

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

Washington Parish Library
Library Board of Control
Bogalusa Branch
Thursday, November 21, 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 September 30, 2024 meeting.
 - A. Discussion
 - B. Public Comment
 - C. Vote
- VII. New Business
 - A. Budgets
 1. 2024 Updated Budget
 - a. Discussion
 - b. Public Comment
 - c. Vote
 2. 2025 Budget
 - a. Discussion
 - b. Public Comment
 - c. Vote
 - B. Affirm the new Branch Manager for Franklinton
 1. Discussion
 2. Public Comment
 3. Vote
- VIII. Old Business
 - A. Holiday Updates
 1. Discussion
 2. Public Comment
 3. Vote
 - B. LBOC Meeting Dates
 1. Discussion
 2. Public Comment
 3. Vote
- IX. Executive Session - Board Applicants, Personnel
 - A. Possible Vote
- X. Adjournment



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

I. Call to order by the President at 5pm.

II. Roll Call by Director

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

Absent: Ms. Kewanda August and Mr. Perry Talley

III. Invocation by Ms. Penny Moses.

IV. Pledge of Allegiance led by Mrs. Sonnet Ireland.

V. Approval of Agenda

A motion was made by Ms. Ross to approve the agenda; 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.

VI. Approval of Minutes from July 18, 2024 meeting.

A motion was made by Mrs. Thomas to approve the minutes from the previous meeting on July 18, 2024 at the Franklinton Branch; 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.

VII. New Business

A. Staff Holiday Luncheon - Thursday, December 19th

As with previous years, Mrs. Ireland asked for permission to close the branches at 11:30am on Thursday, December 19th for the Staff Holiday Luncheon. In previous years, the branches remained closed, allowing the staff to go home with pay. The Board heartily agreed.

A motion was made by Ms. Ross to close the branches for the day, starting at 11:30am on Thursday, December 19th, allowing the staff to enjoy the holiday luncheon and take the rest of the day off with pay; seconded by Ms. Moses.

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.

B. Budgets

1. Updated 2024 Budget

Mrs. Ireland presented the updated 2024 Library Budget as recommended by Mrs. Donna Graham, the Director of Finance.

A motion was made by Ms. Moses to approve the updated 2024 budget; seconded by Ms. Ross.

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.

2. 2025 Budget

Mrs. Ireland presented the 2025 Library Budget, based on the final anticipated numbers for 2024. Ms. Moses asked about salary increases, and Mrs. Ireland agreed that the salaries need to be adjusted. Mrs. Ireland had just started her research into that. Mrs. Ireland also mentioned that 2025 is the 100th year anniversary of both the State Library of Louisiana and the Louisiana Library Association; she would like to find a way to send staff to the LLA conference in March to experience that. Trustees could also attend if they wished. The Board agreed that this should also be a priority.

A motion was made by Ms. Ross to approve the 2025 budget with the corrections discussed in the meeting; 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.

C. 2025 Holiday Calendar

Mrs. Ireland presented the 2025 Holiday Calendar for approval. The only major change would be closing on President's Day for another Staff Training Day. Mrs. Ireland listed this as a tentative date that may be replaced with a closure in March instead for the staff to attend the LLA conference.

A motion was made by Ms. Moses to approve the 2025 calendar; seconded by Ms. Ross.

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.

D. Policies for Review

1. Part-Time Holiday Pay Policy

By request of the Board at the previous meeting, Mrs. Ireland presented two possible policies for returning a version of holiday pay to the part-time staff. The first option provided part-time staff with 5.5 hours of pay only on holidays that they are already scheduled to work. While it was easy to apply to part-time staff at small branches, it would likely lead to problems at the large branches. It would also add an extra burden to Library Administration and Washington Parish Government to determine who was and was not eligible for the particular days each holiday. The second option provided the part-time staff with holiday pay by following the conventions of full-time holiday benefits. As full-time staff receive 8 hours of holiday pay for each holiday, part-time staff would receive 5.5 hours for that same day, regardless of whether or not they would normally work that day. Schedules will be adjusted to keep part-time staff within their 54 hours per pay period.

A motion was made by Ms. Ross to approve the second policy, providing part-time staff with 5.5 hours of holiday leave for each holiday that full-time staff receive 8 hours of leave; 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.

2. Update to the Internet Access Policy

Mrs. Ireland presented the updated Internet Access Policy for approval. It now includes information about technology for checkout as well as the wifi locations the Library maintains around the parish.

A motion was made by Ms. Ross to approve the updated policy; 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: Absent

Motion passed.

3. Update to the Library Card Policy

Mrs. Ireland presented the updated Library Card Policy. Some language about verifying children's identities had been left in the policy during revision that no longer applied to the Library.

A motion was made by Ms. Ross to approve the updated policy; 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: Absent

Motion passed.

- 4. Update to the Hotspot Checkout Policy
- 5. Update to the Laptop Checkout Policy

Mrs. Ireland presented the updated Hotspot Checkout Policy. Since the installation of the drive-up book drop at Franklinton, there have been a few instances of patrons returning hotspots there, even though the policy explicitly states that technology needs to be turned in at the Circ Desk to a staff member. We are concerned that the technology will be damaged if we don't explicitly address it, so we are updating both the Hotspot Checkout Policy and the Laptop Checkout Policy to include a \$10 fee to discourage this.

A motion was made by Ms. Moses to approve the both updated policies; seconded by Ms. Ross.

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.

E. Ad Hoc Committee: Library Director Review

Mrs. Ireland reminded the Board that her review would be due in January, explaining that now might be the best time to form her review committee.

Ms. Moses recommended that the same people from the last review make up the committee: Mrs. Betts, Ms. Ross, and Mrs. Thomas.

A motion was made by Ms. Penny Moses that Mrs. Betts, Ms. Ross, and Mrs. Thomas form the 2024 Ad Hoc Director Review Committee ; 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. Old Business

A. Alarm Systems - Many very expensive options. Some require significant work done to the branches. Mrs. Ireland recommended going with a self-installed option that is much less expensive and easier to uninstall for now.

B. Angie Updates - Still working on a detailed scope of work.

C. LBOC Applicants - Ms. Melanie Charrier submitted her resume for consideration.

A motion was made by Mrs. Thomas to accept Ms. Charrier's submission and move her along in the process; 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.

D. LBOC Meeting Dates - Once the meeting concludes, the Branch will close to the public and Staff Day will continue.

A motion was made by Mrs. Thomas to approve the next LBOC meeting for 9am-10am at the Bogalusa Branch on Monday, October 28th; 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.

E. Positions - Still reviewing applications and interviewing candidates.

F. Thomas Updates - The process has started; it is now a matter of logistics and coordinating with Rayburn and Mike's Flooring.

IX. Committee Reports - none

X. Director's Report - Library has a grant to focus on adult literacy; implementation of a new online subscription for this will begin after the Fair.

XI. Executive Session

A motion was made by Ms. Ross to enter executive session at 6:20pm; 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: Absent

Motion passed.

A motion was made by Ms. Ross to exit executive session and adjourn at 6:50pm; 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: Absent

Motion passed.

XII. Adjournment - Meeting adjourned at 6:50pm.

**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 Updated Amendmen t to the 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
029 3 997.00000	***TOTAL REVENUE***	1,366,400	841,091	559,376	1,400,467	1,400,600
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

**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 Updated Amendmen t to the Budget
029 4 000.13600	FICA	21,000	8,583	6,131	14,714	15,000
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

**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 Updated Amendmen t to the Budget
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
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	15,000
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	5,500
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	6,000
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
	Marketing	-	-	2,500	2,500	2,500
029 4 995.98000	***TOTAL EXPENDITURES***	1,400,350	662,292	566,482	1,228,774	1,257,900
029 4 999.00000	***OPERATING TRANSFERS***					
029 4 999.90000	***TOTAL OPERATING TRANSFERS***	-	-		-	-
029 4 999.98000	***TOTAL EXPENDITURES AND OPERATING TRANSFERS***	1,400,350	662,292	566,482	1,228,774	1,257,900
029 4 999.99000	*EXCESS REVENUE OVER EXPENDITURES*	(33,950)	178,800	(7,107)	171,693	142,700

**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 Updated Amendmen t to the Budget
PROPOSED BEGINNING FUND BALANCE		2,096,948	2,130,623	2,130,623	2,130,623	2,130,623
PROPOSED ENDING FUND BALANCE		2,062,998	2,309,423	2,123,516	2,302,316	2,273,323

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET**

Account #	Name	2024 AMENDED BUDGET	2025 BUDGET PROPOSAL
029 3 000.00000	***REVENUE***		
029 3 101.00000	AD VALOREM	1,135,000	1,135,000
029 3 102.00000	PRIOR YEAR TAX	17,500	17,500
029 3 320.00000	STATE OF LA REVENUE SHARING	54,900	54,900
029 3 339.00000	LOUISIANA PROJECT GRANT	3,800	4,450
029 3 343.00000	GRANT IP SUMMER READING	4,000	4,000
029 3 350.00000	DONATIONS GENERAL	600	600
029 3 351.00000	DONATIONS RESTRICTED	1,700	1,700
029 3 352.00000	DONATIONS PROGRAM	2,600	2,600
029 3 501.00000	FINES	2,000	2,000
029 3 502.00000	E RATE REIMBURSEMENT	45,000	45,000
029 3 503.00000	SUPPLIES	15,000	15,000
029 3 504.00000	BOOKS	900	900
029 3 602.00000	INTEREST HANCOCK WHITNEY	14,000	14,000
029 3 603.00000	INTEREST REVENUE MASTER BANK	50,000	50,000
029 3 604.00000	INTEREST REVENUE TAXES	1,500	1,500
029 3 610.00000	RENTAL OF FACILITIES	9,600	9,600
029 3 997.00000	***TOTAL REVENUE***	1,358,100	1,358,750
029 4 000.00000	***LIBRARY EXPENDITURES***		
029 4 000.10200	SALARIES	535,000	625,000
029 4 000.10300	MAINTENANCE LABOR	10,300	10,500
029 4 000.13100	PERS RETIREMENT	35,000	35,000
029 4 000.13500	MEDICARE	8,000	9,000
029 4 000.13600	FICA	15,000	21,000
029 4 000.14000	UNEMPLOYMENT	1,000	1,000

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET**

Account #	Name	2024 AMENDED BUDGET	2025 BUDGET PROPOSAL	
029 4 000.14100	WORKMENS COMPENSATION	3,000	3,000	
029 4 000.15000	HOSPITALIZATION INSURANCE	98,000	135,000	
029 4 000.16000	UNIFORMS	500	500	
029 4 000.20100	TRAVEL/CONFERENCE DIRECTOR	3,000	1,250	
029 4 000.20200	CONFERENCE/CONVENTION	1,500	10,000	include LLA 100th Conference
029 4 000.20300	TRAVEL	500	500	
029 4 000.30300	INSURANCE	70,500	75,000	
029 4 000.30400	MAINTENANCE OF BUILDING	20,000	20,000	
029 4 000.30700	EQUIPMENT MAINTENANCE	2,000	2,000	
029 4 000.30800	OTHER MAINTENANCE	23,000	23,000	
029 4 000.30900	RENTAL/LEASES	15,000	15,000	
029 4 000.31000	DUES/INTERNET SUBSCRIPTIONS	23,000	25,000	
029 4 000.31100	POSTAGE	1,300	1,500	
029 4 000.31200	TELEPHONE/INTERNET	80,000	80,000	
029 4 000.31300	UTILITIES GAS	6,000	6,000	
029 4 000.31400	UTILITIES ELECTRICITY	40,000	45,000	
029 4 000.31500	UTILITIES WATER/SEWAGE	2,500	2,500	
029 4 000.31600	LEGAL DOCUMENT	500	500	
029 4 000.31800	GARBAGE	2,000	2,000	
029 4 000.35000	PURCHASED PROFESSIONAL SERVICES	10,000	10,000	
029 4 000.37000	LOUISIANA PROJECT GRANT EXPENSES	6,000	4,450	
029 4 000.39000	IP SUMMER READING GRANT EXPENSES	4,000	4,000	
029 4 000.39100	RESTRICTED DONATION EXPENSE	1,700	1,700	
029 4 000.39200	PROGRAM DONATION EXPENSES	2,600	2,600	

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET**

Account #	Name	2024 AMENDED BUDGET	2025 BUDGET PROPOSAL
029 4 000.39900	OTHER	2,000	2,000
029 4 000.40100	OFFICE SUPPLIES	12,000	12,000
029 4 000.40200	PROGRAM SUPPLIES	2,000	2,000
029 4 000.40400	BUILDING MAINTENANCE SUPPLIES	4,000	4,000
029 4 000.40500	BOOK SUPPLIES	1,000	1,000
029 4 000.41000	AUTO EXPENSE	1,500	1,500
029 4 000.50100	ACCOUNTING/AUDITING	5,000	5,000
029 4 000.50500	MEDICAL	1,500	1,500
029 4 000.50900	AD VALOREM PENSION DEDUCTION	34,000	34,000
029 4 000.60600	FURNITURE/EQUIPMENT	1,500	1,750
029 4 000.60700	BOOKS	25,000	25,000
029 4 000.60800	PERIODICALS	1,000	1,000
029 4 000.60900	A/V MATERIALS	6,000	5,000
029 4 000.73000	ADDITIONS TO CAPITAL ASSETS	25,000	20,000
029 4 000.73200	TECHNOLOGY	15,000	15,000
029 4 000.80000	ADMINISTRATIVE FEE	51,000	51,000
	MARKETING	2,500	5,000
029 4 995.98000	***TOTAL EXPENDITURES***	1,210,900	1,358,750
029 4 999.00000	***OPERATING TRANSFERS***		
029 4 999.90000	***TOTAL OPERATING TRANSFERS***	-	-
029 4 999.98000	***TOTAL EXPENDITURES AND OPERATING TRANSFERS***	1,210,900	1,358,750
029 4 999.99000	*EXCESS REVENUE OVER EXPENDITURES*	147,200	-
PROPOSED BEGINNING FUND BALANCE		2,130,623	2,281,323

WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET

<u>Account #</u>	<u>Name</u>	<u>2024 AMENDED BUDGET</u>	<u>2025 BUDGET PROPOSAL</u>
PROPOSED ENDING FUND BALANCE		2,277,823	2,281,323



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>Saturday, March 1, 2025</i>	<i>Bogalusa Branch Closed - MCCA Parade @ 1pm*</i>
Tuesday, March 4, 2025	Mardi Gras Day
<i>Friday, March 21, 2025</i>	<i>Library Closed for All Staff Training Day</i>
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 Library Library Board of Control **2025 Meeting Schedule**

Regular meetings of the Washington Parish Library Board of Control (LBOC) are held at 5:30pm on the third (3rd) Thursday of every other month and are rotated amongst the branches of the Library. Locations of the meeting are tentative until the agenda for that meeting is published with the correct locale. Special meetings of the LBOC may be called as needed to conduct special Library business.

Thursday, January 16, 2025

★ Thursday, February 20, 2025

Thursday, March 20, 2025

★ Thursday, April 17, 2025 - Holy Thursday

Thursday, May 15, 2025

★ Thursday, June 19, 2025 - tentative

Thursday, July 17, 2025

★ Thursday, August 21, 2025 - tentative

Thursday, September 18, 2025

★ Thursday, October 16, 2025 - cancel or reschedule

Thursday, November 20, 2025

★ Thursday, December 18, 2025

**Locations to be announced.*