

*****Public Meeting Notice*****

Washington Parish Library

Library Board of Control

Bogalusa Branch

Thursday, August 15, 2024, 5:30pm

- I. Call to order by President
- II. Roll Call by Director
- III. Invocation
- IV. Pledge of Allegiance
- V. Approval of Agenda
 - A. Discussion
 - B. Public Comment
 - C. Vote
- VI. Approval of Minutes from July 18, 2024 meeting.
 - A. Discussion
 - B. Public Comment
 - C. Vote
- VII. Old Business
 - A. Niche Academy
 - B. Budget/Financials
 - C. Alarm Systems
 - D. Angie Updates
 - E. Thomas Updates
- VIII. New Business
 - A. Ad Hoc Committee: Library Director Review
 1. Discussion
 2. Public Comment
 3. Vote
 - B. Staff Holiday Luncheon
 1. Discussion
 2. Public Comment
 3. Vote
 - C. Policies for Review
 1. Part-Time Holiday Pay Policy
 - a. Discussion
 - b. Public Comment
 - c. Vote
 2. Update to Library Card Policy
 - a. Discussion
 - b. Public Comment
 - c. Vote

D. Positions

1. Franklinton Branch Manager (full-time)
2. Bogalusa Coordinator (part-time)
3. Substitutes
4. Virtual Associate

IX. Committee Reports

X. Director's Report

XI. Adjournment



Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, July 18, 2024, 4:30pm
Meeting Minutes

I. Call to order by the President at 4:33pm.

II. Roll Call by Director

Board Members Present: Mrs. Suzie Betts, Ms. Penny Moses, Ms. Emma Ross, Mr. Perry Talley, and Mrs. Sally Thomas.

Absent: Ms. Kewanda August

III. Invocation by Mrs. Sally Thomas.

IV. Pledge of Allegiance led by Mr. Perry Talley.

V. Approval of Agenda

Mrs. Ireland requested that an item be added to the agenda regarding the Assistant Director's change in exempt status in accordance with new federal law. This includes a comp time policy.

A motion was made by Mr. Talley to add this item to the agenda under New Business as item 6 under section F. Updates; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

A motion was made by Mr. Talley to approve the agenda as amended; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

VI. Approval of Minutes from April 20, 2024 meeting.

A motion was made by Ms. Moses to approve the minutes from the previous meeting on April 20, 2024 at the Bogalusa Branch; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Yes

Ms. Penny Moses: Yes

Motion passed.

VII. Old Business

A. Updated 2023 Financials

Mrs. Ireland presented the final financial report from 2023.

A motion was made by Ms. Emma Ross to approve the finalized budget for 2023 as presented; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

B. Atrium Updates

Mrs. Ireland related that the staff are getting used to the new system.

C. Email Address Updates

Mrs. Ireland stated that there had been some issues with staff checking their emails regularly, but Admin is working on getting everyone used to that.

D. 2024 Financial Discussions

1. Library Credit Card - Updates

Mrs. Ireland plans to reach out to the Finance Director for guidance on how the Library could obtain a credit card.

2. Buildings

Mrs. Ireland discussed the issues with the carpeted sections in the lobby of both the Bogalusa Branch and the Franklinton Branch. She also revisited the topic of refreshing the Thomas Branch's carpeting as it is a tripping hazard.

A motion was made by Ms. Penny Moses to approve replacing the carpeted areas in the public portions of both the Bogalusa and Franklinton branches and refreshing the Thomas Branch with new carpeting; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

VIII. New Business

A. Record Retention Officer

Mrs. Ireland requested the signature of Mrs. Suzie Betts on the 2024-2025 and the 2025-2026 Records Officer Designation Forms (SSARC-940) for the State. Both list Mrs. Ireland as the Record Retention Officer for the Library.

B. Surplus Items for Discard

The Library had some outdated receipt printers and telephones ready for disposal.

A motion was made by Mr. Perry Talley to approve the disposal of the items listed on the 2024-0718 Surplus document; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

C. Policies for Review

1. Small Branch Make-up Policy

Mrs. Ireland wanted to have a policy in place to allow staff to make up holiday time. The Board asked about a prorated holiday pay for part-timers. Mrs. Ireland was tasked with creating an equitable policy regarding that for the next meeting.

A motion was made by Mr. Perry Talley to approve the policy; seconded by Mrs. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

2. Bereavement Policy

After meeting with President Seal in January, the Board wanted to revisit the Bereavement Leave Policy for the Library. The policy was unclear in terms of time allotted since it measured the leave in days instead of hours. The updated policy corrects this mistake and adjusts the amount of bereavement leave based on the relationship between the employee and the decedent.

A motion was made by Ms. Penny Moses to approve the updated Bereavement Leave Policy; seconded by Mr. Talley.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent

Ms. Penny Moses: Yes
Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

D. Adjustments to LBOC Schedule and Bylaws

The Board has had difficulty this year with reaching a quorum on their regular meeting days. The Board discussed the importance of being available for all meetings except in rare and/or extreme circumstances. The Board agreed that meeting monthly would help with the quorum issues as well as make the meetings shorter.

A motion was made by Mrs. Sally Thomas to approve the new schedule for the LBOC meetings to include the dates Thursday, August 15th, Monday, October 28th, and, tentatively, Thursday, December 19th; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

Mrs. Ireland has realized that the All Staff Training Day, scheduled for Columbus Day, will actually be during the week of the Fair. To prevent all of the branches being closed everyday except Tuesday that week, Mrs. Ireland requested that the Library Closure for All Staff Training Day be rescheduled for Monday, October 28th.

A motion was made by Mr. Perry Talley to approve the amended 2024 Holiday and Closure Schedule (canceling the Monday, October 14th closure and closing all branches on Monday, October 28th for training purposes); seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent

Ms. Penny Moses: Yes
Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

E. Continuing Education Trainings

Mrs. Ireland presented her findings on a service called Niche Academy, which is designed specifically for libraries, their staff, their Boards, and their patrons. Aside from staff and Board training, the platform also offers microtraining for patrons on everything from library resources to being safe online. The Board agreed that we should invest in this platform.

A motion was made by Mr. Perry Talley to approve the subscription to Niche Academy; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes
Ms. Kewanda August: Absent
Ms. Penny Moses: Yes

Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

F. Updates

1. Cataloging Backlog

Mrs. Ireland explained that, through no fault of her own, the cataloger had a very large backlog of materials to catalog. In an effort to allow the cataloger time to address this backlog while still ensuring new items are on the shelves in a timely manner, the Library will be using a service offered by their book vendor Ingram called Shelf-Ready. This can be stopped and restarted at any time, and it costs nothing if the Library does not use it. The cost to use it would be less than \$2 per book. The Library is currently filling out the very detailed paperwork to set up the account.

2. Library Legislation in 2024

Mrs. Ireland let the Board know that only two of the bills affecting the Library passed this Legislative Session: Acts 647 and 736. Neither require any action on the part of the Library or the Board.

3. Alarm System

Mrs. Ireland is reviewing options for a new security system. The Board requested that more research be done.

4. Summer Reading 2024

Mrs. Ireland talked about the Summer Reading Program and the success branches have found by including adults. In all, 719 patrons registered, and 594 completed the program which required reading five books.

5. 2024 Financials

Mrs. Ireland is reviewing the budget and the balance sheet to verify that everything is in order. She will have an updated 2024 budget, as well as the 2025 budget by the September meeting.

6:15pm: Mr. Talley had to leave the meeting for a prior engagement. Quorum maintained.

6. Overtime and Compensatory Time Policy

Mrs. Ireland explained that the Assistant Director Aerial Mathews, at her current pay rate, was no longer eligible for exempt status. The threshold for exempt status increased on July 1st and will increase again on January 1st. This leaves Mrs. Ireland as the only exempt employee in the Library. As such, a distinct policy on overtime and compensatory pay is needed to guide the Library going forward.

A motion was made by Ms. Penny Moses to approve the Overtime and Compensatory Pay Policy; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

G. Executive Session

1. Personnel Matters

2. Library Board Applications

A motion was made at 6:35pm by Ms. Penny Moses to enter Executive Session; seconded by Mrs. Thomas.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Emma Ross: Yes

Ms. Kewanda August: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Motion passed.

A motion was made at 7:16pm by Mrs. Sally Thomas to end Executive Sessions; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Absent

Motion passed.

H. Ratify the promotion of Brooke Eugin as Assistant Branch Manager of Franklinton

A motion was made by Mrs. Sally Thomas to ratify the promotion of Brooke Eugin to the full-time position of Assistant Branch Manager at the Franklinton Branch; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Mrs. Sally Thomas: Yes

Ms. Penny Moses: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Absent

Motion passed.

IX. Committee Reports - None

X. Director's Report - Attached

XI. Adjournment

A motion was made by Mrs. Sally Thomas to adjourn; seconded by Ms. Moses. All present Board Members agreed. **Motion passed.**
Meeting adjourned at 7:20pm.



WASHINGTON PARISH LIBRARY

Library Card Policy

The Washington Parish Library supports and follows the American Library Association's Bill of Rights and its Freedom to Read and Freedom to View statements, which recognize the right of persons to free and convenient access to information and ideas.

The Washington Parish Library first opened on Sunday, April 28, 1946 with the purpose of providing a storehouse of educational, cultural, informational, and recreational resources free and available to every citizen of the parish. Today, we continue this purpose, but we also extend our services beyond the parish as needed. This, and the enactment of La. Act 436 in 2023, has led to the development of this card system. This policy focuses on In Parish and Out-of-Parish cards for Adults and Juveniles.

You are the only person who is allowed to use your card for any library services. You are the only one responsible for all materials checked out with that card, and some materials can be expensive. We encourage everyone to treat their library card like a credit card and be careful to keep it safe.

Remember, your Washington Parish Library Card can be used at any of our branch locations, as well as from anywhere in the world to access our online resources!

In Parish Cards

These cards are available for free to those who qualify. Replacement cards are available for \$1. In extenuating circumstances, this fee may be waived at the discretion of the Branch Manager.

These cards are available to:

- Anyone who lives in Washington Parish
- Anyone who works in Washington Parish
- Anyone who goes to school in Washington Parish
- Anyone who owns property in Washington Parish

Adult Cards (In Parish):

- Are available to anyone who lives, works, attends school, or owns property in Washington Parish
- Are available to patrons 18 years of age or older, or patrons under 18 who are legally emancipated or legally married (must provide legal documentation)

These cards allow patrons to check out a total of 20 physical items, up to five (5) of which may be DVDs, as well as ebook and e-audiobooks from CloudLibrary. After two months in the Library system, an adult is able to check out technology, such as hotspots, tablets, and/or laptops.

Adult Cards expire at the end of five years. In order to renew their card for another five years, cardholders must:

- pay any unpaid balance on their account
- provide photo ID (and proof of current address if the ID is expired or incorrect)

Adult Quick Cards are available if a patron meeting the requirements for an Adult Card is unable to provide identification or proof of current address.

These cards allow patrons to check out a total of two (2) physical items, as well as ebooks and e-audiobooks from CloudLibrary. These cards do not allow the patron to check out technology.

These cards can be converted to a regular adult card upon providing a picture ID (and proof of current address if the ID is expired or incorrect).

Adult Quick Cards expire at the end of six months. In order to renew their card for another six months, cardholders must pay any unpaid balance on their account.

Juvenile Cards (In Parish):

- Are available to children aged 5 through 17 years old who live or attend school in Washington Parish
- Require the express permission of the child's parent or guardian
- Expire on the child's 18th birthday
- Parents/guardians are responsible for all items checked out to their child

Juvenile Unrestricted Cards allow a child patron to check out a total of 10 physical items from any book collection in the Library, including the Adult Non-Fiction and Adult Fiction sections. The card, with parental approval, also provides access to all ebooks and e-audiobooks from CloudLibrary.

Juvenile Semi-Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile and Teen/Young Adult book collections in the Library. These cards, with parental approval, provide access to only Juvenile and Teen/Young Adult ebooks and e-audiobooks from CloudLibrary.

Juvenile Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile book collections in the Library alone. These cards, with parental approval, provide access to only Juvenile ebooks and e-audiobooks from CloudLibrary.

All In Parish Juvenile Cards expire on the patron's 18th birthday, when they may either convert their current card to an Adult Card or receive a new Adult Card free of charge. Juvenile Cards may also be converted to Adult Cards upon the marriage or legal emancipation of the juvenile.

Out-Of-Parish Cards

Patrons who do not meet the requirements for a free library card may opt to purchase an Out-Of-Parish Card for \$10.

Out-Of-Parish Cards expire at the end of three years. Cardholders must pay any unpaid balance, provide a photo ID (and proof of current address if the ID is expired or incorrect), and pay the \$10 fee in order to extend the card for another three years.

Adult Cards (Out-Of-Parish):

- Are available to patrons 18 years of age or older, or patrons under 18 who are legally emancipated or legally married (must provide legal documentation)

These cards allow patrons to check out a total of 20 physical items, up to five (5) of which may be DVDs, as well as ebook and e-audiobooks from CloudLibrary.

Out-of-Parish cards are not eligible to check out technology.

Juvenile Cards (Out-Of-Parish):

- Are available to children aged 5 through 17 years old who neither live nor attend school in Washington Parish
- Require the express permission of the child's parent or guardian
- Expire at the end of three years
- Parents/guardians are responsible for all items checked out to their child

Juvenile Unrestricted Cards allow a child patron to check out a total of 10 physical items from any book collection in the Library, including the Adult Non-Fiction and Adult Fiction sections. The card also provides access to ebooks and e-audiobooks from CloudLibrary.

Juvenile Semi-Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile and Teen/Young Adult book collections in the Library. These cards, with parental approval, provide access to only Juvenile and Teen/Young Adult ebooks and e-audiobooks from CloudLibrary.

Juvenile Restricted Cards allow a child patron to check out a total of 10 physical items from the Juvenile book collections in the Library alone. These cards, with parental approval, provide access to only Juvenile ebooks and e-audiobooks from CloudLibrary.

Registration Requirements

All registrations, except for the Adult Quick Card, require proof of the library card holder's identity and their physical address. An unexpired Louisiana state ID or driver's license (with the patron's correct address) will fulfill both requirements. Other acceptable documentation can be found at the end of this section.

For residents of Washington Parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current Washington Parish address or is expired
- Note that the Library will not accept mail received at a U.S. mailbox or commercial mail drop box as proof of residency in Washington Parish

For non-residents who work or attend school in Washington Parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current address or is expired
- Proof of being employed or enrolled in Washington Parish, such as a pay stub, tuition bill or receipt, report card, employee ID, or school ID.

For owners of property, but non-residents of Washington Parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current address or is expired
- Proof of ownership of property in Washington Parish, such as a Washington Parish tax notice or receipt for payment of property tax in Washington Parish.

For out-of-parish:

- Proof of identity
- Proof of residence if your photo ID does not include your current address or is expired
- Cards expire at the end of three years. Cardholders must pay any unpaid balance and provide photo ID (and proof of current address if ID is expired or incorrect), and pay the \$10 fee in order to extend the card for another three years.

For Juvenile cards:

- A parent or guardian to co-sign the registration form with the child.
- Proof of identity for the parent or guardian
- Proof of residence for the parent or guardian if the photo ID does not include a current address or is expired
- Note: The parent or guardian is responsible for the use of the child's card: any fines, damages or lost items must be paid.
- In Parish Juvenile Cards expire when the child turns 18 years old and is eligible for an adult card; Out-of-Parish Juvenile Cards expire every three years but can be converted at any time the cardholder meets the requirements to get an Out-of-Parish Adult Card.

Card Renewal:

Please visit any of our branches to renew your library card. If visiting one of our branches presents a hardship, you may contact the Library to make special arrangements.

Lost Cards:

If you have lost your library card, please call any of our branches to alert us. We will place a block on the account to prevent others from using the lost card.

To get a replacement card, visit any library location with your picture ID.

Examples of Acceptable Documentation

Proof of identity:

- Driver's license or State-issued ID Card
- School ID
- Military ID
- US Passport Book or Passport Card
- Permanent Resident / Alien Registration Receipt Card

Proof of Address:

- Voter registration card
- Utility bill
- Lease/rental agreement
- Mortgage statement
- Property tax bill or receipt
- Home or auto insurance policy

Proof of eligibility through employment in Washington Parish:

- Most recent pay stub
- Employee ID
- Most recent W-2

Proof of eligibility through enrolment in a school in Washington Parish:

- Most recent tuition bill or receipt
- Most recent report card
- School ID

Proof of eligibility through property ownership in Washington Parish:

- Washington Parish tax notice
- Receipt for payment of property tax in Washington Parish



Washington Parish Library

Job Title: Branch Manager
Supervisor: Assistant Director
Location: Franklinton Branch

Full Time Position: 40 hrs/wk
Starting Pay: \$14/hr
FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently
7. Ability to operate computers and office equipment

Description:

The Branch Manager oversees all phases of branch operations, including front desk operations, scheduling, and library programming.

Essential Duties:

- Serves as point of contact for all concerns for both patrons and staff: attempts to resolve any issues that may arise, including building maintenance issues that may affect the operation of the branch.
- Assists patrons in the use of the library, including but not limited to checking books in and out, assisting patrons with technology or library use, registering patrons for borrower's cards, shelving, etc.
- Supervises and trains branch employees in work tasks. Provides regular feedback to branch employees on work performance, and communicates this information to the Administration.
- Serves as a liaison between the Administration and the branch staff, ensuring clear, concise, and effective communication of policy updates, initiatives, and critical issues.
- Helps maintain order in the facility. Answers phone calls and directs such to the proper person.
- Monitors public computer and/or Internet use.

- Maintains and enhances the collection of the branch by determining what materials might be needed for purchase.
- Works with Library Administration to ensure the needs of the community are met and to promote Library services and resources to the community.
- Aids in the System's public relations efforts. May give talks to civic clubs, schools, etc.
- Attends monthly Branch Managers meetings and relays pertinent information to the Branch staff.
- Performs other duties and assignments as designated by Library Administration.

Requirements for This Position:

- Excellent verbal and written communication skills
- Supervisory ability
- Must work with an emphasis on accuracy and thoroughness
- Excellent people/interpersonal skills
- Technical knowledge of BookSystems functions
- Broad general knowledge of information sources and materials
- Good knowledge of computers and office equipment

Physical Demands:

The work requires considerable physical activity, with much bending and reaching to obtain books and other materials. Must be able to shelve and retrieve items overhead and at floor level. There is frequent lifting of objects weighing up to 25 pounds (marginal) and use of equipment requiring a high degree of manual dexterity (essential).

Education/Experience Required:

- Education: High School Diploma or equivalent.
- At least one year of managerial/supervisory experience.
- At least one year of customer service experience.

Franklinton Branch
825 Free Street
Franklinton, La 70438
985-839-7805

Enon Branch
14073 Hwy. 16
Franklinton, La 70438
985-839-9385

Bogalusa Branch
304 Avenue F
Bogalusa, La 70427
985-735-1961

Thomas Branch
30369 Hwy. 424
Franklinton, La 70438
985-848-7061



Washington Parish Library

Job Title: Library Associate
Supervisor: Branch Manager
Location: Bogalusa Branch

Part Time Position: 27 hrs/wk
Starting Pay: \$10.00/hr
FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently
7. Ability to operate computers and office equipment

Description: Responsible for leading all things related to children's service (infants to young adults) and coordinating with the branch manager and other library staff about library youth programs/events/outreach. This work requires that the employee develop considerable knowledge, skill, and ability in every phase of the public library field, particularly as it relates to youth library services.

Requirements for This Position:

- Ability to work with children of all ages.
- Ability to operate BookSystems for basic functions after training.
- Ability to stand, stoop, and sit for moderate periods of time.
- Ability and willingness to learn new skills.
- Ability to speak and read in front of crowds for up to 45 minutes.
- Ability to work a flexible schedule, which can include after hours events.

Education/Experience Required:

- High school diploma or equivalent
- Experience working with children

Key Functions of This Position:

- Provides guidance/support to the Branch Manager in selecting, maintaining, and weeding materials for the children's collection.
- Plans and implements regular story times, which include, at minimum, a story, an activity, and a snack.
- Maintains Branch programs/events/outreach already in place that involve children, local schools, and/or local children's organizations.
- Identifies needs and wants of the Branch's community and implements new programs/events/outreach to fill those voids.
- Promotes programs/events/outreach on local community boards and on social media.
- Uses Canva to create advertising for youth programs/events/outreach.
- Tracks participation of both adults and children at youth programs/events/outreach for monthly and yearly statistics.
- Monitors the behavior of children during programs/events/outreach to ensure safety of all present.
- Maintains current relationships with community partners and fosters new relationships when possible.
- Works with the Friends of the Washington Parish Library and other service groups to ensure volunteers for library youth programs/events/outreach, especially during Summer Reading.
- Works with Branch management and other Youth Coordinators to plan, implement, and track Summer Reading programs every summer.
- Composes and submits press releases to local news outlets to promote upcoming library youth programs/events/outreach.
- Submits articles and pictures to the local news outlets about library youth programs/events/outreach after they have passed.
- Works with others to identify and apply for grants, particularly those focused on youth and youth services.
- Stays updated on library policies and procedures.
- Maintains and increases knowledge of library trends, particularly in youth

services, through regular professional development activities and networking with youth services library staff outside of Washington Parish.

- Performs the basic job duties related to the traditional roles of library circulation, research, and readers services as needed.
- Builds relationships with patrons, specifically children and their adults.
- Other duties as assigned by the Branch Manager.

Physical Demands:

- Must have the ability to lift at least 35 pounds, push, bend, and reach as needed
 - Must have the physical stamina to stand for prolonged periods of time
-

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985-848-7061



Washington Parish Library

Job Title: Substitute Library Associate
Supervisor: Assistant Director
Location: Any WPL Branch or HQ

Weekly Hours: varies as needed
Starting Pay: \$10.00/hr
FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently as needed
7. Ability to operate computers and office equipment

Description: Responsible for assisting in any/all phases of Library operation as needed.

Requirements for This Position:

- Ability to work with an emphasis on accuracy and thoroughness
- Ability to operate BookSystems for basic functions after training
- Ability to stand, stoop, and sit for moderate periods of time
- Ability and willingness to learn new skills

Education/Experience Required: High school diploma or equivalent

Key Functions of This Position:

- Performs a variety of routine library tasks, such as charging and discharging books and other library materials, registering patrons, shelving books and other library materials, and performing other duties that are necessary for the smooth operation of the branch.
- Answers phone and calls patrons.
- Processes daily delivery and empties book drops

- Responsible for all aspects of public service, such as assisting patrons with copying, faxing, internet use, in locating library materials, and refers more complex requests to the Branch Manager.
- Assists patrons in the proper use of the Library's online catalog, in the selection and location of library materials, and assists patrons placing holds and ILL requests.
- Performs other duties and assignments as requested or assigned.

Substitutes may also be called to:

- Assist with the opening or closing of the library branch.
- Assist with planning, organizing, promoting, and supporting programming.
- Assist with preparing displays and bulletin boards.
- Process recently cataloged items.
- Assist with other projects as requested or assigned.

Physical Demands:

- Must have the ability to lift at least 35 pounds, push, bend, and reach as needed
- Must have the physical stamina to stand for prolonged periods of time

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Washington Parish Library

Job Title: Virtual Associate
Supervisor: Assistant Director
Location: Remote

Part Time Position: 10 hrs/wk
Starting Pay: \$9.50/hr
FLSA Status: Nonexempt

Requirements for All Employees:

1. Pleasant demeanor, accurate in details
2. Ability to work with variety, change and interruptions
3. Ability to communicate clearly
4. Ability to work effectively with patrons, co-workers, supervisors and others
5. Ability to follow library policy and procedures
6. Ability to work independently
7. Ability to operate computers and office equipment

Description:

Responsible for developing engaging on-brand content for Washington Parish Library social channels. You will develop creative content strategies and execute content for each branch's social channels, with a focus on Facebook and Instagram. You will work closely and collaboratively with program coordinators to plan and develop social content that meets the Library's overall marketing strategy while ensuring the consistency of the brand voice.

The ideal candidate is someone self-driven and innovative who is constantly thinking of new content ideas to help drive engagement and positive conversation.

Requirements for This Position:

- Ability to operate BookSystems for specific functions after training.
- Ability to work independently with minimal supervision.
- Ability and willingness to learn new skills.
- Ability to speak and read in front of virtual audiences for up to 45 minutes.
- Ability to work a flexible schedule.

Education/Experience Required:

- High school diploma or equivalent
- Experience working with social media platforms

Key Functions of This Position:

- Assists in identifying needs and wants of the Library's community and in implementing new programs/events/outreach to fill those voids.
- Promotes programs/events/outreach on social media.
- Uses Canva to create advertising for Library programs/events/outreach.
- Maintains current relationships with community partners and fosters new relationships when possible.
- Tracks statistics for online engagement, especially through social media platforms.
- Works with Branch management and other Youth Coordinators to plan, implement, and track Summer Reading programs every summer.
- Composes and submits press releases to local news outlets to promote upcoming library youth programs/events/outreach.
- Composes the Library's monthly newsletters.
- Submits articles and pictures to the local news outlets about library youth programs/events/outreach after they have passed.
- Stays updated on library policies and procedures.
- Communicates with Administration to ensure online patrons' comments are addressed.
- Other duties as assigned by the Administration.

Franklinton Branch
825 Free Street
Franklinton, La 70438
985-839-7805

Enon Branch
14073 Hwy. 16
Franklinton, La 70438
985-839-9385

Bogalusa Branch
304 Avenue F
Bogalusa, La 70427
985-735-1961

Thomas Branch
30369 Hwy. 424
Franklinton, La 70438
985-848-7061