

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

Washington Parish Library  
Library Board of Control  
Franklinton Branch  
Monday, September 30, 2024

- 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. New Business
  - A. Staff Holiday Luncheon
    1. Discussion
    2. Public Comment
    3. Vote
  - B. Budgets
    1. 2024 Updated Budget
      - a. Discussion
      - b. Public Comment
      - c. Vote
    2. 2025 Budget
      - a. Discussion
      - b. Public Comment
      - c. Vote
  - C. 2025 Holiday Calendar
    1. Discussion
    2. Public Comment
    3. Vote
  - D. Policies for Review
    1. Part-Time Holiday Pay Policy
      - a. Discussion
      - b. Public Comment
      - c. Vote
    2. Update to the Internet Access Policy
      - a. Discussion
      - b. Public Comment
      - c. Vote
    3. Update to Library Card Policy
      - a. Discussion

- b. Public Comment
      - c. Vote
    - 4. Update to the Hotspot Checkout Policy
      - a. Discussion
      - b. Public Comment
      - c. Vote
    - 5. Update to the Laptop Checkout Policy
      - a. Discussion
      - b. Public Comment
      - c. Vote
  - E. Ad Hoc Committee: Library Director Review
    - 1. Discussion
    - 2. Public Comment
    - 3. Vote
- VIII. Executive Session - personnel matters
  - A. Possible vote
- IX. Old Business
  - A. Alarm Systems
  - B. Angie Updates
  - C. LBOC Applicants
  - D. LBOC Meeting Dates
  - E. Positions
  - F. Thomas Updates
- X. Committee Reports
- XI. Director's Report
- XII. 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

## 2025 Holiday and Closure Schedule

Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King Day
<i>Monday, February 17, 2025</i>	<i>Library Closed for All Staff Training Day</i>
<i>Saturday, March 1, 2025</i>	<i>Bogalusa Branch Closed - MCCA Parade @ 1pm*</i>
Tuesday, March 4, 2025	Mardi Gras Day
Friday, April 18, 2025	Good Friday
Saturday, April 19, 2025	Library Closure (Easter )
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
October 15-19, 2025	Washington Parish Fair
<i>Monday, October 27, 2025</i>	<i>Library Closed for All Staff Training Day</i>
November 27-28, 2025	Thanksgiving
Saturday, November 29, 2025	Library Closure (Thanksgiving)
December 24-26, 2025	Christmas
<i>Saturday, December 27, 2025</i>	<i>Library Closure</i>
Tuesday, December 31, 2025	New Year's Eve

**WASHINGTON PARISH GOVERNMENT  
LIBRARY FUND 29  
2024 AMENDED BUDGET**

Account #	Name	ORIGINAL ADOPTED BUDGET 2024	ACTUAL YEAR TO DATE 7/31/2024	ESTIMATED FOR REMAINING OF YEAR	PROJECTED ACTUAL AT YEAR END 12/31/2024	2024 AMENDED BUDGET
029 3 000.00000	***REVENUE***					
029 3 101.00000	AD VALOREM	1,135,000	661,500	472,500	1,134,000	1,135,000
029 3 102.00000	PRIOR YEAR TAX	21,000	17,098	500	17,598	17,500
029 3 320.00000	STATE OF LA REVENUE SHARING	54,000	36,622	18,311	54,934	54,900
029 3 339.00000	GRANT ARTS COUNCIL OF BATON ROUGE	3,800	3,750	-	3,750	3,800
029 3 339.40000	GRANT OFFICE OF STATE LIBRARY	-	771	734	1,505	1,500
029 3 343.00000	GRANT IP SUMMER READING	-	3,945	55	4,000	4,000
029 3 344.00000	GRANT ALA	10,000	21,650	8,350	30,000	30,000
029 3 347.00000	GRANT LEH	-	10,000	-	10,000	10,000
029 3 348.00000	GRANT LEH PRIME TIME	-	1,000	-	1,000	1,000
029 3 350.00000	DONATIONS GENERAL	600	339	200	539	600
029 3 351.00000	DONATIONS RESTRICTED	-	1,745	-	1,745	1,700
029 3 352.00000	DONATIONS PROGRAM	1,000	2,600	-	2,600	2,600
029 3 501.00000	FINES	2,000	2,007	250	2,257	2,000
029 3 502.00000	E RATE REIMBURSMNT	60,000	21,599	21,599	43,198	45,000
029 3 503.00000	SUPPLIES	15,000	9,704	3,000	12,704	15,000
029 3 504.00000	BOOKS	900	720	250	970	900
029 3 602.00000	INTEREST HANCOCK WHITNEY	7,000	7,334	7,000	14,334	14,000
029 3 603.00000	INTEREST REVENUE MASTER BANK	45,000	31,397	22,426	53,824	50,000
029 3 604.00000	INTEREST REVENUE TAXES	1,500	1,709	200	1,909	1,500
029 3 610.00000	RENTAL OF FACILITIES	9,600	5,600	4,000	9,600	9,600
<b>029 3 997.00000</b>	<b>***TOTAL REVENUE***</b>	<b>1,366,400</b>	<b>841,091</b>	<b>559,376</b>	<b>1,400,467</b>	<b>1,400,600</b>
029 4 000.00000	***LIBRARY EXPENDITURES***					
029 4 000.10200	SALARIES	687,000	297,010	236,150	533,160	535,000
029 4 000.10300	MAINTENANCE LABOR	9,500	5,150	5,150	10,300	10,300
029 4 000.13100	PERS RETIREMENT	40,000	18,930	13,521	32,451	35,000
029 4 000.13500	MEDICARE	10,000	4,595	3,282	7,876	8,000
029 4 000.13600	FICA	21,000	8,583	6,131	14,714	15,000

**WASHINGTON PARISH GOVERNMENT  
LIBRARY FUND 29  
2024 AMENDED BUDGET**

Account #	Name	ORIGINAL ADOPTED BUDGET 2024	ACTUAL YEAR TO DATE 7/31/2024	ESTIMATED FOR REMAINING OF YEAR	PROJECTED ACTUAL AT YEAR END 12/31/2024	2024 AMENDED BUDGET
029 4 000.14000	UNEMPLOYMENT	1,200	515	368	883	1,000
029 4 000.14100	WORKMENS COMPENSATION	3,400	1,457	1,457	2,913	3,000
029 4 000.15000	HOSPITALIZATION INSURANCE	109,000	56,174	40,124	96,298	98,000
029 4 000.16000	UNIFORMS	500	174	200	374	500
029 4 000.20100	TRAVEL/CONFERENCE DIRECTOR	3,000	1,267	905	2,172	3,000
029 4 000.20200	CONFERENCE/CONVENTION	1,500	255	800	1,055	1,500
029 4 000.20300	TRAVEL	500	89	300	389	500
029 4 000.30300	INSURANCE	70,500	66,529	3,500	70,029	70,500
029 4 000.30400	MAINTENANCE OF BUILDING	20,000	7,842	8,000	15,842	20,000
029 4 000.30700	EQUIPMENT MAINTENANCE	2,500	427	1,000	1,427	2,000
029 4 000.30800	OTHER MAINTENANCE	23,000	2,624	20,000	22,624	23,000
029 4 000.30900	RENTAL/LEASES	15,000	6,959	6,959	13,919	15,000
029 4 000.31000	DUES/INTERNET SUBSCRIPTIONS	17,000	20,890	3,000	23,890	23,000
029 4 000.31100	POSTAGE	1,000	700	700	1,399	1,300
029 4 000.31200	TELEPHONE/INTERNET	75,000	40,269	40,269	80,538	80,000
029 4 000.31300	UTILITIES GAS	4,500	3,021	3,021	6,042	6,000
029 4 000.31400	UTILITIES ELECTRICITY	45,000	18,429	18,429	36,857	40,000
029 4 000.31500	UTILITIES WATER/SEWAGE	2,500	1,087	1,087	2,174	2,500
029 4 000.31600	LEGAL DOCUMENT	500	27	200	227	500
029 4 000.31800	GARBAGE	2,000	910	910	1,820	2,000
029 4 000.35000	PURCHASED PROFESSIONAL SERVICES	10,000	-	8,000	8,000	10,000
029 4 000.35400	STATE LIBRARY GRANT EXPENSES	-	771	734	1,505	1,500
029 4 000.37000	ARTS COUNCIL GRANT EXPENSES	3,750	5,940	-	5,940	6,000
029 4 000.39000	IP SUMMER READING GRANT EXPENSES	-	3,945	55	4,000	4,000
029 4 000.39100	RESTRICTED DONATION EXPENSE	-	307	1,440	1,747	1,700
029 4 000.39200	PROGRAM DONATION EXPENSES	-	1,317	1,300	2,617	2,600
029 4 000.39300	ALA GRANT EXPENSES	10,000	21,650	8,350	30,000	30,000

**WASHINGTON PARISH GOVERNMENT  
LIBRARY FUND 29  
2024 AMENDED BUDGET**

Account #	Name	ORIGINAL ADOPTED BUDGET 2024	ACTUAL YEAR TO DATE 7/31/2024	ESTIMATED FOR REMAINING OF YEAR	PROJECTED ACTUAL AT YEAR END 12/31/2024	2024 AMENDED BUDGET
029 4 000.39400	LEH GRANT EXPENSES	-	-	10,000	10,000	10,000
029 4 000.39500	LEH PRIME TIME GRANT EXPENSE	-	276	730	1,006	1,000
029 4 000.39900	OTHER	2,000	1,047	1,000	2,047	2,000
029 4 000.40100	OFFICE SUPPLIES	12,000	6,348	6,000	12,348	12,000
029 4 000.40200	PROGRAM SUPPLIES	2,000	1,206	861	2,067	2,000
029 4 000.40400	BUILDING MAINTENANCE SUPPLIES	4,000	2,625	1,300	3,925	4,000
029 4 000.40500	BOOK SUPPLIES	1,000	11	900	911	1,000
029 4 000.41000	AUTO EXPENSE	1,500	378	800	1,178	1,500
029 4 000.50100	ACCOUNTING/AUDITING	5,000	4,988	-	4,988	5,000
029 4 000.50500	MEDICAL	1,500	-	1,500	1,500	1,500
029 4 000.50900	AD VALOREM PENSION DEDUCTION	34,000	-	34,000	34,000	34,000
029 4 000.60600	FURNITURE/EQUIPMENT	1,500	1,523	-	1,523	1,500
029 4 000.60700	BOOKS	25,000	10,189	15,000	25,189	25,000
029 4 000.60800	PERIODICALS	1,000	705	300	1,005	1,000
029 4 000.60900	A/V MATERIALS	5,000	2,247	2,000	4,247	5,000
029 4 000.73000	ADDITIONS TO CAPITAL ASSETS	50,000	-	25,000	25,000	25,000
029 4 000.73200	TECHNOLOGY	15,000	3,157	8,000	11,157	15,000
029 4 000.80000	ADMINISTRATIVE FEE	51,000	29,750	21,250	51,000	51,000
<b>029 4 995.98000</b>	<b>***TOTAL EXPENDITURES***</b>	<b>1,400,350</b>	<b>662,292</b>	<b>563,982</b>	<b>1,226,274</b>	<b>1,249,900</b>
029 4 999.00000	***OPERATING TRANSFERS***					
<b>029 4 999.90000</b>	<b>***TOTAL OPERATING TRANSFERS***</b>	<b>-</b>	<b>-</b>		<b>-</b>	<b>-</b>
<b>029 4 999.98000</b>	<b>***TOTAL EXPENDITURES AND OPERATING TRANSFERS***</b>	<b>1,400,350</b>	<b>662,292</b>	<b>563,982</b>	<b>1,226,274</b>	<b>1,249,900</b>
<b>029 4 999.99000</b>	<b>*EXCESS REVENUE OVER EXPENDITURES*</b>	<b>(33,950)</b>	<b>178,800</b>	<b>(4,607)</b>	<b>174,193</b>	<b>150,700</b>
<b>PROPOSED BEGINNING FUND BALANCE</b>		<b>2,096,948</b>	<b>2,130,623</b>	<b>2,130,623</b>	<b>2,130,623</b>	<b>2,130,623</b>
<b>PROPOSED ENDING FUND BALANCE</b>		<b>2,062,998</b>	<b>2,309,423</b>	<b>2,126,016</b>	<b>2,304,816</b>	<b>2,281,323</b>



## WASHINGTON PARISH LIBRARY Part-Time Holiday Pay

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The Washington Parish Library recognizes that part-time staff members received benefits from their positions that were changed in 2020 without notice, impacting the morale of all staff across the system. The Library seeks to promote equity and provide clarity regarding staff entitlements with this new policy.

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Full-time staff work 40 hours a week and receive 8 hours of pay for each day that the Library is closed for an official holiday. As part-time staff work 27 hours a week, they shall receive 5.5 hours of pay for each of these days.

All part-time employees who have completed their probationary period with an average of 27 hours per week are eligible for holiday pay.

To maintain eligibility for holiday pay, part-time employees must maintain an annual average of 27 hours per week.

If a designated holiday falls on a day that the part-time employee is not scheduled to work, the employee shall not receive pay for that holiday.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. In order to be paid for holidays, the employee must be in active pay status the day before and after the holiday, or on approved leave (e.g. PTO).



## WASHINGTON PARISH LIBRARY Part-Time Holiday Pay

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The Washington Parish Library recognizes that part-time staff members received benefits from their positions that were changed in 2020 without notice, impacting the morale of all staff across the system. The Library seeks to promote equity and provide clarity regarding staff entitlements with this new policy.

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Full-time staff work 40 hours a week and receive 8 hours of pay for each day that the Library is closed for an official holiday. As part-time staff work 27 hours a week, they shall receive 5.5 hours of pay for each of these days, including a floating (birthday) holiday.

All part-time employees who have completed their probationary period with an average of 27 hours per week are eligible for holiday pay.

To maintain eligibility for holiday pay, part-time employees must maintain an annual average of 27 hours per week.

If a designated holiday falls on a day that the part-time employee is not scheduled to work, the employee shall be entitled to take 5.5 hours on another day during the pay period in which the holiday occurs.

If a designated holiday falls within an employee's vacation period, the holiday is not considered a vacation day. In order to be paid for holidays, the employee must be in active pay status the day before and after the holiday, or on approved leave (e.g. PTO).



## WASHINGTON PARISH LIBRARY

### Internet Access Policy

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The Washington Parish Library is committed to providing access to a broad range of information resources, including those available through the internet, to meet the educational, informational, and recreational needs of its patrons. In compliance with the Children's Internet Protection Act (CIPA), this policy outlines the Library's approach to providing internet access while ensuring the safety and security of minors.

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#### **Access to the Internet**

The Washington Parish Library offers free access to the internet on public computers, Wi-Fi networks, and through library-owned laptops and hotspots that are available for checkout. Library patrons, including both adults and minors, may use Library services to access information, conduct research, and communicate.

#### **Children's Computers and Devices**

Children under the age of 12 may access the computers and tablets in the Children's Section that are provided by the Library for playing educational games. These devices are restricted to specific apps and do not have internet access to ensure a safe and controlled environment for young patrons to experience technology.

#### **Children's Internet Protection Act (CIPA) Compliance**

In accordance with CIPA, Washington Parish Library takes the following measures to ensure the protection of minors from harmful online content:

##### **1. Internet Filtering**

- The Library uses filtering technology to block access to content that is obscene, contains sexually explicit images of minors, or is harmful to minors.
- The filter is applied to all Library computers and devices accessing the internet through the Library's network, including the public Wi-Fi.
- Library staff may disable the filtering software for adults (ages 18 and older) upon request for legitimate research or other lawful purposes.

## **2. Supervision of Minors**

- Children under the age of 12 are not permitted to use public computers for internet access.
- Children aged 12 and older may use the public computers for internet access only with written parental or guardian consent, which can be revoked by the parent or guardian at any time.
- The Library encourages parents or guardians to guide their children's internet usage and to discuss appropriate online behavior. While filters are in place, no filtering system is perfect. It is the responsibility of parents and guardians to oversee the online activities of their children.
- Library staff will assist minors in using the internet but cannot supervise all internet use. Library cannot act in loco parentis.

## **3. Time Limits for Computer Access**

- When demand for computer access is high, the Library reserves the right to implement time limits on public computer use to ensure equitable access for all patrons.
- In these situations, patrons will be limited to 1 hour on the computer with the option to return to the queue at the end of their time.

## **4. Prohibited Activities** Patrons may not use Library internet services to:

- Access material that is obscene or contains sexually explicit depictions of minors.
- Engage in illegal activities or violate copyright laws.
- Harass, intimidate, or harm others.

## **Privacy, Security, and Cyber Safety**

To ensure a safe and secure online environment, the Washington Parish Library promotes the following privacy, security, and cyber safety practices for all patrons:

### **1. Password Protection**

- Patrons should not share their passwords or personal login information with Library staff or other patrons.
- Library staff will never request a patron's password, and patrons should avoid disclosing their passwords in public spaces while using Library computers, Wi-Fi, laptops, or hotspots.

### **2. Personal Information**

- Patrons are urged not to share sensitive personal information, such as social security numbers and financial information when using public computers or the Library's internet services.
- The Library cannot guarantee the security of personal information



transmitted over its internet services.

### **3. Device Security**

- While the Library uses system recovery software to delete any personal information, including the browsing history, on public computers and circulating laptops after each use, the Washington Parish Library cannot guarantee that the software will always function correctly. In the rare event of a malfunction, some data may remain on the computer, and the Library cannot be held responsible for any privacy or security issues that may arise as a result.
- Patrons are strongly encouraged to log out of personal accounts and remove personal data before leaving a public computer or returning a Library-owned device.
- The Library is not responsible for any lost, compromised, or misused data during or after the use of library internet services, including on laptops and hotspots checked out from the library.

### **4. Internet Use Monitoring**

- While the Library makes every effort to maintain privacy, patrons should be aware that internet use is not completely private. The Library does not monitor individual online activities unless it is required in order to enforce this policy or as required by law.

## **Public Wi-Fi in Non-Library Locations**

In addition to the internet services provided within the Library, the Washington Parish Library also maintains Wi-Fi access points at several non-library locations for public use. These locations are subject to the same filtering and security measures as those within the Library building.

## **Laptops and Hotspots for Checkout**

Library laptops and hotspots are available for checkout by patrons. Internet use on these devices is subject to the same policies as internet use within the Library, including the content filtering and prohibited activities outlined above. Patrons are responsible for complying with all Library internet policies when using these devices.

## **Enforcement and Violations**

- Library staff have the authority to enforce this policy and may take appropriate action, including revoking internet access privileges, if a patron violates the policy.

- Complaints about blocked or unblocked content can be submitted to the Library Administration and will be reviewed in accordance with the Library's procedures.

### **Disclaimer**

The Library is not responsible for the accuracy or quality of information accessed on the internet. Users access the internet at their own discretion and risk.

### **Review and Revision of Policy**

This policy will be reviewed annually or as necessary to remain compliant with legal requirements and meet the needs of our Library community.

DRAFT



## **WASHINGTON PARISH LIBRARY**

### **Library Card Policy**

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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.

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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 Hotspot Checkout Policy

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### TO BORROW A HOTSPOT, THE BORROWER MUST:

- Be at least 18 years old.
  - Be an adult cardholder of Washington Parish Library for at least two (2) months.
  - Be a resident of Washington Parish.
  - Not have any overdue items.
  - Not have any charges on their Library account.
  - Present a current, valid photo ID.
  - Agree to the terms of checkout by signing a *Library Hotspot Checkout Agreement*.
- 

### CONDITIONS OF USE

- Hotspots may not be used for any illegal purposes. Use of Library technology for illegal purposes shall result in the customer losing the privilege of checking out technology for a period of one (1) year.
- Customers may only checkout one (1) hotspot per household at a time.
- Hotspots shall be checked out for a period of seven (7) days.
- Hotspots may be renewed over the phone up to three (3) times, depending on availability.
- **Hotspots cannot be returned through the Library book drop. All technology checked out shall be returned to a staff member for inspection. Failure to follow this policy may result in a \$10 fine and the cost of any damage to the hotspot.**
- At the time of checkout and check-in, the hotspot shall be inspected by a staff member to make sure it is intact and functioning properly.
- If a customer experiences problems with any checked out Library technology, they should immediately report the issue to the Library staff.
- In the event that a customer is not able to return the hotspot by the due date due to extenuating circumstances, the customer shall notify Library staff immediately.

- The Library shall not be responsible for a lost or stolen hotspot even when it is used on Library property.
- Under no circumstances should the hotspot be left unsecured or unattended.
- Technology left in hot vehicles may cease to operate. Any damage caused by heat shall be the responsibility of the customer.

## OVERDUE HOTSPOTS

- Hotspots must be returned to the Library on the due date at least **30 minutes** before closing.
- Hotspots not returned on time shall incur a fine of **\$10 per day** up to a maximum of \$100.
- In addition to fines, customers who are late returning checked-out technology (such as hotspots and laptops) shall be restricted from checking out technology from the Library as outlined below:
  - First offense: One (1) week ban from checking out technology from ANY Washington Parish Library Branch.
  - Second offense: One (1) month ban from checking out technology from ANY Washington Parish Library Branch.
  - Third offense: Six (6) month ban from checking out technology from ANY Washington Parish Library Branch.
  - Fourth offense: One (1) year ban from checking out technology from ANY Washington Parish Library Branch.
  - Upon any further offense, the Library Administration reserves the right to remove the privilege of checking out technology from that customer for a period of time no less than one (1) year and not to exceed three (3) years.

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## REPLACEMENT/DAMAGE COSTS

The borrower shall bear all responsibility for any damage to the hotspot due to neglect, abuse, loss, or physical damage. If hotspots are lost, damaged, or stolen, the customer is responsible for the replacement cost (\$110) of the hotspot plus any accrued overdue fines.

Replacement costs for individual parts of the hotspot:

- Hotspot : \$80.00

- Adapter : \$20.00
- Case : \$10.00
- **Total Loss : \$110.00**

Miscellaneous damage to hotspots shall incur a charge of \$25 per occurrence.



## WASHINGTON PARISH LIBRARY LAPTOP CHECKOUT POLICY

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### TO BORROW A LAPTOP, THE BORROWER MUST:

- Be at least 18 years old.
  - Be an adult cardholder of Washington Parish Library for at least two (2) months.
  - Be a resident of Washington Parish.
  - Not have any overdue items.
  - Not have any charges on their Library account.
  - Present a current, valid photo ID.
  - Agree to the terms of checkout by signing a *Library Laptop Checkout Agreement*.
- 

### CONDITIONS OF USE

- Laptops may not be used for any illegal purposes. Use of Library technology for illegal purposes shall result in the customer losing the privilege of checking out technology for a period of one (1) year.
- Customers may only check out one (1) laptop per household at a time.
- Laptops shall be checked out for a period of seven (7) days.
- Laptops may be renewed over the phone up to three (3) times, depending on availability.
- Laptops cannot be returned through the Library book drop. All technology checked out shall be returned to a staff member for inspection.
- **Laptops cannot be returned through the Library book drop. All technology checked out shall be returned to a staff member for inspection. Failure to follow this policy may result in a \$10 fine and the cost of any damage to the laptop.**
- At the time of checkout and check-in, the laptop shall be inspected by a staff member to make sure it is intact and functioning properly.
- If a customer experiences problems with any checked out Library technology, they should immediately report the issue to the Library staff.
- In the event that a customer is not able to return the laptop by the due date due to extenuating circumstances, the customer shall notify Library staff immediately.
- The Library shall not be responsible for a lost or stolen laptop even when it is used on Library property.
- Under no circumstances should the laptop be left unsecured or unattended.

- Technology left in hot vehicles may cease to operate. Any damage caused by heat shall be the responsibility of the customer.

### **OVERDUE Laptops**

- Laptops must be returned to the Library on the due date at least **30 minutes** before closing.
  - Laptops not returned on time shall incur a fine of **\$10 per day** up to a maximum of \$100.
  - In addition to fines, customers who are late returning checked-out technology (such as hotspots and laptops) shall be restricted from checking out technology from the Library as outlined below:
    - First offense: One (1) week ban from checking out technology from ANY Washington Parish Library Branch.
    - Second offense: One (1) month ban from checking out technology from ANY Washington Parish Library Branch.
    - Third offense: Six (6) month ban from checking out technology from ANY Washington Parish Library Branch.
    - Fourth offense: One (1) year ban from checking out technology from ANY Washington Parish Library Branch.
    - Upon any further offense, the Library Administration reserves the right to remove the privilege of checking out technology from that customer for a period of time no less than one (1) year and not to exceed three (3) years.
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### **REPLACEMENT/DAMAGE COSTS**

The borrower shall bear all responsibility for any damage to the laptop due to neglect, abuse, loss, or physical damage. If laptops are lost, damaged, or stolen, the customer is responsible for the replacement cost (\$632) of the laptop plus any accrued overdue fines.

Replacement costs for individual parts of the Laptop:

- Laptop: \$568.00
- Adapter: \$20.00
- Case: \$13.00
- Dell Active Pen: \$31.00
- **Total Loss : \$ 632.00**

Miscellaneous damage to laptops shall incur a charge of \$25 per occurrence.