host nonpartisan forums that enhance civic engagement, voter education, and community participation.

Barbara Hargrove – Abita Springs, LA. She opposed the resolution, stating that the term "political purposes" is vague. She questioned what types of events fall under the policy and expressed concerns about who will determine what constitutes a political purpose.

There was one comment from an individual who did not wish to speak and they oppose the resolution.

E. Couvillon clarified that this is not a new rule but a requirement of state law and the Louisiana Constitution (LA Const. Art. VII, §14; LA R.S. 18:1465). She noted that the applicable laws are cited in both the resolution and the proposed policy revisions and explained that state law requires libraries to charge a fee when meeting rooms are used for political purposes. To further address questions regarding the proposal, she read excerpts from LA R.S. 18:1465 aloud. She also referenced multiple Attorney General opinions.

C. Branton emphasized that the amendment simply incorporates existing legal requirements to provide clarity and avoid potential confusion in the future. Board members discussed policy details and posed additional questions to D. Crain regarding the specific circumstances of her meeting room request that had been denied. Board members and legal counsel continued discussion regarding political purposes.

VOTE: Baham: *Yes* Burke: *Yes* Myers: *Yes* Petrie: *Yes* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Unanimous)

H. Resolution #26-022 to Amend the Location of the October 2026 Regular Board Meeting (Branton)

T. Collings reported that the Council Chambers will be unavailable on October 19, 2026, and requested Board approval to relocate the meeting to the Madisonville Branch.

MOTION: C. Branton moved to adopt Res. 26-022. It was seconded by D. Thanars.
PUBLIC COMMENT: There was no public comment.
VOTE: Baham: *Yes* Burke: *Yes* Myers: *Yes* Petrie: *Absent* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Yes – 6 | Absent - 1)

I. Resolution #26-023 to Amend St. Tammany Parish Library Rules and Regulations Section 209 “Limits of Library Use” (Branton)

T. Collings explained that the proposed policy amendment would eliminate overdue fines, making the Library fine-free, while continuing to charge for unreturned materials. The policy revision also establishes a fee structure for Makerspace materials. There will be a five-cent increase in black and white prints due to increasing toner and paper costs. T. Collings stated that eliminating overdue fines reduces barriers to library use and aligns with the broader tax-neutral funding initiative by allowing patrons to keep more of their money.

MOTION: C. Branton moved to adopt Res. 26-021. It was seconded by G. Baham.

Board members commented that eliminating overdue fines had been discussed in the prior year.

PUBLIC COMMENT: There was no public comment.

VOTE: Baham: *Yes* Burke: *Yes* Myers: *Yes* Petrie: *Yes* Thanars: *Yes* Thompson: *Yes* Branton: *Yes*
RESULT: Motion carried. (Unanimous)

3. Adjournment

There being no further business, a motion to adjourn was made by D. Thanars and was seconded by P. Burke. All were in favor, none were opposed, and no one was absent. Motion carried.

APPROVAL: ____
Tamarah Myers, Board Secretary/Treasurer

ST. TAMMANY PARISH LIBRARY			AD VALOREM AND REVENUE SHARING RECEVED IN 2026
AD VALOREM			
1/8/2026		1,366,828.13	
2/4/2026		9,025,718.00	
3/11/2026		1,928,722.41	
4/1/2026		307,460.72	
4/29/2026		103,764.27	
6/3/2026		81,910.47	
7/1/2026		68,680.28	
8/12/2026		45,257.18	
		12,928,341.46	
STATE REVENUE SHARING			
1/8/2026		75,076.17	
4/29/2026		75,076.18	
7/1/2026		75,076.17	
		225,228.52	

St. Tammany Parish Library - General Fund
Balance Sheet
July 31, 2026

ASSETS

Current Assets		
Cash	$ 11,445,609.28	
Cash - Health Claims	(110,932.35)	
Due from Paylocity	0.00	
Due from Other	8,925.85	
Returned Checks	0.00	
Ad Valorem Receivable - 2026	7,325,773.68	
Ad Valorem Receivable - 2025	180,542.96	
Ad Valorem Receivable - 2023	0.00	
Due from State of Louisiana	156,849.45	
Prepaid Expenses	193,241.24	
Total Current Assets		**19,200,010.11**
Other Assets		
Deposits	1,981.00	
Total Other Assets		**1,981.00**
Total Assets		**$ 19,201,991.11**

LIABILITIES AND FUND BALANCE

Current Liabilities		
Accrued Salaries	$ 62,931.09	
Deferred Inflows - Ad Valorem	382,837.00	
Elective Benefits Payable-Met	(828.84)	
Elective Benefits Payable-Colo	122.93	
Retirement Payable	117,442.68	
Health Claims Payable	362,703.55	
Total Current Liabilities		**925,208.41**
Fund Balance		
Fund Balance	18,276,782.70	
Total Fund Balance		**18,276,782.70**
Total Liabilities & Fund Balance		**$ 19,201,991.11**

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Seven Months Ending July 31, 2026

Beginning Fund Balance	$	18,680,096.46
Net Income		(403,313.76)
Ending Fund Balance	$	18,276,782.70

St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Seven Months Ending July 31, 2026

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance	YTD Act to YTD Budget
Revenues					
Ad Valorem Taxes	$ 1,062,085.92	$ 7,434,601.44	12,745,031.00	5,310,429.56	58.33
State Revenue Sharing	22,407.00	156,849.00	268,884.00	112,035.00	58.33
Fines/Fees	19,435.24	72,942.20	106,500.00	33,557.80	68.49
Interest Income	6,947.77	88,460.68	184,370.00	95,909.32	47.98
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	253.99	2,000.60	12,016.00	10,015.40	16.65
Miscellaneous Income	999.05	24,466.73	0.00	(24,466.73)	0.00
Summer Reading Shirt Sales	9.49	574.72	2,120.00	1,545.28	27.11
Total Revenues	**1,112,138.46**	**7,779,895.37**	**13,318,921.00**	**5,539,025.63**	**58.41**
Expenditures					
Library Administration	702,475.65	3,479,331.10	6,090,000.00	2,610,668.90	57.13
Employee Benefits	270,845.84	1,631,359.56	2,325,480.00	694,120.44	70.15
Advertising,Dues & Subscriptio	0.00	14,415.58	45,500.00	31,084.42	31.68
Signage	71.93	425.54	2,000.00	1,574.46	21.28
Printing, Duplicating & Bindin	2,674.88	14,089.37	20,500.00	6,410.63	68.73
Promotional Production	2,256.73	11,503.92	20,000.00	8,496.08	57.52
Utilities	24,746.73	219,407.34	359,470.00	140,062.66	61.04
Communications	7,040.10	59,688.54	100,080.00	40,391.46	59.64
Leases	27,092.00	197,801.48	351,750.00	153,948.52	56.23
Maintenance of Property & Equi	63,074.29	447,524.37	625,169.44	177,645.07	71.58
Maintenance Services (Building	56,257.97	145,522.85	306,050.00	160,527.15	47.55
Professional Services	20,429.96	243,487.11	320,600.00	77,112.89	75.95
Insurance and Claims	0.00	280,032.05	319,576.00	39,543.95	87.63
Operating Supplies	18,427.61	144,887.94	257,720.00	112,832.06	56.22
Travel & Continuing Education	3,029.50	32,803.95	57,000.00	24,196.05	57.55
Public Relations/Programming	11,008.17	84,795.71	151,500.00	66,704.29	55.97
Capital Outlay-Non-Book Acq.	15,384.37	281,226.89	507,000.00	225,773.11	55.47
Capital Outlay-library Res. Ac	64,614.97	874,860.76	1,458,563.60	583,702.84	59.98
Causeway FF & E	5,385.57	20,045.07	270,000.00	249,954.93	7.42
Outreach	0.00	0.00	0.00	0.00	0.00
Total Expenditures	**1,294,816.27**	**8,183,209.13**	**13,587,959.04**	**5,404,749.91**	**60.22**
Excess of Revenues/(Expenditur	**$ (182,677.81)**	**$ (403,313.76)**	**(269,038.04)**	**134,275.72**	**149.91**

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2026

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Library Administration				
Library Salaries	$ 702,475.65	$ 3,479,331.10	$ 6,090,000.00	2,610,668.90
Total	**$ 702,475.65**	**$ 3,479,331.10**	**$ 6,090,000.00**	**2,610,668.90**
Employee Benefits				
FICA/ Supplemental Retirement	$ 16,333.74	$ 78,957.64	$ 134,000.00	55,042.36
Retirement Contributions	65,101.40	331,960.30	577,480.00	245,519.70
Health Insurance Expense	25,531.43	201,510.98	390,000.00	188,489.02
Health Trust	161,119.87	1,006,986.06	1,197,000.00	190,013.94
Worker's Compensation Expense	2,759.40	11,944.58	26,000.00	14,055.42
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00
Total	**$ 270,845.84**	**$ 1,631,359.56**	**$ 2,325,480.00**	**694,120.44**
Advertising, Dues & Subscriptions				
Publication of Legal Notices	$ 0.00	$ 2,069.21	$ 11,500.00	9,430.79
Membership Dues	0.00	0.00	6,000.00	6,000.00
Advertising	0.00	12,346.37	28,000.00	15,653.63
Total	**$ 0.00**	**$ 14,415.58**	**$ 45,500.00**	**31,084.42**
Signage				
Signage	$ 71.93	$ 425.54	$ 2,000.00	1,574.46
Total	**$ 71.93**	**$ 425.54**	**$ 2,000.00**	**1,574.46**
Printing, Duplicating & Binding				
Printing	$ 234.50	$ 9,600.77	$ 15,500.00	5,899.23
Patron Cards	2,440.38	4,488.60	5,000.00	511.40
Total	**$ 2,674.88**	**$ 14,089.37**	**$ 20,500.00**	**6,410.63**
Promotional Production				
Promotional Production	$ 2,256.73	$ 11,503.92	$ 20,000.00	8,496.08
Total	**$ 2,256.73**	**$ 11,503.92**	**$ 20,000.00**	**8,496.08**

Utilities

7

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2026

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Electricity	$ 22,114.56	$ 193,675.36	$ 313,220.00	119,544.64
Gas	798.95	2,699.94	3,250.00	550.06
Water	1,833.22	23,032.04	43,000.00	19,967.96
Total	**$ 24,746.73**	**$ 219,407.34**	**$ 359,470.00**	**140,062.66**
Communications				
Postage	$ 704.06	$ 11,421.92	$ 16,000.00	4,578.08
Voice Line	4,867.68	33,604.34	52,080.00	18,475.66
Data Lines (Internet)	1,468.36	14,639.86	31,000.00	16,360.14
Courier/Shipping	0.00	22.42	1,000.00	977.58
Total	**$ 7,040.10**	**$ 59,688.54**	**$ 100,080.00**	**40,391.46**
Leases				
Building Lease Expense	$ 26,217.00	$ 194,008.33	$ 343,000.00	148,991.67
Equipment Lease Expense	875.00	3,793.15	6,000.00	2,206.85
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00
Total	**$ 27,092.00**	**$ 197,801.48**	**$ 351,750.00**	**153,948.52**
Maintenance of Property & Equipment				
Custodial and Janitorial	$ 17,273.73	$ 128,337.63	$ 220,000.00	91,662.37
Grounds/Lawn Maintenance	7,003.00	55,425.00	88,000.00	32,575.00
Maintenance Supplies	1,277.59	5,403.11	10,000.00	4,596.89
Fuel & Lube	3,556.99	19,163.36	33,000.00	13,836.64
Vehicle Repairs	137.59	3,286.25	10,000.00	6,713.75
Small Tools	766.30	2,396.10	3,000.00	603.90
Office Machine & Equip Repair	45.00	45.00	1,000.00	955.00
Network Utility Software	932.53	134,157.02	144,250.00	10,092.98
Solinet (OCLC) Cost	31,961.56	31,986.82	31,961.00	(25.82)
Polaris Maintenance	0.00	62,458.44	62,458.44	0.00
PC Network Maintenance & Repai	120.00	4,865.64	11,500.00	6,634.36
Hurricane Disaster Costs	0.00	0.00	10,000.00	10,000.00
Total	**$ 63,074.29**	**$ 447,524.37**	**$ 625,169.44**	**177,645.07**
Maintenance of Services (Buildings)				
Physical Plant	$ 50,663.80	$ 108,934.86	$ 160,000.00	51,065.14
Plumbing, Heating and AC	4,251.10	23,136.72	91,500.00	68,363.28
Electrical	23.94	749.99	10,000.00	9,250.01
Sanitation	563.13	7,550.90	14,000.00	6,449.10
Pest Control	756.00	4,811.00	7,550.00	2,739.00

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2026

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Termite Contract	0.00	339.38	3,000.00	2,660.62
Carpet Cleaning	0.00	0.00	20,000.00	20,000.00
Total	**$ 56,257.97**	**$ 145,522.85**	**$ 306,050.00**	**160,527.15**
Professional Services				
Payroll Service Fees	$ 2,853.42	$ 20,728.91	$ 39,600.00	18,871.09
Financial	4,500.00	54,913.60	51,000.00	(3,913.60)
Consultants	8,528.62	46,162.91	80,000.00	33,837.09
Security	4,547.92	34,139.72	40,000.00	5,860.28
Web Design Consultant	0.00	87,541.97	100,000.00	12,458.03
Movers	0.00	0.00	10,000.00	10,000.00
Total	**$ 20,429.96**	**$ 243,487.11**	**$ 320,600.00**	**77,112.89**
Insurance and Claims				
Library Property Insurance	$ 0.00	$ 153,736.05	$ 200,000.00	46,263.95
Flood Insurance	0.00	36,329.00	34,000.00	(2,329.00)
Vehicle Insurance	0.00	54,660.00	54,122.00	(538.00)
LBOC Liability	0.00	4,574.00	4,574.00	0.00
General Liability	0.00	30,733.00	26,880.00	(3,853.00)
Total	**$ 0.00**	**$ 280,032.05**	**$ 319,576.00**	**39,543.95**
Operating Supplies				
Office Supplies	$ 3,189.86	$ 20,749.13	$ 38,000.00	17,250.87
Bank Service Charges	1,735.31	11,941.02	20,000.00	8,058.98
Book Preparation Supplies	2,381.94	19,483.79	46,000.00	26,516.21
Computer/Printer Supplies	10,818.61	87,561.15	142,000.00	54,438.85
Programming Supplies	301.89	5,152.85	11,720.00	6,567.15
Total	**$ 18,427.61**	**$ 144,887.94**	**$ 257,720.00**	**112,832.06**
Travel and Continuing Education				
Staff Travel - Local	$ 2,843.50	$ 10,561.95	$ 17,000.00	6,438.05
Library In-service Training	0.00	899.89	12,000.00	11,100.11
Conventions & Seminars	186.00	21,342.11	28,000.00	6,657.89
Total	**$ 3,029.50**	**$ 32,803.95**	**$ 57,000.00**	**24,196.05**
Public Relations/Programming				
Summer Reading Program	$ 3,680.70	$ 41,505.82	$ 55,000.00	13,494.18

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Seven Months Ending July 31, 2026

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Summer Reading T-shirts	0.00	3,099.83	8,000.00	4,900.17
Adult Programming	6,157.56	27,732.78	39,000.00	11,267.22
Young Adult Programming	783.79	10,441.10	17,000.00	6,558.90
Juvenile Programming	386.12	2,016.18	32,500.00	30,483.82
Total	**$ 11,008.17**	**$ 84,795.71**	**$ 151,500.00**	**66,704.29**

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Capital Outlay-Non-Book Acq				
Landscape Additions	$ 1,020.00	$ 16,845.00	$ 54,000.00	37,155.00
Imp Phys Plant	0.00	0.00	145,000.00	145,000.00
Vehicles	0.00	27,138.00	29,000.00	1,862.00
Office Equip, Furn & Shelving	11,618.28	46,524.64	63,000.00	16,475.36
PC Network	2,746.09	190,719.25	216,000.00	25,280.75
Total	**$ 15,384.37**	**$ 281,226.89**	**$ 507,000.00**	**225,773.11**

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Capital Outlay-Library Res. Acq.				
Adult Books	$ 8,124.96	$ 74,002.98	$ 200,000.00	125,997.02
Lease/Purchase Books	0.00	11,142.60	11,142.60	0.00
Juvenile Books	1,899.99	43,398.53	105,000.00	61,601.47
Young Adults	833.65	12,326.29	19,000.00	6,673.71
Music Recordings	0.00	399.53	800.00	400.47
Adult Reference	4,871.72	69,808.55	111,000.00	41,191.45
Juvenile Reference	0.00	39,925.05	45,000.00	5,074.95
Periodicals	112.50	33,545.29	50,000.00	16,454.71
Audio Recordings	125.38	10,852.98	16,100.00	5,247.02
Video Recordings	1,103.66	19,363.81	45,000.00	25,636.19
Genealogy	0.00	1,111.29	3,000.00	1,888.71
Downloadable Media	47,543.11	305,410.39	455,000.00	149,589.61
CD/Software	0.00	33,097.94	47,021.00	13,923.06
Internet Database Subscription	0.00	220,475.53	350,500.00	130,024.47
Total	**$ 64,614.97**	**$ 874,860.76**	**$ 1,458,563.60**	**583,702.84**

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance
Capital Expenditures				
Causeway FF & E	$ 5,385.57	$ 20,045.07	$ 270,000.00	249,954.93
Total	**$ 5,385.57**	**$ 20,045.07**	**$ 270,000.00**	**249,954.93**

Director’s Report

August 24, 2026

CAPITAL PROJECT UPDATE

Mandeville- The project will begin once delivery of materials can be scheduled. Library Administration continued to make final decisions about furniture. Administration met with a carpet installer to discuss logistics for installation after the renovation.

Lacombe- Administration and staff met with RCL Architecture to discuss the electrical and data plans.

Slidell- Administration met with Watermark (formerly Meyer Engineers + Architects) to review design documents for the addition to Slidell branch.

MARKETING AND OUTREACH

Barret Reich, Causeway Reference Librarian, visited Mandeville COAST with the Mobile Library on July 28th.

Amy Strain, Folsom Branch Manager, attended the Back to School Bash on August 1st in Moise Park and held outreach at the Folsom Jr. High Community Breakfast on August 5th.

Rhonda Spiess, Lacombe Branch Manager, participated in the Back-2-School event for the Lacombe Recreation Department on August 1st.

Jackie Riecke, Public Relations and Community Coordinator, Eva Saladino, PR Assistant, and a guest presenter, David Armand, promoted library programs on the Lake 94.7 and the Highway 104.7 radio stations on August 7th.

Byron Holdiman, Reference Coordinator, attended the St. Tammany Commission on Families on August 11th with Jillian Boudreaux, Adult Programming Coordinator, and Trevor Collings, Library Director.

Tracey Angerdina, Causeway Children’s Librarian, hosted a Storytime at Fontainebleau Children's Academy on August 17th.

On August 21st, Jillian Boudreaux promoted the Madisonville Branch’s Makerspace grand opening celebration on FOX 8’s Morning Edition show.

Erika Dawson, South Slidell Children’s Librarian, hosted a Storytime at St. Margaret Mary on August 21st.

Nichola Kleyle, Mobile Library Branch Manager, performed 21 lobby stops from July 28th through August 23rd.

PROFESSIONAL DEVELOPMENT
Sara Rebstock, Covington Reference Librarian, attended a virtual training on August 18th titled "Libraries Advancing Accessibility: Using PLA's New Toolkit to Support Patrons with Apple Devices."

PROGRAM HIGHLIGHTS
The Madisonville Makerspace held its grand opening celebration on Saturday, August 22nd from 10 a.m. to noon. The Makerspace is an open workspace that provides patrons access to tools and equipment to create crafts and other projects. Currently, the Makerspace includes a 3D printer, a laser cutter, a sublimation machine, heat presses, a Cricut cutting machine, as well as a sewing machine, button maker, and sticker maker.

From August 3rd to August 17th, the Makerspace had 113 visits, 15 print requests, and 14 new badge holders. Our Slidell branch renovation will include a Makerspace, bringing this service to both west and east sides of the parish.

In addition to our regularly scheduled programs, we have a few events scheduled in the next few weeks:

On Saturday, September 12, from 9:00am–12:30pm, Covington Branch will host “Garden Fest: Fluttering Into Fall”.

Also on Saturday, September 12, from 10:00am–2:00pm, Slidell Branch will host a Job Prep Expo.

The first in the Friends of Slidell Library’s Fall Concert Series will be on Wednesday, September 16, from 6:00pm–7:30pm at Pearl River Branch featuring the Nat and Kat Cajun String Band.

CONTRACTS

Vendor	Amount	Detail
IDrive	$2,999.50	Backups for Admin/Annex computers

PUBLIC RECORDS REQUESTS
Since the July 27th meeting, we have received no new public records requests. Four requests are still pending.

STATEMENTS OF CONCERN
We received one new statement of concern since the July 27th, meeting.

TRANSITION OF MATERIALS
The review of Young Adult books has been completed. No books were moved since the July 27th meeting. A total of 2768 titles were reclassified as Teen and 285 titles were moved to New Adult. These numbers do not include duplicates in Large Print.

July 2026 Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	Playaway	YA/Teen	Videogames	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	390	126	71	0	38	45	0	0	3	109	1		783				
Abita	588	12	141	2	7	620	4	0	0	39	5		1,418	109	1,552	132	209
Bush	162	16	194	0	2	288	19	0	0	4	1		686	84	749	62	104
Causeway	1986	118	642	0	41	3442	39	0	3	170	1		6,442	556	6,466	992	794
Covington	3618	231	1994	2	26	5243	42	88	4	354	44		11,646	1,157	10,103	2574	967
Folsom	343	18	309	1	4	508	35	0	0	37	5		1,260	218	1,555	122	155
Lacombe	256	20	94	2	4	359	1	3	3	23	3		768	311	1,509	143	153
Lee Road	361	13	157	0	4	481	2	1	0	13	0		1,032	49	789	54	127
Madisonville	1426	78	637	2	44	3265	17	0	3	168	4		5,644	458	6,445	1121	481
Mandeville	2820	160	935	5	37	4435	102	5	5	251	12		8,767	898	7,491	806	527
Mobile	417	3	1	0	0	4	2	0	0	0	0		427				
Pearl River	411	18	147	0	25	313	8	27	0	8	4		961	257	1,568	136	207
Slidell	3907	217	1267	2	45	5153	172	226	13	470	70		11,542	1,914	17,266	1709	2,528
South Slidell	741	36	370	0	20	1019	0	9	0	101	19		2,315	1,381	5,669	961	1,147
Virtual [1]				51								40795	40,846				
Total	17,426	1,066	6,959	67	297	25,175	443	359	34	1,747	169	40,795	**94,537**	**7,392**	**61,162**	**8,812**	**7,399**

1 - Virtual stats include Check Out Louisiana Museum Passes, Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

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

Patrons Registered:	1010
Number of Programs:	216
Program Attendance:	4818
Items Catalogued/Processed	
Children's	347
Teen	150
Adult	714
Total	1211

YTD January-July 2026 Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	Playaway	YA/Teen	Videogames	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	1763	225	398	0	117	654	0	2	3	2772	5		**5,939**	0	0	0	0
Abita	3445	205	845	1	105	2831	11	0	1	148	16		**7,608**	700	8,248	616	1,043
Bush	1039	67	1219	0	17	1193	8	0	0	29	1		**3,573**	438	3,393	267	554
Causeway	11749	582	3682	0	199	16449	233	0	4	896	43		**33,837**	3,017	34,478	4,743	4,771
Covington	20105	1133	8943	6	115	25827	573	539	6	1599	186		**59,032**	5,897	49,415	12,056	5,366
Folsom	2234	119	1596	6	35	2399	263	0	0	104	8		**6,764**	1,320	8,179	645	829
Lacombe	1505	135	715	6	23	2607	10	81	4	134	18		**5,238**	1,448	7,825	752	767
Lee Road	1811	85	931	2	21	2482	43	29	0	38	4		**5,446**	241	4,727	300	819
Madisonville	7501	434	2559	6	200	14848	169	0	9	813	53		**26,592**	2,708	33,606	5,857	2,343
Mandeville	15522	966	4276	7	198	22859	412	33	39	1272	19		**45,603**	5,307	38,943	4,469	2,861
Mobile	2644	3	27	0	1	8	6	0	0	1	0		**2,690**	0	0	0	0
Pearl River	2216	56	868	0	97	1604	76	268	1	66	11		**5,263**	1,337	8,123	675	1,198
Slidell	21962	1286	6024	8	202	23818	585	794	35	2499	371		**57,584**	10,866	90,328	9,209	13,939
South Slidell	4162	174	2345	0	98	5750	44	33	2	652	30		**13,290**	7,773	30,524	5,845	7,286
Virtual [1]				119								229893	**230,012**	0	0	0	0
Total	97,658	5,470	34,428	161	1,428	123,329	2,433	1,779	104	11,023	765	229,893	**508,471**	**41,052**	**317,789**	**45,434**	**41,776**

1 - Virtual stats include Check Out Louisiana Museum Passes, Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

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

Patrons Registered: 5820

LIBRARY
ST. TAMMANY PARISH

2026 SUMMER READING CHALLENGE

KIDS

Ages 0 to 12

REGISTRATIONS	COMPLETIONS
8,561	1,680

EVENTS	ATTENDANCE
987	54,092

READING MINUTES: 324,780

TEEN

Ages 13 to 17

REGISTRATIONS	COMPLETIONS
566	134

EVENTS	ATTENDANCE
106	2,633

READING MINUTES: 34,960

ADULTS

Ages 18 & Up

REGISTRATIONS	COMPLETIONS
919	250

EVENTS	ATTENDANCE
219	1684

READING MINUTES: 383,797

TOTAL READING MINUTES: 743,537

Discover what's inside

St. Tammany Parish Library Board of Control

Resolution No. 26-024

Fiscal Year 2027 Operational Budget Adoption

August 24th, 2026

SPONSOR: Mr. Branton

A resolution adopting, finalizing, and implementing the St. Tammany Parish Library Operational Budget for the fiscal year beginning January 1, 2027, and ending December 31, 2027.

WHEREAS, the St. Tammany Parish Library Board of Control has been presented with the proposed Operational Budget for the 2027 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on August 24, 2026, in accordance with the provisions of La. R.S. 39:1307 and 39:1309; and

WHEREAS, notice of that public hearing was duly published in the St. Tammany Farmer newspaper on August 5, 2026, August 12, 2026, and August 19, 2026; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after August 3, 2026; and

WHEREAS, the Board of Control has considered the proposed budget and has heard and considered public input on the proposed budget; and

WHEREAS, the Board of Control has determined that the proposed budget accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the ensuing year;

NOW THEREFORE BE IT RESOLVED THAT: the Board of Control of the St. Tammany Parish Library hereby approves and adopts the budget, as proposed and attached hereto, and hereby declares the total amount of the budget as reported to be necessary for the operation, support, improvement, and maintenance of the Library for fiscal year 2027.

Discover what's inside

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____________________ and seconded by ______________________,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 24th DAY OF AUGUST 2026, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

____
Charles Branton, Board President

ADMINISTRATIVE OFFICE
1112 WEST 21ST AVENUE COVINGTON, LA 70433
PHONE: (985) 871-1220 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285 | BUSH (985) 886-3588 | CAUSEWAY (985) 626-9779 | COVINGTON (985) 893-6280
FOLSOM (985) 796-9728 | LACOMBE (985) 882-7858 | LEE RD (985) 893-6284 | MADISONVILLE (985) 845-4819
MANDEVILLE (985) 626-4293 | PEARL RIVER (985) 863-5518 | SLIDELL (985) 646-6470 | SOUTH SLIDELL (985) 781-0099

St. Tammany Parish Library 2027 Budget

Introduction

The St. Tammany Parish Library was established in 1950 and has served the residents of St. Tammany Parish for more than seventy-five years by providing free access to information, educational resources, technology, and lifelong learning opportunities. The Library continues to fulfill its mission by cultivating discovery, creativity, and lifelong learning through quality collections, innovative programming, and welcoming public spaces.

I am pleased to submit the proposed Fiscal Year 2027 Operating Budget for the St. Tammany Parish Library for your consideration. This budget has been developed to maintain the Library's high level of public service while ensuring responsible stewardship of taxpayer resources and positioning the Library to meet the continued growth of our community.

Budgetary Basis and Assumptions

Revenue estimates were prepared using information provided by the St. Tammany Parish Assessor's Office and the Parish Department of Finance. Because these figures are estimates, the Library has continued its practice of budgeting revenues conservatively.

Expenditure projections were developed through analysis of historical spending trends, current contractual obligations, anticipated inflationary pressures, departmental planning, and known operational priorities for Fiscal Year 2027. Significant adjustments reflect both current operating needs and preparations for several major capital projects currently underway throughout the library system.

2027 Revenue

The Library's primary source of revenue continues to be ad valorem taxes, supplemented by State Revenue Sharing, fines and fees, interest earnings, donations, and miscellaneous revenue. Property tax revenue remains the foundation of Library operations and represents the overwhelming majority of annual operating income.

Based upon information received from the Assessor's Office, ad valorem revenue is projected to remain relatively stable due to slowing growth in the tax base, the continued impact of expanded homestead exemptions, and current development trends. State Revenue Sharing has likewise been adjusted to reflect actual 2026 receipts and anticipated 2027 distributions.

The proposed budget also reflects implementation of the Library's Fine Free initiative. Projected fines and fee revenue has been reduced by $43,883.76, allowing more funds to remain in the hands of library patrons while supporting the Parish's broader tax-neutral funding initiative. Adjustments have also been made to certain service fees, including printing and makerspace services, to better align charges with the actual cost of providing those services while maintaining affordable public access.

Overall, revenue projections reflect a conservative approach intended to ensure financial stability throughout the fiscal year.

2027 Expenditures

The proposed operating budget emphasizes the Library's commitment to providing exceptional public service while responsibly managing taxpayer resources. Budget adjustments throughout the various expenditure categories reflect changing operational needs, current spending trends, inflationary pressures, and preparation for future facility improvements.

Library Salaries and Employee Benefits

Personnel remain the Library's greatest asset and largest operational investment. The proposed budget includes funding for a 1.5 percent merit increase for eligible employees in recognition of performance. Although this represents a reduction from merit increases approved in recent years, it reflects the Library's commitment to careful financial stewardship while continuing to invest in and retain a high-quality workforce.

Employee benefit expenditures continue to reflect rising healthcare costs. Funding for the Health Trust has been increased based upon projected medical and prescription cost trends while continuing to provide a more economical option than comparable commercial insurance plans. Other employee benefit accounts have been adjusted where appropriate to reflect current staffing levels and anticipated expenditures.

Operating Services

Operating Services have been adjusted to reflect current spending patterns while maintaining sufficient funding for required legal publications, memberships, promotional materials, and public communication efforts. Several accounts have been reduced where historical expenditures support those adjustments without affecting public service.

Printing, Duplicating, and Binding

Printing and duplicating expenditures remain generally consistent with current operational needs. Minor adjustments reflect anticipated usage while continuing to provide adequate funding for administrative publications, forms, and other required printed materials.

Utilities

Utility expenditures have been adjusted to account for increases in electricity and other utility costs affecting facilities throughout the library system. These estimates are based upon current usage patterns and anticipated market conditions.

Communications

Communication expenses remain generally stable while accounting for anticipated postage increases and ongoing telephone and network services necessary to support daily library operations.

Lease Expense

Lease expenditures are expected to remain substantially unchanged from the previous budget and continue to support existing facility and equipment lease obligations.

Maintenance of Property and Equipment

The proposed budget reflects the Library's emphasis on preventative maintenance and responsible stewardship of public facilities. Adjustments reflect anticipated costs for equipment maintenance, vehicle repairs, software maintenance, and other operational needs. Several technology-related maintenance accounts have been adjusted based upon completed replacement cycles and projected maintenance requirements.

Maintenance Services

Maintenance Services continue to support the preservation of Library facilities throughout the parish. Budget adjustments reflect anticipated building maintenance projects, HVAC servicing, custodial needs, grounds maintenance, and other routine facility requirements. Planned reductions in certain maintenance categories reflect current operational experience while maintaining adequate funding for system-wide facility upkeep.

Professional Services

Professional Services support essential administrative operations, including payroll processing, auditing, consulting, security, and web services. Adjustments have been made where necessary to reflect anticipated contractual costs, including increased audit expenses and continued security needs at Library facilities and Board meetings.

Insurance and Claims

Insurance expenditure projections have been modified to reflect current premium projections across the Library's various insurance coverages while maintaining appropriate protection of Library assets and operations.

Operating Supplies

Operating Supplies have been adjusted to better reflect current purchasing trends and anticipated operational needs. Computer and printer supply costs continue to reflect increased public use and higher consumable costs, while other operating supply accounts remain generally consistent with historical expenditures.

Travel and Continuing Education

The Library remains committed to staff development and professional education. Funding continues to support required training, professional conferences, and continuing education opportunities that enhance employee knowledge and improve public service.

Public Relations and Programming

Programming remains a core component of the Library's mission. The proposed budget includes strong support for Summer Reading, youth programming, adult programming, and community engagement initiatives while making modest adjustments based upon participation trends and operational experience. Certain expenditures have been reorganized to better reflect the actual delivery of programming services.

Non-Book Acquisitions

Capital purchases have been prioritized to support ongoing facility maintenance, technology replacement, and operational efficiency. Planned expenditures include continued investment in building improvements, furnishings, technology infrastructure, and equipment necessary to maintain quality public facilities, including the planned replacement of the Madisonville Branch HVAC chiller, an important investment in preserving reliable operation of a heavily utilized public facility.

The budget also anticipates expenditures associated with the continued Mandeville Branch renovation and preparations for future improvements at the Slidell and Lacombe branches.

Library Resource Acquisitions

Collection development funding prioritizes materials that reflect patron demand and community needs. Print collections have been rebalanced to account for available shelving capacity while also preparing for future collection development at the new Lacombe Branch.

Sustained investment in electronic downloadable materials reflects continued growth in digital circulation, while selected reductions in physical media and reference materials better align expenditures with current usage trends. These adjustments allow the Library to continue providing diverse collections while maximizing the value of public funds.

Long-Term Capital Expenditures

Major construction and renovation projects are expected to continue through dedicated Parish capital funding. Operational expenditures associated with these projects have been carefully considered within this budget, while construction costs themselves remain outside the annual operating budget.

The Library will continue coordinating closely with Parish Administration throughout these projects to ensure responsible financial planning and efficient use of dedicated capital resources.

Prior Years' Operating Revenue – Savings/Fund Balance

The Library continues to maintain a strong fund balance consistent with sound governmental financial management practices. Included within the Library's fund balance is accumulated Prior Years' Operating Revenue (Savings), which represents accumulated unused operating revenue remaining after the close of each fiscal year and provides resources to meet future operational and capital needs.

The Library is projected to end Fiscal Year 2026 with approximately $6.43 million in accumulated prior years' operating revenue. Nearly all of these funds have been dedicated or reserved for specific operational and capital purposes and are therefore unavailable for general operating expenditures. These reserves ensure the Library can meet both its immediate operational obligations and future capital commitments without disrupting public services.

The Library has intentionally established these reserves over many years to provide financial stability, protect against unforeseen events, and ensure that major capital improvements can be completed without compromising day-to-day operations. Maintaining appropriate reserves also allows the Library to manage fluctuations in revenue, respond to emergencies, and fulfill financial obligations that extend beyond a single fiscal year.

Current designations include:

- Operational Reserve – $2.5 million to maintain Library operations until annual ad valorem tax revenues are received.
- Disaster and Emergency Reserve – $1.475 million to address insurance deductibles, emergency response, and recovery costs.
- Funding reserved for existing obligations, including accrued payroll, employee health claims, and other year-end liabilities.
- Funding dedicated for furniture, fixtures, equipment, and other capital-related needs associated with the Mandeville renovation, the Slidell renovation, the future Lacombe Library, and other planned facility improvements.

These commitments ensure that the Library can successfully complete major capital investments while preserving stable operations and maintaining uninterrupted public service throughout the parish.

After accounting for these dedicated commitments, only a comparatively small unassigned balance is projected to remain. This projected balance reflects current revenue and expenditure estimates and may continue to change as year-end financial activity is finalized. While providing limited flexibility to respond to unforeseen operational needs, it will continue to be evaluated as part of the Library's annual budgeting and financial planning process. Maintaining appropriate reserves while limiting unrestricted balances reflects prudent fiscal management and positions the Library to continue serving the residents of St. Tammany Parish responsibly in the years ahead.

Budget Analysis

The proposed Fiscal Year 2027 Operating Budget continues the Library's philosophy of conservative revenue forecasting, disciplined expenditure planning, and responsible long-term financial stewardship.

The proposed budget reflects a slight decrease in anticipated operating revenue compared to the current year's projected results while continuing to fund the personnel, collections, technology, facilities, and programming necessary to maintain current service levels throughout the Library system. Although inflationary pressures and increased operating costs continue to affect several expenditure categories, careful adjustments throughout the budget, including a reduced 1.5 percent merit increase, implementation of Fine Free services, and targeted reductions across numerous operating accounts, demonstrate the Library's continued commitment to fiscal restraint.

Through prudent fiscal management, strategic use of prior years' operating revenue, and investment in public services and capital planning, the Library remains well positioned to meet both current operational needs and the future needs of the residents of St. Tammany Parish.

Conclusion

The Fiscal Year 2027 Operating Budget reflects the Library's continued commitment to fiscal responsibility, operational excellence, and outstanding public service. Through disciplined financial management, responsible stewardship of public resources, and strategic investment in people, collections, technology, and facilities, the Library remains well positioned to meet the evolving needs of St. Tammany Parish.

I respectfully submit this proposed budget for your consideration and appreciate the continued support of the Parish Council, Parish Administration, and the citizens of St. Tammany Parish as we continue serving our community through excellence in public library service.

Sincerely:

Trevor Collings
Director

			2023 Budget Actual	2024 Budget Actual	2025 Budget Actual	2026 Budget Original	2026 Budget Last adopted (Spring Amendment)	2026 Budget Actual YTD as of 6/30/26	2026 Budget Estimated Remaining Expenditures /Revenues for Year	2026 Budget Projected Actual Year End	% Change 2026 Last adopted vs. Projected Actual Result at Year End 2026	Amount Diff. between 2027 Proposed and 2026 Last Adopted Budget	2027 Budget Proposed	% Change 2026 Projected Actual Year End vs. 2027 Proposed Budget
						Current Year						Upcoming Year		
REVENUE														
	405	Ad Valorem Taxes (received)	$ 11,823,150.21	$ 12,474,891.98	$ 13,193,662.56	$ 12,745,031	$ 12,745,031	$ 12,814,404.00	$ 172,739.00	$ 12,987,143.00	1.9%	$ 242,112.40	$ 12,987,143	0.0%
	410	State Revenue Sharing	$ 258,515.31	$ 264,302.04	$ 269,568.00	$ 268,884	$ 268,884	$ 150,152.35	$ 75,076.17	$ 225,228.52	-16.2%	$ (43,655.47)	$ 225,229	0.0%
	415	Fines/Fees	$ 75,471.23	$ 96,264.58	$ 104,520.03	$ 106,500	$ 106,500	$ 53,506.96	$ 52,993.04	$ 106,500.00	0.0%	$ (43,833.76)	$ 62,666	-41.2%
	417	Grants	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
	418	LEH Grant	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
	420	Interest Income	$ 185,805.65	$ 198,220.95	$ 173,942.98	$ 184,370	$ 184,370	$ 81,512.91	$ 100,704.09	$ 182,217.00	-1.2%	$ (2,153.00)	$ 182,217	0.0%
	425	Donations	$ 61,165.51	$ 23,775.53	$ 50,162.90	$ 12,016	$ 12,016	$ 1,746.61	$ 10,269.39	$ 12,016.00	0.0%	$ -	$ 12,016	0.0%
	428	FEMA Income			$ 16,125.92									
	430	Miscellaneous Income	$ 0.21	$ 4,898.55	$ 1,271.21	$ -	$ -	$ 23,467.68	$ -	$ 23,467.68		$ -	$ -	-100.0%
	450	Summer Reading T-shirt Sales	$ 2,118.98	$ 1,409.68	$ 1,292.24	$ 2,120	$ 2,120	$ 565.23	$ -	$ 565.23	-73.3%	$ (2,120.00)	$ -	-100.0%
		TOTAL REVENUE	**$12,406,227.10**	**$13,063,763.31**	**$13,810,545.84**	**$13,318,920**	**$ 13,318,920**	**$ 13,125,355.74**	**$ 411,781.69**	**$ 13,537,137.43**	**1.6%**	**$ 150,350.17**	**$ 13,469,271**	**-0.5%**
EXPENDITURES														
LIBRARY ADMINISTRATION														
		PERSONNEL SALARIES												
	503	Library Salaries	$ 5,263,285.57	$ 5,500,854.22	$ 5,777,524.80	$ 6,090,000.00	$ 6,090,000.00	$ 2,776,855.45	$ 3,313,144.55	$ 6,090,000.00	0.0%	$ 91,350.00	$ 6,181,350	1.5%
		TOTAL	***$ 5,263,285.57***	**$ 5,500,854.22**	**$ 5,777,524.80**	**$ 6,090,000.00**	**$ 6,090,000.00**	***$ 2,776,855.45***	**$ 3,313,144.55**	***$ 6,090,000.00***	***0.0%***	**$ 91,350.00**	**$ 6,181,350**	**1.5%**
EMPLOYEE BENEFITS														
	511	FICA/Medicare Tax	$ 119,802.99	$ 121,201.92	$ 130,842.52	$ 134,000.00	$ 134,000.00	$ 62,623.90	$ 71,376.10	$ 134,000.00	0.0%	$ (3,000.00)	$ 131,000	-2.2%
	512	Retirement Contributions	$ 512,866.56	$ 541,992.08	$ 542,621.55	$ 577,480.00	$ 577,480.00	$ 266,578.29	$ 310,901.71	$ 577,480.00	0.0%	$ (27,480.00)	$ 550,000	-4.8%
	513	Health Insurance/Insurance	$ 380,065.68	$ 314,454.71	$ 300,816.36	$ 390,000.00	$ 390,000.00	$ 175,979.55	$ 214,020.45	$ 390,000.00	0.0%	$ -	$ 390,000	0.0%
	514	Health Trust	$ 1,395,030.65	$ 1,089,089.98	$ 1,371,773.77	$ 1,197,000.00	$ 1,197,000.00	$ 845,866.19	$ 351,133.81	$ 1,197,000.00	0.0%	$ 157,000.00	$ 1,354,000	13.1%
	515	Workers' Compensation/Unemployment Claims	$ 14,901.40	$ 21,625.36	$ 22,440.82	$ 26,000.00	$ 26,000.00	$ 9,185.18	$ 8,814.82	$ 18,000.00	-30.8%	$ (2,000.00)	$ 24,000	33.3%
	516	Employee Miscellaneous	$ 600.60	$ 877.18	$ 712.15	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	0.0%	$ (1,000.00)	$ -	-100.0%
		TOTAL	**$ 2,423,267.88**	**$ 2,089,241.23**	**$ 2,369,207.17**	**$ 2,325,480.00**	**$ 2,325,480.00**	**$ 1,360,233.11**	**$ 957,246.89**	**$ 2,317,480.00**	**-0.3%**	**$ 123,520.00**	**$ 2,449,000**	**5.7%**
OPERATING SERVICES														
	601	Publication of Legal Notices	$ 15,505.20	$ 5,846.27	$ 8,456.70	$ 11,500.00	$ 11,500.00	$ 2,069.21	$ 9,430.79	$ 11,500.00	0.0%	$ (949.75)	$ 10,550	-8.3%
	603	Membership Dues	$ 7,499.65	$ 5,987.57	$ 5,552.25	$ 6,000.00	$ 6,000.00	$ -	$ 6,000.00	$ 6,000.00	0.0%	$ (4,000.00)	$ 2,000	-66.7%
	604	Advertising	$ 31,480.57	$ 23,267.44	$ 49,037.75	$ 33,000.00	$ 28,000.00	$ 12,346.37	$ 15,653.63	$ 28,000.00	0.0%	$ (3,000.00)	$ 25,000	-10.7%
	607	Signage	$ 642.10	$ 1,066.38	$ 1,678.22	$ 2,000.00	$ 2,000.00	$ 353.61	$ 1,646.39	$ 2,000.00	0.0%	$ -	$ 2,000	0.0%
	608	Promotional Production	$ 14,898.97	$ 14,941.12	$ 21,581.22	$ 20,000.00	$ 20,000.00	$ 9,247.19	$ 10,752.81	$ 20,000.00	0.0%	$ (1,000.00)	$ 19,000	-5.0%
		TOTAL	**$ 70,026.49**	**$ 51,108.78**	**$ 86,306.14**	**$ 72,500.00**	**$ 67,500.00**	**$ 24,016.38**	**$ 43,483.62**	**$ 67,500.00**	**0.0%**	**$ (8,949.75)**	**$ 58,550**	**-13.3%**
		PRINTING, DUPLICATING & BINDING												
	611	Printing	$ 12,786.17	$ 12,886.49	$ 14,611.01	$ 15,500.00	$ 15,500.00	$ 9,366.27	$ 6,133.73	$ 15,500.00	0.0%	$ (500.00)	$ 15,000	-3.2%
	613	Book Binding	$ 2,544.95	$ 4,437.40	$ 4,205.05	$ 5,000.00	$ -	$ -	$ -	$ -	0.0%	$ 2,500.00	$ 2,500	
	615	Patron Cards	$ 4,959.70	$ 4,693.52	$ 4,804.78	$ 5,000.00	$ 5,000.00	$ 2,048.22	$ 2,951.78	$ 5,000.00	0.0%	$ (2,000.00)	$ 3,000	-40.0%
		TOTAL	**$ 20,290.82**	**$ 22,017.41**	**$ 23,620.84**	**$ 25,500.00**	**$ 20,500.00**	**$ 11,414.49**	**$ 9,085.51**	**$ 20,500.00**	**0.0%**	**$ -**	**$ 20,500**	**0.0%**
		UTILITIES												
	621	Electricity	$ 284,245.50	$ 260,506.47	$ 314,232.81	$ 293,220.00	$ 313,220.00	$ 171,560.80	$ 141,659.20	$ 313,220.00	0.0%	$ 19,780.00	$ 333,000	6.3%
	622	Gas	$ 2,299.09	$ 2,258.38	$ 2,310.42	$ 3,250.00	$ 3,250.00	$ 1,900.99	$ 1,349.01	$ 3,250.00	0.0%	$ 250.00	$ 3,500	7.7%
	623	Water	$ 46,073.45	$ 42,332.04	$ 42,470.83	$ 43,000.00	$ 43,000.00	$ 21,198.82	$ 21,801.18	$ 43,000.00	0.0%	$ -	$ 43,000	0.0%
		TOTAL	**$ 332,618.04**	**$ 305,096.89**	**$ 359,014.06**	**$ 339,470.00**	**$ 359,470.00**	**$ 194,660.61**	**$ 164,809.39**	**$ 359,470.00**	**0.0%**	**$ 20,030.00**	**$ 379,500**	**5.6%**
		COMMUNICATIONS												
	625	Postage	$ 14,459.39	$ 14,289.76	$ 10,451.57	$ 20,000.00	$ 16,000.00	$ 10,717.86	$ 5,282.14	$ 16,000.00	0.0%	$ 2,000.00	$ 18,000	12.5%

			2023 Budget Actual	2024 Budget Actual	2025 Budget Actual	2026 Budget Original	2026 Budget Last adopted (Spring Amendment)	2026 Budget Actual YTD as of 6/30/26	2026 Budget Estimated Remaining Expenditures /Revenues for Year	2026 Budget Projected Actual Year End	% Change 2026 Last adopted vs. Projected Actual Result at Year End 2026	Amount Diff. between 2027 Proposed and 2026 Last Adopted Budget	2027 Budget Proposed	% Change 2026 Projected Actual Year End vs. 2027 Proposed Budget
						Current Year						Upcoming Year		
	626	Voice Line (Regular Phone Service)	$ 77,627.21	$ 61,430.89	$ 53,436.76	$ 52,080.00	$ 52,080.00	$ 28,736.66	$ 23,343.34	$ 52,080.00	0.0%	$ 2,420.00	$ 54,500	4.6%
	627	Data Line (Internet-Network)	$ 41,470.26	$ 30,323.34	$ 30,914.30	$ 31,000.00	$ 31,000.00	$ 13,171.50	$ 17,828.50	$ 31,000.00	0.0%	$ -	$ 31,000	0.0%
	630	Courier/Shipping	$ 515.35	$ 234.15	$ 205.38	$ 1,000.00	$ 1,000.00	$ 22.42	$ 977.58	$ 1,000.00	0.0%	$ (500.00)	$ 500	-50.0%
		TOTAL	**$ 134,072.21**	**$ 106,278.14**	**$ 95,008.01**	**$ 104,080.00**	**$ 100,080.00**	**$ 52,648.44**	**$ 47,431.56**	**$ 100,080.00**	**0.0%**	**$ 3,920.00**	**$ 104,000**	**3.9%**
		LEASE EXPENSE												
	634	Building	$ 318,045.64	$ 319,043.98	$ 341,268.78	$ 343,000.00	$ 343,000.00	$ 167,791.33	$ 175,208.67	$ 343,000.00	0.0%	$ -	$ 343,000	0.0%
	636	Equipment	$ 4,970.03	$ 2,742.31	$ 5,872.93	$ 6,000.00	$ 6,000.00	$ 2,918.15	$ 3,081.85	$ 6,000.00	0.0%	$ 2,000.00	$ 8,000	33.3%
	638	Vehicle	$ 2,647.96	$ -	$ -	$ 2,750.00	$ 2,750.00	$ -	$ -	$ -	-100.0%	$ (2,750.00)	$ -	0.0%
		TOTAL	**$ 325,663.63**	**$ 321,786.29**	**$ 347,141.71**	**$ 351,750.00**	**$ 351,750.00**	**$ 170,709.48**	**$ 178,290.52**	**$ 349,000.00**	**-0.8%**	**$ (750.00)**	**$ 351,000**	**0.6%**
		MAINTENANCE OF PROPERTY & EQUIP.												
	641	Custodial & Janitorial	$ 212,056.10	$ 213,598.44	$ 215,016.33	$ 220,000.00	$ 220,000.00	$ 111,063.90	$ 108,936.10	$ 220,000.00	0.0%	$ 5,000.00	$ 225,000	2.3%
	643	Grounds/Lawn Maintenance	$ 84,861.00	$ 79,983.07	$ 85,723.50	$ 88,000.00	$ 88,000.00	$ 48,422.00	$ 39,578.00	$ 88,000.00	0.0%	$ 7,000.00	$ 95,000	8.0%
	645	Maintenance supplies	$ 9,972.57	$ 8,638.32	$ 12,746.42	$ 10,000.00	$ 10,000.00	$ 4,125.52	$ 5,874.48	$ 10,000.00	0.0%	$ (1,000.00)	$ 9,000	-10.0%
	652	Fuel and lube	$ 32,787.02	$ 25,759.97	$ 24,689.87	$ 33,000.00	$ 33,000.00	$ 15,606.37	$ 17,393.63	$ 33,000.00	0.0%	$ -	$ 33,000	0.0%
	654	Vehicle repairs	$ 14,567.55	$ 9,719.70	$ 11,982.28	$ 10,000.00	$ 10,000.00	$ 3,148.66	$ 6,851.34	$ 10,000.00	0.0%	$ 15,000.00	$ 25,000	150.0%
	658	Small Tools & Supplies	$ 2,988.96	$ 2,793.53	$ 2,715.85	$ 3,000.00	$ 3,000.00	$ 1,629.80	$ 1,370.20	$ 3,000.00	0.0%	$ -	$ 3,000	0.0%
	660	Office machine and equip. repair	$ 504.92	$ 718.52	$ 443.51	$ 1,000.00	$ 1,000.00	$ -	$ 1,000.00	$ 1,000.00	0.0%	$ -	$ 1,000	0.0%
	661	Network Utility Software	$ 155,507.60	$ 156,299.73	$ 101,073.39	$ 144,250.00	$ 144,250.00	$ 98,481.42	$ 45,768.58	$ 144,250.00	0.0%	$ -	$ 144,250	0.0%
	662	Solinet (OCLC) Cost	$ 30,649.09	$ 31,820.27	$ 32,408.90	$ 33,000.00	$ 31,961.00	$ 25.26	$ 31,935.74	$ 31,961.00	0.0%	$ 2,039.00	$ 34,000	6.4%
	663	Polaris Maintenance	$ 53,635.61	$ 54,914.33	$ 54,999.06	$ 60,000.00	$ 62,458.44	$ 62,458.44	$ -	$ 62,458.44	0.0%	$ 6,541.60	$ 69,000	10.5%
	664	PC Network maintenance and repair	$ 5,875.00	$ 9,533.80	$ 9,474.53	$ 11,500.00	$ 11,500.00	$ 4,745.64	$ 6,754.36	$ 11,500.00	0.0%	$ -	$ 11,500	0.0%
	669	Disaster Recovery Costs	$ -	$ 35,708.64	$ 14,766.60	$ 10,000.00	$ 10,000.00	$ -	$ 10,000.00	$ 10,000.00	0.0%	$ -	$ 10,000	0.0%
		TOTAL	**$ 603,405.42**	**$ 629,488.32**	**$ 566,040.24**	**$ 623,750.00**	**$ 625,169.44**	**$ 349,707.01**	**$ 275,462.43**	**$ 625,169.44**	**0.0%**	**$ 34,580.60**	**$ 659,750**	**5.5%**
		MAINTENANCE SERVICES (Buildings)												
	671	Physical Plant	$ 176,994.78	$ 139,939.63	$ 209,274.84	$ 160,000.00	$ 160,000.00	$ 58,271.06	$ 101,728.94	$ 160,000.00	0.0%	$ (15,000.00)	$ 145,000	-9.4%
	672	Plumbing, Heating, & Air Conditioning	$ 66,494.36	$ 65,834.29	$ 77,498.28	$ 91,500.00	$ 91,500.00	$ 18,885.62	$ 72,614.38	$ 91,500.00	0.0%	$ (10,000.00)	$ 81,500	-10.9%
	673	Electrical	$ 16,998.60	$ 12,789.32	$ 8,083.37	$ 10,000.00	$ 10,000.00	$ 726.05	$ 9,273.95	$ 10,000.00	0.0%	$ -	$ 10,000	0.0%
	674	Sanitation	$ 10,415.68	$ 11,999.75	$ 7,192.43	$ 12,000.00	$ 14,000.00	$ 6,987.77	$ 7,012.23	$ 14,000.00	0.0%	$ -	$ 14,000	0.0%
	675	Pest Control	$ 7,190.00	$ 7,500.00	$ 8,709.00	$ 7,550.00	$ 7,550.00	$ 4,055.00	$ 3,495.00	$ 7,550.00	0.0%	$ -	$ 7,550	0.0%
	676	Termite Contracts	$ 2,915.00	$ 2,945.00	$ 3,625.00	$ 3,000.00	$ 3,000.00	$ 339.38	$ 2,660.62	$ 3,000.00	0.0%	$ -	$ 3,000	0.0%
	678	Carpet Cleaning	$ 17,590.00	$ 17,565.00	$ 17,990.00	$ 20,000.00	$ 20,000.00	$ -	$ 20,000.00	$ 20,000.00	0.0%	$ -	$ 20,000	0.0%
		TOTAL	**$ 298,598.42**	**$ 258,572.99**	**$ 332,372.92**	**$ 304,050.00**	**$ 306,050.00**	**$ 89,264.88**	**$ 216,785.12**	**$ 306,050.00**	**0.0%**	**$ (25,000.00)**	**$ 281,050**	**-8.2%**
		PROFESSIONAL SERVICES												
	680	Payroll Service Fees	$ 37,555.26	$ 39,688.95	$ 34,910.29	$ 39,600.00	$ 39,600.00	$ 17,875.49	$ 21,724.51	$ 39,600.00	0.0%	$ -	$ 39,600	0.0%
	682	Legal	$ 11,869.20	$ -	$ 139.50	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
	683	Financial	$ 50,811.44	$ 48,317.90	$ 44,062.67	$ 51,000.00	$ 51,000.00	$ 50,413.60	$ 3,000.00	$ 53,413.60	4.7%	$ 9,000.00	$ 60,000	12.3%
	685	Consultants	$ 89,998.23	$ 66,595.62	$ 60,748.24	$ 60,000.00	$ 80,000.00	$ 52,293.79	$ 27,706.21	$ 80,000.00	0.0%	$ -	$ 80,000	0.0%
	686	Security	$ 13,766.82	$ 7,108.68	$ 51,859.69	$ 30,000.00	$ 40,000.00	$ 29,591.80	$ 10,408.20	$ 40,000.00	0.0%	$ 10,000.00	$ 50,000	25.0%
	687	Web Design Consultant	$ 89,789.97	$ 87,893.52	$ 92,669.49	$ 100,000.00	$ 100,000.00	$ 87,541.97	$ 12,458.03	$ 100,000.00	0.0%	$ 1,000.00	$ 101,000	1.0%
	688	Movers	$ 15,437.66	$ 16,000.00	$ 12,627.11	$ 60,000.00	$ 10,000.00	$ -	$ 10,000.00	$ 10,000.00	0.0%	$ -	$ 10,000	0.0%
	689	Propsals (Ballot)	$ -	$ -	$ 18,020.34	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
		TOTAL	**$ 309,228.58**	**$ 265,604.67**	**$ 315,037.33**	**$ 340,600.00**	**$ 320,600.00**	**$ 237,716.65**	**$ 85,296.95**	**$ 323,013.60**	**0.8%**	**$ 20,000.00**	**$ 340,600**	**5.4%**
		INSURANCE & CLAIMS												
	692	Library Property	$ 145,499.86	$ 199,811.83	$ 188,228.44	$ 200,000.00	$ 200,000.00	$ 153,736.05	$ 46,263.95	$ 200,000.00	0.0%	$ (10,000.00)	$ 190,000	-5.0%
	694	Flood insurance	$ 25,916.00	$ 29,563.00	$ 33,497.00	$ 34,000.00	$ 34,000.00	$ 36,329.00	$ -	$ 36,329.00	6.9%	$ 3,500.00	$ 37,500	3.2%

			2023 Budget Actual	2024 Budget Actual	2025 Budget Actual	2026 Budget Original	2026 Budget Last adopted (Spring Amendment)	2026 Budget Actual YTD as of 6/30/26	2026 Budget Estimated Remaining Expenditures /Revenues for Year	2026 Budget Projected Actual Year End	% Change 2026 Last adopted vs. Projected Actual Result at Year End 2026	Amount Diff. between 2027 Proposed and 2026 Last Adopted Budget	2027 Budget Proposed	% Change 2026 Projected Actual Year End vs. 2027 Proposed Budget
								Current Year					Upcoming Year	
	696	Vehicle Insurance	$ 31,275.36	$ 38,460.00	$ 45,796.00	$ 45,716.00	$ 54,122.00	$ 54,660.00	$ -	$ 54,660.00	1.0%	$ 878.00	$ 55,000	0.6%
	698	LBOC Liability	$ 1,940.00	$ 4,607.33	$ 4,574.00	$ 4,676.00	$ 4,574.00	$ 4,574.00	$ -	$ 4,574.00	0.0%	$ -	$ 4,574	0.0%
	699	Gen Liability	$ 25,100.64	$ 25,678.00	$ 26,738.00	$ 26,880.00	$ 26,880.00	$ 30,733.00	$ -	$ 30,733.00	14.3%	$ 5,620.00	$ 32,500	5.7%
		TOTAL	**$ 229,731.86**	**$ 298,120.16**	**$ 298,833.44**	**$ 311,272.00**	**$ 319,576.00**	**$ 280,032.05**	**$ 46,263.95**	**$ 326,296.00**	**2.1%**	**$ (2.00)**	**$ 319,574**	**-2.1%**
MATERIALS AND SUPPLIES														
		OPERATING SUPPLIES												
	701	Office Supplies	$ 32,995.28	$ 32,460.34	$ 32,486.04	$ 33,000.00	$ 38,000.00	$ 17,559.27	$ 20,440.73	$ 38,000.00	0.0%	$ -	$ 38,000	0.0%
	702	Bank Service Charges	$ 15,568.17	$ 17,114.58	$ 17,084.39	$ 17,200.00	$ 20,000.00	$ 10,205.71	$ 9,794.29	$ 20,000.00	0.0%	$ -	$ 20,000	0.0%
	703	Book Preparation Supplies	$ 46,688.48	$ 46,999.33	$ 47,468.49	$ 51,000.00	$ 46,000.00	$ 17,101.85	$ 28,898.15	$ 46,000.00	0.0%	$ -	$ 46,000	0.0%
	704	Computer/Printer Supplies	$ 78,742.54	$ 85,274.36	$ 113,890.87	$ 127,000.00	$ 142,000.00	$ 76,742.54	$ 65,257.46	$ 142,000.00	0.0%	$ 4,000.00	$ 146,000	2.8%
	705	Programming Supplies	$ 8,387.55	$ 9,455.39	$ 11,177.31	$ 11,720.00	$ 11,720.00	$ 4,850.96	$ 6,869.04	$ 11,720.00	0.0%	$ (11,720.00)	$ -	-100.0%
		TOTAL	**$ 182,382.02**	**$ 191,304.00**	**$ 222,107.10**	**$ 239,920.00**	**$ 257,720.00**	**$ 126,460.33**	**$ 131,259.67**	**$ 257,720.00**	**0.0%**	**$ (7,720.00)**	**$ 250,000**	**-3.0%**
		TRAVEL & CONTINUING EDUCATION												
	710	Mileage Reimbursement	$ 19,509.56	$ 21,862.81	$ 28,252.84	$ 22,000.00	$ 17,000.00	$ 7,718.45	$ 9,281.55	$ 17,000.00	0.0%	$ -	$ 17,000	0.0%
	712	Library In-service Training	$ 8,981.49	$ 4,982.30	$ 10,312.82	$ 12,000.00	$ 12,000.00	$ 899.89	$ 11,100.11	$ 12,000.00	0.0%	$ -	$ 12,000	0.0%
	714	Conventions/Seminars	$ 33,944.72	$ 19,706.04	$ 26,349.49	$ 35,000.00	$ 28,000.00	$ 21,156.11	$ 6,843.89	$ 28,000.00	0.0%	$ -	$ 28,000	0.0%
		TOTAL	**$ 62,435.77**	**$ 46,551.15**	**$ 64,915.15**	**$ 69,000.00**	**$ 57,000.00**	**$ 29,774.45**	**$ 27,225.55**	**$ 57,000.00**	**0.0%**	**$ -**	**$ 57,000**	**0.0%**
		PUBLIC RELATIONS/PROGRAMMING												
	724	Summer Reading Program	$ 44,955.26	$ 44,402.02	$ 49,898.89	$ 55,000.00	$ 55,000.00	$ 37,825.12	$ 17,174.88	$ 55,000.00	0.0%	$ 2,000.00	$ 57,000	3.6%
	725	Summer Reading T-shirts	$ 6,575.59	$ 6,290.63	$ 8,350.00	$ 8,000.00	$ 8,000.00	$ 3,099.83	$ 4,900.17	$ 8,000.00	0.0%	$ (8,000.00)	$ -	-100.0%
	726	Adult Programming	$ 38,832.18	$ 35,812.40	$ 43,423.41	$ 39,000.00	$ 39,000.00	$ 21,575.22	$ 17,424.78	$ 39,000.00	0.0%	$ 5,000.00	$ 44,000	12.8%
	727	Young Adult Programming	$ 14,994.21	$ 14,888.50	$ 16,769.49	$ 17,000.00	$ 17,000.00	$ 9,657.31	$ 7,342.69	$ 17,000.00	0.0%	$ -	$ 17,000	0.0%
	728	Juvenile Programming	$ 19,998.10	$ 12,473.61	$ 21,940.50	$ 32,500.00	$ 32,500.00	$ 1,630.06	$ 30,869.94	$ 32,500.00	0.0%	$ (2,500.00)	$ 30,000	-7.7%
	729	LEH Grant	$ 1,800.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
		TOTAL	**$ 127,155.34**	**$ 113,867.16**	**$ 140,382.29**	**$ 151,500.00**	**$ 151,500.00**	**$ 73,787.54**	**$ 77,712.46**	**$ 151,500.00**	**0.0%**	**$ (3,500.00)**	**$ 148,000**	**-2.3%**
CAPITAL OUTLAY														
		NON-BOOK ACQUISITIONS												
	805	Landscaping Additions	$ 33,572.29	$ 63,452.06	$ 51,728.95	$ 46,000.00	$ 54,000.00	$ 15,825.00	$ 38,175.00	$ 54,000.00	0.0%	$ (9,000.00)	$ 45,000	-16.7%
	810	Improvements to Physical Plant	$ 65,986.50	$ 106,889.73	$ 99,068.00	$ 90,000.00	$ 145,000.00	$ -	$ 145,000.00	$ 145,000.00	0.0%	$ 35,000.00	$ 180,000	24.1%
	815	Vehicles	$ 61,475.54	$ 42,632.37	$ 44,083.00	$ 75,000.00	$ 29,000.00	$ 27,138.00	$ 1,862.00	$ 29,000.00	0.0%	$ (29,000.00)	$ -	-100.0%
	820	Office Equipment/Furniture & Shelving	$ 89,836.78	$ 55,673.10	$ 50,409.68	$ 53,000.00	$ 63,000.00	$ 34,906.36	$ 28,093.64	$ 63,000.00	0.0%	$ (13,000.00)	$ 50,000	-20.6%
	825	Telephones and Telephone System	$ -	$ 11,896.97	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
	831	Leasehold Improvements	$ -		$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
	834	PC Network	$ 164,278.65	$ 162,102.66	$ 148,862.38	$ 200,000.00	$ 216,000.00	$ 187,973.16	$ 28,026.84	$ 216,000.00	0.0%	$ (41,000.00)	$ 175,000	-19.0%
	840	Integrated Library Automation Sys.	$ 11,229.91	$ 6,726.02	$ 8,329.60	$ 16,000.00	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
	841	Cameras	$ -	$ 5,958.00	$ 773.91	$ 3,000.00	$ -	$ -	$ -	$ -	0.0%	$ 3,000.00	$ 3,000	
	842	Audio/Visual Equipment	$ 2,140.00	$ 102,849.90	$ 27,628.00	$ -	$ -	$ -	$ -	$ -	0.0%	$ 7,000.00	$ 7,000	
		TOTAL	**$ 428,519.67**	**$ 558,180.81**	**$ 430,883.52**	**$ 483,000.00**	**$ 507,000.00**	**$ 265,842.52**	**$ 241,157.48**	**$ 507,000.00**	**0.0%**	**$ (47,000.00)**	**$ 460,000**	**-9.3%**
		LIBRARY RESOURCE ACQUISITIONS												
	851	Adult Books	$ 220,913.46	$ 204,785.67	$ 211,586.84	$ 205,000.00	$ 200,000.00	$ 65,878.02	$ 134,121.98	$ 200,000.00	0.0%	$ (10,000.00)	$ 190,000	-5.0%
	852	Lease/Purchase Books	$ 18,203.89	$ 10,966.20	$ 10,966.20	$ 11,400.00	$ 11,142.60	$ 11,142.60	$ -	$ 11,142.60	0.0%	$ (1,142.60)	$ 10,000	-10.3%
	853	Juvenile Books	$ 98,074.59	$ 104,999.40	$ 107,587.07	$ 105,000.00	$ 105,000.00	$ 41,498.54	$ 63,501.46	$ 105,000.00	0.0%	$ 35,000.00	$ 140,000	33.3%
	855	Young Adult	$ 13,206.60	$ 14,504.18	$ 13,007.62	$ 15,000.00	$ 19,000.00	$ 11,492.64	$ 7,507.36	$ 19,000.00	0.0%	$ 1,000.00	$ 20,000	5.3%
	858	Music Recordings	$ 2,356.69	$ 2,411.19	$ 2,241.79	$ 2,000.00	$ 800.00	$ 399.53	$ 400.47	$ 800.00	0.0%	$ -	$ 800	0.0%
	861	Adult Reference	$ 110,390.92	$ 110,632.40	$ 114,810.16	$ 111,000.00	$ 111,000.00	$ 64,936.83	$ 46,063.17	$ 111,000.00	0.0%	$ (21,000.00)	$ 90,000	-18.9%

		2023 Budget Actual	2024 Budget Actual	2025 Budget Actual	2026 Budget Original	2026 Budget Last adopted (Spring Amendment)	2026 Budget Actual YTD as of 6/30/26	2026 Budget Estimated Remaining Expenditures /Revenues for Year	2026 Budget Projected Actual Year End	% Change 2026 Last adopted vs. Projected Actual Result at Year End 2026	Amount Diff. between 2027 Proposed and 2026 Last Adopted Budget	2027 Budget Proposed	% Change 2026 Projected Actual Year End vs. 2027 Proposed Budget
					Current Year						Upcoming Year		
863	Juvenile Reference	$ 44,314.69	$ 44,720.57	$ 42,458.52	$ 45,000.00	$ 45,000.00	$ 39,925.05	$ 5,074.95	$ 45,000.00	0.0%	$ (45,000.00)	$ -	-100.0%
872	Periodicals	$ 48,892.36	$ 49,425.37	$ 48,281.27	$ 50,000.00	$ 50,000.00	$ 33,432.79	$ 16,567.21	$ 50,000.00	0.0%	$ (6,000.00)	$ 44,000	-12.0%
883	Audio Recordings (Books)	$ 12,098.64	$ 9,871.58	$ 13,759.51	$ 16,100.00	$ 16,100.00	$ 10,727.60	$ 5,372.40	$ 16,100.00	0.0%	$ (100.00)	$ 16,000	-0.6%
885	Video Recordings	$ 62,285.35	$ 56,244.78	$ 56,958.96	$ 54,000.00	$ 45,000.00	$ 18,260.15	$ 26,739.85	$ 45,000.00	0.0%	$ (5,000.00)	$ 40,000	-11.1%
886	Genealogy	$ 4,999.65	$ 6,944.89	$ 6,455.56	$ 7,000.00	$ 3,000.00	$ 1,111.29	$ 1,888.71	$ 3,000.00	0.0%	$ -	$ 3,000	0.0%
887	Digital Microfilm	$ 5,867.00	$ 2,500.00	$ 2,493.00	$ 2,500.00	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
891	Electronic /Downloadable Media	$ 440,068.42	$ 419,688.21	$ 466,092.14	$ 450,000.00	$ 455,000.00	$ 257,867.28	$ 197,132.72	$ 455,000.00	0.0%	$ -	$ 455,000	0.0%
892	CDROM/Software	$ 64,893.40	$ 61,841.42	$ 51,444.53	$ 65,000.00	$ 47,021.00	$ 23,357.71	$ 23,663.29	$ 47,021.00	0.0%	$ 2,979.00	$ 50,000	6.3%
893	Internet Database Subscriptions	$ 324,585.51	$ 310,127.42	$ 316,418.72	$ 348,000.00	$ 350,500.00	$ 309,925.30	$ 40,574.70	$ 350,500.00	0.0%	$ -	$ 350,500	0.0%
	TOTAL	**$ 1,471,151.17**	**$ 1,409,663.28**	**$ 1,464,561.89**	**$ 1,487,000.00**	**$ 1,458,563.60**	**$ 889,955.33**	**$ 568,608.27**	**$ 1,458,563.60**	**0.0%**	**$ (49,263.60)**	**$ 1,409,300**	**-3.4%**
	LONG-TERM CAPITAL EXPENDITURES												
906	Capital Send to Parish	$ -	$ -	$ 416,903.00	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
895	Outreach FF & E	$ -	$ 15,966.26	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
896	Outreach Vehicle	$ -	$ 120,393.00	$ 64,966.50	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
897	Outreach Opening Day Collection	$ -	$ 59,977.75	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ -	$ -	0.0%
898	Causeway/Mandeville FF & E	$ -	$ 130,000.00	$ -	$ 270,000.00	$ 270,000.00	$ -	$ 270,000.00	$ 270,000.00	0.0%	$ (270,000.00)	$ -	-100.0%
899	Covington/Lacombe FF&E	$ -	$ 48,263.70	$ -	$ -	$ -	$ -	$ -	$ -	0.0%	$ 269,000.00	$ 269,000	
	Total	**$ -**	**$ 374,600.71**	**$ 481,869.50**	**$ 270,000.00**	**$ 270,000.00**	**$ -**	**$ 270,000.00**	**$ 270,000.00**	**0.0%**	**$ (1,000.00)**	**$ 269,000**	**-0.4%**
	TOTAL EXPENDITURES	**$ 12,281,832.89**	**$ 12,542,336.21**	**$ 13,374,826.11**	**$ 13,588,872.00**	**$ 13,587,959.04**	**$ 6,933,078.72**	**$ 6,653,263.92**	**$ 13,586,342.64**	**0.0%**	**$ 150,215.25**	**$ 13,738,174**	**1.1%**
	SAVINGS / (EXCESS EXPENDITURES)	**$ 124,394.21**	**$ 521,427.10**	**$ 435,719.73**	**$ (269,952.00)**	**$ (269,039.04)**	**$ 6,192,277.02**		**$ (49,205.21)**		**$ 134.92**	**$ (268,903.12)**	

	2026 Budget	2026 Budget Last adopted	2026 Budget Projected Actual Year End	2027 Budget Proposed
	Current Year			Upcoming Year
Summary of Fund Balance				
Savings/Excess Expenditures	(269,951.83)	(269,039.04)	(49,205.21)	
Beginning Fund Balance 1/1/2026 (audited)	$ 18,681,202.00	$ 18,681,202.00	$18,681,202.00	
Estimated Ending Fund Balance 12/31/2026	$ 18,411,250.17	$18,412,162.96	$18,631,996.79	
Savings/Excess Expenditures				(268,903.12)
Estimated Beginning Fund Balance 1/1/2027				$18,631,996.79
Estimated Ending Fund Balance 12/31/2027				$18,363,093.67

Detail of Fund Balance as of 12/31/2025	
Total Fund Balance	**18,681,202**
Ad Valorem Receivable	(12,938,674)
Deferred Inflow	382,837
State Revenue Sharing Receivable	(225,229)
Prepaid Expenses	(108,784)
Deposits	(1,981)
Accounts Payable	31,409
Payroll Liabilities	310,461
Health Claims Payable	362,704
Other Receivables	(18,110)
Fund Balance Available from Prior Years Operating Earnings	**6,475,835**

Fund balance does not equate to Cash - includes receivable for next years budget and payables

Savings	
Prior Years' Operating Revenue (Savings) audited	**$ 6,475,835**
Savings projected actual year end 2026	$ (49,205)
Projected Prior Year's operating revenue Jan.1 2027	**$ 6,426,630**
Dedications	
Dedicated for Operational Reserves	$ 2,500,000
Dedicated for Disaster / Emergency Funds	$ 1,475,000
Dedicated for Mandeville Furniture	$ 70,000
Dedicated for Slidell Furniture	$ 700,000
Dedication for Lacombe FF&E	$ 269,000
Reserved to pay 4th Quarter accrued payroll liabilities	$ 250,000
Reserved to pay Health Claims from runout	$ 250,000
Dedication to Capital Contingency	$ 675,000
Total Dedicated or Reserved	**$ 6,189,000**
Unassigned Savings	**$ 237,630**

St. Tammany Parish Library

Discover what's inside

St. Tammany Parish Library Board of Control

Resolution No. 26-025

Resolution to Amend the Section 209(D), Rules of Behavior

August 24th, 2026

SPONSOR: Mr. Branton

WHEREAS, the St. Tammany Parish Library Board of Control is charged with establishing policies necessary for the orderly operation of the Library and the protection of library patrons, staff, collections, equipment, and facilities; and

WHEREAS, the Library exists to provide a safe, welcoming, and orderly environment in which members of the public may read, study, access library resources, attend programs, and otherwise make appropriate use of library services; and

WHEREAS, the Board finds it necessary to periodically review and update its Rules of Behavior to address evolving operational needs, promote public safety, preserve library property, and ensure that all patrons are able to enjoy library facilities without unreasonable disruption or interference; and

WHEREAS, the Board further finds that clarifying expectations regarding patron conduct provides greater consistency in the administration and enforcement of library policies while supporting the Library's mission of providing equitable access to services and facilities;

NOW THEREFORE BE IT RESOLVED that the St. Tammany Parish Library Board of Control hereby amends Section 209(D), Rules of Behavior, of the St. Tammany Parish Library Rules and Regulations Manual with the revisions incorporated herein as follows:

D. Rules of Behavior

The library Board of Control shall be responsible for determining the rules of behavior necessary to protect the rights of individuals who use library materials and services, to protect the rights of library employees to conduct library business without interference, and to preserve library materials and facilities.

The St. Tammany Parish library welcomes and encourages the use of its facilities and services by all library patrons. The library shall be open to the public for the purpose of reading, studying, using library materials, attending programs, and using meeting room facilities. The St. Tammany

Parish Library endeavors to ensure that the public shall be permitted to pursue those purposes without encountering unreasonable nuisances at its facilities.

1.Firearms or weapons of any kind shall be prohibited in the library except when carried by law enforcement officials while on duty.

2.Eating and drinking shall be prohibited in the library and under any covered entrance areas. The only exceptions shall be designated in staff areas or at group meetings when permission has been requested in advance as specified in the meeting room rules and regulations.

3.Use of tobacco products shall be prohibited in the library. Use of chewing tobacco and possession of hand-held spittoons shall be prohibited in the library.

4.~~Consumption of alcohol products of any kind shall be prohibited on library property at any time. Exceptions shall be made by the Library Director when pertinent to the library program.~~ Possession, consumption, or use of alcoholic beverages or controlled substances on library property shall be prohibited.

5.No animals, except ~~guide dogs~~ service animals, shall be permitted in the library except during library approved educational programs.

6.Sleeping shall be prohibited in the library.

7.Any behavior that disturbs library users or staff, hinders others from using the library or library materials, or has the potential of damaging library equipment and property shall be prohibited. Such disruptive behavior shall include, but shall not be limited to, fighting, loitering, running, throwing objects, harassing others, misusing or abusing library equipment, furniture, and landscaping, and playing audio equipment at a level that disturbs others. Loud or boisterous behavior and conversation that is above an acceptable noise level shall be considered disruptive and shall be prohibited.

a. Fighting and roughhousing shall be prohibited in the library and on library property. All patrons involved shall be made to leave the premises.

b. Loitering or lingering of groups on walkways at entrances shall be prohibited. Individuals or groups who loiter or meander aimlessly in the library or on library grounds shall be asked to leave or to disburse, so that others shall not be hindered and/or intimidated in entering the library.

c. Running shall be prohibited.

d. Throwing or tossing objects such as balls of paper, paper airplanes, or other objects shall be prohibited.

e. Misusing or abusing library equipment, furniture and/or landscaping shall be prohibited. This includes, but shall not be limited to, pounding on computer keyboards, disregard for instructions on machines, placing feet on furniture and damaging furniture, fixtures, and landscaping.

f. Harassing others, either verbally or physically shall be prohibited. Harassment shall include initiating unwanted conversations with other library users or staff, impeding access to the building, or following another person about the library to the annoyance of the followed person.

g. Playing audio equipment at a disturbing level, as determined by the library staff, shall be prohibited. Use of audio equipment with headphones at a level that is disturbing to staff or patrons shall be prohibited.

h. Loud or boisterous behavior shall be prohibited. This includes, but shall not be limited to, crying babies, tantrums, loud or disruptive behavior. Parents may be asked to calm or temporarily remove their child from the building in order to maintain a quiet, orderly library atmosphere.

8.Solicitation for profit or charitable purposes and the distribution of leaflets shall be prohibited on library property. This shall include selling anything, such as raffle tickets or candy, for personal or for a charitable cause, begging, panhandling, taking surveys, or circulating petitions. Used book sales are allowed

9.All library users shall wear shoes and appropriate outer clothing. Patrons shall be prohibited from entering the building without shoes and appropriate outer clothing. Swimsuits shall be covered. Wet swimsuits shall be prohibited.

10.Use of roller-blades, roller skates, skateboards, or other sports equipment in the library or on the library property shall be prohibited. For the safety of patrons and staff and the protection of library landscaping and property, use of these items shall be prohibited at anytime on library property.

11.The library shall not be responsible for personal belongings left unattended. Patrons shall not leave valuables unattended at anytime.

12.The library reserves the right to limit the number of people who may sit at a computer carrel, or study table. There shall be a limit of four persons per study table, one person per carrel, and one person per chair. Exceptions shall be made at the discretion of the library staff on duty in the case of a special project or permit scheduled group's access to particular library materials.

a. Groups may arrange to attend starred special programs on library flyers; however, registration is required. Attendance is limited and based on availability. Groups who arrive without prior registration run the risk of being turned away due to capacity restrictions. This policy is in place to ensure a fun and comfortable environment for all children and also follows fire code regulations. Groups are encouraged to attend one special program in June and one in July as availability allows. Failure to appear at a group pre-registered program without prior notice or just cause may cancel that group's privileges for the season.

13.~~Cell phone use is prohibited in the library at all times. Beepers and phones need to be on vibrating only while on premises.~~ Cell phones and other personal electronic devices shall be set to silent or vibrate while in the library. Voice calls, audio, or other use that disturbs library users or staff shall be prohibited.

14.Entering staff-only or other non-public areas without authorization shall be prohibited.

15.Sexual conduct, indecent exposure, or other sexually explicit conduct shall be prohibited on library property.

16.Possession or use of fireworks, explosives, hazardous materials, or other dangerous substances on library property shall be prohibited except as authorized for approved library purposes.

17.Library restrooms shall be used only for their intended purpose. Bathing, shaving, washing hair, laundering clothing, or other improper use of restroom facilities shall be prohibited.

18.Patrons shall comply with the reasonable directions of library staff concerning library policies, safety procedures, and emergency instructions. Failure to comply may result in removal from library property.

19.~~14.Violation of federal and/or state law or local ordinances on library property shall be prosecuted.~~ Violations of federal or state law or local ordinances occurring on library property may be reported to the appropriate law enforcement authorities and may result in removal from library property, suspension of library privileges, or prosecution as provided by law.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by ______________________ and seconded by_______________________,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 24th DAY OF AUGUST 2026, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

____
Charles Branton, Board President

ST. TAMMANY PARISH LIBRARY

Discover what's inside

St. Tammany Parish Library Board of Control

Resolution No. 26-026

Resolution to declare certain movable property surplus and authorizing its disposition
August 24th, 2026

SPONSOR: Mr. Branton

WHEREAS, the St. Tammany Parish Library is the owner of the following described movable property; and

WHEREAS, St. Tammany Parish Library declares the following movable property no longer needed for a public purpose due to its age and repair costs and, thus, no longer viable to maintain; and

WHEREAS, St. Tammany Parish Library desires to declare said movable property as surplus and dispose of the same.

NOW THEREFORE BE IT RESOLVED that St. Tammany Parish Library Board of Control hereby declares the following movable property as surplus and authorizes the disposition of the same, all in accordance with state law:

Item | Description

3819	One (1) Chevrolet Express 3500, model year 2018, VIN 1HA3GSCG7JN001806	
10432	Large Occasional Chair, Wooden/fabric	
10431	Occasional Table, Wooden with laminate Top 24x24"	
4641	Green Fabric and Wood Arm Chair	
4634	Green Fabric and Wood Arm Chair	
4642	Green Fabric and Wood Arm Chair	
4633	Green Fabric and Wood Arm Chair	
12159	DVD Rack	
2981	Divider Shelf	
15425	Dell AIO AWE ASE/ELS	JXQF7X2
15426	Dell AWE AIO ELS	JXR13W2
10573	Circular Children's Computer Table	

7560	|	Dell All in One Optiplex	1
9030	|	Dell All in One Optiplex	1
7450	|	Dell All in One Optiplex	45
7470	|	Dell All in One Optiplex	10
7490	|	Dell All in One Optiplex	1
7480	|	Dell All in One Optiplex	3

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____________________ and seconded by______________________,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 24th DAY OF AUGUST 2026, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

____
Charles Branton, Board President

St. Tammany Parish Library Board of Control

Resolution No. 26-027

Resolution to Replace St. Tammany Parish Library Rules and Regulations Chapter 4 "Collection Development" Sections 401, 403, and 405
August 24th, 2026

SPONSOR: Mr. Branton

WHEREAS, the Board of Control of the St. Tammany Parish Library is authorized to adopt and amend its Rules and Regulations; and

WHEREAS, the Board of Control finds it appropriate to revise certain provisions of Chapter 4, "Collection Development," of the St. Tammany Parish Library Rules and Regulations; and

WHEREAS, the proposed replacement provisions for Sections 401, 403, and 405 have been presented to the Board for its consideration;

NOW THEREFORE BE IT RESOLVED by the Board of Control of the St. Tammany Parish Library that Sections 401, 403, and 405 of Chapter 4, "Collection Development," of the St. Tammany Parish Library Rules and Regulations are hereby repealed and replaced in their entirety with the respective sections attached hereto and incorporated herein by reference.

BE IT FURTHER RESOLVED that all other provisions of Chapter 4 and the St. Tammany Parish Library Rules and Regulations shall remain unchanged and in full force and effect.

BE IT FURTHER RESOLVED that these replacements shall become effective immediately upon adoption.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____________________ and seconded by______________________,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 24th DAY OF AUGUST 2026, AT A REGULAR MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

____
Charles Branton, Board President

Chapter 4. Collection Development

Section 401. Purpose

Effective Date: August 24, 2026 *Revision Date:*

The purpose of this policy is to establish the guidelines by which the library develops and manages its collections. Because of the volume of publishing as well as the limitations of budget and space, the library must have a collection management policy with which to support the library's mission and community needs. The St. Tammany Parish Library is not a retrospective collection.

The primary objective of the library is to provide accessible materials for people of all ages, making available carefully selected materials of purpose and quality that will meet the needs and interests of the community, defined as people who live, work, go to school, or own property in St. Tammany Parish. Consideration of all interests, timely responses to user needs, and a wide range of viewpoints are hallmarks of a valuable and successful collection.

Section 403. The Collection

Effective Date: August 24, 2026 *Revision Date:*

A. The Collection

The library collection extends to both physical and virtual locations. It includes standard print and audiovisual materials as well as newer formats. Additional formats may be added as patron needs and interests dictate.

Materials are classified and shelved in specific sections according to material type and age group of target audience, with some sections being further divided into fiction and non-fiction. Non-fiction materials are sorted using the Dewey Decimal System, the exceptions for which are biographies (these are organized in alphabetical order by the subject's last name) and the genealogy collection (organized by an internal scheme).

B. Criteria for Selection

The Library Director, or designated staff, shall consider the criteria listed below when adding any materials to the collection, whether purchased or donated. An item does not need to meet every criterion listed, but it should meet several to be added to the collection.

- Access to materials in the surrounding geographic area
- Accuracy
- Anticipated use
- Appropriateness to library's service policy and mission
- Circulation of similar material as monitored through the automated system
- Contemporary significance
- Community interests and needs
- Cost and anticipated reoccurring costs
- Creative, literary, or technical quality
- Critical assessments/reviews in a variety of professional journals that strongly indicate likely circulation
- Availability for purchase of materials from library approved vendors
- Format
- Local emphasis
- Multiple requests by patrons and/or hold ratios or waitlists that indicate real demand
- Permanent value
- Popular interest, titles appearing on established bestseller lists or showing sustained national attention
- Professional judgment of selecting librarian

- Proper binding to withstand library usage
- Readability or ability to sustain interest
- Relationship to existing materials in collection
- Reputation of author, publisher, producer, or illustrator and authors and series with record of high circulation in our system
- Suitability of style and treatment of subject, appropriate to age of intended audience
- Timeliness or currency of information
- Value of resource in relation to its cost

Community standards for St. Tammany Parish shall be considered when acquiring library material that would be accessible to a minor through donation or purchase.

The Library uses a number of metrics to determine community standards:

- Usage statistics gathered from the Integrated Library System, including circulation numbers and number of holds for specific items
- Patron requests and feedback
- Titles assigned to students in the public and parochial school systems
- Parish demographics

The Library shall follow all Louisiana laws and St. Tammany Parish ordinances that pertain to the purchasing and placement of library materials. Materials cataloged in the children's (Juvenile) and teen's (Young Adult) collections shall not contain sexually explicit material, textual, visual, or audio, produced in any medium, that depicts or describes sexual conduct as defined by La. R.S. 25:225B(3) or the most recent version which is adopted herein by reference.

C. Staff Roles (or Responsibilities)

Ultimate responsibility for material selection rests with the Director who operates within the framework of policies determined by the Library Board of Control. The Collection Management Librarians oversee the selection process and provide professional support for other material selectors as well as track the materials budgets to ensure a flow of new materials throughout the year according to budget allocations.

D. Self-Published Materials

Independently published materials will be evaluated using the criteria in part B.

E. Local Authors

The Library accepts donated copies of works by local authors that have valuable local content, have high local interest, and have received positive professional reviews or have been examined and found to be of merit. Donated works will be placed in the Local Author collection and will be evaluated annually.

F. Memorials, Gifts, and Donations

Monetary gifts to the collection are welcome and may be designated as book memorials. Donors of the funds may suggest subjects or titles to be acquired with their donation, as well as suggesting home locations for the materials, but the library reserves the right of final decision. All book dedication items are designated as such with a dedication plate being placed in each item. Notes and subjects are added to the catalogue record of each item so that these items are searchable in the library's online catalog. Book dedications are acknowledged by a letter to the donor and to the family of the person in whose honor items are donated.

The Library accepts unrestricted, irrevocable gifts of books and other library materials. Donations are accepted with the understanding that they will be considered for addition to the collection in accordance with the Collection Management Policy selection guidelines. The Library reserves the right to sell, distribute to community partners, or otherwise dispose of donated materials. STPL will not assign a value to donated materials.

The library will not accept the donation of replacement copies of lost or damaged material in lieu of paying replacement fees.

G. Patron Requests

The library encourages requests and suggestions from the St. Tammany Parish Library community for a particular item or subject to be considered for purchase and addition to the collection. All requests and suggestions are subject to the same selection criteria as other materials and are not automatically purchased or added to the collection. There must be demonstrable demand and community interest in an item or subject to be considered for purchase. Requests may be made through the online request form on the library website.

H. Special Collections

<u>Genealogy</u>

Genealogy and local history materials can be found at the Covington Branch Library, with a small collection of resources available at the Slidell Branch. The collection includes books, periodicals, and microfilm as well as genealogical databases through various library online resources. Genealogical and local history materials, whether purchased or donated, will be evaluated according to the library's criteria for selection outlined in this policy, with an emphasis on local interest and the relationship of the item to the existing collection. The library's collection focuses on Louisiana and Mississippi with a strong emphasis on the Florida Parishes, geographic areas with large migrations to the region, and individual family histories of local interest. The library subscribes to several genealogical periodicals and also houses current and historical city directories and school yearbooks.

<u>Foreign Language</u>

The Library collects materials in languages other than English based on anticipated readership and interest.

I. Duplication

Multiple copies of materials as well as additional formats are purchased in response to user demand as determined by number of requests/holds per item, anticipated popularity and monitoring of the collection.

J. Replacements

While the Library attempts to maintain copies of standard and important works, it does not automatically replace all materials withdrawn due to loss or damage. Replacement consideration is subject to selection criteria.

K. ILL

Adult patrons with a valid STPL card in good standing may request an Interlibrary Loan (ILL) from a library outside the STPL system for an item not owned by STPL.

The patron is responsible for any fees associated with the ILL loan.

STPL will not submit an ILL request for fiction titles with a publication date in the past six (6) months or any on-order titles. There are no publication date restrictions on requests for non-fiction titles.

Genealogy materials may be requested through Interlibrary Loan; all genealogy ILL materials are in-house use, only.

L. Digital

The digital resources collection includes downloadable electronic books (e-Books), e-audiobooks, e-magazines, and downloadable videos, as well as a large variety of online subscription databases. E-Books, e-audiobooks, e-magazines, and streaming videos are purchased for patrons to download to a wide range of personal electronic devices. Virtual collections selected by STPL staff are evaluated using criteria applied to their physical collection counterparts. Titles and works offered on some online platforms are pre-selected by the vendor.

The library offers access to a wide range of databases selected, purchased, and made available through the State Library of Louisiana. STPL supplements this collection with additional databases chosen with its patrons' needs in mind and focuses on selecting educational databases which have broad appeal to the entire community. Some of the current databases include genealogy resources, magazine and newspaper articles, business and legal information, and job training and testing.

Section 405. Criteria for Deselection

Effective Date: August 24, 2026 *Revision Date:*

The St. Tammany Parish Library engages in an ongoing process of continual assessment of materials in terms of usefulness to the public as defined in this policy to maintain relevant resources. The Library regularly removes materials to ensure that the collection continues to meet patrons’ needs. Materials are often removed when they become worn, obsolete, unused, or are duplicate items or old editions that are no longer necessary. Professional staff assess the need for replacing materials that are damaged, destroyed or lost. Materials are not automatically replaced. Decisions are based on need, demand, budget, and availability.

The professional staff will evaluate the materials collection for replacement and/or discard on an ongoing basis, using the Continuous Review, Evaluation, and Weeding (CREW) method of evaluation developed by Joseph P. Segal. The following criteria are used to evaluate a title's current usefulness to the materials collection. An item does not need to meet every criterion listed to be withdrawn.

- Misleading and/or factually inaccurate
- Unappealing Condition
- Superseded by a new edition or by new material with updated information
- Outdated trends
- Irrelevant to the needs and interests of the community
- Lack of use, informed by date of publication or circulation statistics for an item, including when it last circulated and its average yearly use
- Space limitations
- Obsolete or declining formats

Withdrawn Materials shall be disposed of according to existing applicable laws.

Chapter 4. Collection Development

Section 401. Purpose

Effective Date: TK *Revision Date: TK*

The purpose of these rules and regulations is to facilitate the building of a diversified library collection of merit and significance that reflects the interests and needs of the community.

Section 403. Criteria for Selection

Effective Date: TK *Revision Date: 10/23/2023*

The Library Director shall consider several factors follows in making selections. Not all the following factors apply to every book or material format to be considered. Works of imagination are judged on different factors than are works of information or opinion.

- Purpose: use of material, factual information, general knowledge or information.
- Authorship: professional and literary significance of the author.
- Authority: especially inclusion in indexes, bibliographies, other professional references for all material formats.
- Opinions: attention to critics, reviewers and the public.
- Scope: comprehensiveness and depth of treatment.
- Content: objectivity, clarity, accuracy and logic of presentation.
- Presentation: presentation in a manner appropriate for the intended audience.
- Suitability of subject and style for the intended audience.
- Suitability of physical format for library use.
- Timeliness: present and potential relevance to community needs representation of important movement, genre, or trend of culture.
- Relation to existing library collection and other materials on the subject and availability of materials in the surrounding geographic area.
- Cost: budget guidelines, stability and needs.
- Publisher: reputation and sustained presence in the marketplace.
- Gift materials shall be accepted using the same criteria as purchased material.

Community standards for St. Tammany Parish shall be considered when acquiring library material that would be accessible to a minor through donation or purchase.

The library uses a number of metrics to determine community standards:

- Usage statistics gathered from the Integrated Library System, including circulation numbers and number of holds for specific items
- Patron requests
- Feedback from branch staff
- Titles assigned to students in the public and parochial school sytems
- Parish demographics

The Library shall follow all Louisiana laws and St. Tammany Parish ordinances that pertain to the purchasing and placement of library materials. Materials cataloged in the children’s (Juvenile) and teen’s (Young Adult) collections shall not contain sexually explicit material, textual, visual, or audio, produced in any medium, that depicts or describes sexual conduct as defined by La. R.S. 25:225B(3) or the most recent version which is adopted herein by reference.

Section 405. Additional Criteria for the Selection of Non-Book and Special Materials

Effective Date: TK *Revision Date: TK*

A. Audio cassettes/CDs for adults and juveniles shall be selected on the same criteria standards as books and other library material.
B. Compact discs shall be selected on importance of composers, performing organizations, conductors and quality of reproduction.
C. A collection of literacy materials shall be maintained to cooperate with local efforts to teach literacy skills to beginning readers.
D. Newspapers provide a valuable, current source of local and regional information and shall be selected first upon their local value and secondly upon space availability.
E. Pamphlets shall be selected using the same criteria that are used for books.
F. Paperbacks or soft cover books which supplement the hardcover book collection of the library shall use the same selection criteria as for hardcover materials.
G. Periodicals are often the most current source of information that has yet or may never appear in book form. An important consideration shall be the availability of content through indexes, abstracts and bibliographies.
H. Textbooks are selected only when no other material in a given field is available. Students' demand for textbooks should be satisfied by attending schools/colleges.
I. Audio Visuals
   1. Audio visuals collection shall concentrate on self-education, self-improvement, informational, recreational, and general entertainment videos.
   2. To serve all levels of the public, Audio Visuals have no restrictive time frame for purchase.
J. Electronic Databases shall be selected on many of the same factors as used for print materials.