



December 13, 2018

Mrs. Veda Jackson  
161 Good Hope St.  
Norco, LA 70079

Dear Mrs. Jackson:

Thank you for taking the time to speak with Norco Branch Library Supervisor Julia Thibodaux last week about the library's lease on the building located at 197 Good Hope Street.

As you know, the library's lease is scheduled to expire at midnight on March 14, 2019. With the pending completion of the new Norco Branch Library that is currently under construction on Apple Street, we wanted to let you know that the library does not plan to renew the lease on the Good Hope property. However, as Mrs. Thibodaux explained, there is a possibility that we will need to request an extension of our lease on a month-to-month base if the construction of the new library is not completed as anticipated. It is our intention to contact you by February 1, 2019 should we see a need to extend the lease for any additional time. If more notice is needed than this, please let me know.

The library has loved our time in our existing building and we have appreciated being able to do business with you! If you have any questions or need further information, please feel free to contact me at 985-764-9643 x103 or via email at [leann.benedict@myscpl.org](mailto:leann.benedict@myscpl.org).

Wishing you and your family a very happy holiday season!

Sincerely,

A handwritten signature in cursive script that reads "Leann Benedict".

Leann Benedict, MLIS  
Director

cc: Larry Cochran, Parish President  
Billy Raymond, Chief Administrative Officer  
Michelle Impastato, Council Secretary  
St. Charles Parish Library Board of Control  
Julia Thibodaux, Norco Branch Supervisor  
Vicki Nesting, Assistant Director