

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

Washington Parish Library
Library Board of Control
Franklinton Branch
Thursday, April 24, 2025
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 February 20, 2025 meeting.
 - A. Discussion
 - B. Public Comment
 - C. Vote
- VII. New Business
 - A. Introduction of new Board Member
 - 1. Discussion
 - 2. Public Comment
 - B. Resolution 2025-003, regarding Library Credit Card
 - 1. Discussion
 - 2. Public Comment
 - 3. Vote
 - C. Adjust the 2025 Budget
 - 1. Discussion
 - 2. Public Comment
 - 3. Vote
- VIII. Old Business
 - A. Director's Review
 - 1. Discussion
 - 2. Public Comment
 - 3. Vote
 - B. Committee Appointments (Finance, Human Resources, Infrastructure)
 - 1. Discussion
 - 2. Public Comment
 - 3. Vote
 - C. Fines and Fees Policy
 - 1. Discussion
 - 2. Public Comment
 - 3. Vote
- IX. Director's Report
- X. Review of LLA/SELA Conference
 - A. Discussion
 - B. Public Comment
- XI. Adjournment

Washington Parish Library
Library Board of Control
Bogalusa Branch
Thursday, February 20, 2025, 5pm
Meeting Minutes

- I. Call to order by President Suzie Betts at 5:02pm
- II. Roll Call by the Director, Mrs. Sonnet Ireland
Board Members Present: Ms. Kewanda August, Mrs. Suzie Betts, Mr. Derek Dantin, Ms. Penny Moses, Ms. Emma Ross, and Mr. Perry Talley.
Guest: Mr. Michael Golrick, Assistant State Librarian
Special note: Ms. Kewanda August arrived at the start of training around 5:06pm.
Mr. Derek Dantin left the meeting at 5:57pm. At all times a quorum was maintained.
- III. Invocation by Mr. Derek Dantin.
- IV. Pledge of Allegiance led by Mr. Perry Talley
- V. State Training for Library Board members with Mr. Michael Golrick, Assistant State Librarian
Mr. Golrick reviewed the purposes and functions of a Library Board. He clarified the duties and responsibilities of the Director versus those of the Board and its members. He reviewed various laws that apply to Libraries and their Boards, and he answered many questions from Board members, staff, and the public.

Mr. Dantin left the meeting at this point for a prior engagement.

Training ended around 6:15pm. A short 15 minute break was taken between the end of the training session and the continuation of the meeting. Meeting resumes at 6:34pm

- VI. Approval of Agenda
 - A. A motion was made by Mr. Talley to amend the agenda by adding item F to New Business: a resolution requesting that the Council authorize the inclusion of the library millage in the fall election; seconded by Ms. Moses.
Mrs. Suzie Betts: Yes
Ms. Kewanda August: Yes
Mr. Derek Dantin: Absent
Ms. Penny Moses: Yes
Ms. Emma Ross: Yes
Mr. Perry Talley: Yes

Motion passed.

- B. A motion was made by Ms. Moses to approve the amended agenda; seconded by Ms. August.

Mrs. Suzie Betts: Yes	
Ms. Kewanda August: Yes	Ms. Penny Moses: Yes
Mr. Derek Dantin: Absent	Ms. Emma Ross: Yes
	Mr. Perry Talley: Yes

Motion passed.

VII. Approval of Minutes from January 16, 2025 meeting.

A motion was made by Mr. Talley to approve the minutes from the previous meeting on January 16, 2025 at the Franklinton Branch; seconded by Ms. August.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Mr. Derek Dantin: Absent

Ms. Penny Moses: Yes

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

VIII. New Business

A. Resolution to Replace Technology

Because all of the computers were purchased at one time in 2019, the Library needs to replace all of the machines at one time. Mrs. Ireland explained that she is working on finding a way to stagger them going forward; however, with the end of support for Windows 10, the Library has no choice but to purchase computers that can operate on Windows 11. Mrs. Ireland explained that a resolution is not really needed for this, but she wanted to ensure that she would have no problems making this purchase when it is time.

A motion was made by Mr. Talley to adopt the resolution; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Mr. Derek Dantin: Absent

Ms. Penny Moses: Yes

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

B. New Part Time Position at Franklinton

Mrs. Ireland is requesting the Board approve an additional part-time position at the Franklinton Branch. The Bogalusa Branch has three part-time staff positions, while the Franklinton Branch has two part-time staff positions. In the last few years, the usage at the Franklinton Branch has increased enough to warrant adding a third part-time position. This would also alleviate the extra pressure on Headquarters staff who often fill in unexpectedly when there is a shortage at the Franklinton Branch. Mrs. Ireland believes that this is a necessity until the Library can afford more full-time positions.

A motion was made by Mr. Talley to add this position; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Mr. Derek Dantin: Absent

Ms. Penny Moses: Yes

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

C. New Part Time Position at Headquarters

Mrs. Ireland is requesting the Board approve an additional part-time position in Headquarters. She has been working to readjust job duties throughout the system in an effort to update positions and make them more efficient and effective. While Mrs. Ireland believes that there is a need for a full-time position in Headquarters, she would rather focus on having an additional full-time person at each of the large branches first. In the meantime, it is more cost-effective to have an additional part-timer at Headquarters.

A motion was made by Ms. Moses to add this position; seconded by Ms. Ross.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Ms. Penny Moses: Yes

Mr. Derek Dantin: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

D. 2025 Holiday/Closure Schedule

Mrs. Ireland is requesting the authority to determine if any of the branches have enough staff to open on Friday, March 21st. The Board approved closing that day for all staff to be able to attend the Louisiana Library Association/Southeastern Library Association Conference in Baton Rouge as a second staff day this year. However, there are a few staff who did not wish to attend. Mrs. Ireland would like the Board's permission to use her judgment in this matter in early March.

A motion was made by Ms. Moses to grant Mrs. Ireland this authority; seconded by Ms. August.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Ms. Penny Moses: Yes

Mr. Derek Dantin: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

E. Fines and Fees Policy

Mrs. Ireland is requesting the Board approve a policy that lists the prices of the fines and fees that the Washington Parish Library charges, such as those for printing, faxing, and overdue technology. The policy was not included in the packet, so the prices were repeated verbally and approved by the Board. The written policy will be brought to the next meeting.

A motion was made by Mr. Talley to accept these prices in the policy; seconded by Ms. Moses.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Ms. Penny Moses: Yes

Mr. Derek Dantin: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

F. Resolution Requesting the Council include the Millage on the Fall Ballot
During his training session with the Board, Mr. Golrick mentioned the process for putting a library millage renewal on the ballot. We learned that the Library Board is expected to pass a resolution requesting that the Council place the millage renewal on the ballot. It was discussed, and the Board learned that the Council was planning to discuss this in the meeting on Monday, March 10th. Since there would not be another Board meeting before then, Mrs. Ireland quickly drafted a resolution for the Board to consider. It requests that the Washington Parish Council include the Washington Parish Library millage on the ballot for the regular Fall election.

A motion was made by Ms. Ross to pass this resolution; seconded by Mr. Talley.

Mrs. Suzie Betts: Yes

Ms. Kewanda August: Yes

Ms. Penny Moses: Yes

Mr. Derek Dantin: Absent

Ms. Emma Ross: Yes

Mr. Perry Talley: Yes

Motion passed.

IX. Old Business

A. Director's Review

The Board opted to delay the review until the next meeting on Thursday, March 27th.

B. Branch Building Updates

Mrs. Ireland explained the current efforts to bring both large branches up to code for the fire alarm system. Washington Parish Government Maintenance has been kind enough to work on the quotes for this project and for replacing Enon's ramp. Thomas is almost completed, and Mrs. Ireland is excited to show the Board and the public the revamped branch—particularly how staff have rearranged the furniture to make the branch feel larger inside. Mrs. Ireland hopes to replace some of the furniture over the next few years. Once the Library is able to complete these projects, Mrs. Ireland will be able to focus more on the Angie branch. The Angie Branch is no longer infested with termites, but Mrs. Ireland recommended using an architect to create the scope of work. She is also hoping that the outside bookdrop at Bogalusa will be installed soon.

X. Director's Report

Mrs. Ireland gave a verbal report on the status of various grants and projects, such as the Library using a grant from Proliteracy to subscribe to We All Can Read, a program that helps adults learn to read. The Library has 20 seats that can be used by the public for free. It only requires an email address to sign up. Mrs. Ireland and Ms. Aerial Mathews also highlighted recent outreach efforts by the staff, including the Administration team.

XI. Announcements

- A. Once the Thomas Branch is ready to reopen, the Branch will host a grand reopening. This will be advertised ahead of time. A date cannot be set until we have finished returning the books to the shelves.
- B. The Library has received a Proliteracy grant for an adult literacy program. With it, the Library has subscribed to the We All Can Read program, which can be accessed from any computer, tablet, or smartphone once the Library registers that user's email address.
- C. The Library is planning open houses for all of the branches and encourages Board Members to attend.
- D. Ms. Moses thanked the Board candidates, Ms. Abby Kemp and Mr. Nathan Pierce, for attending the training and the meeting. She looks forward to either one of them joining the Board and making the Board even better.
- E. Mr. Talley invited both candidates to introduce themselves publicly.
- F. Mr. Talley would like representatives from the Board to request a meeting with the Washington Parish Council Infrastructure Committee with the goal of working out some of the issues the Library has faced with Parish Government.

XII. Adjournment

A motion was made by Ms. Moses to adjourn; seconded by Mr. Talley.

All present Board Members agreed. **Motion passed.**

Meeting adjourned at 7:30pm.



Resolution of the Washington Parish Library Board of Control

On the motion of Mr. Perry Talley, and seconded by Ms. Emma Ross the following resolution is hereby submitted to the WASHINGTON PARISH LIBRARY BOARD OF CONTROL.

RESOLUTION TO TRANSFER \$50,000 FROM THE FUND BALANCE TO THE TECHNOLOGY LINE (732) FOR THE PURPOSE OF REPLACING ALL OF THE COMPUTERS IN THE WASHINGTON PARISH LIBRARY SYSTEM.

WHEREAS, all of the current computers in the System were purchased in 2019,

WHEREAS, the average lifespan of a desktop computer lasts three to five years,

WHEREAS, the Head of Technology and her assistant have done everything in their power to prolong the life of these computers,

THEREFORE, BE IT RESOLVED that the Library Board of Control approves the transfer of \$50,000 from the Library's Fund Balance to the Technology Line for the purpose of replacing the Patron and Staff Computers throughout the Washington Parish Library System.

Suzanne Betts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Kewanda August	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Derek Dantin	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>
Penny Moses	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Emma Ross	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Perry Talley	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>

We hereby certify the above vote to be true and accurate and held in open session of the regularly scheduled WPLBC meeting this 20th day of February, 2025.

Suzanne D. Betts
Suzanne "Suzie" Betts
President, WPLBC

Sonnet Ireland
Sonnet Ireland
Ex-officio Secretary, WPLBC



Resolution of the Washington Parish Library Board of Control

On the motion of Ms. Emma Ross and seconded by Mr. Perry Talley
the following resolution is hereby submitted to the WASHINGTON PARISH LIBRARY
BOARD OF CONTROL.

RESOLUTION TO RECOMMEND THAT THE PARISH COUNCIL AUTHORIZE THE
INCLUSION OF THE LIBRARY MILLAGE IN THE FALL ELECTION, TO BE DECIDED
BY THE VOTERS OF WASHINGTON PARISH

WHEREAS, this is a renewal of the current millage for the Library,

WHEREAS, the Washington Parish Library is dedicated to the community and
providing the best service possible to its members,

THEREFORE, BE IT RESOLVED that the Library Board of Control requests that the
Washington Parish Council include the Washington Parish Library millage on the ballot
for the regular Fall election.

Suzanne Betts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Kewanda August	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Derek Dantin	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>
Penny Moses	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Emma Ross	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>
Perry Talley	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Absent <input type="checkbox"/>

We hereby certify the above vote to be true and accurate and held in open session of the
regularly scheduled WPLBC meeting this 20th day of February, 2025.

Suzanne D. Betts

Suzzane "Suzie" Betts
President, WPLBC

Sonnet Ireland

Sonnet Ireland
Secretary, WPLBC



Resolution of the Washington Parish Library Board of Control

On the motion of _____, and seconded by _____
the following resolution is hereby submitted to the Washington Parish Library Board of Control.

RESOLUTION TO REQUEST A CREDIT CARD IN THE NAME OF THE LIBRARY

Whereas, in the course of regular business, the Washington Parish Library purchases various materials and supplies, often from local vendors;

Whereas small local businesses are not well equipped to deal with sales via purchase orders, and need rapid access to the receipts; and

Whereas the Washington Parish Library purchases materials within the scope of its budget provided by a dedicated tax collected and held by Washington Parish government;

Now, therefore be it *resolved* that

1. The Washington Parish Library Board of Control requests the Washington Parish Council to direct its financial staff to apply for a credit card in the name of the Washington Parish Library;
2. The card will remain in the custody and control of the Library Director; and
3. The Washington Parish Council request that copies of the statements to both the Library and the Parish finance office.

Pres. Suzanne Betts	Yes ____	No ____	Absent ____				
Kewanda August	Yes ____	No ____	Absent ____	Nathan Pierce	Yes ____	No ____	Absent ____
Derek Dantin	Yes ____	No ____	Absent ____	Emma Ross	Yes ____	No ____	Absent ____
Penny Moses	Yes ____	No ____	Absent ____	Perry Talley	Yes ____	No ____	Absent ____

We hereby certify the above vote to be true and accurate and held in open session of the regularly scheduled WPLBC meeting this 24th day of April, 2025.

Suzzane "Suzie" Betts
President, WPLBC

Sonnet Ireland
Ex-officio Secretary, WPLBC

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET UPDATE
March 27, 2025**

Account #	Name	2025 BUDGET	March 2025 Budget Update 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	4,450	5,000	
029 3 343.00000	GRANT IP SUMMER READING	4,000	7,500	
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***	1,358,750	1,362,800	
029 4 000.00000	***LIBRARY EXPENDITURES***			
029 4 000.10200	SALARIES	625,000	625,000	
029 4 000.10300	MAINTENANCE LABOR	10,500	10,500	
029 4 000.13100	PERS RETIREMENT	35,000	35,000	
029 4 000.13500	MEDICARE	9,000	9,000	
029 4 000.13600	FICA	21,000	21,000	
029 4 000.14000	UNEMPLOYMENT	1,000	1,000	
029 4 000.14100	WORKMENS COMPENSATION	3,000	3,000	
029 4 000.15000	HOSPITALIZATION INSURANCE	135,000	135,000	
029 4 000.16000	UNIFORMS	500	500	
029 4 000.20100	TRAVEL/CONFERENCE DIRECTOR	1,250	1,250	
029 4 000.20200	CONFERENCE/CONVENTION	10,000	10,000	
029 4 000.20300	TRAVEL	500	500	
029 4 000.30300	INSURANCE	75,000	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	25,000	25,000	
029 4 000.31100	POSTAGE	1,500	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	45,000	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	4,450	5,000	
029 4 000.39000	IP SUMMER READING GRANT EXPENSES	4,000	7,500	
029 4 000.39100	RESTRICTED DONATION EXPENSE	1,700	1,700	
029 4 000.39200	PROGRAM DONATION EXPENSES	2,600	2,600	
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	1,750	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	5,000	5,000	
029 4 000.73000	ADDITIONS TO CAPITAL ASSETS	20,000	170,000	\$150,000 Angie (2023)
029 4 000.73200	TECHNOLOGY	15,000	65,000	\$50,000 WPLBOC Resolution 2025-001
029 4 000.80000	ADMINISTRATIVE FEE	51,000	51,000	
	MARKETING	5,000	5,000	
029 4 995.98000	***TOTAL EXPENDITURES***	1,358,750	1,562,800	
029 4 999.00000	***OPERATING TRANSFERS***			
029 4 999.90000	***TOTAL OPERATING TRANSFERS***	-	-	
029 4 999.98000	***TOTAL EXPENDITURES AND OPERATING TRANSFERS***	1,358,750	1,562,800	
029 4 999.99000	*EXCESS REVENUE OVER EXPENDITURES*	-	(200,000)	\$200,000.00 From Fund Balance
PROPOSED BEGINNING FUND BALANCE		2,281,323	2,281,323	
PROPOSED ENDING FUND BALANCE		2,281,323	2,081,323	



WASHINGTON PARISH LIBRARY

Fines and Fees Policy

The Washington Parish Library uses the fines and fees collected to replace damaged or lost materials and replenish office materials such as paper and ink used by the public. All fees are set by the Washington Parish Library Board of Control.

Washington Parish Library does not charge fines for books or DVDs kept beyond their due date. After a book or DVD is 45 days overdue, the patron is charged for the cost of the item. Patrons are responsible for processing and other fees associated with the repair costs for damaged items and replacement of lost items.

Washington Parish Library does charge fines for technology (e.g. laptops, hotspots) kept beyond their due date. Technology accrues overdue fines of \$10 per day, up to \$100.

Service Fees

- Printing
 - Black/White - first five sides free, \$0.10 per side (\$0.20 per sheet) thereafter
 - Color - \$0.50 per side (\$1.00 per sheet)
- Faxes - \$1.00 for the first 20 one-sided pages, \$1.00 for every 10 one-sided pages thereafter
- Copy Machine
 - Black/White - \$0.20 per side (\$0.40 per sheet)
 - Color - \$0.50 per side (\$1.00 per sheet)
- Microfilm Reader Prints - first five sides free, \$0.10 per side (\$0.20 per sheet) thereafter
- Lamination - \$.50 per pouch
- Replacement library card - \$1.00 per card

- Out-of-parish card: \$10.00 for 3 years

Free Services

- Computer Access for adults and children 12 years and older (with permission of their parent/guardian)
- Wi-Fi at all branches and select community locations
- Scanner Access
- Meeting Room Access
- Programming and Events
- Checkout of Books and DVDs (with a valid Washington Parish Library Card)
- Checkout of Technology (after two months of having a valid In Parish Adult Washington Parish Library Card)

Forms of Payment Accepted

The Washington Parish Library currently accepts the following forms of payment at all locations:

- Cash
- Cashier's Check/Money Order
- Personal Checks

Any forms of payment that are reasonably believed to be invalid will not be accepted.