

St. Tammany Parish Library
Board of Control Meeting
December 15, 2025
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, December 15, 2025.

AGENDA

Call to order by President and Roll Call by Director

Pledge of Allegiance and Invocation

1. Approval of the minutes of the meeting of the Library Board of Control that was held on October 27, 2025
 - Discussion
 - Public Comment
 - Vote
2. OLD BUSINESS
 - A. Report on Programming and Partial Schematic Design of new Lacombe Branch by RCL Architecture, LLC.
 - B. Resolution #25-025 Approval to Proceed to Phase 2 and Phase 3(a) of the Professional Service Contract for the Replacement of the Lacombe Branch Library (Branton)
 - Discussion
 - Public Comment
 - Vote
 - C. Personnel Committee Report
3. NEW BUSINESS
 - A. Financial Report – October 2025
 - Discussion
 - Public Comment
 - Vote

B. Co-Interim Directors' Report

C. Resolution #25-026 Final Amendment to the 2025 Budget (Branton)

- Discussion
- Public Comment
- Vote

D. Resolution #25-027 Extension of time to allow for procedural due process of undecided Statements of Concern (Branton)

- Discussion
- Public Comment
- Vote

E. Election of Officers (Myers)

- Discussion
- Public Comment
- Vote

F. Alcohol Request – St. Tammany Library Foundation

- Discussion
- Public Comment
- Vote

4. Adjournment

**St. Tammany Parish Library
Board of Control Meeting
October 27, 2025
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. Brent Geiger, Co-Interim Director, called the roll and declared that a quorum was present.

Present (7): Glenn Baham, Chuck Branton, Councilman Jeff Corbin (designated by Parish President Mike Cooper), 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. Petrie led the Pledge of Allegiance. T. Thompson led the invocation.

C. Branton explained the meeting rules and the rules for public comment.

1. Approval of the minutes of the meeting of the Library Board of Control that was held on September 22, 2025.

DISCUSSION: There was no Board discussion.

PUBLIC COMMENT: There was no public comment.

MOTION: G. Baham moved to approve the minutes of the September 22, 2025, LBOC meeting. It was seconded by J. Corbin.

VOTE: Baham: Yes Corbin: Yes Myers: Yes Petrie: Yes Thanars: Yes Thompson: Yes Branton: Yes

RESULT: Motion to approve the minutes carried. (Unanimous – 7)

2. OLD BUSINESS

A. Personnel Committee Report

G. Baham, Personnel Committee Chair, gave an update from the committee. The committee has posted the job advertisement for Library Director and there have been 101 applicants so far. The deadline to apply is November 20, 2025. G. Baham noted that \$645 has been spent on advertising the job position. C. Branton noted that there is no action being taken on this item and no public comment. G. Baham stated that future committee meetings will be held around the parish. T. Myers reported that Livingston Parish has been very helpful in sharing information about their search process. G. Baham noted that applications remain on file for two years, providing a useful resource when other positions become available within the system.

3. NEW BUSINESS

A. Financial Report – September 2025

Tanya DiMaggio, Co-Interim Director, presented the financial report. Additional Ad Valorem Revenue in the amount of \$9,568.59 was received on September 24, 2025. The total Ad Valorem received for the year is \$12,959,740.11. No additional State Revenue Sharing has been received since the last report. The budget percentage for this point in the year should be 75%. Revenues are at 75.04% and Expenditures are at 72.34%. T. DiMaggio gave explanations for lines that were over or under budget. She noted that Publication of Legal Notices is under budget due to shorter board meeting minutes. She noted that Membership Dues are currently under budget but will be in balance on the next report once payment to the Northshore Community Foundation has been posted. She noted that the Improvement to Physical Plant line will be in balance once the generator for the Technical Services building is purchased and installed. They are currently awaiting the gas line installation. She also noted that the Slidell Branch Reading Garden project will be funded through the same Improvement to Physical Plant budget line.

DISCUSSION: G. Baham asked about the Movers line. T. DiMaggio explained that line will be used when the I.T. Department moves to the Technical Services building. C. Branton asked for an update on the elevator. T. DiMaggio noted that the elevator is currently being built and is on schedule to be in place before the I.T. Department's move in December.

PUBLIC COMMENT: There was no public comment.

MOTION: D. Thanars moved to approve the September 2025 financial report. It was seconded by T. Thompson.

VOTE: Baham: Yes Corbin: Yes Myers: Yes Petrie: Yes Thanars: Yes Thompson: Yes Branton: Yes

RESULT: Motion to approve carried. (Unanimous – 7)

B. Co-Interim Director's Report

T. DiMaggio gave a report on facilities, marketing and outreach efforts, Mobile Library services, professional development, programming highlights, contracts, strategic planning progress, public records requests, Statements of Concern, capital projects updates, and transition of materials from the Young Adult (YA) collection to the Teen and Adult collections. The ribbon cutting for the Mobile Library is scheduled for November 18, 2025. The job description for a Maker Space Manager will be posted soon.

C. Branton asked about the silicon coating of the roof and windows at the Lacombe Branch. T. DiMaggio confirmed that the work is complete, the building no longer leaks, and the repairs should last up to 10 years. She noted that we were approved to receive reimbursement from FEMA for the repairs because the damage was due to Hurricane Francine.

G. Baham reported that a concern regarding a book had been raised earlier that day. T. DiMaggio confirmed that the book *Suicide Notes from Beautiful Girls* by Lynn Weingarten will be reviewed the following day. She explained that staff are still proactively reviewing the YA collection alphabetically by author and had not yet reached the book by Weingarten.

T. DiMaggio reviewed the service statistics for September 2025 and the year-to-date statistics. She noted that State Park passes are now included in the virtual statistics because the passes are managed via the State Library's website.

C. Resolution #25-024 Regarding Rules and Regulations Section 113. Officers and Director (Branton)

C. Branton reported that the Louisiana State Legislature enacted changes to LA R.S. 25:215, which governs libraries. He explained that under Act 647, if the Library Director is also appointed to serve as the Head Librarian, that individual is exempt from the previous requirement that the Head Librarian be certified by the State Board of Library Examiners. In the St. Tammany Parish Library system, the roles of Head Librarian and Library Director are held by the same person. C. Branton then proposed Resolution 25-024 to remove the requirement that the Library Director "obtain/maintain certification by the Louisiana State Board of Library Examiners" from Section 113(D)(4)(f) of the Library Board of Control Rules and Regulations.

C. Branton stated that this change provides the Board and future Boards with more options and flexibility in conducting searches for Library Directors. He stated that the State Library has observed that the trend is shifting away from requiring a traditional Master of Library and Information Science (MLIS) and toward a CEO-type of Director. He emphasized that this does not mean that the Personnel Committee has already decided on a particular type of person; it simply brings the Rules and Regulations into compliance with state law.

MOTION #1: C. Branton moved to adopt Res. 25-024. It was seconded by T. Thompson.

MOTION #2: J. Corbin moved to amend the resolution by changing the word "compliance" in the fourth paragraph to "alignment." It was seconded by G. Baham.

PUBLIC COMMENT: There was no public comment.

VOTE: Baham: Yes Corbin: Yes Myers: Yes Petrie: Yes Thanars: Yes Thompson: Yes Branton: Yes

RESULT: Motion to amend Res. 25-024 carried. (Unanimous – 7)

MOTION #3: C. Branton moved to adopt Resolution 25-024 as amended. It was seconded by T. Thompson.

PUBLIC COMMENT:

The following individuals spoke in opposition to the resolution and in support of maintaining the requirement that the Library Director hold an MLIS degree – Joan Simon, Kristen Luchsinger, Jamie Segura, Lisa Rustemeyer, Sonnet Ireland, Barbara Hargrove, Rebecca Bohm, Heidi Weishaupt, Jean Wiggin, and Patricia Casey.

DISCUSSION: G. Baham stated that he has glanced at the applications and most applicants have a college degree. He added that it is likely that most people applying will have an MLIS. He reiterated that this resolution just aligns the policy with state law.

P. Petrie asked how many full-time librarians are on staff. B. Geiger answered approximately 28 MLIS degreed librarians. P. Petrie asked for clarification whether there is one in each library branch. B. Geiger

answered that the large branches have at least 2-3 MLIS librarians, but not all small branches have an MLIS librarian.

J. Corbin stated that it is not unreasonable for the Library Director to hold the same qualifications as the staff they supervise, and believes that having an MLIS degree is a useful requirement. J. Corbin and board members discussed the policy's use of the word "obtain," indicating certification could be earned later, and reviewed the criteria for certification set by the Louisiana State Board of Library Examiners.

C. Branton reiterated his earlier statements in support of the resolution and called for a vote.

VOTE: Baham: Yes Corbin: No Myers: Yes Petrie: Yes Thanars: No Thompson: Yes Branton: Yes

RESULT: Motion to adopt Resolution 25-024 as amended carried. (Yes – 5 | No – 2)

D. Board Meeting Schedule 2026 (Branton)

C. Branton presented the board meeting schedule for 2026.

MOTION: C. Branton moved to approve the 2026 Board Meeting Schedule. It was seconded by J. Corbin.

DISCUSSION: G. Baham noted that some of the meetings were not scheduled for the fourth Monday of the month, and B. Geiger explained that those dates were adjusted due to Memorial Day and availability of the Council Chambers.

PUBLIC COMMENT:

Sonnet Ireland – She asked about locations for future board meetings and whether or not some will take place around the Parish for more people to attend. She noted hearing a rumor that the Council Chambers will be unavailable to the Board next year.

C. Branton stated he does not know the status of any issues involving Administration or the Sheriff's Office. B. Geiger clarified that the officers providing security at LBOC meetings are detail officers paid for by the library; therefore, no issues are expected. G. Baham stated that he would like to see some meetings held around the Parish so that more people can attend.

VOTE: Baham: Yes Corbin: Yes Myers: Yes Petrie: Yes Thanars: Yes Thompson: Yes Branton: Yes

RESULT: Motion to approve the 2026 Board Meeting schedule carried. (Unanimous – 7)

E. Holiday Schedule 2026 (Branton)

B. Geiger explained that the holiday schedule follows the traditional schedule outlined in the employee handbook and remains consistent each year. He explained the system-wide closed days, which are days when the library is closed, such as the Saturday after Good Friday, Independence Day, and the Saturdays following Thanksgiving and Christmas.

MOTION: D. Thanars moved to approve the 2026 Holiday Schedule. It was seconded by G. Baham.

PUBLIC COMMENT:

Sonnet Ireland – She explained that the system-wide closed days allow employees who are scheduled to work on those Saturdays to receive their day off. She spoke in support of the holiday schedule.

DISCUSSION: Board members spoke in favor of the holiday schedule and giving staff time off. T. Thompson asked about Columbus Day. B. Geiger explained that Columbus Day has traditionally been used for the annual All Staff Meeting. The library is closed to the public, and staff meet for training and development on that day.

VOTE: Baham: Yes Corbin: Yes Myers: Yes Petrie: Yes Thanars: Yes Thompson: Yes Branton: Yes

RESULT: Motion to approve the 2026 Holiday Schedule carried. (Unanimous – 7)

4. Adjournment

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

APPROVAL:

Tamarah Myers, Board Secretary/Treasurer



St. Tammany Parish Library Board of Control

Resolution No. 25-025

Resolution to Approve Proceed to Phase 2 and Phase 3(a) of the Professional Service Contract for the Replacement of the Lacombe Branch Library

December 15, 2025

SPONSOR: Branton

WHEREAS, RCL Architecture, L.L.C. (the “Architect”) has completed the tasks outlined in Phase I – Programming and Partial Schematic Design portion of their Contract For Professional Services No. 42201347 for replacement of the Lacombe Library Branch building, dated June 16, 2025 with the Parish of St. Tammany; and

WHEREAS, the Architect has presented to the St. Tammany Library Board of Control the documents for Phase I – Programming and Partial Schematic Design, which includes the Building Program, Schematic Design Drawings, Renderings, and Preliminary Construction Cost Estimate; and

WHEREAS, the St. Tammany Parish Library Board of Control approves the design intent of the submitted Phase 1 Design Drawings and Preliminary Construction Cost Estimate which constitute the Basis of Design moving forward; and

WHEREAS, the Architect is requesting approval to proceed with Phase 2 – Construction Documents and Phase 3a Bidding / Permitting as outlined on the Lacombe Library Cost Proposal Breakdown.

THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL RESOLVES to approve RCL Architecture, L.L.C. to proceed with Phase 2 – Construction Documents and Phase 3a – Bidding and Permitting.

THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL FURTHER RESOLVES to requests that the appropriate department of St. Tammany Parish Government amend the contract accordingly to direct such action.

ADMINISTRATIVE OFFICE
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LACOMBE (985) 882-7858

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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 15th DAY OF DECEMBER 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Charles Branton, Board President

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Library Capital Projects for Renovation and Preservation (updated 12/15/2025)

Facility	Type	Total Budget	2025 Budget	2025 Actual	2025 Encumbered	2025 Unencumbered	2026 Budget	2027 Budget
Mandeville renovation	Recarpet, Cat6 wiring upgrade, update restrooms, front entrance/automatic doors	\$ 458,725.00	\$ 444,725.00	\$ -	\$ 6,000.00	\$ 438,725.00	\$ 438,725.00	\$ -
Technology upgrade (on-hold)	RFID, new security gates, self check	\$ 946,000.00	\$ 946,000.00			\$ 946,000.00	\$ 946,000.00	\$ -
Technology upgrdae (Complete Feb. 2025)	People counters	\$ 42,000.00	\$ 42,000.00	\$ 37,027.55		\$ 4,972.45	\$ -	
Technical Services/Maintenance/IT (In progress March 2025)	Elevator Installation for ADA compliance	\$ 225,000.00	\$ 208,000.00	\$ 2,000.00	\$ 197,060.69		\$ 8,939.31	\$ -
Lacombe Design & Bid	Small Branch Replacement	\$ 300,000.00	\$ 300,000.00	\$ 35,306.25	\$ 60,696.75	\$ 203,997.00	\$ 203,997.00	
Slidell Expansion/Renovation/Roof Design & Bid	Expand Library to Northeast - replace roof and carpet	\$ 300,000.00	\$ 300,000.00	\$ -	\$ 30,950.00	\$ 269,050.00	\$ 269,050.00	
Lacombe Construction	Small Branch Replacement	\$ 3,750,000.00					\$ 3,750,000.00	
Slidell Expansion/Renovation/Roof Construction	Expand Library to Northeast - replace roof and carpet	\$ 3,600,000.00					\$ 3,600,000.00	
TOTAL		\$ 9,621,725.00	\$ 2,240,725.00	\$ 74,333.80	\$ 294,707.44	\$ 1,862,744.45	\$ 9,216,711.31	\$ -

Currently designated by the LBOC and Budgeted by Parish

Part of the capital plan but not yet designated by the LBOC or budgeted by the Parish

	2025	2026	2027
Starting funds	\$ 8,789,197.39	\$ 9,207,760.57	
Transfer from Operations	\$ 416,903.00	\$ -	\$ -
Projected interest	\$ 250,000.00	\$ 30,000.00	\$ 30,000.00
Ad valorem transfer	\$ 134,972.15	\$ -	\$ -
Left over from debt service	\$ 5,729.27	\$ -	\$ -
Projected expenditures	\$ (369,041.24)	\$ (9,216,711.31)	
Projected cost allocation plan charges	\$ (20,000.00)	\$ (20,000.00)	
Funds available	9,207,760.57	1,049.26	

St. Tammany Parish Library - General Fund
Balance Sheet
October 31, 2025

ASSETS

Current Assets

Cash	\$ 8,749,726.08
Cash - Health Claims	(80,251.34)
Due from Paylocity	0.00
Returned Checks	0.00
Ad Valorem Receivable - 2024	119,479.87
Ad Valorem Receivable - 2025	10,791,809.20
Ad Valorem Receivable - 2023	0.00
Due from State of Louisiana	224,161.97
Prepaid Expenses	104,485.11

Total Current Assets		19,909,410.89
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Other Assets

Deposits	1,981.00
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Total Other Assets		1,981.00
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Total Assets	\$	19,911,391.89
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LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$ 43,092.09
Deferred Inflows - Ad Valorem	109,467.00
Elective Benefits Payable	(10,712.58)
Retirement Payable	74,402.17
Health Claims Payable	249,918.55

Total Current Liabilities		466,167.23
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Fund Balance

Fund Balance	19,445,224.66
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Total Fund Balance		19,445,224.66
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Total Liabilities & Fund Balance	\$	19,911,391.89
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**St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Ten Months Ending October 31, 2025**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 1,079,180.92	\$ 10,791,809.20	12,950,171.00	2,158,361.80	83.33
State Revenue Sharing	22,464.00	224,640.00	269,573.00	44,933.00	83.33
Fines/Fees	5,272.33	91,738.02	102,485.00	10,746.98	89.51
Interest Income	11,594.36	156,175.63	191,745.00	35,569.37	81.45
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	5,736.14	43,910.22	57,834.00	13,923.78	75.92
Miscellaneous Income	0.00	1,271.21	1,304.00	32.79	97.49
Summer Reading Shirt Sales	0.00	1,292.24	2,000.00	707.76	64.61
Total Revenues	1,124,247.75	11,310,836.52	13,575,112.00	2,264,275.48	83.32
Expenditures					
Library Administration	465,031.05	4,677,121.09	5,819,280.00	1,142,158.91	80.37
Employee Benefits	337,362.50	1,918,096.38	2,294,820.00	376,723.62	83.58
Advertising, Dues & Subscriptio	9,121.53	54,399.91	70,500.00	16,100.09	77.16
Signage	206.95	535.78	2,000.00	1,464.22	26.79
Printing, Duplicating & Bindin	820.74	18,821.43	25,500.00	6,678.57	73.81
Promotional Production	1,307.06	19,876.41	22,000.00	2,123.59	90.35
Utilities	28,393.12	298,935.49	353,200.00	54,264.51	84.64
Communications	11,261.79	82,094.72	105,560.00	23,465.28	77.77
Leases	28,585.33	281,018.37	350,850.00	69,831.63	80.10
Maintenance of Property & Equi	33,793.57	499,252.07	592,850.00	93,597.93	84.21
Maintenance Services (Building	12,693.47	250,350.04	332,850.00	82,499.96	75.21
Professional Services	8,073.26	254,813.78	366,925.00	112,111.22	69.45
Insurance and Claims	0.00	298,753.44	310,872.00	12,118.56	96.10
Operating Supplies	22,322.71	189,370.52	230,420.00	41,049.48	82.18
Travel & Continuing Education	7,207.16	47,909.08	69,000.00	21,090.92	69.43
Public Relations/Programming	6,609.42	113,274.57	142,850.00	29,575.43	79.30
Capital Outlay-Non-Book Acq.	20,798.71	253,332.61	473,150.00	219,817.39	53.54
Capital Outlay-library Res. Ac	110,890.65	1,184,940.30	1,530,500.00	345,559.70	77.42
Capital-Send to Parish	0.00	416,903.00	416,903.00	0.00	100.00
Outreach	0.00	64,966.50	65,000.00	33.50	99.95
Total Expenditures	1,104,479.02	10,924,765.49	13,575,030.00	2,650,264.51	80.48
Excess of Revenues/(Expenditur	\$ 19,768.73	\$ 386,071.03	82.00	(385,989.03)	470,818.33

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Ten Months Ending October 31, 2025

Beginning Fund Balance	\$ 19,059,153.63
Net Income	386,071.03
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Ending Fund Balance	\$ <u>19,445,224.66</u>

SUPPLEMENTAL INFORMATION

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St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 465,031.05	\$ 4,677,121.09	\$ 5,819,280.00	1,142,158.91	80.37
Total	\$ 465,031.05	\$ 4,677,121.09	\$ 5,819,280.00	1,142,158.91	80.37
Employee Benefits					
FICA/ Supplemental Retirement	\$ 10,190.31	\$ 106,530.52	\$ 135,340.00	28,809.48	78.71
Retirement Contributions	48,841.96	445,737.54	554,480.00	108,742.46	80.39
Health Insurance Expense	25,955.96	250,606.88	381,000.00	130,393.12	65.78
Health Trust	252,374.27	1,097,337.77	1,197,000.00	99,662.23	91.67
Worker's Compensation Expense	0.00	17,883.67	26,000.00	8,116.33	68.78
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 337,362.50	\$ 1,918,096.38	\$ 2,294,820.00	376,723.62	83.58
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 856.60	\$ 7,460.44	\$ 13,500.00	6,039.56	55.26
Membership Dues	5,107.07	5,107.07	6,000.00	892.93	85.12
Advertising	3,157.86	41,832.40	51,000.00	9,167.60	82.02
Total	\$ 9,121.53	\$ 54,399.91	\$ 70,500.00	16,100.09	77.16
Signage					
Signage	\$ 206.95	\$ 535.78	\$ 2,000.00	1,464.22	26.79
Total	\$ 206.95	\$ 535.78	\$ 2,000.00	1,464.22	26.79
Printing, Duplicating & Binding					
Printing	\$ 820.74	\$ 14,016.65	\$ 15,500.00	1,483.35	90.43
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	4,804.78	5,000.00	195.22	96.10
Total	\$ 820.74	\$ 18,821.43	\$ 25,500.00	6,678.57	73.81
Promotional Production					
Promotional Production	\$ 1,307.06	\$ 19,876.41	\$ 22,000.00	2,123.59	90.35
Total	\$ 1,307.06	\$ 19,876.41	\$ 22,000.00	2,123.59	90.35

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2025**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Utilities					
Electricity	\$ 26,796.18	\$ 263,090.44	\$ 304,950.00	41,859.56	86.27
Gas	94.37	2,060.96	3,250.00	1,189.04	63.41
Water	1,502.57	33,784.09	45,000.00	11,215.91	75.08
Total	\$ 28,393.12	\$ 298,935.49	\$ 353,200.00	54,264.51	84.64
Communications					
Postage	\$ 4,033.40	\$ 10,418.17	\$ 21,000.00	10,581.83	49.61
Voice Line	4,629.92	45,717.63	52,260.00	6,542.37	87.48
Data Lines (Internet)	2,580.38	25,753.54	31,300.00	5,546.46	82.28
Courier/Shipping	18.09	205.38	1,000.00	794.62	20.54
Total	\$ 11,261.79	\$ 82,094.72	\$ 105,560.00	23,465.28	77.77
Leases					
Building Lease Expense	\$ 28,310.33	\$ 277,512.70	\$ 342,100.00	64,587.30	81.12
Equipment Lease Expense	275.00	3,505.67	6,000.00	2,494.33	58.43
Vehicle Lease Expense	0.00	0.00	2,750.00	2,750.00	0.00
Total	\$ 28,585.33	\$ 281,018.37	\$ 350,850.00	69,831.63	80.10
Maintenance of Property & Equipment					
Custodial and Janitorial	\$ 16,548.94	\$ 185,991.13	\$ 223,600.00	37,608.87	83.18
Grounds/Lawn Maintenance	7,113.00	65,264.50	85,000.00	19,735.50	76.78
Maintenance Supplies	1,061.71	11,196.23	12,500.00	1,303.77	89.57
Fuel & Lube	16.98	19,397.68	33,000.00	13,602.32	58.78
Vehicle Repairs	1,262.71	11,330.62	12,000.00	669.38	94.42
Small Tools	44.67	369.00	3,000.00	2,631.00	12.30
Office Machine & Equip Repair	0.00	443.51	1,000.00	556.49	44.35
Network Utility Software	172.84	96,084.88	108,250.00	12,165.12	88.76
Solinet (OCLC) Cost	1,466.69	32,408.90	32,000.00	(408.90)	101.28
Polaris Maintenance	0.00	54,999.06	55,000.00	0.94	100.00
PC Network Maintenance & Repai	222.73	9,999.96	11,500.00	1,500.04	86.96
Hurricane Disaster Costs	5,883.30	11,766.60	16,000.00	4,233.40	73.54
Total	\$ 33,793.57	\$ 499,252.07	\$ 592,850.00	93,597.93	84.21
Maintenance of Services (Buildings)					
Physical Plant	\$ 9,183.61	\$ 178,142.01	\$ 205,000.00	26,857.99	86.90
Plumbing, Heating and AC	1,909.16	50,199.64	74,000.00	23,800.36	67.84
Electrical	202.50	5,910.09	13,000.00	7,089.91	45.46
Sanitation	222.20	5,982.30	12,000.00	6,017.70	49.85

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Pest Control	756.00	6,491.00	7,550.00	1,059.00	85.97
Termite Contract	420.00	3,625.00	3,300.00	(325.00)	109.85
Carpet Cleaning	0.00	0.00	18,000.00	18,000.00	0.00
Total	\$ 12,693.47	\$ 250,350.04	\$ 332,850.00	82,499.96	75.21
Professional Services					
Payroll Service Fees	\$ 2,490.05	\$ 29,794.83	\$ 38,600.00	8,805.17	77.19
Financial	0.00	41,962.67	51,000.00	9,037.33	82.28
Consultants	49.48	39,443.35	100,000.00	60,556.65	39.44
Security	5,533.73	41,117.77	49,000.00	7,882.23	83.91
Web Design Consultant	0.00	84,474.82	94,325.00	9,850.18	89.56
Movers	0.00	0.00	15,000.00	15,000.00	0.00
Proposals (Ballot)	0.00	18,020.34	19,000.00	979.66	94.84
Total	\$ 8,073.26	\$ 254,813.78	\$ 366,925.00	112,111.22	69.45
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 188,228.44	\$ 200,000.00	11,771.56	94.11
Flood Insurance	0.00	33,497.00	33,600.00	103.00	99.69
Vehicle Insurance	0.00	45,716.00	45,716.00	0.00	100.00
LBOC Liability	0.00	4,574.00	4,676.00	102.00	97.82
General Liability	0.00	26,738.00	26,880.00	142.00	99.47
Total	\$ 0.00	\$ 298,753.44	\$ 310,872.00	12,118.56	96.10
Operating Supplies					
Office Supplies	\$ 2,609.16	\$ 26,905.43	\$ 33,000.00	6,094.57	81.53
Bank Service Charges	1,459.71	14,165.59	17,200.00	3,034.41	82.36
Book Preparation Supplies	2,391.62	35,217.08	49,000.00	13,782.92	71.87
Computer/Printer Supplies	14,996.39	103,712.27	120,000.00	16,287.73	86.43
Programming Supplies	865.83	9,370.15	11,220.00	1,849.85	83.51
Total	\$ 22,322.71	\$ 189,370.52	\$ 230,420.00	41,049.48	82.18
Travel and Continuing Education					
Staff Travel - Local	\$ 1,623.62	\$ 17,906.27	\$ 22,000.00	4,093.73	81.39
Library In-service Training	4,621.17	6,860.45	12,000.00	5,139.55	57.17
Conventions & Seminars	962.37	23,142.36	35,000.00	11,857.64	66.12
Total	\$ 7,207.16	\$ 47,909.08	\$ 69,000.00	21,090.92	69.43

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2025

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Public Relations/Programming					
Summer Reading Program	\$ 1,837.01	\$ 37,070.56	\$ 50,000.00	12,929.44	74.14
Summer Reading T-shirts	0.00	6,938.92	8,350.00	1,411.08	83.10
Adult Programming	3,388.84	38,969.41	42,000.00	3,030.59	92.78
Young Adult Programming	143.97	14,577.72	17,000.00	2,422.28	85.75
Juvenile Programming	1,239.60	15,717.96	25,500.00	9,782.04	61.64
Total	\$ 6,609.42	\$ 113,274.57	\$ 142,850.00	29,575.43	79.30
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 3,440.00	\$ 39,603.95	\$ 52,000.00	12,396.05	76.16
Imp Phys Plant	0.00	13,710.00	155,000.00	141,290.00	8.85
Office Equip, Furn & Shelving	3,394.86	17,762.87	73,117.00	55,354.13	24.29
PC Network	8,659.31	145,524.28	151,500.00	5,975.72	96.06
Integrated Lib Automation Sys	5,304.54	8,329.60	9,000.00	670.40	92.55
Cameras	0.00	773.91	1,500.00	726.09	51.59
Audio/Visual Equipment	0.00	27,628.00	31,033.00	3,405.00	89.03
Total	\$ 20,798.71	\$ 253,332.61	\$ 473,150.00	219,817.39	53.54
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 15,026.11	\$ 169,213.61	\$ 235,000.00	65,786.39	72.01
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	14,079.58	86,674.40	110,000.00	23,325.60	78.79
Young Adults	3,992.28	11,029.87	15,000.00	3,970.13	73.53
Music Recordings	65.20	1,701.80	2,500.00	798.20	68.07
Adult Reference	7,309.51	86,374.82	116,000.00	29,625.18	74.46
Juvenile Reference	0.00	42,458.52	45,000.00	2,541.48	94.35
Periodicals	180.00	47,856.27	50,000.00	2,143.73	95.71
Audio Recordings	6,385.59	12,473.95	16,100.00	3,626.05	77.48
Video Recordings	5,567.74	44,096.55	57,000.00	12,903.45	77.36
Genealogy	386.41	5,549.31	7,000.00	1,450.69	79.28
Microfilm	0.00	2,493.00	2,500.00	7.00	99.72
Downloadable Media	56,051.99	353,412.21	475,000.00	121,587.79	74.40
CD/Software	316.34	45,521.14	65,000.00	19,478.86	70.03
Internet Database Subscription	1,529.90	265,118.65	323,000.00	57,881.35	82.08
Total	\$ 110,890.65	\$ 1,184,940.30	\$ 1,530,500.00	345,559.70	77.42
Capital Expenditures					
Capital-Send to Parish	\$ 0.00	\$ 416,903.00	\$ 416,903.00	0.00	100.00

**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Ten Months Ending October 31, 2025**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Outreach Vehicle	0.00	64,966.50	65,000.00	33.50	99.95
Total	\$ 0.00	\$ 481,869.50	\$ 481,903.00	33.50	99.99

Director's Report

December 15, 2025

FACILITIES

The Slidell Reading Garden construction work has been completed, including the planting of the magnolia trees donated by Keep Slidell Beautiful. The trash receptacle received from Keep Louisiana Beautiful and the cattail musical sculpture donated by the St. Tammany Library Foundation will be installed before the end of the year along with a couple of benches and two picnic tables.

IT has moved to the Annex/Technical Services building.

Assembly on the elevator at the Annex/Technical Services building is paused while a replacement part is being ordered because the wrong part was sent in the initial delivery.

CAPITAL PROJECT UPDATE

Mandeville Renovation – The renovation contract will go out for public bid in the new year. Work has begun on a plan for the furniture refresh.

Lacombe Replacement - RCL Architecture has concluded the design phase, based on the outcome of tonight's meeting.

Slidell Renovation - Meyer Engineering and 720 Design are working on a space use plan.

MARKETING AND OUTREACH

On November 7th, Jillian Boudreaux, Adult Programming Coordinator and Jackie Riecke, Public Relations and Community Coordinator, promoted Novel November and library events on the Lake 94.7 and the Highway 104.7 radio stations.

Rhonda Spiess, Lacombe Branch Manager, presented storytimes at the Lacombe Mandeville Headstart and A-Z Preschool on October 29th, November 12th, and November 19th, followed by special Mrs. Claus appearances at those locations. She performed storytime at Mayfield Elementary on December 8th, 10th, and 17th.

Amy Strain, Folsom Branch Manager, attended the Trunk R Treat at Magnolia Park in Folsom on October 31st.

Jenny Mayer, Children's Services Coordinator, Byron Holdiman, Reference Coordinator, and Jackie Riecke promoted Santa Visits and the Winter Reading Challenge on the Lake 94.7 and the Highway 104.7 radio stations on December 5th.

Jessica Troske, Covington Branch Children's Librarian, performed outreach at the Parenting Center on October 31st, the Little School on Jefferson on November 10th, and Covington Montessori School on November 17th. She visited Covington Head Start on November 19th, the Northshore Community Foundation on November 20th, Bogue Falaya Park on November 25th, and the Little School on Jefferson on December 1st.

Cathy Badon, Slidell Children's Librarian Assistant, provided outreach at Apple Tree Preschool on November 13th.

Erika Dawson, South Slidell Children's Librarian, held storytime at the Kidz Klubhouse on November 3rd and December 1st, Helping Hands on November 10th, St. Margaret Mary School on November 14th, Honeycomb Preschool on November 17th, and Charlotte's Web School on November 24th.

Alexis Davis, Slidell Children's Librarian, held storytime at Saint Margaret Mary School on November 21st.

Barbara Vidacovich, Mandeville/Slidell Children's Librarian, promoted the library at the Harvest Festival on October 31st, Family Learning Night at Mandeville Elementary on November 19th, and provided storytime at Saint Margaret Mary School on December 5th.

On November 15th and 16th, Eugenie Brignac, Madisonville Children's Librarian, Tracey Angerdina, Causeway Children's Librarian, Erika Dawson, Jessica Troske, and Madisonville Library Associates, Kellie Nelson, Dave Mariano, and Treasure Washington, promoted library services at the Three Rivers Festival.

Alexis Davis, Barbara Vidacovich, and Cathy Badon provided outreach at the CMST STEM Quest Innovation Day on November 25th.

Maria Condatore, Children's Services Assistant, Erin Kennedy and Kirsty Carlisle, Library Associates, Barbara Vidacovich, Jenny Mayer, and Jessica Troske provided a crafting activity and library outreach at the Holiday of Lights event on December 6th.

Nichola Kleyale, Mobile Library Branch Manager, had 41 lobby stops between October 28th – December 15th.

PROFESSIONAL DEVELOPMENT

Jessica Troske and Barbara Vidacovich attended the "Youth Service Collection Development- Selection with State Library" on November 6th and "Youth Service Collection Development - Weeding with State Library" webinars on November 13th.

Barret Reich, Mandeville Reference Librarian, and Sarah Aucoin, Slidell Reference Librarian, attended the "Figuring Out Fair Use" webinar on October 29th

Sarah Aucoin attended the virtual “Fall 2025 Louisiana Public Documents Depository Program Advisory Council Meeting” on November 13th.

Reference Librarians, Sara Rebstock, Sarah Aucoin, Jane Johnson, and Byron Holdiman, along with Amy Strain and Abita Springs Library Associate, Yanzik DiMaggio, attended the webinar, “World Book Database Training” on November 20th.

Ramona Elder, Genealogy Librarian, attended a book repair workshop at Livingston Parish Library on December 8th. On December 11th, she attended a Genealogical conference in Mandeville, held by the St. Tammany Parish Genealogy Society.

PROGRAM HIGHLIGHTS

On November 18th, the Mobile Library Branch ribbon cutting was held at the Lacombe COAST center. A recording of the ribbon cutting and more information regarding the branch’s services can be found on our Mobile branch webpage (sttammanylibrary.org/Mobile).

On November 24th, the Adult Programming Department and the Public Relations Department held an outdoor showing of the movie “The Princess Bride” at the Covington Branch. A local food truck vendor was on site for food purchases. The event had 42 patrons in attendance.

CONTRACTS

Craft and Hobby	\$4,680	Creative database	New
Data Axle	\$15,000	Sales and marketing database	Renewal
Value Line	\$4,675	Investment database	Renewal
MyHeritage	\$24,808	Genealogy database	Renewal

STRATEGIC PLAN

Goal 2. The St. Tammany Parish Library will proactively reduce barriers to participation and involvement by increasing accessibility to all community members in its physical facilities and its digital presence.

The ribbon cutting for the Mobile Branch Library was on Tuesday, November 18th, at 11:30, at the COAST Lacombe Activity Center.

Goal 4. The St. Tammany Parish Library will serve as a platform for creativity, innovation and community interaction.

The first round of interviews for the Makerspace manager were held the week of December 1st. The second round will take place on December 18th.

PUBLIC RECORDS REQUESTS

Since the October meeting, we have received 2 new public records request. There is one public records request still pending from September. Emails and documents that answer the three open requests are being collected and are undergoing review and redaction.

STATEMENTS OF CONCERN

We have received one new statement of concern since the October 27, 2025, meeting. We have a total of 109 open Statements of Concern on 106 titles. Seventy (70) of these are appeals. Twenty-seven (27) are waiting for responses from complainants. Twelve (12) have not been reviewed by the Board.

TRANSITION OF MATERIALS

140 YA titles were reviewed since October 20, 2025. Eighteen (18) were moved to Adult Fiction. 122 were moved to Teen Fiction. To date, 1,847 titles have been reviewed out of 4,004 which is 46% of the collection.

Books Moved from YA to Adult Fiction Because of Sexual Conduct

<i>The dead queens club</i>	Capin, Hannah
<i>A wilderness of stars</i>	Ernshaw, Shea
<i>How to live without you</i>	Everett, Sarah
<i>You're welcome, universe</i>	Gardner, Whitney
<i>Troy</i>	Geras, Adele
<i>They wish they were us</i>	Goodman, Jessica
<i>Spear</i>	Griffith, Nicola
<i>The Black kids</i>	Hammonds Reed, Christina
<i>Ever cursed</i>	Haydu, Corey Ann
<i>The ship beyond time</i>	Heilig, Heidi
<i>Unpregnant</i>	Hendriks, Jenni
<i>In another life</i>	Hunter, C. C.
<i>War of the cards</i>	Oakes, Colleen
<i>All our hidden gifts</i>	O'Donoghue, Caroline
<i>Into the light</i>	Oshiro, Mark
<i>Painted devils</i>	Owen, Margaret
<i>Fifteen hundred miles from the sun : a novel</i>	Villa, Jonny Garza
<i>Made of stars</i>	Voris, Jenna

Books in YA Reviewed and Determined to Not Have Sexual Conduct (become Teen Fiction)

<i>The code for love and heartbreak</i>	Cantor, Jillian
<i>The brilliant death</i>	Capetta, Amy Rose
<i>Curtsies & conspiracies</i>	Carriger, Gail
<i>Etiquette & espionage</i>	Carriger, Gail
<i>Manners & mutiny</i>	Carriger, Gail

<i>Waistcoats & weaponry</i>	Carriger, Gail
<i>Nubia : the awakening</i>	Epps, Omar
<i>Long live the Pumpkin Queen</i>	Ernshaw, Shea
<i>Michael Vey : battle of the Ampere</i>	Evans, Richard Paul
<i>Michael Vey : fall of Hades</i>	Evans, Richard Paul
<i>Michael Vey : hunt for Jade Dragon</i>	Evans, Richard Paul
<i>Michael Vey : rise of the Elgen</i>	Evans, Richard Paul
<i>Michael Vey : storm of lightning</i>	Evans, Richard Paul
<i>Michael Vey : the parasite</i>	Evans, Richard Paul
<i>The final spark</i>	Evans, Richard Paul
<i>The Graces</i>	Eve, Laure
<i>Dear killer</i>	Ewell, Katherine
<i>Finale</i>	Garber, Stephanie
<i>Girl on the line</i>	Gardner, Faith
<i>Endangered</i>	Giles, L. R. (Lamar R.)
<i>Once</i>	Gleitzman, Morris
<i>Game changer</i>	Glines, Abbi
<i>High spirits : short stories on Dominican diaspora</i>	Gomera-Tavarez, Camille
<i>Blood red horse</i>	Grant, K. M.
<i>Ostrich boys</i>	Gray, Keith
<i>Football hero</i>	Green, Tim
<i>Pinch hit</i>	Green, Tim
<i>Summer of my German soldier</i>	Greene, Bette-
<i>The girl at midnight</i>	Grey, Melissa
<i>We deserve monuments</i>	Hammonds, Jas
<i>The how & the why</i>	Hand, Cynthia
<i>My Calamity Jane</i>	Hand, Cynthia
<i>My contrary Mary</i>	Hand, Cynthia
<i>My imaginary Mary</i>	Hand, Cynthia
<i>My Lady Jane</i>	Hand, Cynthia
<i>My plain Jane</i>	Hand, Cynthia
<i>Queen of the tiles</i>	Hanna Alkaf
<i>Deeplight</i>	Hardinge, Frances
<i>The Lie Tree</i>	Hardinge, Frances
<i>A skinful of shadows</i>	Hardinge, Frances
<i>When you look like us</i>	Harris, Pamela N.
<i>The Pack</i>	Harrison, Lisi
<i>The once and future witches</i>	Harrow, Alix E.
<i>In the serpent's wake</i>	Hartman, Rachel
<i>Shadow scale</i>	Hartman, Rachel
<i>Tess of the road</i>	Hartman, Rachel
<i>The thorns remain</i>	Harwood, JJA.
<i>Slider</i>	Hautman, Pete

The first thing about you
For a muse of fire
The girl from everywhere
Cracking the bell
The war outside
Hoot
Crater
Alebrijes
Crimson bound
From you to me
House arrest
In darkness, death
A samurai never fears death
Seven paths to death
The sword that cut the burning grass
Closer to nowhere
This might hurt a bit
Reawakened
Recreated
Across five Aprils
The forest of stolen girls
Howl
Soldier boy
The forest demands its due
Survive the Dome
Let me hear a rhyme
The weight of blood
A million to one
Out of the blue
Princess of thorns
Tokyo ever after
The reformed vampire support group
Love is the drug
This is my America
Invisible son
Mystery of the silver coins. Book 2
The flip side
Howl's moving castle
Hattie Big Sky
Deadman's Castle
Fairest
Blood of Wonderland
Queen of Hearts

Hayden, Chaz
Heilig, Heidi
Heilig, Heidi
Herbach, Geoff
Hesse, Monica
Hiaasen, Carl
Hickam, Homer H., Jr.
Higuera, Donna Barba
Hodge, Rosamund
Holt, K. A.
Holt, K. A.
Hoobler, Dorothy
Hoobler, Dorothy
Hoobler, Dorothy
Hoobler, Dorothy
Hopkins, Ellen
Horner, Doogie
Houck, Colleen
Houck, Colleen
Hunt, Irene
Hur, June
Hutchinson, Shaun David
Hutton, Keely
Jackson, Kosoko
Jackson, Kosoko
Jackson, Tiffany D.
Jackson, Tiffany D.
Jaigirdar, Adiba
Jason June
Jay, Stacey
Jean, Emiko
Jinks, Catherine
Johnson, Alaya Dawn
Johnson, Kim
Johnson, Kim
Johnson, Lois Walfrid
Johnson, Shawn
Jones, Diana Wynne
Larson, Kirby
Lawrence, Iain
Levine, Gail Carson
Oakes, Colleen
Oakes, Colleen

<i>Streams to the river, river to the sea : a novel of Sacagawea</i>	O'Dell, Scott
<i>The girl who fell beneath the sea</i>	Oh, Axie
<i>Prophecy</i>	Oh, Ellen
<i>Warrior</i>	Oh, Ellen
<i>Akata woman</i>	Okorafor, Nnedi
<i>Ikenga</i>	Okorafor, Nnedi
<i>Akata witch</i>	Okorafor, Nnedi
<i>Broken things</i>	Oliver, Lauren
<i>Boy in a white room</i>	Olsberg, Karl
<i>This splintered silence</i>	Olson, Kayla
<i>Everyone's thinking it</i>	Omotoni, Aleema
<i>Rebel sisters</i>	Onyebuchi, Tochi
<i>War girls</i>	Onyebuchi, Tochi
<i>The Sullivan sisters</i>	Ormsbee, Kathryn
<i>Last sunrise in Eterna</i>	Ortiz, Amparo
<i>Each of us a desert</i>	Oshiro, Mark
<i>The insiders</i>	Oshiro, Mark
<i>At the speed of lies</i>	Otis, Cindy L.
<i>Little thieves</i>	Owen, Margaret
<i>Lulu and Milagro's search for clarity</i>	Velez, Angela
<i>Pandemic</i>	Ventresca, Yvonne
<i>Made of stars</i>	Voris, Jenna
<i>The 5th Wave</i>	Yancey, Richard
<i>Sky in the deep</i>	Young, Adrienne
<i>Stranger things. Runaway Max</i>	Yovanoff, Brenna
<i>The Girl King</i>	Yu, Mimi
<i>The Earth-Treader</i>	Zavalianos, Alissa J.
<i>Goodbye days : a novel</i>	Zentner, Jeff
<i>The cartographers</i>	Zhang, Amy
<i>Song of silver, flame like night</i>	Zhao, Amelie Wen
<i>Zachary Ying and the Dragon Emperor</i>	Zhao, Xiran Jay

October 2025 Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	Playaway	YA/Teen	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	344	19	58	-	27	139	-	-	-	182		769				
Abita	589	55	148		14	476	4	0	0	18		1,304	125	1,617	95	186
Bush	187	24	215		6	233	17	0	0	8		690	82	680	48	75
Causeway	2144	171	621		55	2766	75	0	1	116		5,949	488	5,826	918	846
Covington	3408	240	1394	2	35	4284	109	69	0	267		9,808	1,101	8,321	2416	947
Folsom	379	16	375	2	11	364	63	0	0	25		1,235	211	1,473	112	130
Lacombe	257	36	83	2	7	543	4	8	0	21		961	277	1,825	142	149
Lee Road	249	23	111		2	290	5	3	0	8		691	39	876	54	149
Madisonville	1159	97	428	2	43	2061	8	0	0	146		3,944	311	4,521	860	384
Mandeville	2509	191	847	3	37	4084	54	7	9	181		7,922	975	6,644	810	492
Mobile	313	0	3		0	0	4	0	0	0		320				
Pearl River	452	9	214		18	385	5	0	0	16		1,099	246	1,574	126	219
Slidell	3645	334	1021	2	42	4015	59	157	0	355		9,630	2,089	16,245	1504	2,576
South Slidell	734	53	623		13	817	13	3	0	114		2,370	1,387	5,604	1023	1,136
Virtual ¹				12							37,475	37,487				
Total	16,369	1,268	6,141	25	310	20,457	420	247	10	1,457	37,475	84,179	7,331	55,206	8,108	7,289

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: 660

November 2025 Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	Playaway	YA/Teen	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	349	22	50		14	102	2	0	0	136		675				
Abita	511	38	150	0	30	410	9	0	0	10		1,158	85	1,210	76	150
Bush	168	6	184	-	3	184	2	0	0	5		552	46	524	34	60
Causeway	1702	103	705	-	23	2056	19	0	0	87		4,695	417	4,592	716	679
Covington	2705	128	1333	1	14	3367	49	35	0	190		7,822	774	6,190	1862	770
Folsom	340	9	325	-	6	330	46	0	0	14		1,070	117	1,277	81	123
Lacombe	158	17	63	5	3	402	1	6	0	6		661	201	1,154	105	112
Lee Road	236	17	58	-	0	325	6	2	0	6		650	33	805	47	145
Madisonville	961	78	356	1	23	1929	17	0	0	64		3,429	304	3,750	782	322
Mandeville	2058	166	660	13	42	3680	40	2	7	158		6,826	745	5,298	697	464
Mobile	377	13	0	-	0	0	2	0	0	0		392				
Pearl River	305	2	149	-	13	277	2	15	0	12		775	182	1,258	92	190
Slidell	3034	192	980	3	32	3318	93	138	0	298		8,088	1,505	13,253	1233	2,270
South Slidell	578	33	480	-	21	973	4	8	0	69		2,166	983	4,396	896	1,093
Virtual ¹											35380	35,380				
Total	13,482	824	5,493	23	224	17,353	292	206		1,055	35,380	74,339	5,392	43,707	6,621	6,378

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

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

Patrons Registered: 436

Jan. - Nov. YTD 2025
Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	Playaway	YA/Teen	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	3,318	386	464	0	179	1,032	4	0	0	2,872		8,255				
Abita	5,658	359	1,531	0	168	4,787	61	0	0	253		12,817	2,825	17,444	1041	2018
Bush	1,760	152	2,248	0	50	1,847	55	0	0	76		6,188	1,195	7,116	468	896
Causeway	19,085	1,392	6,704	0	281	22,413	496	0	1	1,406		51,778	10,191	57,548	8982	8255
Covington	30,953	2,041	14,794	3	263	36,443	602	573	1	2,001		87,674	18,098	83,526	23297	9221
Folsom	3,518	280	3,350	2	92	3,809	544	0	0	276		11,871	3,015	15,219	1102	1419
Lacombe	2,365	276	1,528	7	73	3,606	43	69	0	224		8,191	3,419	15,818	1422	1500
Lee Road	2,731	215	927	0	26	3,376	42	5	1	156		7,479	1,074	9,465	546	1583
Madisonville	11,425	804	3,744	2	319	20,330	238	0	0	1,191		38,053	8,139	50,051	9232	4051
Mandeville	23,399	1,942	8,103	11	362	37,388	587	23	12	1,699		73,526	15,709	67,062	8362	5219
Mobile	1,483	2	20	0	2	3	8	0	0	1		1,519				
Pearl River	3,492	120	1,545	0	183	2,617	41	321	0	110		8,429	3,631	17,286	1315	2350
Slidell	32,498	2,055	10,436	4	370	35,661	1,404	1,500	3	3,409		87,340	35,503	171,807	15519	26273
South Slidell	5,961	371	4,397	0	142	8,768	128	52	0	619		20,438	18,064	55,330	10323	12280
Virtual ¹				20							329,743	329,763				
Total	147,646	10,395	59,791	49	2,510	182,080	4,253	2,543	18	14,293	329,743	753,321	120,863	567,672	81,609	75,065

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Patrons Registered: 8195

St. Tammany Parish Library 2025 Final Budget Amendment

Introduction

This is a brief explanation of the differences in revenue and expenditure forecasts between the 2025 Fall Budget and the 2025 Final Budget Amendment. It is best read alongside the budget spreadsheet and changes on that spreadsheet are highlighted in yellow.

2025 Revenue

In 2025, the St. Tammany Parish Library will operate on revenue of \$13,601,481.76. We have received an additional \$20,221 in Ad Valorem taxes we budgeted in the Fall. The fines and fees line have been adjusted upwards to match the trend over the last year. Overall, there is an increase of \$26,370 in revenue.

2025 Expenditures

We produced the 2025 Budget in July of 2024. This budget amendment adjusts based on how the library ended the 2024 fiscal year, on increased supply costs, on the performance of the budget through the first ten months of the 2025 year, and on unplanned supply change issues. Most of the increases and decreases you will see in the individual budget lines will be due to these activities. Sections with changes in the budget are outlined below with an explanation.

- **Employee Benefits** –The **Health Insurance** cost line is further reduced due to less full-time positions being filled throughout the year.
- **Maintenance of Property and Equipment** – **Network Utility Software** is reduced to reflect the true expenses. This line has fluctuated because many of the software licenses straddle two budget years. This issue has been resolved by the CPA. **OCLC** costs is reduced to the actual cost.
- **Maintenance Services** –**Electrical** is reduced because the repair costs on lighting at Madisonville was less than expected. We are moving the savings over to **Physical Plant Maintenance** so that additional minor repairs can be made to parking lots and facilities.
- **Professional Services** –**Movers** is reduced because the actual cost of the IT move to the Technical Services building was less than the quote.
- **Travel and Continuing Education** –**Library In-service Training** is reduced to reflect the actual cost of our All Staff Day. **Conventions/Seminars** is reduced because staff did not attend as many conferences, trainings, or webinars as anticipated. The Louisiana Library Association annual conference was in March, right before the Millage Continuation election, so fewer than usual staff attended.
- **Non-Book Acquisitions- Improvement to Physical Plant** is reduced by the cost of the generator for the Technical Services building because acquisition has been delayed. We are still consulting with the gas company and the other owners of the building as to the best way to bring the gas to the generator. Funds have been added to **Vehicles**

to cover the cost of the Delivery Van chassis. The chassis was ordered in the summer and not expected to be delivered until the beginning of 2026. It arrived in November! The build-out of the box will go out for quotes in January, 2026. Office Equipment, Furniture and Shelving is reduced because the tables and chairs ordered for Abita Springs and the table for Causeway will not be ready and delivered until the end of January 2026. **Audio/Visual Equipment** is reduced because the actual costs of the Covington projector and screen was less than quoted.

- **Library Resource Acquisitions – Adult Books** reduced as there not as many purchases for the mobile library as anticipated. **Electronic/Downloadable Media** is increased due to higher demand for downloadable materials. **CDROM/Software** is decreased because we have cancelled some subscriptions to software licenses that were not be used effectively.

Savings

The above changes give us a surplus of \$110,533. Any unused money at the end of the year becomes Prior Years' Operating Revenue or can be allocated to the dedicated savings for Lacombe, Mandeville, and Slidell furniture projects.

The cash on hand or savings as of December 31, 2024, as was audited was \$6,317,694. The cash number is adjusted downward in this amendment to match this number. This figure is less than half of one year's worth of operating revenue. These savings are dedicated to very specific purposes.

- Operational reserves are needed to run the library until we receive our first significant portion of our millage from the Parish.
- Disaster and emergency funds cover our insurance deductibles and any repairs and clean-up that may be needed in the event of a disaster.
- Dedications for Lacombe, Mandeville, and Slidell furniture projects. These funds are not currently budgeted for the 2025 year.
- Removal of the dedications for Outreach Vehicle and Millage election as these costs are currently part of the operational budget without having to use savings.
- Reserved amounts for health claims and 4th quarter retirement that come due within the first two weeks of each year. This is not budgeted to be spent in 2025.
- A proposed dedication for Capital Contingency as we do not have estimates on the Lacombe or Slidell projects. This would not be budgeted to be spent, but dedicated in case we need it. We are adjusting this number downwards so that all of our savings can be assigned.

Budget Analysis

We are forecasting an increase in revenue of \$due primarily to more ad valorem funds and an increase in Interest Income. The 2025 Final Budget Amendment shows an increase in expenditures of \$258,900 due to us sending all of the additional ad valorem revenue to the Parish to be used for Capital Projects. The budget is balanced with \$82 left unbudgeted.

Conclusion

Each library department was allocated the funds to enable their plans for the remainder of the 2025 fiscal year. I am confident that we have adequate funds to meet our goals.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Tanya DiMaggio".

Tanya DiMaggio

		12/15/2025	2022 Budget Actual	2023 Budget Actual	2024 Budget Actual	2025 Budget Original	2025 Budget Spring Amend	2025 Budget Fall Amend	Amendment	2025 Budget Winter Amend
REVENUE										
	405	Ad Valorem Taxes (received)	11,494,947.88	11,823,150.21	12,474,891.98	\$ 12,500,000	\$ 12,729,269	\$ 12,950,171	\$ 20,221	\$ 12,970,392
	410	State Revenue Sharing	251,600.00	258,515.31	264,302.04	\$ 264,302	\$ 268,884	\$ 269,573		\$ 269,573
	415	Fines/Fees	70,486.86	75,471.23	96,264.58	\$ 99,500	\$ 99,500	\$ 102,485	\$ 6,149	\$ 108,634
	416	LA Library Grant - ARPA	0.00	0.00	0.00	\$ -	\$ -	\$ -		\$ -
	417	Grants	0.00	0.00	0.00	\$ -	\$ -	\$ -		\$ -
	418	LEH Grant	2,400.00	0.00	0.00	\$ -	\$ -	\$ -		\$ -
	420	Interest Income	38,715.49	185,805.65	198,220.95	\$ 179,000	\$ 184,370	\$ 191,745		\$ 191,745
	425	Donations	33,302.89	61,165.51	23,775.53	\$ 30,000	\$ 32,016	\$ 57,834		\$ 57,834
	430	Miscellaneous Income	14,840.11	0.21	4,898.55	\$ -	\$ 54	\$ 1,304		\$ 1,304
	450	Summer Reading T-shirt Sales	1,316.77	2,118.98	1,409.68	\$ 2,120	\$ 2,120	\$ 2,000		\$ 2,000
		TOTAL REVENUE	\$ 11,907,610.00	\$ 12,406,227.10	\$ 13,063,763.31	\$ 13,074,921.93	\$ 13,316,212.17	\$ 13,575,111.76	\$ 26,370.00	\$ 13,601,481.76
EXPENDITURES										
LIBRARY ADMINISTRATION										
		PERSONNEL SALARIES								
	503	Library Salaries	5,005,221.13	5,263,285.57	5,500,854.22	\$ 6,090,000	\$ 6,090,000	\$ 5,819,280		\$ 5,819,280
		TOTAL	5,005,221.13	5,263,285.57	5,500,854.22	\$ 6,090,000	\$ 6,090,000	\$ 5,819,280	\$ -	\$ 5,819,280
EMPLOYEE BENEFITS										
	511	FICA/Medicare Tax	111,512.98	119,802.99	121,201.92	\$ 134,000	\$ 134,000	\$ 135,340		\$ 135,340
	512	Retirement Contributions	489,982.62	512,866.56	541,992.08	\$ 577,480	\$ 577,480	\$ 554,480		\$ 554,480
	513	Health Insurance/Insurance	440,256.79	380,065.68	314,454.71	\$ 390,000	\$ 390,000	\$ 381,000	\$ (31,000)	\$ 350,000
	514	Health Trust	804,090.69	1,395,030.65	1,089,089.98	1,197,000.00	1,197,000.00	1,197,000.00		1,197,000.00
	515	Workers' Compensation/Unemployment Cla	31,416.00	14,901.40	21,625.36	\$ 32,000	\$ 26,000	\$ 26,000		\$ 26,000
	516	Employee Miscellaneous	854.42	600.6	877.18	1000	1000	1000		1000
		TOTAL	1,878,113.50	2,423,267.88	2,089,241.23	\$ 2,331,480	\$ 2,325,480	\$ 2,294,820	\$ (31,000)	\$ 2,263,820
OPERATING SERVICES										
	601	Publication of Legal Notices	4,166.54	15,505.20	5,846.27	\$ 13,500	\$ 13,500	\$ 13,500		\$ 13,500
	603	Membership Dues	7,045.00	7,499.65	5,987.57	\$ 7,500	\$ 6,000	\$ 6,000		\$ 6,000
	604	Advertising	24,385.41	31,480.57	23,267.44	\$ 36,000	\$ 51,000	\$ 51,000		\$ 51,000
	607	Signage	3,498.62	642.10	1,066.38	\$ 4,000	\$ 2,000	\$ 2,000		\$ 2,000
	608	Promotional Production	19,902.10	14,898.97	14,941.12	\$ 20,000	\$ 20,000	\$ 22,000		\$ 22,000
		TOTAL	58,997.67	70,026.49	51,108.78	\$ 81,000	\$ 92,500	\$ 94,500	\$ -	\$ 94,500
PRINTING, DUPLICATING & BINDING										
	611	Printing	11,998.47	12,786.17	12,886.49	\$ 19,500	\$ 15,500	\$ 15,500		\$ 15,500
	613	Book Binding	3,840.20	2,544.95	4,437.40	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000
	615	Patron Cards	0.00	4,959.70	4,693.52	\$ 5,000	\$ 5,000	\$ 5,000		\$ 5,000
		TOTAL	15,838.67	20,290.82	22,017.41	\$ 29,500	\$ 25,500	\$ 25,500	\$ -	\$ 25,500
UTILITIES										
	621	Electricity	316,933.90	284,245.50	260,506.47	\$ 287,220	\$ 293,220	\$ 304,950		\$ 304,950
	622	Gas	2,474.76	2,299.09	2,258.38	\$ 3,250	\$ 3,250	\$ 3,250		\$ 3,250
	623	Water	35,776.99	46,073.45	42,332.04	\$ 45,000	\$ 45,000	\$ 45,000		\$ 45,000

	12/15/2025	2022 Budget Actual	2023 Budget Actual	2024 Budget Actual	2025 Budget Original	2025 Budget Spring Amend	2025 Budget Fall Amend	Amendment	2025 Budget Winter Amend
	TOTAL	355,185.65	332,618.04	305,096.89	\$ 335,470	\$ 341,470	\$ 353,200	\$ -	\$ 353,200
	COMMUNICATIONS								
625	Postage	10,899.72	14,459.39	14,289.76	\$ 21,000	\$ 21,000	\$ 21,000		\$ 21,000
626	Voice Line (Regular Phone Service)	83,668.72	77,627.21	61,430.89	\$ 44,000	\$ 47,080	\$ 52,260		\$ 52,260
627	Data Line (Internet-Network)	45,295.00	41,470.26	30,323.34	\$ 31,300	\$ 31,300	\$ 31,300		\$ 31,300
630	Courier/Shipping	238.20	515.35	234.15	\$ 1,000	\$ 1,000	\$ 1,000		\$ 1,000
	TOTAL	140,101.64	134,072.21	106,278.14	\$ 97,300	\$ 100,380	\$ 105,560	\$ -	\$ 105,560
	LEASE EXPENSE								
634	Building	310,941.75	318,045.64	319,043.98	\$ 333,000	\$ 333,000	\$ 342,100		\$ 342,100
636	Equipment	5,096.96	4,970.03	2,742.31	\$ 6,000	\$ 6,000	\$ 6,000		\$ 6,000
638	Vehicle	0.00	2,647.96	0.00	\$ 2,750	\$ 2,750	\$ 2,750		\$ 2,750
	TOTAL	316,038.71	325,663.63	321,786.29	\$ 341,750	\$ 341,750	\$ 350,850	\$ -	\$ 350,850
	MAINTENANCE OF PROPERTY & EQUIP.								
641	Custodial & Janitorial	208,585.74	212,056.10	213,598.44	\$ 215,000	\$ 215,000	\$ 223,600		\$ 223,600
643	Grounds/Lawn Maintenance	80,224.00	84,861.00	79,983.07	\$ 85,000	\$ 85,000	\$ 85,000		\$ 85,000
645	Maintenance supplies	8,973.74	9,972.57	8,638.32	\$ 10,000	\$ 10,000	\$ 12,500		\$ 12,500
652	Fuel and lube	39,891.89	32,787.02	25,759.97	\$ 35,000	\$ 33,000	\$ 33,000		\$ 33,000
654	Vehicle repairs	3,821.26	14,567.55	9,719.70	\$ 10,000	\$ 10,000	\$ 12,000		\$ 12,000
658	Small Tools & Supplies	2,958.04	2,988.96	2,793.53	\$ 3,000	\$ 3,000	\$ 3,000		\$ 3,000
660	Office machine and equip. repair	974.68	504.92	718.52	\$ 1,000	\$ 1,000	\$ 1,000		\$ 1,000
661	Network Utility Software	172,971.54	155,507.60	156,299.73	\$ 228,250	\$ 128,250	\$ 108,250	\$ (10,000)	\$ 98,250
662	OCLC Cost	28,026.94	30,649.09	31,820.27	\$ 32,000	\$ 32,000	\$ 32,000	\$ 409	\$ 32,409
663	Polaris Maintenance	51,978.19	53,635.61	54,914.33	\$ 55,000	\$ 55,000	\$ 55,000		\$ 55,000
664	P C Network maintenance and repair	6,778.22	5,875.00	9,533.80	\$ 11,500	\$ 11,500	\$ 11,500		\$ 11,500
669	Disaster Recovery Costs	0.00	0.00	35,708.64	\$ 10,000	\$ 10,000	\$ 16,000		\$ 16,000
	TOTAL	605,184.24	603,405.42	629,488.32	\$ 695,750	\$ 593,750	\$ 592,850	\$ (9,591)	\$ 583,259
	MAINTENANCE SERVICES (Buildings)								
671	Physical Plant	147,981.76	176,994.78	139,939.63	\$ 160,000	\$ 160,000	\$ 205,000	\$ 4,000	\$ 209,000
672	Plumbing, Heating, & Air Conditioning	66,491.54	66,494.36	65,834.29	\$ 66,500	\$ 66,500	\$ 74,000		\$ 74,000
673	Electrical	7,798.31	16,998.60	12,789.32	\$ 13,000	\$ 13,000	\$ 13,000	\$ (4,000)	\$ 9,000
674	Sanitation	8,957.58	10,415.68	11,999.75	\$ 12,000	\$ 12,000	\$ 12,000		\$ 12,000
675	Pest Control	6,140.00	7,190.00	7,500.00	\$ 7,550	\$ 7,550	\$ 7,550		\$ 7,550
676	Termite Contracts	8,009.00	2,915.00	2,945.00	\$ 4,555	\$ 3,000	\$ 3,300		\$ 3,300
678	Carpet Cleaning	14,998.98	17,590.00	17,565.00	\$ 18,000	\$ 18,000	\$ 18,000		\$ 18,000
	TOTAL	260,377.17	298,598.42	258,572.99	\$ 281,605	\$ 280,050	\$ 332,850	\$ -	\$ 332,850
	Professional Services								
680	Payroll Service Fees	33,901.31	37,555.26	39,688.95	\$ 38,600	\$ 38,600	\$ 38,600		\$ 38,600
682	Legal	0.00	11,869.20	0.00	\$ -	\$ -	\$ -		\$ -
683	Financial	39,023.87	50,811.44	48,317.90	\$ 51,000	\$ 51,000	\$ 51,000		\$ 51,000
684	Architectural	0.00	0.00	0.00	\$ -	\$ -	\$ -		\$ -
685	Consultants	83,160.48	89,998.23	66,595.62	\$ 40,000	\$ 40,000	\$ 100,000		\$ 100,000
686	Security	7,570.82	13,766.82	7,108.68	\$ 14,000	\$ 29,000	\$ 49,000		\$ 49,000
687	Web Design Consultant	79,693.35	89,789.97	87,893.52	\$ 94,325	\$ 94,325	\$ 94,325		\$ 94,325

		12/15/2025	2022 Budget Actual	2023 Budget Actual	2024 Budget Actual	2025 Budget Original	2025 Budget Spring Amend	2025 Budget Fall Amend	Amendment	2025 Budget Winter Amend
	688	Movers	0.00	15,437.66	16,000.00	\$ -	\$ -	\$ 15,000	\$ (2,373)	\$ 12,627
	689	Proposals (Ballot)	0.00	0.00	0.00	\$ 250,000	\$ 90,000	\$ 19,000		\$ 19,000
		TOTAL	243,349.83	309,228.58	265,604.67	\$ 487,925	\$ 342,925	\$ 366,925	\$ (2,373)	\$ 364,552
		INSURANCE & CLAIMS								
	692	Library Property	132,637.21	145,499.86	199,811.83	\$ 200,000	\$ 200,000	\$ 200,000		\$ 200,000
	694	Flood insurance	23,424.00	25,916.00	29,563.00	\$ 29,600	\$ 29,600	\$ 33,600		\$ 33,600
	696	Vehicle Insurance	42,860.00	31,275.36	38,460.00	\$ 42,107	\$ 45,716	\$ 45,716		\$ 45,716
	698	LBOC Liability	4,076.00	1,940.00	4,607.33	\$ 4,676	\$ 4,676	\$ 4,676		\$ 4,676
	699	Gen Liability	15,054.00	25,100.64	25,678.00	\$ 25,680	\$ 26,880	\$ 26,880		\$ 26,880
		TOTAL	218,051.21	229,731.86	298,120.16	\$ 302,063	\$ 306,872	\$ 310,872	\$ -	\$ 310,872
		MATERIALS AND SUPPLIES								
		OPERATING SUPPLIES								
	701	Office Supplies	31,300.98	32,995.28	32,460.34	\$ 33,000	\$ 33,000	\$ 33,000		\$ 33,000
	702	Bank Service Charges	15,699.20	15,568.17	17,114.58	\$ 16,500	\$ 17,200	\$ 17,200		\$ 17,200
	703	Book Preparation Supplies	41,739.05	46,688.48	46,999.33	\$ 49,000	\$ 49,000	\$ 49,000		\$ 49,000
	704	Computer/Printer Supplies	61,918.90	78,742.54	85,274.36	\$ 100,000	\$ 112,000	\$ 120,000		\$ 120,000
	705	Programming Supplies	7,887.23	8,387.55	9,455.39	\$ 11,000	\$ 11,220	\$ 11,220		\$ 11,220
		TOTAL	158,545.36	182,382.02	191,304.00	\$ 209,500	\$ 222,420	\$ 230,420	\$ -	\$ 230,420
		TRAVEL & CONTINUING EDUCATION								
	710	Mileage Reimbursement	21,899.16	19,509.56	21,862.81	\$ 22,000	\$ 22,000	\$ 22,000		\$ 22,000
	712	Library In-service Training	11,459.26	8,981.49	4,982.30	\$ 12,000	\$ 12,000	\$ 12,000	\$ (1,000)	\$ 11,000
	714	Conventions/Seminars	64,771.20	33,944.72	19,706.04	\$ 35,000	\$ 35,000	\$ 35,000	\$ (6,000)	\$ 29,000
		TOTAL	98,129.62	62,435.77	46,551.15	\$ 69,000	\$ 69,000	\$ 69,000	\$ (7,000)	\$ 62,000
		PUBLIC RELATIONS/PROGRAMMING								
	724	Summer Reading Program	45,000.00	44,955.26	44,402.02	\$ 50,000	\$ 50,000	\$ 50,000		\$ 50,000
	725	Summer Reading T-shirts	5,519.64	6,575.59	6,290.63	\$ 8,000	\$ 8,000	\$ 8,350		\$ 8,350
	726	Adult Programming	35,924.44	38,832.18	35,812.40	\$ 39,000	\$ 39,000	\$ 42,000		\$ 42,000
	727	Young Adult Programming	21,189.10	14,994.21	14,888.50	\$ 17,000	\$ 17,000	\$ 17,000		\$ 17,000
	728	Juvenile Programming	34,240.17	19,998.10	12,473.61	\$ 22,500	\$ 22,500	\$ 25,500		\$ 25,500
	729	LEH Grant	601.80	1,800.00	0.00	\$ -	\$ -	\$ -		\$ -
		TOTAL	142,475.15	127,155.34	113,867.16	\$ 136,500	\$ 136,500	\$ 142,850	\$ -	\$ 142,850
		CAPITAL OUTLAY								
		NON-BOOK ACQUISITIONS								
	805	Landscaping Additions	32,054.76	33,572.29	63,452.06	\$ 46,000	\$ 46,000	\$ 52,000		\$ 52,000
	810	Improvements to Physical Plant	141,084.05	65,986.50	106,889.73	\$ 90,000	\$ 90,000	\$ 155,000	\$ (55,000)	\$ 100,000
	815	Vehicles	27,841.26	61,475.54	42,632.37	\$ -	\$ -	\$ -	\$ 44,000	\$ 44,000
	820	Office Equipment/Furniture & Shelving	124,035.77	89,836.78	55,673.10	\$ 30,000	\$ 30,000	\$ 73,117	\$ (10,117)	\$ 63,000
	825	Telephones and Telephone System	0.00	0.00	11,896.97	\$ -	\$ -	\$ -		\$ -
	831	Leasehold Improvements	0.00	0.00		\$ -	\$ -	\$ -		\$ -
	833	ARPA Expense	0.00		0.00	\$ -	\$ -	\$ -		\$ -
	834	PC Network	155,919.15	164,278.65	162,102.66	\$ 133,000	\$ 133,000	\$ 151,500		\$ 151,500
	840	Integrated Library Automation Sys.	0.00	11,229.91	6,726.02	\$ 9,000	\$ 9,000	\$ 9,000		\$ 9,000
	842	Audio/Visual Equipment	5,398.49	2,140.00	102,849.90	\$ 20,000	\$ 28,033	\$ 31,033	\$ (3,000)	\$ 28,033

	12/15/2025	2022 Budget Actual	2023 Budget Actual	2024 Budget Actual	2025 Budget Original	2025 Budget Spring Amend	2025 Budget Fall Amend	Amendment	2025 Budget Winter Amend
898	Cameras	0.00	0.00	5,958.00	\$ 3,000	\$ 3,000	\$ 1,500		\$ 1,500
	TOTAL	486,333.48	428,519.67	558,180.81	\$ 331,000	\$ 339,033	\$ 473,150	\$ (24,117)	\$ 449,033
	LIBRARY RESOURCE ACQUISITIONS								
851	Adult Books	214,115.48	220,913.46	204,785.67	\$ 205,000	\$ 205,000	\$ 235,000	\$ (24,000)	\$ 211,000
852	Lease/Purchase Books	18,363.24	18,203.89	10,966.20	\$ 11,400	\$ 11,400	\$ 11,400		\$ 11,400
853	Juvenile Books	103,646.73	98,074.59	104,999.40	\$ 105,000	\$ 105,000	\$ 110,000		\$ 110,000
855	Young Adult	14,017.10	13,206.60	14,504.18	\$ 15,000	\$ 15,000	\$ 15,000		\$ 15,000
858	Music Recordings	4,051.12	2,356.69	2,411.19	\$ 2,500	\$ 2,500	\$ 2,500		\$ 2,500
861	Adult Reference	101,940.22	110,390.92	110,632.40	\$ 111,000	\$ 111,000	\$ 116,000		\$ 116,000
863	Juvenile Reference	42,066.11	44,314.69	44,720.57	\$ 45,000	\$ 45,000	\$ 45,000		\$ 45,000
872	Periodicals	45,613.03	48,892.36	49,425.37	\$ 50,000	\$ 50,000	\$ 50,000		\$ 50,000
883	Audio Recordings (Books)	12,542.97	12,098.64	9,871.58	\$ 10,100	\$ 16,100	\$ 16,100		\$ 16,100
885	Video Recordings	69,242.99	62,285.35	56,244.78	\$ 60,000	\$ 54,000	\$ 57,000		\$ 57,000
886	Genealogy	6,484.60	4,999.65	6,944.89	\$ 7,000	\$ 7,000	\$ 7,000		\$ 7,000
887	Digital Microfilm	15,000.00	5,867.00	2,500.00	\$ 2,500	\$ 2,500	\$ 2,500		\$ 2,500
891	Electronic /Downloadable Media	470,508.25	440,068.42	419,688.21	\$ 415,000	\$ 425,000	\$ 475,000	\$ 24,000	\$ 499,000
892	CDROM/Software	83,859.06	64,893.40	61,841.42	\$ 65,000	\$ 65,000	\$ 65,000	\$ (10,000)	\$ 55,000
893	Internet Database Subscriptions	262,310.63	324,585.51	310,127.42	\$ 333,000	\$ 333,000	\$ 323,000		\$ 323,000
	TOTAL	1,463,761.53	1,471,151.17	1,409,663.28	\$ 1,437,500	\$ 1,447,500	\$ 1,530,500	\$ (10,000)	\$ 1,520,500
	LONG-TERM CAPITAL EXPENDITURES								
894	Capital - Send to Parish	0.00	0.00	0.00	\$ -	\$ 196,000	\$ 416,903		\$ 416,903
895	Outreach FF & E	0.00	0.00	15,966.26	\$ -	\$ -	\$ -		\$ -
896	Outreach Vehicle	0.00	0.00	120,393.00	\$ 65,000	\$ 65,000	\$ 65,000		\$ 65,000
897	Outreach Opening Day Collection	0.00	0.00	59,977.75	\$ -	\$ -	\$ -		\$ -
898	Causeway FF & E			130,000.00		\$ -	\$ -		\$ -
899	Covington FF&E and Acoustic work			48,263.70		\$ -	\$ -		\$ -
	Total	0.00	0.00	374,600.71	\$ 65,000	\$ 261,000	\$ 481,903		\$ 481,903
	TOTAL EXPENDITURES	11,445,704.56	12,281,832.89	12,542,336.21	\$ 13,322,343	\$ 13,316,130	\$ 13,575,030	\$ (84,081)	\$ 13,490,949
	SAVINGS / (EXCESS EXPENDITURES)	461,905.44	124,394.21	521,427.10	\$ (247,421)	\$ 82	\$ 82	\$ 110,451	\$ 110,533

DEDICATED RESERVES

	Savings Year End 2024	Difference	Savings projected Year end 2025
Prior Years' Operating Revenue (Savings) audited	\$ 6,317,694	\$ 110,533	\$ 6,428,227
Dedications			
Dedicated for Operational Reserves	\$ 2,500,000	\$ -	\$ 2,500,000
Dedicated for Disaster / Emergency Funds	\$ 1,475,000	\$ -	\$ 1,475,000
Dedicated for Mandeville Furniture	\$ 270,000	\$ 70,000	\$ 340,000
Dedicated for Slidell Furniture	\$ 700,000	\$ -	\$ 700,000
Dedication for Lacombe FF&E	\$ 250,000	\$ 19,000	\$ 269,000
Reserved to pay 4th Quarter retirement	\$ 249,786	\$ -	\$ 249,786
Reserved to pay Health Claims from runout	\$ 249,919	\$ -	\$ 249,919
Dedication to Capital Contingency	\$ 623,012	\$ 511	\$ 623,523
Dedicated to 2026 Operating FF&E		\$ 21,000	\$ 21,000
Total Dedicated or Reserved	\$ 6,317,716	\$ 110,511	\$ 6,428,227
Unassigned Savings	\$ (22)	\$ 22	\$ (0)



St. Tammany Parish Library Board of Control

Resolution No. 25-026

**FISCAL YEAR 2025 OPERATIONAL BUDGET – FINAL BUDGET AMENDMENT -
ADOPTION RESOLUTION**

December 15, 2025

SPONSOR: Branton

A resolution amending the St. Tammany Parish Library Operational Budget for the fiscal year 2025 ending December 31, 2025.

WHEREAS, The St. Tammany Parish Library Board of Control has been presented with the Final Budget Amendment for the Operational Budget for the 2025 fiscal year; and

WHEREAS, notice of that Final Budget Amendment for the Operational Budget was announced by publication of the December 15th, 2025 Meeting Agenda; and

WHEREAS, the Board of Control has considered the proposed Final Budget Amendment, and has heard and considered public comment on the proposed budget amendment; and

WHEREAS, the Board of Control has determined that the proposed Final Budget Amendment accurately represents the amount of money necessary for improving, maintaining, and operating the St. Tammany Parish Library for the 2025 fiscal year.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Control of the St. Tammany Parish Library hereby approves and adopts the Final Budget Amendment, 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 2025.

ADMINISTRATIVE OFFICE

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LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

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SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099



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 15th
DAY OF DECEMBER 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY
BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Charles Branton, Board President

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**St. Tammany Parish Library Board of Control
Resolution No. 25-027**

**Extension of time to allow for procedural due process of undecided Statements of Concern
December 15, 2025**

SPONSOR: Branton

BE IT RESOLVED that the St. Tammany Parish Library Board of Control grants a waiver of the 45-day time limit for response to all pending statements of concern and any statements that will be received until the next meeting of the Library Board of Control scheduled for February 23, 2026. The response time is extended to 120 days from the date of this resolution.

WHEREAS, the St. Tammany Parish Library has statements of concern on 109 remaining titles, and

WHEREAS, reconsideration committee recommendations shall be mailed to complainants and copied to the Library Board of Control on a rolling basis,

NOW THEREFORE BE IT RESOLVED, The Library Board of Control grants this waiver of time.

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 15th DAY OF DECEMBER 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Charles Branton, Board President

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LEE RD (985) 893-6284

SLIDELL (985) 646-6470

Library Foundation Alcohol Request

The St. Tammany Library Foundation will hold its annual membership meeting on Wednesday, January 28th, 2025, at Madisonville. The Foundation requests to be allowed to serve wine. The wine will be served along with food and available only in the meeting room at Madisonville. Approval is required by the Board for any alcohol served at the library, as the Rules and Regulations do not allow for alcohol without approval. A motion and second will be required for approval.