

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

Washington Parish Library
Library Board of Control
Bogalusa Branch
Tuesday, July 8, 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 June 4, 2025 meeting.
 - A. Discussion
 - B. Public Comment
 - C. Vote
- VII. New Business
 - A. Record Retention Renewal
 1. Discussion
 2. Public Comment
 3. Vote
 - B. FMLA Remote Work Accommodation
 1. Discussion
 2. Public Comment
 3. Vote
 - C. 2026 Holiday and Library Closure Schedule
 1. Discussion
 2. Public Comment
 3. Vote
 - D. 2026 LBOC Schedule
 1. Discussion
 2. Public Comment
 3. Vote
 - E. Resolution re Bill Payment
 1. Discussion
 2. Public Comment
 3. Vote
- VIII. Old Business
 - A. Ad Hoc Bylaws Committee
 1. Discussion
 2. Public Comment
 3. Vote
 - B. Budget - Technology Replacement
 1. Discussion
 2. Public Comment
 3. Vote
 - C. Pay Scale Project

1. Discussion
2. Public Comment
3. Vote

D. Angie Land

1. Discussion
2. Public Comment
3. Vote

IX. Director's Report

X. Adjournment

Washington Parish Library
Library Board of Control
Franklinton Branch
Tuesday, June 4, 2025, 5:30pm
Meeting Minutes

I. Call to order by Ms. Penny Moses at 5:39pm

II. Roll Call by the Director, Mrs. Sonnet Ireland
Board Members Present: Mr. Derek Dantin, Ms. Penny Moses, Mr. Nathan Pierce, and Ms. Emma Ross.

III. Invocation by Mr. Derek Dantin.

IV. Pledge of Allegiance led by Mr. Nathan Pierce

V. Approval of Agenda

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

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

VI. Approval of Minutes from February 20, 2025 meeting.

A motion was made by Mr. Dantin to approve the minutes from the previous meeting on February 20, 2025 at the Bogalusa Branch; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

VII. New Business

A. Thomas Branch Community Recognition

The Library Board of Control recognized the important contributions from the local community to the renovations of the Thomas Branch. Ms. Penny Moses thanked the Rayburn Correctional Center, the Pierce Family, Mary Helen Ferguson from the LSU AgCenter, Pine Hardware, McMillan's Nursery, the Friends of the Library, the Maintenance crew of the Washington Parish Government, and Pastor Jeffery Dillon of The Living Center Church in Franklinton and his wife, Waleah Dillon. The Pastor and Mrs. Dillon were presented with a certificate of recognition for volunteering their time and energy to paint the inside of the branch.

B. Introduction of New Board Member

Mr. Nathan Pierce is the new board member from District 5. He is completing the term of Mrs. Sally Thomas upon her retirement. This is his first meeting since being appointed on Monday, March 24, 2025. The Board and the Library

thank Mrs. Thomas for her years of service; both also wish a warm welcome to Mr. Pierce.

C. Adjust the 2025 Budget

Mrs. Ireland brought an amended budget to the Board for approval. In the February 20th meeting, the Board passed WPLBOC Resolution 2025-001 which approved the transfer of \$50,000 from the Fund Balance to the Technology line (730) in order to replace all of the computers in the system, which will no longer function after the end of the year when Windows 10 is no longer supported. At that time, the budget was not updated to reflect that. In addition, Mrs. Ireland requested that the Board include an additional \$50,000 to the Capital Assets line (730) to update the fire alarm systems at the Bogalusa and Franklinton branches. Finally, Mrs. Ireland also wanted to include the cost for the millage to be on the October 11th ballot, \$5,000. At this time, that cost does not have a specific line for it.

A motion was made by Ms. Ross to approve the updated budget; seconded by Mr. Dantin.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

D. Dress Code Policy

After much research, Mrs. Ireland presented a new dress code policy to the Board that more accurately reflects modern times. The Board requested that the policy clearly indicate that it applied to anyone who was representing the Library—staff and volunteers. The Board also asked that it clearly state that nametags should be worn while working.

A motion was made by Ms. Ross to approve the Dress Code Policy with the adjustments recommended by the Board; seconded by Mr. Dantin.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

E. Pay Scale Project

Mrs. Ireland is still working on this. She has researched pay scales of Louisiana libraries that are similar to the Washington Parish Library. She has also researched the starting pay for entry-level positions at local businesses and organizations. She is now using both to make a recommendation. She plans to have something for the Board to review by the next meeting.

F. Library Millage

Mrs. Ireland created a handout that explains what Board members are allowed to do to promote the Library millage that will be on the ballot on October 11th. The handout includes information in four categories: General Outreach & Education, Promotional Campaigns, Community Connections, and Key Timing Tips. Mrs. Ireland requested that Board members specifically reach out to the other organizations they are members of or have connections to with the goal of having her, a Board member, or staff member talk about all the services the Library offers. Ms. Ross has already made arrangements for Mrs. Ireland to speak at a Washington Parish Coalition on Human Services meeting. Ms. Moses made arrangements for Mrs. Ireland to speak at the Town of Angie meeting.

VIII. Old Business

A. Director's Review

Mrs. Ireland's annual review was originally supposed to be completed by the January meeting but was delayed for various reasons. Ms. Moses suggested that the Board recognize that the Board is happy with Mrs. Ireland's work and would give her a favorable review. The rest of the Board agreed.

A motion was made by Ms. Ross to deem the Director's review as favorable and move on to next year; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

B. Board Committee Appointments

A discussion was held about how to move forward with committees. After discussing the option of continuing with standing committees as opposed to creating ad hoc committees as needed, the Board opted for the latter option.

A motion was made by Ms. Ross to disband the standing committees in favor of creating Ad Hoc committees for the Board as needed; seconded by Mr. Dantin.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Nathan Pierce: Yes

Mr. Derek Dantin: Yes

Ms. Emma Ross: Yes

Ms. Penny Moses: Yes

Mr. Perry Talley: Absent

Motion passed.

C. Fines and Fees Policy

Mrs. Ireland had presented this to the Board at the February meeting, but the actual document was not in the packet. Even though the Board passed the policy in February, Mrs. Ireland asked that they approve it again now that the document was in this month's packet.

A motion was made by Ms. Ross to accept the updated Fines and Fees Policy; seconded by Mr. Pierce.

Mrs. Suzie Betts: Absent

Ms. Kewanda August: Absent

Mr. Derek Dantin: Yes

Ms. Penny Moses: Yes
Mr. Nathan Pierce: Yes

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

Motion passed.

D. Board Member Presentations

1. Board Development (Ms. Penny Moses)

Ms. Moses shared slides from presentations she attended at the Louisiana Library Association Conference in March. She suggested that the Board members receive additional training to better understand their role with the Library.

2. Infrastructure Discussion (Mr. Nathan Pierce)

Mr. Pierce shared what he learned from the branch tours Mrs. Ireland gave to him and Ms. Moses in April. He noted the various issues that need to be addressed at each branch, especially regarding the buildings.

IX. Director's Report

Mrs. Ireland expressed concerns about the quorum issues for the Library Board meetings. She verified with the Legislative Auditors and ADA attorneys that the Library could offer telecommunication to Board members who qualified for ADA accommodations. These accommodations were implemented at this meeting, enabling the Board to have a quorum. She emphasized the importance of the Board's votes and resolutions on matters. She also discussed the staff shortage that the Library has been experiencing. She clarified that more staff have been hired, but that it takes time to finish the hiring process and train them.

X. Adjournment

A motion was made by Ms. Ross to adjourn; seconded by Mr. Dantin.

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

Meeting adjourned at 7:20pm.

Washington Parish Library

Temporary Remote Work Accommodation

For: Linda Ginn, Head of Technology

Time Period: until September 12, 2025

Purpose

This policy outlines a temporary remote work arrangement for the Head of Technology to accommodate medical recovery following surgery. The arrangement is designed to support the employee's health needs while maintaining continuity of essential technology operations for the library.

Scope & Duration

This accommodation begins immediately and may remain in effect through Friday, September 12, 2025, with ongoing review and potential adjustments based on medical documentation and operational needs. The first review will be Friday, July 25, 2025. Library Administration maintains the authority to extend this accommodation in 4 to 6 week periods with regularly scheduled check-ins. Accommodations required beyond Friday, September 12th will be brought to the Library Board of Control for approval.

Work Hours & Schedule

To maintain eligibility for benefits, the Head of Technology will work a minimum of 32 hours per week. These hours may be completed remotely with a flexible schedule, allowing for rest periods and reduced physical strain as needed. Hours may be broken into shorter blocks throughout the day.

A weekly work log or brief status update will be submitted to Administration, summarizing:

- Tasks completed
- Status updates
- Pending issues
- Challenges encountered
- Any requested adjustments or support needs

Remote vs. On-Site Balance

The employee is permitted to work both remotely and on-site during this accommodation period. Based on the nature of the Head of Technology's responsibilities and her medical needs, the expectation is that up to 50% of work hours may be completed remotely, with 50% completed on-site as needed for tasks that require physical presence.

The specific distribution of remote vs. in-person hours may vary week to week depending on medical recovery, technology demands, and scheduled duties. All on-site work must comply with the employee's medical restrictions.

Remote Responsibilities

During this period, the following duties are expected to continue remotely, as tools like TeamViewer, web portals, phone, and email allow:

- Server monitoring and system log checks
- SonicWALL, Aruba Central, and router/network management (remote access)
- E-Rate tracking, AT&T billing, and communication with vendors
- Website administration and library database support
- Remote staff tech support via phone, email, or TeamViewer
- Oversight of TeamViewer sessions and computer updates
- Documenting and updating technical procedures
- Technology grant work, training modules (TestOut), and workshop participation
- Technology class planning or admin (teaching paused unless virtual)
- Inventory updates (digital) and procurement coordination
- Communication with State Library tech support

On-Site Limitations

The following tasks are considered out of scope during the remote work period unless otherwise arranged:

- Hands-on device repair or network setup
- Installation or physical inventory tasks
- Security camera maintenance
- In-person classes, "Tech Time" with patrons, or on-site troubleshooting
- Physical setup of 3D printers, printers, or mobile hotspots

Communication & Availability

The employee is expected to remain reachable during regular library business hours by:

- Email and chat
- Phone and/or video call, as needed
- Other remote collaboration tools as needed

Security & Data Protection

All remote work will comply with Washington Parish Library’s cybersecurity and privacy protocols. No confidential patron or staff data shall be stored locally on personal devices.

Review & Adjustment

This arrangement will be reviewed every six weeks, or sooner if needed, to ensure it is meeting both employee and organizational needs. Adjustments may be made based on medical guidance and the library’s operational priorities.

Policy Intent & Precedent

This arrangement is intended as a temporary accommodation during recovery from a qualifying medical condition. It does not reflect a permanent change in the nature of the position or a broader shift in library policy regarding remote work. Because Washington Parish Library has not previously permitted remote work, this arrangement is being offered as a one-time exception based on medical necessity.

Any continuation beyond the initial review period will require updated medical information, an operational impact review, and the mutual agreement of both the employee and Administration. If extended, additional periods will be approved in defined increments, generally not exceeding 6 weeks at a time.

This policy is designed to ensure fairness, maintain essential services, and support employee recovery while balancing the organizational needs of the Library.

Acknowledgment & Agreement

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

Board Approval Date:



Washington Parish Library

2026 Holiday and Closure Schedule

Thursday, January 1, 2026	New Year's Day
Monday, January 19, 2026	Martin Luther King Day
❖ <i>Monday, February 16, 2026</i>	<i>Library Closed for All Staff Training Day (President's Day)</i>
Tuesday, February 17, 2026	Mardi Gras Day
Friday, April 3, 2026	Good Friday
• <i>Saturday, April 4, 2026</i>	<i>Library Closure (Easter)</i>
Monday, May 25, 2026	Memorial Day
Friday, June 19, 2026	Juneteenth
• <i>Saturday, June 20, 2026</i>	<i>Library Closure</i>
Friday, July 3, 2026	Independence Day
• <i>Saturday, July 4, 2026</i>	<i>Library Closure</i>
Monday, September 7, 2026	Labor Day
❖ <i>Monday, October 12, 2026</i>	<i>Library Closed for All Staff Training Day (Columbus Day/Indigenous Peoples Day)</i>
October 21-23, 2026	Washington Parish Fair
• <i>Saturday, October 24, 2026</i>	<i>Library Closure</i>
November 26-27, 2026	Thanksgiving
• <i>Saturday, November 28, 2026</i>	<i>Library Closure (Thanksgiving)</i>
December 24-25, 2026	Christmas
• <i>Saturday, December 26, 2026</i>	<i>Library Closure (Christmas)</i>
December 28, 2026	Christmas
Thursday, December 31, 2026	New Year's Eve

❖ [Staff are paid for attendance](#)

• *Library Closure = Staff are not paid unless working an outreach event with prior approval from the Library Administration*

Approved July 8, 2025



Washington Parish Library Library Board of Control **2026 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 15, 2026

Thursday, March 19, 2026

Thursday, May 21, 2026

Thursday, July 16, 2026

★ *Thursday, August 20, 2026*

Thursday, September 17, 2026

Thursday, November 19, 2026

**Locations to be announced.*



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 AFFIRM THE AUTHORITY OF THE LIBRARY DIRECTOR TO APPROVE PAYMENTS FOR ALL BILLS

Whereas, in the course of regular business, the Washington Parish Library purchases various materials, supplies, subscriptions, and services;

Whereas the Washington Parish Library Board of Control is responsible for overseeing the finances of the Library; and

Whereas the Washington Parish Library Board of Control meetings are set at regular intervals which are not always conducive to completing the payment of invoices in a timely manner;

Now, therefore be it *resolved* that the Washington Parish Library Board of Control affirms the authority of the Library Director to approve the payment of Library invoices in their stead.

Pres. Suzanne Betts	Yes ___	No ___	Absent ___	Nathan Pierce	Yes ___	No ___	Absent ___
Kewanda August	Yes ___	No ___	Absent ___	Emma Ross	Yes ___	No ___	Absent ___
Derek Dantin	Yes ___	No ___	Absent ___	Perry Talley	Yes ___	No ___	Absent ___
Penny Moses	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 8th day of July, 2025.

Suzzane "Suzie" Betts
President, WPLBC

Sonnet Ireland
Ex-officio Secretary, WPLBC



WASHINGTON PARISH LIBRARY

Library Board of Control

Library Board (Defined)

1. The responsibility for the governance of the parish library is vested in the board in the Washington Parish Charter. The Parish Council appoints the members of the Board to five year terms, which should overlap. There are seven appointed members of the Board and the parish president, serving ex-officio.
2. By state law, the Library Board receives no per diem or salary for attendance at meetings.
3. As the policy formulating body of the library, the Board retains the following responsibilities:
 - a. Selects and appoints the Librarian;
 - b. Promotes the interest in the library and its programs;
 - c. Obtains funds adequate for a progressive library program of operation;
 - d. Establishes policies and guidelines of operation;
 - e. Provides appropriate and adequate buildings and facilities for delivery of services and operation of progressive library programs;
 - f. Supports legislation that will bring about the greatest good for libraries and the services offered by libraries; and
 - g. Promotes the development of the parish and the welfare of the citizens through the provision of good library services.

Library Board By-Laws

Article 1. Meetings.

Section 1. Meetings of the Board shall be held every other month, on the third Thursday of January, March, May, July, September and November at 5:45 P.M. alternating between the Franklinton branch and the Bogalusa branch. Regular meetings may be held more frequently if desired.

Section 2. The annual meetings at which the Board names officers shall be held at the time of the regular January meeting; the library budget shall be presented at the September meeting.

Section 3. A quorum for the transaction of business shall consist of 4 members of the Board at all meetings

Section 4. Special meetings may be called by the secretary at the direction of the president, or at the request of 3 members, for the transaction of business.

Section 5. The secretary shall mail notices of all regular meetings to all members at least five days before the meeting date.

Article 2. Officers.

Section 1. Officers shall be chosen at the regular annual meeting of the board, as well as president and vice president, both of whom shall be members of the Board.

Section 2. Vacancies in offices shall be filled for the unexpired term at the first regular meeting of the Board after the vacancy occurs.

Section 3. The Librarian shall act as secretary-treasurer of the Board, and he/she shall keep a true and accurate account of all proceedings of the

meetings and shall issue notices of all meetings, shall have custody of the minutes and other records of the Board and upon authorization of the president shall notify appointing body of any vacancies of the Board. Upon consultation with the president, he/she shall prepare the agenda for all meetings.

Section 4. The president of the Board shall preside at all meetings, appoint all committees, authorize calls for meetings and generally perform the duties of a head official.

Section 5. In the absence of the president, the vice-president shall exercise the president's functions; and may upon the request of the president take over any duties he/she is unable to perform.

Section 6. The secretary-treasurer shall have charge of library income and special library funds: ad valorem taxes, revenue sharing, interest, fines, unconditional gifts, donations and contributions from individuals and corporations; shall sign checks on the account when bills are scheduled for payment, or in the manner prescribed by the Board, and shall report periodically on the state of such funds to the Board.

Article 3. The Librarian, and Employees.

Section 1. The Librarian shall be considered the executive officer of the Library and shall have the responsibility of and the administration of the Library and shall carry out the policies adopted by the Board.

Section 2. The Librarian shall be held responsible for the care of the buildings and equipment; for the employment and direction of staff; for the efficiency of the Library's services to the public, for the operation of the library and for expenditures provided by the annual budget.

Section 3. The Librarian shall attend all board meetings except in case of an executive session when the Librarian may be asked to retire. In such cases, a member is appointed to act as secretary.

Article 4. Resolutions and Orders.

Section 1. A majority of the votes of all members of the Board present shall be necessary for the adoption or passage of any resolution or order. The ex-officio member has full voting privilege.

Article 5. Committees.

Section 1. Special committees for the study and investigation of special problems or for the performance of specially assigned tasks may be appointed by the president, such committees to serve until the completion of the work for which they were appointed.

Article 6. The Order of Business

Section 1. The order of business at the regular meetings of the Board shall be:

1. Call to Order: Calling of roll
2. Approval of minutes
3. Report of Librarian: Statistical and financial
4. Reading of communications
5. Unfinished business: Reports of committees
6. New business
7. Adjournment

Article 7. Amendments.

These by-laws may be amended at any regular meeting by a majority vote, provided the proposed amendment was stated in the call for the meeting.

Washington Parish Library

Subject: Library Board (Defined)	Page 1 of 1 Pages
Code: 1-105 Section: Operation of the Library	Approved: November 11, 2004

Library Board (Defined)

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Washington Parish Library

Subject: By-laws for the Board of Control	Page 1 of 3 Pages
Code: 1-106 Section: Operation of the Library	Approved: November 11, 2004

Suggested Organization and By-laws for Board of Control

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Washington Parish Library

Subject: By-laws for the Board of Control	Page 2 of 3 Pages
Code: 1-106 Section: Operation of the Library	Approved: November 11, 2004

Suggested Organization and By-laws for Board of Control

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Washington Parish Library

Subject: By-laws for the Board of Control	Page 3 of 3 Pages
Code: 1-106 Section: Operation of the Library	Approved: November 11, 2004

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WASHINGTON PARISH GOVERNMENT
Statement of Revenues and Expenditures
for the Period 5/1/2025 thru 5/31/2025

029 LIBRARY FUND

BEGIN BALANCE: 2,376,453.00

ACCOUNT DESCRIPTION	ACCOUNT	BUDGETED REVENUES	COLLECTED 5/2025	COLLECTED YEAR TO DATE	OVER/ <UNDER> BUDGET	% of BUDGET COLLECTED
REVENUE						
AD VALOREM	029 3 101.00000	1,200,000.00	100,000.00	500,000.00	700,000.00	41.7
PRIOR YEAR TAX	029 3 102.00000	18,000.00	5,159.55	11,256.14	6,743.86	62.5
STATE OF LA REVENUE SHARING	029 3 320.00000	55,000.00	0.00	18,812.33	36,187.67	34.2
GRANT ARTS COUNCIL OF BATON F	029 3 339.00000	4,450.00	3,750.00	3,750.00	700.00	84.3
GRANT LITERACY	029 3 340.00000	0.00	3,000.00	3,000.00	(3,000.00)	0.0
GRANT IP SUMMER READING	029 3 343.00000	4,000.00	0.00	7,500.00	(3,500.00)	187.5
GRANT ALA	029 3 344.00000	0.00	10,000.00	12,000.00	(12,000.00)	0.0
DONATIONS GENERAL	029 3 350.00000	600.00	52.49	607.80	(7.80)	101.3
DONATIONS RESTRICTED	029 3 351.00000	0.00	400.00	400.00	(400.00)	0.0
DONATIONS PROGRAM	029 3 352.00000	1,000.00	0.00	2,500.00	(1,500.00)	250.0
FINES	029 3 501.00000	3,000.00	92.99	666.16	2,333.84	22.2
E RATE REIMBURSEMENT	029 3 502.00000	60,000.00	1,126.80	13,584.67	46,415.33	22.6
SUPPLIES	029 3 503.00000	16,000.00	1,190.60	6,645.95	9,354.05	41.5
BOOKS	029 3 504.00000	1,000.00	0.00	176.85	823.15	17.7
INTEREST HANCOCK WHITNEY	029 3 602.00000	13,000.00	5,311.74	6,832.35	6,167.65	52.6
INTEREST REVENUE MASTER BANI	029 3 603.00000	35,000.00	4,616.69	23,191.13	11,808.87	66.3
INTEREST REVENUE TAXES	029 3 604.00000	1,600.00	251.96	1,109.94	490.06	69.4
RENTAL OF FACILITIES	029 3 610.00000	9,600.00	800.00	4,000.00	5,600.00	41.7
TOTAL REVENUE		1,422,250.00	135,752.82	616,033.32	806,216.68	43.3

WASHINGTON PARISH GOVERNMENT
Statement of Revenues and Expenditures
for the Period 5/1/2025 thru 5/31/2025

029 LIBRARY FUND

BEGIN BALANCE: 2,376,453.00

ACCOUNT DESCRIPTION	ACCOUNT	ANNUAL APPROPRIATION	EXPENDITURES 5/2025	EXPENDITURES YEAR TO DATE	ENCUMBRANCES YEAR TO DATE	<OVER>/UNDER BUDGET	% of BUDGET EXPENDED
LIBRARY EXPENDITURES							
SALARIES	029 4 000.10200	629,000.00	38,073.28	194,425.46	0.00	434,574.54	30.9
MAINTENANCE LABOR	029 4 000.10300	10,000.00	910.00	3,340.00	0.00	6,660.00	33.4
PERS RETIREMENT	029 4 000.13100	33,000.00	2,257.50	13,296.78	0.00	19,703.22	40.3
MEDICARE	029 4 000.13500	9,100.00	546.01	3,125.61	0.00	5,974.39	34.3
FICA	029 4 000.13600	20,000.00	1,088.13	5,839.05	0.00	14,160.95	29.2
UNEMPLOYMENT	029 4 000.14000	1,300.00	0.00	267.58	0.00	1,032.42	20.6
WORKMENS COMPENSATION	029 4 000.14100	3,500.00	198.25	883.04	0.00	2,616.96	25.2
HOSPITALIZATION INSURANCE	029 4 000.15000	76,000.00	5,946.24	29,936.24	0.00	46,063.76	39.4
UNIFORMS	029 4 000.16000	600.00	180.11	180.11	0.00	419.89	30.0
TRAVEL/CONFERENCE DIRECTOR	029 4 000.20100	1,250.00	107.64	740.14	45.00	509.86	59.2
CONFERENCE/CONVENTION	029 4 000.20200	10,000.00	0.00	8,430.86	135.00	1,569.14	84.3
TRAVEL	029 4 000.20300	600.00	71.89	52.19	0.00	547.81	8.7
INSURANCE	029 4 000.30300	75,000.00	5,520.00	7,289.93	0.00	67,710.07	9.7
MAINTENANCE OF BUILDING	029 4 000.30400	20,000.00	1,243.91	4,139.89	7,786.33	15,860.11	20.7
EQUIPMENT MAINTENANCE	029 4 000.30700	2,000.00	0.00	497.19	199.38	1,502.81	24.9
OTHER MAINTENANCE	029 4 000.30800	23,000.00	0.00	6,521.65	0.00	16,478.35	28.4
RENTAL/LEASES	029 4 000.30900	13,500.00	1,403.44	4,891.39	0.00	8,608.61	36.2
DUES/INTERNET SUBSCRIPTIONS	029 4 000.31000	26,000.00	0.00	15,297.79	0.00	10,702.21	58.8
POSTAGE	029 4 000.31100	1,000.00	39.33	309.71	0.00	690.29	31.0
TELEPHONE/INTERNET	029 4 000.31200	80,000.00	4,834.72	26,879.34	0.00	53,120.66	33.6
UTILITIES GAS	029 4 000.31300	5,000.00	15.00	4,065.36	0.00	934.64	81.3
UTILITIES ELECTRICITY	029 4 000.31400	42,000.00	2,828.89	11,039.17	0.00	30,960.83	26.3
UTILITIES WATER/SEWAGE	029 4 000.31500	2,200.00	106.79	590.85	0.00	1,609.15	26.9
LEGAL DOCUMENT	029 4 000.31600	500.00	0.00	22.41	0.00	477.59	4.5
GARBAGE	029 4 000.31800	2,000.00	107.65	640.90	0.00	1,359.10	32.0
PURCHASED PROFESSIONAL SER\	029 4 000.35000	10,000.00	0.00	395.00	0.00	9,605.00	4.0
ARTS COUNCIL GRANT EXPENSES	029 4 000.37000	4,450.00	1,900.00	1,900.00	1,362.00	2,550.00	42.7
IP SUMMER READING GRANT EXPE	029 4 000.39000	4,000.00	1,647.72	7,387.42	0.00	(3,387.42)	184.7
PROGRAM DONATION EXPENSES	029 4 000.39200	1,000.00	483.03	1,212.88	2.99	(212.88)	121.3
OTHER	029 4 000.39900	1,500.00	106.80	535.42	0.00	964.58	35.7
OFFICE SUPPLIES	029 4 000.40100	12,000.00	1,214.58	4,114.22	609.14	7,885.78	34.3
PROGRAM SUPPLIES	029 4 000.40200	2,000.00	216.23	1,199.61	342.41	800.39	60.0
BUILDING MAINTENANCE SUPPLIE:	029 4 000.40400	4,000.00	256.89	1,852.14	633.35	2,147.86	46.3
BOOK SUPPLIES	029 4 000.40500	1,000.00	0.00	0.00	0.00	1,000.00	0.0
AUTO EXPENSE	029 4 000.41000	1,500.00	56.44	270.86	0.00	1,229.14	18.1
ACCOUNTING/AUDITING	029 4 000.50100	6,000.00	1,122.94	1,122.94	0.00	4,877.06	18.7
MEDICAL	029 4 000.50500	1,500.00	120.00	600.00	0.00	900.00	40.0

WASHINGTON PARISH GOVERNMENT
Statement of Revenues and Expenditures
for the Period 5/1/2025 thru 5/31/2025

029 LIBRARY FUND

BEGIN BALANCE: 2,376,453.00

ACCOUNT DESCRIPTION	ACCOUNT	ANNUAL APPROPRIATION	EXPENDITURES 5/2025	EXPENDITURES YEAR TO DATE	ENCUMBRANCES YEAR TO DATE	<OVER>/UNDER BUDGET	% of BUDGET EXPENDED
AD VALOREM PENSION DEDUCTIOI	029 4 000.50900	38,000.00	0.00	0.00	0.00	38,000.00	0.0
FURNITURE/EQUIPMENT	029 4 000.60600	1,500.00	127.60	419.31	3.24	1,080.69	28.0
BOOKS	029 4 000.60700	25,000.00	2,087.00	6,480.56	875.53	18,519.44	25.9
PERIODICALS	029 4 000.60800	1,000.00	331.37	331.37	0.00	668.63	33.1
A/V MATERIALS	029 4 000.60900	5,000.00	383.39	1,285.08	364.08	3,714.92	25.7
ADDITIONS TO CAPITAL ASSETS	029 4 000.73000	100,000.00	0.00	0.00	0.00	100,000.00	0.0
TECHNOLOGY	029 4 000.73200	15,000.00	0.00	39,700.25	0.00	(24,700.25)	264.7
ADMINISTRATIVE FEE	029 4 000.80000	55,000.00	4,500.00	22,500.00	0.00	32,500.00	40.9
TOTAL EXPENDITURES		1,376,000.00	80,032.77	434,009.70	12,358.45	941,990.30	31.5
OPERATING TRANSFERS							
*EXCESS REVENUE OVER EXPEN		46,250.00	55,720.05	182,023.62	(12,358.45)	(135,773.62)	393.6

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET UPDATE
July 8, 2025**

Account #	Name	2025 BUDGET	July 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	5,000	5,000
029 3 343.00000	GRANT IP SUMMER READING	7,500	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***	1,362,800	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

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET UPDATE
July 8, 2025**

Account #	Name	2025 BUDGET	July 2025 Budget Update Proposal
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	5,000	5,000
029 4 000.39000	IP SUMMER READING GRANT EXPENSES	7,500	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	220,000	220,000
029 4 000.73200	TECHNOLOGY	65,000	90,000
029 4 000.80000	ADMINISTRATIVE FEE	51,000	51,000

Additional funds for printers,
\$25,000.00 technology equipment

WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROPOSED 2025 BUDGET UPDATE
July 8, 2025

Account #	Name	2025 BUDGET	July 2025 Budget Update Proposal	
	Tax Electiong	5,000	5,000	
	MARKETING	5,000	5,000	
029 4 995.98000	***TOTAL EXPENDITURES***	1,617,800	1,642,800	
029 4 999.00000	***OPERATING TRANSFERS***			
029 4 999.90000	***TOTAL OPERATING TRANSFERS***	-	-	
029 4 999.98000	***TOTAL EXPENDITURES AND OPERATING TRANSFERS***	1,617,800	1,642,800	
029 4 999.99000	*EXCESS REVENUE OVER EXPENDITURES*	(255,000)	(280,000)	\$25,000.00 From Fund Balance
PROPOSED BEGINNING FUND BALANCE		2,281,323	2,281,323	
PROPOSED ENDING FUND BALANCE		2,026,323	2,001,323	

Level	Position
8	Director
7	Asst. Director
6	Head of Technology
6	Branch Manager 3
5	Branch Manager 2: <i>Large Branch Manager</i>
5	Assistant Branch Manager 3
4	Branch Manager 1: <i>Small Branch Manager</i>
4	Assistant Branch Manager 2: <i>Large Branch Assistant Manager</i>
4	Technology Associate
3	Assistant Branch Manager 1: <i>Small Branch Manager</i>
3	Coordinator
3	Administrative Associate: <i>Business Manager,</i> <i>Cataloger</i>
2	Branch Associate
2	Custodian
1	Substitutes

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROJECTED 2026 BUDGET
Pay Scale Project**

Account #	Name	2026	
029 3 000.00000	***REVENUE***		
029 3 101.00000	AD VALOREM	1,135,000	
029 3 102.00000	PRIOR YEAR TAX	17,500	
029 3 320.00000	STATE OF LA REVENUE SHARING	54,900	
029 3 339.00000	LOUISIANA PROJECT GRANT		
029 3 343.00000	GRANT IP SUMMER READING		
029 3 350.00000	DONATIONS GENERAL	1,000	
029 3 351.00000	DONATIONS RESTRICTED	2,600	
029 3 352.00000	DONATIONS PROGRAM	2,600	
029 3 501.00000	FINES	2,500	
029 3 502.00000	E RATE REIMBURSEMENT	45,000	
029 3 503.00000	SUPPLIES	15,000	
029 3 504.00000	BOOKS	900	
029 3 602.00000	INTEREST HANCOCK WHITNEY	14,000	
029 3 603.00000	INTEREST REVENUE MASTER BANK	50,000	
029 3 604.00000	INTEREST REVENUE TAXES	1,500	
029 3 610.00000	RENTAL OF FACILITIES	9,600	
029 3 997.00000	***TOTAL REVENUE***	1,352,100	1,352,100
029 4 000.00000	***LIBRARY EXPENDITURES***		
029 4 000.10200	SALARIES	690,000	\$675,734.02
029 4 000.10300	MAINTENANCE LABOR	10,500	
029 4 000.13100	PERS RETIREMENT	39,000	\$39,000.00
029 4 000.13500	MEDICARE	10,000	
029 4 000.13600	FICA	22,000	\$22,000.00
029 4 000.14000	UNEMPLOYMENT	1,000	
029 4 000.14100	WORKMENS COMPENSATION	3,500	\$3,500.00
029 4 000.15000	HOSPITALIZATION INSURANCE	135,000	\$78,000.00
029 4 000.16000	UNIFORMS	500	\$500.00
029 4 000.20100	TRAVEL/CONFERENCE DIRECTOR	1,250	
029 4 000.20200	CONFERENCE/CONVENTION	2,500	\$2,500.00
029 4 000.20300	TRAVEL	500	
029 4 000.30300	INSURANCE	75,000	\$75,000.00
029 4 000.30400	MAINTENANCE OF BUILDING	20,000	
029 4 000.30700	EQUIPMENT MAINTENANCE	2,000	\$2,000.00
029 4 000.30800	OTHER MAINTENANCE	23,000	
029 4 000.30900	RENTAL/LEASES	15,000	\$15,000.00
029 4 000.31000	DUES/INTERNET SUBSCRIPTIONS	25,000	
029 4 000.31100	POSTAGE	1,500	\$1,500.00
029 4 000.31200	TELEPHONE/INTERNET	80,000	
029 4 000.31300	UTILITIES GAS	6,000	\$6,000.00
029 4 000.31400	UTILITIES ELECTRICITY	45,000	

**WASHINGTON PARISH GOVERNMENT
LIBRARY FUND 29
PROJECTED 2026 BUDGET
Pay Scale Project**

Account #	Name	2026	
029 4 000.31500	UTILITIES WATER/SEWAGE	2,500	\$2,500.00
029 4 000.31600	LEGAL DOCUMENT	500	
029 4 000.31800	GARBAGE	2,000	\$2,000.00
029 4 000.35000	PURCHASED PROFESSIONAL SERVICES	10,000	
029 4 000.37000	LOUISIANA PROJECT GRANT EXPENSES		
029 4 000.39000	IP SUMMER READING GRANT EXPENSES		
029 4 000.39100	RESTRICTED DONATION EXPENSE	1,700	\$1,700.00
029 4 000.39200	PROGRAM DONATION EXPENSES	2,600	
029 4 000.39900	OTHER	2,000	\$2,000.00
029 4 000.40100	OFFICE SUPPLIES	12,000	
029 4 000.40200	PROGRAM SUPPLIES	2,000	\$2,000.00
029 4 000.40400	BUILDING MAINTENANCE SUPPLIES	4,000	
029 4 000.40500	BOOK SUPPLIES	1,000	\$1,000.00
029 4 000.41000	AUTO EXPENSE	1,500	
029 4 000.50100	ACCOUNTING/AUDITING	5,000	\$5,000.00
029 4 000.50500	MEDICAL	1,500	
029 4 000.50900	AD VALOREM PENSION DEDUCTION	34,000	\$34,000.00
029 4 000.60600	FURNITURE/EQUIPMENT	1,750	
029 4 000.60700	BOOKS	25,000	\$25,000.00
029 4 000.60800	PERIODICALS	1,000	
029 4 000.60900	A/V MATERIALS	4,000	\$4,000.00
029 4 000.73000	ADDITIONS TO CAPITAL ASSETS	20,000	
029 4 000.73200	TECHNOLOGY	25,000	\$25,000.00
029 4 000.80000	ADMINISTRATIVE FEE	51,000	
	MARKETING	5,000	\$5,000.00
029 4 995.98000	***TOTAL EXPENDITURES***	1,423,300	\$1,352,034.02
029 4 999.00000	***OPERATING TRANSFERS***		
029 4 999.90000	***TOTAL OPERATING TRANSFERS***	-	-
029 4 999.98000	***TOTAL EXPENDITURES AND OPERATING TRANSFERS***	1,423,300	\$1,352,034.02
029 4 999.99000	*EXCESS REVENUE OVER EXPENDITURES*	(71,200)	\$65.98
PROPOSED BEGINNING FUND BALANCE		2,281,323	\$2,281,323.00
PROPOSED ENDING FUND BALANCE		2,210,123	\$2,281,388.98



CPI Inflation Calculator

CPI Inflation Calculator

\$

in year1 month year1 year

has the same buying power as

in year2 month year2 year

About the CPI Inflation Calculator

The CPI inflation calculator uses the [Consumer Price Index](#) for All Urban Consumers (CPI-U) U.S. city average series for all items, not seasonally adjusted. [This data](#) represents changes in the prices of all goods and services purchased for consumption by urban households.



Washington Parish Library
 Director's Report
 Tuesday, July 8, 2025

Finance Report

See attached 2025 financials through May 31st. The Director will be reaching out to the new Director of Finance for Washington Parish Government to organize regular finance reports for the Board meetings.

Library Statistics

See attached 2024 Public Library Annual Report to the State Library of Louisiana.

January - June 2025							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	212	4843	5626	211	3784	25532	14709
Franklinton	118	3505	9283	310	1911	11519	10320
Enon	75	2598	3518	139	218	4705	3100
Thomas	13	608	356	21	8	2039	247
Total	418	11554	18783	681	5921	43795	28376

January							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	28	391	854	26	566	45	2222
Franklinton	14	381	1650	52	271	25	1439
Enon	8	200	620	24	41	14	373
Thomas	<i>Renovations</i>					-	0
Total	50	972	3124	102	878	84	4034

February							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	36	1519	914	43	684	5577	2602
Franklinton	20	568	1440	51	240	2193	1189
Enon	11	355	623	17	29	910	539
Thomas	<i>Renovations</i>					392	0
Total	67	2442	2977	111	953	9072	4330

March							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	41	967	738	43	604	4552	2433
Franklinton	15	481	1223	58	382	1757	1538
Enon	15	470	600	17	44	244	473
Thomas	<i>Renovations</i>					697	0
Total	71	1918	2561	118	1030	7250	4444

April							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	35	644	803	36	541	5461	2252
Franklinton	18	583	1329	55	308	2184	1643
Enon	16	533	686	33	40	867	682
Thomas	1	22	<i>Renovations</i>			394	0
Total	70	1782	2818	124	889	8906	4577

May							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	35	840	997	29	613	5171	2325
Franklinton	17	424	1690	48	338	2480	2340
Enon	12	512	303	28	27	1283	431
Thomas	2	322	<i>Renovations</i>			-	0
Total	66	2098	2990	105	978	8934	5096

June							
Branch	Programs	Attendance	General Checkouts	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	37	482	1320	34	776	4726	2875
Franklinton	34	1068	1951	46	372	2880	2171
Enon	13	528	686	20	37	1387	602
Thomas	10	264	356	21	8	556	247
Total	94	2342	4313	121	1193	9549	5895

Library Staff

Professional Development

Staff have completed at least 20 hours of professional development.

State Library of Louisiana Events:

Three staff members are enrolled in the Supervision and Management Course.

One staff member is enrolled in Introduction to Technology.

Three staff members will be attending a Teen Services Roundtable meeting.

Three staff members will be attending the Youth Summer Reading Program Roundtable meeting.

Two staff members will be attending a Children's Services Roundtable meeting.

Buildings:

Bogalusa

- Partnering with Rayburn Correctional to pressure wash the branches after summer reading ends.
- Need to assess shelving for replacement. This will be a 2026 project.

Enon

- Working with Maintenance to brainstorm options for maintaining Enon.

Franklinton

- Garden Club is working with the branch to plant the next season's plants.
- Need to replace the shelving. Much of the shelves are warped and show signs of needing to be replaced. This is a large project that will require quotes and logistical planning.
- I also want to address the name of the branch on the side of the building and determine the best path forward (replace the missing letters, remove the remaining letters, or replace all of the letters).

Thomas

- Sign has been mounted.
- Garden area has been redone.

Angie

- Will be working with an architect to create a proper scope of work for Angie that can be used for quotes or bids.
- Goal is to move forward after the millage is renewed.
- Start having some outreach in Angie and Varnado in the fall months.

In the News

“Summer Reading Fun in Full Swing at Franklinton Branch Library.” *The Daily News*. Friday, July 4, 2025.

<https://bogalusedailynews.com/2025/07/04/summer-reading-fun-in-full-swing-at-franklinton-branch-library/>

“Residents Pleasantly Surprised At Thomas Library Renovations.” *The Era-Leader*. Wednesday, June 25, 2025.

<https://www.era-leader.com/residents-pleasantly-surprised-thomas-library-renovations>

“Thomas Branch Library Reopens with Full Renovation and Strong Community Support.” *The Daily News*. Thursday, June 19, 2025.

<https://bogalusedailynews.com/2025/06/19/thomas-branch-library-reopens-with-full-renovation-and-strong-community-support/>

“Summer Reading Program Brings Stories to Life with Movement.” *The Daily News*. Thursday, June 19, 2025.

<https://bogalusedailynews.com/2025/06/19/summer-reading-program-brings-stories-to-life-with-movement/>

“Summer Reading Program Schedule Announced.” *The Daily News*. Thursday, May 29, 2025.

<https://bogalusedailynews.com/2025/05/29/summer-reading-program-schedule-announced/>

“Back to Books.” *The Era-Leader*. Thursday, May 8, 2025.

<https://www.era-leader.com/back-books>

“National Library Week Being Celebrated At All Parish Libraries.” *The Era-Leader*. Thursday, April 10, 2025.

<https://www.era-leader.com/national-library-week-being-celebrated-all-parish-libraries>

“Celebrate National Library Week at your local Washington Parish Library April 6–12, 2025.”
The Daily News. Thursday, April 10, 2025.

<https://bogalusedailynews.com/2025/04/10/celebrate-national-library-week-at-your-local-washington-parish-library-april-6-12-2025/>

“National Library Week Marked At Washington Parish Libraries.” *The Era-Leader*. Friday, April 4, 2025. <https://www.era-leader.com/national-library-week-marked-washington-parish-libraries>

“Washington Parish Library Open House Schedule.” *Mt. Hermon WebTV*. Friday, April 4, 2025. <https://www.mthermonwebtv.com/2025/04/washington-parish-library-open-house.html>

Washington Parish Library 2024 Public Library Annual Report

CURRENT YEAR

PREVIOUS YEAR

Part I General Information

To be completed annually according to Louisiana Revised Statute 25:10 by municipal, parish, and multi-parish consolidated library systems. [The report is due to the State Library by library systems before April 1 each year.](#)

Boxes in gray are locked. Some are automatic totals. For changes in other locked items, contact: mgolrick@library.la.gov or 225-342-4917.

1.1	Library Name	WASHINGTON PARISH LIBRARY	<i>WASHINGTON PARISH LIBRARY</i>
1.2	Street address	825 FREE STREET	<i>825 FREE ST.</i>
1.3	City	FRANKLINTON	<i>FRANKLINTON</i>
1.4	Parish	WASHINGTON	<i>WASHINGTON</i>
1.5	Zip code <i>5 digits</i>	70438	<i>70438</i>
1.7	Mail address	825 FREE ST.	<i>825 FREE ST.</i>
1.8	Zip code <i>5 digits</i> of mailing address.	70438	<i>70438</i>
1.10	Telephone number <i>Plus area code</i>	(985) 839-7806	<i>(985) 839-7806</i>
1.12	Library Website address	https://washingtonparishlibrary.info/	<i>https://washingtonparishlibrary.info/</i>
1.13	Year library founded	1946	<i>1946</i>
1.14	System membership	N/A	<i>N/A</i>

1.15	Director's name	Sonnet Ireland	<i>Sonnet Ireland</i>
1.16	Director's e-mail address	director@mywpl.info	<i>director@mywpl.info</i>
1.17	Year director appointed	2022	<i>2022</i>
1.18	Director certified	Yes	<i>Yes</i>
1.19a	Registered borrowers	8,839	<i>7,915</i>
1.19b	Newly registered borrowers during reporting year	924	<i>1,225</i>

Local: This is a bit of an estimate because we changed our ILS system from Polaris to BookSystems. As a result, EVERYONE'S account was created in 2024. ;/

1.20	Year registration last purged	2024	<i>2023</i>
1.21	Loan period for majority items in weeks	3	<i>3</i>
1.21a.	Is your library fine free as of the end of the year?	Yes	<i>Yes</i>
1.22	Ad valorem tax rate	4.6	<i>4.6</i>
1.23	Sales & use tax rate	0	<i>0</i>
1.24	Date of last tax election	2015	<i>2015</i>

Local: Next election is October 11, 2025

1.25	Date current tax rate expires	2026	<i>2026</i>
1.26	Population of legal service area Latest estimate; supplied by State Library	45,090	<i>44,865</i>

1.27 – 1.32 are codes used by IMLS, and are locked fields. Contact the State Library with any questions.

1.27	Interlibrary Relationship Code	NO	<i>NO</i>
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1.28	Legal Basis Code	CO	<i>CO</i>
1.29	Administrative Structure Code	MO	<i>MO</i>
1.30	FSCS Public Library Definition	Y	<i>Y</i>
1.31	Geographic Code	CO1	<i>CO1</i>
1.32	Legal Service Area Boundary Change	N	<i>N</i>

Person to contact:

1.33	Should we contact the Library Director with questions about the data?	Yes	<i>Yes</i>
1.34	Name	Sonnet Ireland	<i>Sonnet Ireland</i>
1.35	Telephone number	(985) 295-4831	<i>(985) 295-4831</i>
1.36	Email	director@mywpl.info	<i>director@mywpl.info</i>
1.37	Other notes	N/A	<i>N/A</i>
1.38	Does your library system have an active Friends of the Library group?	Yes	<i>Yes</i>
1.39	Does your library system have an active Foundation?	No	<i>No</i>

Part II Public Service Outlets

Boxes in gray are locked. Some are automatic totals. For changes in locked items, contact: mgolrick@library.la.gov or 225-342-4917.

Main Library

2.1	Central/main library facility, Number of	1	<i>1</i>
2.1a	How many hours per week is this library open?	44	<i>44</i>

2.1b	How many weeks was this library open last year?	52	52
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Note: A catalog workstation which is dedicated to that – and locked down to prevent going out to the general internet – would count as a workstation without Internet.

How many staff workstations are at this location?

2.1c	With Internet	11	11
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2.1d	Without Internet	0	0
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How many public access workstations are at this location?

2.1e	With Internet	11	11
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2.1f	Without Internet	3	1
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Local: 1 kid computer, and 2 ipads in the children's section.

2.1g	Number of laptops or other electronic devices available for loan to public at this location	31	27
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2.2	Square footage of main library	7,587	7,587
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2.2a	Year built	1968	1968
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2.2b	Year last remodeled	2015	2015
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Bookmobile(s)

2.3	Bookmobiles, Number of	0	0
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2.3a	Number of bookmobile stops (locations visited) PER MONTH	0	0
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Note: A catalog workstation which is dedicated to that – and locked down to prevent going out to the general internet – would count as a workstation without Internet.

Number of public access workstations

2.3b1	With Internet	0	0
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2.3b2	Without Internet	0	0
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Number of staff workstations

2.3c1	With Internet	0	0
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2.3c2	Without Internet	0	0
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2.3d	How many hours per week is the bookmobile(s) open to the public [DO NOT COUNT TRAVEL TIME FROM GARAGE TO FIRST STOP, TIME BETWEEN STOPS, OR TIME BETWEEN LAST STOP AND GARAGE]	0	0
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2.3e	How many weeks was the bookmobile(s) on the road for services	0	0
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2.3g	Number of laptops or other electronic devices available for loan to public from the Bookmobile	0	0
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Branch(es)

2.4	Branch facilities, Number of	3	3
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List each branch separately - Do not include the Main Library or administrative offices. The administrative offices are the next question.

2.5	Library branch	BOGALUSA BRANCH	<i>BOGALUSA BRANCH</i>
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2.5a	Square footage of branch	7,618	<i>7,618</i>
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2.5b	Street address	304 AVENUE F	<i>304 AVENUE F</i>
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2.5c	City	BOGALUSA	<i>BOGALUSA</i>
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2.5d	Zip	70427	<i>70427</i>
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2.5f	Telephone	(985) 735-1961	<i>(985) 735-1961</i>
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2.5h	Is this the same address as last year?	Yes	<i>Yes</i>
<p>If the answer is NO, please explain in a note and contact Michael Golrick mgolrick@library.la.gov</p>			
2.5i	Year built	1966	<i>1966</i>
2.5j	Year last remodeled	2012	<i>2012</i>
2.5k	Note: A catalog workstation which is dedicated to that – and locked down to prevent going out to the general internet – would count as a workstation without Internet.	4	<i>4</i>
<p>How many staff workstations are at this location with internet</p>			
2.5l	How many staff workstations are at this location without internet	0	<i>0</i>
2.5m	How many public access workstations are at this location with internet	18	<i>18</i>
2.5n	How many public access workstations are at this location without internet	2	<i>2</i>
2.5o	Outlet Type Code	BR	<i>BR</i>
2.5q	How many hours per week is this branch open?	44	<i>44</i>
2.5r	How many weeks was this branch open last year?	52	<i>52</i>
2.5s	Number of laptops or other electronic devices available for loan to public at this location	26	<i>35</i>
2.5	Library branch	Enon Branch	<i>Enon Branch</i>

2.5a	Square footage of branch	1,000	<i>1,000</i>
2.5b	Street address	14073 Highway 16	<i>14073 Highway 16</i>
2.5c	City	Franklinton	<i>Franklinton</i>
2.5d	Zip	70438	<i>70438</i>
2.5f	Telephone	(985) 839-9385	<i>(985) 839-9385</i>

2.5h	Is this the same address as last year?	Yes	<i>Yes</i>
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If the answer is NO, please explain in a note and contact Michael Golrick
mgolrick@library.la.gov

2.5i	Year built	2011	<i>2011</i>
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2.5j	Year last remodeled	2017	<i>2017</i>
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2.5k	Note: A catalog workstation which is dedicated to that – and locked down to prevent going out to the general internet – would count as a workstation without Internet.	2	<i>2</i>
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How many staff workstations are at this location with internet

2.5l	How many staff workstations are at this location without internet	0	<i>0</i>
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2.5m	How many public access workstations are at this location with internet	4	<i>4</i>
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2.5n	How many public access workstations are at this location without internet	1	<i>1</i>
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2.5o	Outlet Type Code	BR	<i>BR</i>
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2.5q	How many hours per week is this branch open?	27	27
2.5r	How many weeks was this branch open last year?	52	52
2.5s	Number of laptops or other electronic devices available for loan to public at this location	14	15
2.5	Library branch	Thomas Branch	<i>Thomas Branch</i>
2.5a	Square footage of branch	1,000	<i>1,000</i>
2.5b	Street address	30390 Highway 424	<i>30390 Highway 424</i>
2.5c	City	Franklinton	<i>Franklinton</i>
2.5d	Zip	70438	<i>70438</i>
2.5f	Telephone	(985) 848-7061	<i>(985) 848-7061</i>
2.5h	Is this the same address as last year?	Yes	<i>Yes</i>
<p>If the answer is NO, please explain in a note and contact Michael Golrick mgolrick@library.la.gov</p>			
2.5i	Year built	2003	<i>2003</i>
2.5j	Year last remodeled	N/A	<i>N/A</i>
2.5k	Note: A catalog workstation which is dedicated to that – and locked down to prevent going out to the general internet – would count as a workstation without Internet.	2	2
<p>How many staff workstations are at this location with internet</p>			

2.5l	How many staff workstations are at this location without internet	0	0
2.5m	How many public access workstations are at this location with internet	3	3
2.5n	How many public access workstations are at this location without internet	1	1
2.5o	Outlet Type Code	BR	BR
2.5q	How many hours per week is this branch open?	27	27
2.5r	How many weeks was this branch open last year?	47	52

Local: Closed November 25, 2024 for renovations. Still closed.

2.5s	Number of laptops or other electronic devices available for loan to public at this location	15	18
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Administrative Office (Separate from main library & Other Auxiliary Facilities)

2.6	Administrative Office	N/A	N/A
2.6a	Street Address	N/A	N/A
2.6b	City	N/A	N/A
2.6c	Zip	N/A	N/A
2.6e	Telephone	N/A	N/A
2.6f	Fax	N/A	N/A
2.6g	Staff workstations with internet	0	0

2.6h	Staff workstations without internet	0	0
2.6i	Do you offer wireless access <i>for the public</i> at this location?	Yes	Yes

Part III Paid Staff

All ALA/MLS degreed staff

3.1a	Number	1	1
3.1b	Total number of hours worked per week for all staff in this category	40	40
3.1c	FTEs (3.1b / 40)	1.00	1.00

Other professional level staff

3.2a	Number	0	0
3.2b	Total number of hours worked per week for all staff in this category	0	0
3.2c	FTEs (3.2b / 40)	0.00	0.00

3.3	TOTAL staff with title of librarian (3.1c + 3.2c)	1.00	1.00
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Federal: We have only had one degreed librarian on staff in recent history (at least the last 7-10 years).

Local: Note: Note: We have only had one degreed librarian on staff in recent history.

All other paid staff

3.4a	Number	19	18
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Local: We were understaffed. Additionally, in 2022 and 2023, the Assistant Director was also the Head of Technology. Those two roles are now separated again.

3.4b	Total number of hours worked per week for all staff in this category	589	564
3.4c	FTEs (3.4b / 40)	14.73	14.10

TOTAL Paid Staff

3.5a	Number (3.1a + 3.2a + 3.4a)	20	19
3.5b	Total number of hours worked per week for all library staff (totaled) (3.1b + 3.2b + 3.4b)	629	604
3.5c	FTEs (3.1c + 3.2c + 3.4c)	15.73	15.10
3.6	Starting salary for an entry level MLS librarian	\$35,000	\$35,000

Local: This is a total guess as the only MLS position is the director position. A previous director was fresh out of library school, but I would, in general, recommend against that.

Volunteers – please include your Board members in the count of volunteers, and in the number of hours.

3.7	Number of Volunteers (total number of individuals who volunteered for the library during the past year)	18	27
3.8	Volunteer hours (total number of hours per year of volunteer time)	197	325

Part IV Services

4.1	Total number of hours open to the public last year	7,249	7,384
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Library Visits

4.2a	Total number of library visits in the past year	62,776	65,769
4.2b	Total number of Bookmobile visits in the past year	0	0
4.2c	Total number of library visits (4.2a + 4.2b)	62,776	65,769
4.2d	Are Library Visits an actual count?	CT - Annual Count	Yes

Reference transactions

4.3a	Traditional	4,419	1,576
4.3b	eReference	0	0
4.3c	TOTAL reference transactions (4.3a + 4.3b)	4,419	1,576

Federal: More outreach and programming has increased our visibility and use in the community.

4.3d	Are Reference Transactions an actual count?	CT - Annual Count	Yes
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Part V Programming

Report total number of programs and total program attendance for children, young adults, and adults for all library outlets for the year.

Note: Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

There are separate counts for in-person on-site, for in-person off-site by age group and for all virtual programs.

Programs

Live Programs/Onsite

5.1	Number of In-Person Onsite Program Sessions Targeted at Children Age 0 – 5	28	88
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Federal: In previous years, we only had statistics for children, teens, and adults. As a result, we had to apply census stats to our numbers in order to estimate the amounts in 0-5 and 6-11.

5.2	Number of In-Person Onsite Program Sessions Targeted at Children Age 6 – 11	178	184
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5.3	Number of In-Person Onsite Program Sessions Targeted at Young Adults Age 12-18	44	81
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5.4	Number of In-Person Onsite Program Sessions Targeted at Adults Age 19 and Older	91	90
5.5	Number of In-Person Onsite General Interest Program Sessions	262	209
5.6	Total Number of In-Person Onsite Program Sessions (5.1 + 5.2 + 5.3 + 5.4 + 5.5)	603	652
Live Programs Programs/Offsite			
5.7	Number of In-Person Offsite Program Sessions Targeted at Children Age 0 - 5	42	42
5.8	Number of In-Person Offsite Program Sessions Targeted at Children Age 6 - 11	6	5
5.9	Number of In-Person Offsite Program Sessions Targeted at Young Adults Age 12-18	7	6
5.10	Number of In-Person Offsite Program Sessions Targeted at Adults Age 19 and Older	27	15
5.11	Number of In-Person Offsite General Interest Program Sessions	19	2
5.12	Number of In-Person Offsite Program Sessions (5.7 + 5.8 + 5.9 + 5.10 + 5.11)	101	70
5.13	Total Number of Virtual Program Sessions	16	45
5.14	Total Number of Programs (5.6 + 5.12 + 5.13)	720	767

Attendance

Live Programs/Onsite

5.15	Total Attendance at In-Person Onsite Program Sessions Targeted at Children Age 0 - 5	460	1,766
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Federal: In previous years, we only had statistics for children, teens, and adults. As a result, we had to apply census stats to our numbers in order to estimate the amounts in 0-5 and 6-11. Because of this new data, we now know that most of the kids we reach in the 0-5 age range are through outreach efforts like daycares and Head Start.

5.16	Total Attendance at In-Person Onsite Program Sessions Targeted at Children Age 6 - 11	4,047	4,748
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5.17	Total Attendance at In-Person Onsite Program Sessions Targeted at Young Adults Age 12-18	473	1,343
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5.18	Total Attendance at In-Person Onsite Program Sessions Targeted at Adults Age 19 and Older	1,231	1,345
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5.19	Total Attendance In-Person Onsite General Interest Program Sessions	7,266	10,977
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5.20	Total Attendance In-Person Onsite Program Sessions (5.15 + 5.16 + 5.17 + 5.18 + 5.19)	13,477	20,179
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Live Programs Programs/Offsite

5.21	Total Attendance at In-Person Offsite Program Sessions Targeted at Children Age 0 - 5	1,509	1,216
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5.22	Total Attendance at In-Person Offsite Program Sessions Targeted at Children Age 6 - 11	521	322
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5.23	Total Attendance at In-Person Offsite Program Sessions Targeted at Young Adults Age 12-18	783	323
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5.24	Total Attendance at In-Person Offsite Program Sessions Targeted at Adults Age 19 and Older	241	236
5.25	Total Attendance at In-Person Offsite General Interest Program Sessions	1,427	607
5.26	Total Attendance at In-Person Offsite Program Sessions (5.21 + 5.22 + 5.23 + 5.24 + 5.25)	4,481	2,704
5.27	Total Attendance Virtual Program Sessions	11,537	574
Local: LSC took over the promotion of their programming on our Facebook. This seems to have made a huge difference.			
5.28	Total Attendance at all In-Person Program Sessions (5.20 + 5.26 + 5.27)	29,495	23,457
5.29	Total Number of Recorded Program Presentations	16	45
5.30	Total Views of Asynchronous Program Presentations within 30 Days	11,533	2,607

Part VI Circulation

Central library

6.1a	Adult materials	9,649	8,074
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Local: Estimate since we can only go to mid March in current system.

6.1b	Juvenile materials	8,829	6,676
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Local: Estimate since we can only go to mid March in current system.

6.1c	Serials	9	0
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6.1d	AV	3,204	2,817
6.1e	Circulation of electronic devices	997	945
6.1f	Other	79	10
6.1g	TOTAL (6.1a + 6.1b + 6.1c + 6.1d + 6.1e + 6.1f)	22,767	18,522

Branches

6.2a	Adult materials	10,385	9,060
6.2b	Juvenile materials	11,318	9,321
6.2c	Serials	156	293
6.2d	AV	3,466	3,656
6.2e	Circulation of electronic devices	1,357	1,346
6.2f	Other	708	620
6.2g	TOTAL (6.2a + 6.2b + 6.2c + 6.2d + 6.2e + 6.2f)	27,390	24,296

Bookmobile

6.3a	Adult materials	0	0
6.3b	Juvenile materials	0	0
6.3c	Serials	0	0
6.3d	AV	0	0
6.3e	Circulation of electronic devices	0	0
6.3f	Other	0	0

6.3g	TOTAL (6.3a + 6.3b + 6.3c + 6.3d + 6.3e + 6.3f)	0	0
TOTAL Circulation			
6.4a	TOTAL Adult Materials (6.1a + 6.2a + 6.3a)	20,034	17,134
6.4b	TOTAL Juvenile Materials (6.1b + 6.2b + 6.3b)	20,147	15,997
6.4c	TOTAL Serials (6.1c + 6.2c + 6.3c)	165	293
6.4d	TOTAL AV (6.1d + 6.2d + 6.3d)	6,670	6,473
6.4e	TOTAL Circulation of electronic devices (6.1e + 6.2e + 6.3e)	2,354	2,291
6.4f	TOTAL Other (6.1f + 6.2f + 6.3f)	787	630
6.4g	TOTAL Physical item CIRCULATION (6.4a + 6.4b + 6.4c + 6.4d + 6.4e + 6.4f)	50,157	42,818
6.4h	TOTAL CIRCULATION (6.4g + 6.6)	53,003	45,476
6.6	E-Book Circulation (library system)	2,846	2,658
Local: Includes audiobooks listed later (368)			
6.7	E-Serial Circulation	0	
6.8	E-Audio Circulation	368	
6.9	E-Video Circulation	0	
6.10	Do you check out tablets (e.g. iPads) or e-Readers (e.g. Nooks or Kindles) for the public to use?	Yes	Yes

6.10a Did your library offer automatic renewal for any physical materials during the reporting period? Answer Yes or No. If unknown, report Missing. Yes

Part VII Interlibrary Loan

7.1	Items provided/loaned to other libraries	690	673
7.2	Items received/borrowed from other libraries	601	766

Part VIII Collection

8.1	Adult books & other printed items	42,899	41,199
8.2	Juvenile books	22,989	26,674
8.4	TOTAL print materials (8.1 + 8.2)	65,888	67,873
8.6a	Audio materials - Physical Units	690	697
8.7a	Video materials - Physical Units	3,814	3,739
8.9	All other library materials	1,533	1,251
8.10	TOTAL Collection (8.4 + 8.6a + 8.7a + 8.9)	71,925	281,127
8.11	TOTAL items added to the collection during the reporting year, all formats	2,928	3,573

8.12 TOTAL items withdrawn from the collection during the reporting year, all formats 6,668

664

Federal: We moved from Polaris to Atrium, which led to a thorough taking of inventory with some weeding.

Access to electronic materials

Did the library system provide access to materials in any of the categories below. Answer Yes or No. If unknown, report Missing.

8.13 E-Books via AE Yes

8.14 E-Books via Collective No

8.15 E-Books via State Yes

8.16 E-Serials via AE No

8.17 E-Serials via Collective No

8.18 E-Serials via State Yes

8.19 E-Audio via AE Yes

8.20 E-Audio via Collective No

8.21 E-Audio via State Yes

8.22 E-Video via AE No

8.23 E-Videos via Collective No

8.24 E-Videos via State Yes

8.25 Research Databases via AE Yes

8.26 Research Databases via Collective No

8.27 Research Databases via State Yes

8.28 Online Learning Platforms via AE Yes

Local: Niche Academy counts?

8.29 Online Learning Platforms via Collective No

8.30 Online Learning Platforms via State Yes

Part XI Electronic Resources Usage

11.1 Patrons using public computers 11,314 18,372

11.1a Are computer users (11.1) an actual count? CT - Annual Count Yes

Successful Retrieval of Electronic Information

11.2a State Library database usage 969 185

11.2b Other database usage 1,188 114

Local: Ancestry 730 HQ 458

11.2c **TOTAL Successful Retrieval of Electronic Information (11.2a + 11.2b)** 2,157 299

11.3 Total number of wireless sessions 80,191 109,312

11.4 Are wireless sessions an actual count? CT - Annual Count Yes

Part XII Operating Revenue

LOCAL REVENUE

12.1 Ad valorem tax \$1,152,856 \$1,107,204

12.2 General sales & use tax \$0 \$0

12.3	Other local revenue	\$21,438	\$27,200
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Local: Note: Note: Prior Year Tax (17,438.43; IP Summer Reading Grant (4000)

12.4	TOTAL Local Revenue (12.1 + 12.2 + 12.3)	\$1,174,294	\$1,134,404
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STATE REVENUE

12.5	State revenue sharing	\$54,055	\$54,631
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12.6	State aid	\$0	\$0
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12.7	Other state revenue	\$16,771	\$14,120
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Local: Note: Grant Arts Council of Baton Rouge: \$5,000 State Library Grant? \$771.17 LEH Grant: \$10,000 PrimeTime Grant: \$1,000

12.8	TOTAL State Revenue (12.5 + 12.6 + 12.7)	\$70,826	\$68,751
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FEDERAL REVENUE

12.9	Federal grants	\$48,264	\$79,528
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Local: ALA LTC Access Grant 2024: \$10,000 eRate Reimbursement: \$38,263.62

12.10	Other federal revenue	\$0	\$0
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12.11	TOTAL Federal Revenue (12.9 + 12.10)	\$48,264	\$79,528
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OTHER REVENUE

12.12	Fees & Fines	\$19,985	\$19,069
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Local: Fines: \$2,629.54 Fax/Copier Fees: \$17,335.05

12.13	Use of money & property	\$69,164	\$64,413
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Local: INTEREST - HANCOCK WHITNEY - \$9,524.49 INTEREST - MASTER ACCOUNT - \$48,178.87 INTEREST REVENUE - TAXES - \$1,860.40 RENTAL - Bogalusa Parking Lot - \$9,600

12.14	Gifts & donations [include other Grants here]	\$5,021	\$3,942
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Local: Donations General: \$664.66 Donations Restricted: \$1,745 Donations Programs: \$2,629.54

12.15	Other financing sources	\$1,104	\$915
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Local: "Books": \$1,103.89

12.16	TOTAL Other Revenue (12.12 + 12.13 + 12.14 + 12.15)	\$95,274	\$88,339
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12.17	TOTAL OPERATING REVENUE (12.4 + 12.8 + 12.11 + 12.16)	\$1,388,658	\$1,371,022
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12.18	FUND BALANCE/RESERVE FUNDS	\$2,130,623	\$2,130,623
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Part XIII Operating Expenditures

STAFF EXPENDITURES

13.1	Director's current actual salary	\$65,000	\$65,000
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13.2	All other salaries & wages	\$533,163	\$455,481
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13.3	TOTAL Salary & Wage Expenditures (13.1 + 13.2)	\$598,163	\$520,481
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13.4	Employee benefits	\$145,191	\$119,050
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Local: PERS Retirement: \$31,933.04 Medicare: \$7,700.04 FICA: \$14,841.04 Unemployment: \$601.48 Workmens Comp: \$2,607.59 Hospitalization: \$87,507.72

13.5	TOTAL Staff Expenditures (13.3 + 13.4)	\$743,354	\$639,531
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COLLECTION EXPENDITURES

13.6	Books & other print materials (Include cost of items leased.)	\$24,563	\$21,826
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13.7	Serials in print format	\$997	\$846
13.8	TOTAL Print Material Expenditures (13.6 + 13.7)	\$25,560	\$22,672
13.9a	E-book	\$4,895	\$4,145
13.9b	E-serials	\$0	\$8,987

State: ,
Local: None

13.9c	Databases	\$3,770	
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State: ,
Local: ProQuest LLC Ancestry & Heritage Quest \$ 3,269.90 Educate Station, LLC website for homeschoolers \$ 500.00

13.9	Electronic media (13.9a + 13.9b + 13.9c)	\$8,665	\$13,132
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13.10	AV materials (include streaming services here)	\$4,919	\$5,968
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13.11	Other library materials	\$0	\$0
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13.12	TOTAL AV and other materials expenditures (13.10 + 13.11)	\$4,919	\$5,968
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13.13	TOTAL Collection Expenditures (13.8 + 13.9 + 13.12)	\$39,144	\$41,772
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OTHER OPERATING EXPENDITURES

Utilities

13.14a	Gas, Electric, Water, Sewer, Telephone	\$57,323	\$69,222
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Local: Gas: \$4,448.37 Electric: \$38,459.06 Water: \$1,941.38 Telephone: \$6,950 Administrative Cell Phones: \$3,900 Garbage: \$1,624.08

13.14b	Internet only	\$61,606	\$64,934
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Local: 72,455.53 - 10,850 = 61,605.53

13.14c **TOTAL UTILITIES (13.14a + 13.14b)** \$118,929 \$134,156

13.15 Contractual maintenance services \$10,525 \$9,765

13.16 Professional services \$11,170 \$6,279

Federal: ,

State: ,

Local: IT Inspired, LLC upgrade servers \$ 3,400.00 Educational Consulting Associates e-rate consulting \$ 5,269.85

13.17 Insurance & surety bonds \$68,040 \$66,957

13.18 Training, education & travel \$3,774 \$4,129

Local: Director: \$2,716.88 Staff: \$360.00 Travel: \$697.35

13.19 Furniture, machinery & equipment \$1,523 \$1,206

13.20 Electronic access \$10,824 \$14,507

Federal: ,

State: ,

Local: ,

13.21 Statutory payments & contributions to retirement systems \$39,355 \$37,674

State: ,

13.22 Bookkeeping, accounting & auditing \$55,988 \$4,348

State: ,

Local: Accounting/Auditing: 4,987.66 Administrative Fee: 51,000

13.23 Consortia dues and other payments \$0 \$50,600

Federal: ,

State: ,

Local: I put Administrative Fee here last year (2023).

13.24 Tax election \$0 \$0

13.25 Rent \$0

Local: Does not include copier equipment?

13.26 All other operating expenditures \$111,581 \$122,794
(include grants here)

Federal: ,

State: ,

Local: Maintenance of Building: \$18,084.81 Equipment Maintenance: \$690.80 Other Maintenance: \$12,725.48 Rental/Leases: \$12,588.17 Postage: \$1,109.28 Legal Document: \$455.32 Program Donation Expenditures: \$2,146.49 Restricted Donation Expenditures: \$1,758.11 Office Supplies: \$11,473.88 Program Supplies: \$1,868.85 Building Maintenance Supplies: \$3,526.54 Book Supplies: \$1,006.84 Auto Expense: \$785.43 Medical: \$655.00 Other: \$1,818.98 GRANTS ALA Grant:\$29,954.78 Arts Council Grant: \$5,940.00 IP Grant: \$3,945.27 LEH Prime Time Grant: \$276.09 State Library Grant:\$771.17 , Maintenance of Building: \$18,084.81 Equipment Maintenance: \$690.80 Other Maintenance: \$12,725.48 Rental/Leases: \$12,588.17 Postage: \$1,109.28 Legal Document: \$455.32 Program Donation Expenditures: \$2,146.49 Restricted Donation Expenditures: \$1,758.11 Office Supplies: \$11,473.88 Program Supplies: \$1,868.85 Building Maintenance Supplies: \$3,526.54 Book Supplies: \$1,006.84 Auto Expense: \$785.43 Medical: \$655.00 Other: \$1,818.98 GRANTS ALA Grant:\$29,954.78 Arts Council Grant: \$5,940.00 IP Grant: \$3,945.27 LEH Prime Time Grant: \$276.09 State Library Grant:\$771.17

13.27 **TOTAL Other Operating Expenditures (13.14c through 13.26)** \$431,709 \$452,415

13.28 **TOTAL OPERATING EXPENDITURES (13.5 + 13.13 + 13.27)** \$1,214,207 \$1,133,718

Part XIV Capital Revenue

Please provide all sources of revenue during the current year for what your governing unit calls "Capital" items. Capital is defined by your local governing authority.

14.1 Local capital revenue \$0 \$0

14.2 State capital revenue \$0 \$0

14.3 Federal capital revenue \$0 \$0

14.4 Other capital revenue \$0 \$0

14.5 TOTAL CAPITAL REVENUE \$0 \$0
(14.1 + 14.2 + 14.3 + 14.4)

Part XV Capital Expenditures

Please provide all expenditures during the current year for what your local governing unit calls "Capital" items.

15.1	Land	\$0	\$0
15.2	Buildings	\$0	\$0
15.3	Motor vehicles	\$0	\$0
15.4	Furniture, machinery & equipment	\$0	\$0
15.5	Electronic access	\$0	\$0
15.6	Collection	\$0	\$0
15.7	Major repairs	\$0	\$0
15.8	Professional services	\$0	\$0
15.9	Construction in progress	\$0	\$0
15.10	All other capital expenditures	\$0	\$0
15.11	TOTAL CAPITAL EXPENDITURES (15.1 + 15.2 + 15.3 + 15.4 + 15.5 + 15.6 + 15.7 + 15.8 + 15.9 + 15.10)	\$0	\$0

Part XVI Public Library Trustees

List each trustee separately – please provide email address.

16.1	Trustee name		
			