

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

Washington Parish Library

Library Board of Control

**Thursday, May 21, 2026 - 5:30pm**

**Bogalusa Branch**

304 Ave F, Bogalusa, La

**Meeting Agenda**

- 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 Thursday, March 19, 2026.
  - A. Discussion
  - B. Public Comment
  - C. Vote
- VII. Old Business
  - A. Angie Branch Updates (Tom Pistorius)
    1. Discussion
    2. Public Comment
  - B. Angie Train Depot (Parish Government Representative)
    1. Discussion
    2. Public Comment
    3. *Vote, if necessary*
  - C. Patron Complaint and Grievance Policy
    1. Discussion
    2. Public Comment
    3. Vote

D. Employee Discipline and Corrective Action Policy

1. Discussion
2. Public Comment
3. Vote

E. Staff Conflict Policy

1. Discussion
2. Public Comment
3. Vote

F. Employee Grievance Policy

1. Discussion
2. Public Comment
3. Vote

G. Social Media Policy

1. Discussion
2. Public Comment
3. Vote

H. Review of Library Director

1. Discussion
2. Public Comment
3. Vote

I. Board Member Position Update

1. Discussion
2. Public Comment
3. *Vote, if necessary*

VIII. New Business

A. Technology Surplus

1. Discussion
2. Public Comment
3. Vote

B. Budget Adjustment (Technology, Angie)

1. Discussion

2. Public Comment
3. Vote

C. Staffing Updates

1. Discussion
2. Public Comment
3. Vote, *if necessary*

D. Recognition for Service

1. Remembering Ms. Bobbi Jones
  - a) Discussion
  - b) Public Comment
  - c) Vote, *if necessary*
2. Honoring Ms. Anne Tate
  - a) Discussion
  - b) Public Comment
  - c) Vote, *if necessary*

E. Presentation of 2027 Calendars: Holidays, LBOC

1. Discussion
2. Public Comment
3. Vote

F. Staff Review of Library Director: August/September 2026

1. Discussion
2. Public Comment
3. Vote, *if necessary*

IX. Director's Report

Summer Reading Program: ***Wild About Reading***

X. General Public Comment

XI. *Next meeting: Thursday, July 23, 2026 at the Franklinton Branch*

XII. Adjournment

## 2026 Meetings

Name	Appointed	1/15	*2/5	3/19	5/21	7/23	8/20	9/17	11/19
Kewanda August	2022	X	P	X					
Derek Dantin	2025	X	P	X					
Penny Moses	2022	P	P	P					
Nathan Pierce, President	2025	V	P	P					
Emma Ross, Vice President	2001	P	P	V					
Ryan Seal Parish President	<i>ex-officio</i>	X	P	P					
J. Perry Talley	2023	V	P	X					
<i>vacant</i>		-	-	-					
Sonnet Ireland Secretary		P	P	P					
Aerial Mathews		P	P	P					
<i>Tech Team Representative</i>		<i>CB</i>	<i>CB</i>	<i>CB</i>					

P = Present in-person    V = Virtually present    X = Absent    \* = Special Meeting

Washington Parish Library  
Library Board of Control  
**Franklinton Branch**  
**Thursday, March 19, 2026, 5:30pm**  
Meeting Minutes

I. Call to order by Mr. Nathan Pierce at 5:50pm.

Roll Call by the Director, Mrs. Sonnet Ireland

Board Members Present: Mr. Nathan Pierce, Ms. Penny Moses, Ms. Emma Ross (*virtual*), and Pres. Ryan Seal

Board Members Absent: Ms. Kewanda August, Mr. Derek Dantin, Mr. Perry Talley

Guests: Ms. Jessie Babcock, Mrs. Abigail Kemp

Special notes: Zoom and its call-in feature were used for accessibility purposes.

II. Invocation by Ms. Penny Moses.

III. Pledge of Allegiance led by Mr. Nathan Pierce.

IV. Approval of Agenda

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

Mr. Nathan Pierce: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Derek Dantin: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Pres. Ryan Seal: Yes

**Motion passed.**

V. Approval of Minutes from the meeting on Thursday, February 5, 2026.

A motion was made by Ms. Ross to approve the minutes from the previous meeting on Thursday, February 5, 2026 at the Bogalusa Branch; seconded by Ms. Moses.

Mr. Nathan Pierce: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Derek Dantin: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Pres. Ryan Seal: Yes

**Motion passed.**

VI. New Business

A. Helicopter Flight Path Request for Angel's Campus (Jessie Babcock)

Our Lady of the Angels Hospital is building a helicopter pad at the old YWCA.

The hospital is seeking avigation easements from properties in the area along

the designated flight path, including the Bogalusa Branch. The flight path is over a very small part of the property, but it may require the removal of the flagpole. The Board's position will go to the Council for consideration; the Council will then determine whether or not to agree to this.

A motion was made by Ms. Moses to notify the Council that the Board agrees with this and recommends approving the agreement; seconded by Ms. Ross.

Mr. Nathan Pierce: Yes

Ms. Kewanda August: Absent

Ms. Emma Ross: Yes

Mr. Derek Dantin: Absent

Mr. Perry Talley: Absent

Ms. Penny Moses: Yes

Pres. Ryan Seal: Yes

**Motion passed.**

#### B. Ad Hoc Buildings Committee (LBOC)

Mr. Pierce would like to create an Ad Hoc Buildings Committee to help the Library move forward on the renovation of the Angie Branch and any other needs for Library branches. It was suggested by a member of the public that the committee rotate members so that each branch has a member who represents that community involved in that specific project.

Mr. Pierce appointed Ms. Moses, Ms. Ross, and himself to the committee with the Director serving as an ex-officio member.

#### C. Presentation of Policies/Board Procedures

Mrs. Ireland presented five new policies for review. At the request of the Board, Mrs. Ireland drafted a Social Media Policy and a Patron Complaint and Grievance Policy and accompanying procedure. In addition to these policies, an Employee Discipline and Corrective Action Policy, a Staff Conflict Policy, and an Employee Grievance Policy were also presented. Mrs. Ireland is asking for feedback from the Board since the policies were created at their behest. These policies are also available for public feedback in the Board Packet for this meeting on the website. Mrs. Ireland will send the policies for staff review; after receiving all the feedback, she will send the final draft to the parish attorney for review.

### VII. Old Business

#### A. Library Director Evaluation/Review

Mr. Pierce may have to appoint new members to the Ad Hoc Director Review Committee as the current members have been unable to meet. Mr. Pierce

assured the Board that the review will be completed and brought to them for approval at the next meeting on May 21st.

VIII. Director's Report - See attached.

IX. Public Comment

Mrs. Nakita Beauclaire invited the Board members to the upcoming Branch Open Houses in April: Enon on April 2nd, Thomas on April 9th, Bogalusa on April 16th, and Franklinton on April 23rd.

Mrs. Ireland reminded the Board that the Library will be closing at 11am for the Friends of the Washington Parish Library's Staff Appreciation Luncheon at Sugar Shack on Wednesday, April 22nd. The Board and Pres. Seal are invited to the luncheon. After lunch, the branches will remain closed for a staff enrichment day, focused on learning about mental health resources in the community.

Mr. Pierce thanked the staff for all the work they did to set up for the meeting. He also thanked Pres. Seal for attending.

X. Next meeting: Thursday, May 21, 2026 at the Bogalusa Branch

XI. Adjournment

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

All present members agreed. **Motion passed.**

Meeting adjourned at 6:56pm.



# WASHINGTON PARISH LIBRARY

## Patron Complaints and Grievances Policy

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The Washington Parish Library is committed to providing high-quality service to all patrons and to maintaining public trust through transparency and responsiveness. For the purposes of this policy, a patron grievance is a formal complaint submitted by a member of the public regarding library services, facilities, policies, procedures, or staff interactions.

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### **Service Concern Resolution**

The Washington Parish Library encourages staff to resolve routine service concerns at the point of service whenever possible. Staff members are authorized to take reasonable steps to address patron concerns and correct service issues in a timely and courteous manner.

When a concern cannot be resolved at the point of service, the matter may be referred to branch management or handled through the Library's Patron Grievance Procedure.

### **Patron Grievances**

Patrons who have concerns regarding library services, facilities, policies, procedures, or staff interactions may submit a formal complaint for review. The Library will make reasonable efforts to address and resolve complaints in a timely and professional manner.

Complaints regarding library materials are addressed through the Library's Materials Reconsideration Policy. Matters related to personnel decisions, employment actions, or actions of the Library Board are not subject to this grievance procedure.

The Library may decline to investigate complaints that are anonymous, lack sufficient detail to permit review, or concern matters outside the scope of this policy.

The Library reserves the right to discontinue review of complaints that contain abusive language, threats, or repeated submissions of previously resolved issues.

Complaints will be reviewed according to the Library's established Patron Grievance Procedure. Submission of a complaint does not guarantee a particular outcome.

The Library Board of Control serves as the final level of appeal for complaints that cannot be resolved administratively.

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# WASHINGTON PARISH LIBRARY

## Employee Discipline & Corrective Action Policy

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For the purposes of this policy, “employee discipline” or “corrective action” refers to measures taken by supervisors or Library Administration to address employee conduct, performance issues, or violations of library policies.

The purpose of corrective action is to improve employee performance or behavior, maintain effective library operations, and ensure compliance with established policies and workplace expectations.

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### **Progressive Discipline**

The Washington Parish Library generally follows a progressive approach to corrective action in order to provide employees with an opportunity to improve performance or correct behavior. Progressive discipline may include coaching, verbal warnings, written warnings, performance improvement plans, suspension, or termination.

However, the Library reserves the right to determine the appropriate level of corrective action based on the nature and severity of the situation, the employee’s work history, and the circumstances surrounding the incident. In some cases, steps in the progressive discipline process may be repeated, combined, or skipped when deemed appropriate by Library Administration. Nothing in this policy creates a contractual right to progressive discipline.

### **Employee Responsibility for Policy Compliance**

Employees are expected to be familiar with and comply with all applicable library policies, procedures, and workplace expectations. Library Administration will make reasonable efforts to communicate policies and provide guidance when necessary; however, lack of familiarity with a

policy or procedure does not exempt an employee from responsibility for complying with established standards of conduct and performance.

## **Documentation of Corrective Actions**

Supervisors are expected to document employee performance concerns and disciplinary actions at all levels of the corrective action process. Documentation may include notes of coaching conversations, verbal warnings, written warnings, and any supporting information relevant to the situation.

Documentation should include the date of the discussion, a description of the issue, expectations for improvement, and any follow-up actions that may be required.

Maintaining accurate documentation helps ensure consistency, transparency, and fairness in the application of corrective actions and provides a clear record of efforts to address workplace concerns.

For formal corrective actions, Library supervisors should use the Library's Performance Development Plan Form for documentation.

## **Employee Acknowledgment of Disciplinary Documentation**

An employee's signature on disciplinary documentation indicates that the employee has received and reviewed the information discussed. A signature does not necessarily indicate agreement with the contents of the document or the disciplinary action taken.

Employees may submit a written response or clarification to be included with the documentation if they wish to provide additional context or perspective regarding the situation.



## **WASHINGTON PARISH LIBRARY Staff Conflict Resolution Policy**

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For the purposes of this policy, a staff conflict refers to an interpersonal disagreement or workplace dispute between employees that affects communication, collaboration, or the work environment.

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The Washington Parish Library recognizes that differences of opinion and interpersonal conflicts may occur in any workplace. The Library is committed to maintaining a professional, respectful work environment in which concerns can be addressed constructively and resolved as promptly as possible.

Employees are encouraged to address concerns directly and professionally whenever appropriate. When informal resolution is not possible, employees may use the Library's formal conflict resolution procedure to seek assistance from supervisory staff or Library Administration.

The purpose of this policy is to provide a fair and consistent framework for resolving workplace conflicts while maintaining a positive and productive work environment for all employees.

This policy applies to interpersonal disputes between employees that do not involve formal disciplinary action. Situations involving alleged misconduct or violations of library policy may instead be addressed through the Library's Employee Discipline Policy.

Procedures for resolving staff conflicts are outlined in the Library's Staff Conflict Resolution Procedure



## WASHINGTON PARISH LIBRARY Employee Grievance Policy

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For the purposes of this policy, a *grievance* is a formal complaint submitted by an employee alleging unfair treatment, improper application of library policy, or adverse working conditions that affect the employee's ability to perform their duties.

The grievance process provides a structured method for reviewing such concerns and determining whether library policies or practices have been applied appropriately.

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The Washington Parish Library is committed to fair and consistent treatment of all employees. Employees who believe they have been treated unfairly, subjected to improper working conditions, or adversely affected by the application of library policies may submit a formal grievance.

Employees are encouraged to attempt to resolve concerns informally with their supervisor whenever possible. If a concern cannot be resolved informally, employees may submit a grievance through the Library's formal grievance procedure.

The Library will review grievances in a timely, fair, and confidential manner to the extent permitted by law.

Procedures for submitting and reviewing employee grievances are outlined in the Library's Employee Grievance Procedure.



# WASHINGTON PARISH LIBRARY

## Social Media Policy

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Online social networks—such as Facebook, YouTube, and Instagram—are valuable tools to build relationships with library users, share information, and promote library programs and materials. This policy guides the appropriate use of social media by library staff, both when representing the library and in their personal online activity.

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### Library Social Media Accounts

Staff who post on behalf of the library are representing Washington Parish Library and must adhere to professional standards.

#### 1. Standards of Conduct

- Follow the Washington Parish Library Standards of Conduct, including confidentiality rules.
- *Follow Use of Electronic Mail, Internet, and Equipment policies.* All library-provided devices and accounts are property of the library; there is no expectation of privacy when using library systems.

#### 2. Professional Conduct Online

- Posts should be professional and appropriate, reflecting positively on the library.
- Posts are part of the public record; if staff are unsure about content, consult the Library Director or designee.
- Library staff may not provide legal, medical, business, tax, or other professional advice through social media.

#### 3. Account Approval & Branding

- New social media accounts representing the library must be approved by the Library Director or designee before launching.
- Accounts must be branded with the library logo, contact information, and website: [www.washingtonparishlibrary.org](http://www.washingtonparishlibrary.org).
- Accounts should also state: “Posts on this account may not reflect the official views of the Washington Parish Library.”
- Content shared from other sources must follow copyright and fair use laws, giving proper credit to original creators.

#### **4. Photography & Personal Attribution**

- All photographs posted must have a signed photo release.
- First-person posts should end with the poster’s first name.

Staff are reminded that media inquiries (press, TV, radio, newspapers) are governed by the Library’s *Media & Public Relations Policy*.

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### **Personal Social Media**

Washington Parish Library respects staff members’ rights to lawful personal social media activity. Staff personal social media activity is generally outside the scope of library oversight, while still respecting professional standards.

#### **1. Protected Personal Activity**

- Staff may maintain personal social media accounts and engage in lawful online activity outside work hours.
- Posts that do not interfere with library duties, violate library policies, or create a conflict of interest are considered personal and outside the scope of employment.

#### **2. Professional Responsibility**

- Staff should exercise judgment online; content that is illegal, harassing, discriminatory, or clearly harmful to the library’s operations or reputation may be addressed through existing policies.
- Visibility of posts alone—being public or widely shared—is not a violation.

### **3. No Retaliation for Lawful Activity**

- The library will not take adverse action against staff for personal social media activity that is lawful and does not violate library policies or applicable laws.
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## **Enforcement & Questions**

- Violations of the policy when representing the library may result in corrective action under the library’s standard disciplinary procedures.
- Questions about appropriateness of posts, content, or account management should be directed to the Library Director or designee.

# Washington Parish Library

## 2026 Board Evaluation Summary

### Overview

- Number of responses received: 6
  - General performance trend:  
Overall performance trends between Meets Expectations and Exceeds Expectations, with multiple areas demonstrating consistently strong performance.
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### Category Summary

#### ***Leadership & Governance***

- Rating Trend: Meets to Exceeds Expectations overall, with a notable split in ratings on professionalism and judgment
- Strengths:
  - Strong alignment with Board priorities
  - Consistent communication and preparation for Board decision-making
  - Clear leadership presence across the system
- Growth Areas:
  - Mixed perceptions related to professionalism, integrity, and judgment
  - Opportunity to strengthen consistency in how leadership decisions are communicated and perceived
  - Continued clarity and consistency in external representation

#### ***Financial Stewardship***

- Rating Trend: Consistently Exceeds Expectations
- Strengths:
  - Strong emphasis on transparency and accountability
  - Effective and responsible budget management
  - Active pursuit of funding opportunities
  - Recognized as a key strength across multiple responses
- Growth Areas: *None consistently identified across responses*

#### ***Staff Leadership & Organizational Health***

- Rating Trend: Primarily Meets to Exceeds Expectations, with isolated lower ratings not reflective of overall trend
- Strengths:

- o Strong staff support and positive leadership influence noted
- o Commitment to staff development and organizational effectiveness
- o Evidence of a generally positive and accountable work environment
- Growth Areas:
  - o Opportunity to strengthen consistency in staff experience across locations
  - o Continued reinforcement of professionalism and accountability expectations

### ***Community Impact & Services***

- Rating Trend: Strong (Meets to Exceeds Expectations)
- Strengths:
  - o High visibility and engagement within the community
  - o Strong communication of services and programs
  - o Active outreach and partnerships with community organizations
  - o Recognized commitment to ensuring services meet community needs
- Growth Areas:
  - o Minor philosophical concern regarding maintaining focus on core library mission (not widely reflected across responses)

### ***Strategic Direction & Results***

- Rating Trend: Meets to Exceeds Expectations, with limited isolated lower ratings
  - Strengths:
    - o Clear focus on key initiatives and system priorities
    - o Strong forward-thinking and adaptability
    - o Significant emphasis on advancing major projects (e.g., Angie Branch)
  - Growth Areas:
    - o Opportunity to improve visibility and communication of progress and milestones to stakeholders
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## **Overall Themes**

### **Strengths:**

- Strong and effective leadership across multiple areas
  - Excellent financial stewardship and transparency
  - High level of community engagement and service visibility
  - Clear strategic direction and commitment to system growth
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## Growth Areas:

- Consistency in internal operations and staff experience
  - Communication clarity (especially around progress and expectations)
  - Continued reinforcement of professionalism standards
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## Board Support Themes:

- Importance of consistent Board engagement and participation
  - Value of unified messaging and support for leadership and staff
  - Continued support for major system initiatives and long-term growth
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## Recommended Goals for Next Period:

- Strengthen consistency in internal operations across branches
  - Improve communication and visibility of strategic initiatives (especially Angie Branch progress)
  - Continue expanding community partnerships and outreach
  - Maintain strong financial and operational practices
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*This report reflects aggregated feedback and is intended to identify common themes across responses.*

# Washington Parish Library

## 2026 Director Self-Assessment

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Evaluation Period: January 2025 through April 2026

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### 1. Key Accomplishments

- Led a successful millage renewal with 71% voter approval, helping secure long-term funding and strong community support
  - Made steady progress on the Angie Branch by working with the architect, reviewing proposals, and moving toward opening
  - Put new management and training procedures in place to improve consistency and accountability across the system
  - Improved our buildings and services by adding drive-up book drops, fixing accessibility issues, and completing branch renovations
  - Increased programs and attendance, including clear growth at the Thomas Branch
  - Updated the library website to make it easier to use and more accessible
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### 2. Progress on Priority Areas

#### Community Partnerships

- Built stronger connections in the community through outreach and partnerships with local groups, schools, and businesses
  - Helped more people learn about library services and how to use them
  - Examples include voter registration drives at all branches and increased school visits and class trips to the library
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## **Staff Development**

- Set clearer expectations for staff by creating and enforcing standards and procedures
  - Started shifting from just correcting mistakes to building a system with clear follow-through and accountability
  - Staff are starting to better understand expectations and how these systems support their work
  - While there are still some challenges, we now have better structure and clearer ways to identify and address problems
- 

## **Facilities & Technology**

- Completed several building improvements, including replacing the fire alarm in Bogalusa, renovating the Thomas Branch, and fixing the ramp at Enon
  - Continued work on the Angie Branch, including planning, proposals, and selecting materials
  - Replaced about 40 computers across the system to improve service for both staff and the public
  - Managed these upgrades during staffing shortages and worked with the Board to make the technology position full-time
  - Improved the website to make it more accessible and easier for the public to use
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## **3. Challenges & Constraints**

- Staffing gaps, especially in key roles, made it harder to keep up with daily work and long-term projects
- Training staff while also rolling out new systems and expectations took time and effort

- Workload increased due to growth, building projects, and system improvements
  - Moving to stronger accountability and new procedures required managing change across staff
  - Worked to improve workflows and reduce repetitive tasks so staff can focus on more meaningful work
  - Faced delays and challenges when trying to upgrade technology due to outside approval processes
  - Continued balancing the needs of the community with staff capacity and budget limits
- 

#### **4. Organizational Health**

- The organization is in a better place than it has been in the past few years, with stronger structure and clearer expectations
  - Restoring holiday pay for part-time staff and updating the pay scale helped improve morale and showed staff they are valued
  - These efforts reflect a focus on supporting staff while also strengthening the system as a whole
  - There is still work to do, especially in building consistency and accountability across all locations
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#### **5. Priorities for the Next Year**

- 1. Complete and open the Angie Branch**  
Finish the work needed to open and prepare the branch to serve the community
- 2. Create a long-term plan for buildings and infrastructure**  
Review the condition of all locations and build a clear plan for repairs, maintenance, and future improvements

**3. Continue improving technology across the system**

Replace outdated equipment and create a plan to keep technology updated going forward

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**6. Support Needed from the Board**

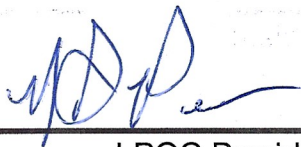
- Consistent participation from Board members to ensure meetings can take place and decisions can be made
  - Continued support for system priorities and major projects
  - Ongoing involvement in long-term planning, especially for buildings, infrastructure, and growth
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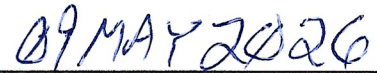
Director

05/04/2026

Date



LBOC President



Date

Question / Category	Average Score	# of Responses		Score Range	Meaning
Leadership & Governance	2.50	6		2.5 – 3.0	Strong performance
Financial Stewardship	2.89	6		1.8 – 2.49	Meets expectations
Staff Leadership & Organizational Health	2.67	6		Below 1.8	Area for growth
Community Impact & Services	2.94	6			
Strategic Direction & Results	2.33	6			
<b>Average from Sections</b>	<b>2.67</b>	<b>6</b>			
<b>Overall Assessment Average</b>	<b>2.80</b>	5			

# SURPLUS PROPERTY DISPOSAL FORM

Organization / Department: Location: Washington Parish Library

Prepared By: Linda Ginn

Date: 4-27-2026

## ASSET INFORMATION

Asset Description: Star Micronics TSP700II Thermal Receipt Printers

Quantity: 5 Units

Item #	Asset Tag / Serial Number	Condition	Notes
1	<u>1259/ 80570401202</u>	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair <input type="checkbox"/> Non-Working	<u>Working Obsolete</u>
2	<u>240/ 280570400975</u>	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair <input type="checkbox"/> Non-Working	<u>Working Obsolete</u>
3	<u>1260/ 280570400990</u>	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair <input type="checkbox"/> Non-Working	<u>Working Obsolete</u>
4	<u>126/ 280570400965</u>	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair <input type="checkbox"/> Non-Working	<u>Working Obsolete</u>
5	<u>1262/ 280570401189</u>	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair <input type="checkbox"/> Non-Working	<u>Working Obsolete</u>
6	_____	<input type="checkbox"/> Working <input type="checkbox"/> Needs Repair <input type="checkbox"/> Non-Working	_____

## REASON FOR DISPOSAL

- Obsolete Equipment
- Broken / Beyond Repair
- Replaced by New Equipment
- Excess Inventory
- Other: \_\_\_\_\_

## DISPOSAL METHOD (select one)

- Scrap / Recycle
- Donate
- Auction / Sale
- Internal Transfer
- Other: Surplus, Sale or Donate

**APPROVALS**

**Requested By:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Department Approval:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**FINAL DISPOSITION (for office use)**

Disposition Completed By: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Method Confirmed: \_\_\_\_\_

Notes: \_\_\_\_\_

**Washington Parish Library**  
**Surplus Equipment Request Form**

Prepared by: Linda Ginn

Date: 5/13/2026

This report outlines the Dell OptiPlex 3070 Desktop computers recommended for surplus and removal from active service due to age, obsolescence, and discontinued support

**Surplus Equipment Request – Grandstream Phone GRP2815**

<b>Item #</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Asset Tag</b>	<b>condition</b>	<b>Date discarded</b>
1	Grandstream	GRP2815	2DMYQL1 MB172BE	1086	Obsolete	5/13/2026
2	Grandstream	GRP2815	2DMYQL1 C17EAEA 2	No asset	Obsolete	5/13/2026
3	Grandstream	GRP2815	2DMYQL1 MB17872 D2	1082	Obsolete	5/13/2026
4	Grandstream	GRP2815	2DMYQL1 MC17EAE 46	No asset	Obsolete	5/13/2026
5	Grandstream	GRP2815	2DMYQL1 MB17875B 2	1088	Obsolete	5/13/2026
6	Grandstream	GRP2815	2DMYQL1 MC17E9E 3E	1090	Obsolete	5/13/2026
7	Grandstream	GRP2815	2DMYQL1 MB17872B 2	1085	Obsolete	5/13/2026
8	Grandstream	GRP2815	2DMYQL1 MC17EA7 84	1091	Obsolete	5/13/2026
9	Grandstream	GRP2815	2DMYQL1 MC17EAE 42	1087	Obsolete	5/13/2026
10	Grandstream	GRP2815	2DMYQL1 MB17872B 4	1084	Obsolete	5/7/2026
11	Grandstream	GRP2815	2DMYQL1 MB17872C 0	1083	Obsolete	5/7/2026

<b>WASHINGTON PARISH GOVERNMENT                      LIBRARY FUND 29                      PROPOSED 2026 BUDGET UPDATE                      May 21, 2026</b>			
Account #	Name	2026 BUDGET	May 2026 Budget Update Proposal
029 3 000.00000	***REVENUE***		
029 3 101.00000	AD VALOREM	1,200,000	1,200,000
029 3 102.00000	PRIOR YEAR TAX	18,000	18,000
029 3 320.00000	STATE OF LA REVENUE SHARING	55,000	55,000
029 3 339.00000	LOUISIANA PROJECT GRANT	5,000	5,000
029 3 340.00000	LITERACY GRANT		
029 3 343.00000	GRANT IP SUMMER READING	7,500	7,500
029 3 344.00000	ALA GRANT		
029 3 350.00000	DONATIONS GENERAL	1,000	1,000
029 3 351.00000	DONATIONS RESTRICTED		
029 3 352.00000	DONATIONS PROGRAM	2,500	2,500
029 3 501.00000	FINES	1,000	1,000
029 3 502.00000	E RATE REIMBURSEMENT	60,000	60,000
029 3 503.00000	SUPPLIES	15,000	15,000
029 3 504.00000	BOOKS	-	-
029 3 602.00000	INTEREST HANCOCK WHITNEY	14,000	14,000
029 3 603.00000	INTEREST REVENUE MASTER BANK	35,000	35,000
029 3 604.00000	INTEREST REVENUE TAXES	2,000	2,000
029 3 610.00000	RENTAL OF FACILITIES	9,600	9,600
<b>029 3 997.00000</b>	<b>***TOTAL REVENUE***</b>	<b>1,425,600</b>	<b>1,425,600</b>
029 4 000.00000	***LIBRARY EXPENDITURES***		
029 4 000.10200	SALARIES	690,000	690,000
029 4 000.10300	MAINTENANCE LABOR	10,000	10,000
029 4 000.13100	PERS RETIREMENT	39,000	39,000
029 4 000.13500	MEDICARE	10,000	10,000
029 4 000.13600	FICA	22,000	22,000
029 4 000.14000	UNEMPLOYMENT	1,000	1,000
029 4 000.14100	WORKMENS COMPENSATION	3,500	3,500
029 4 000.15000	HOSPITALIZATION INSURANCE	96,000	96,000
029 4 000.16000	UNIFORMS	500	500
029 4 000.20100	TRAVEL/CONFERENCE DIRECTOR	2,500	2,500
029 4 000.20200	CONFERENCE/CONVENTION	5,000	5,000
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	5,000	5,000
	LITERACY GRANT EXPENSES		

<b>WASHINGTON PARISH GOVERNMENT                      LIBRARY FUND 29                      PROPOSED 2026 BUDGET UPDATE                      May 21, 2026</b>				
Account #	Name	2026 BUDGET	May 2026 Budget Update Proposal	
	ALA GRANT			
029 4 000.39000	IP SUMMER READING GRANT EXPENSES	7,500	7,500	
029 4 000.39100	RESTRICTED DONATION EXPENSE			
029 4 000.39200	PROGRAM DONATION EXPENSES	2,500	2,500	
029 4 000.39900	OTHER	1,500	1,500	
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	2,500	2,500	
029 4 000.50100	ACCOUNTING/AUDITING	6,000	6,000	
029 4 000.50500	MEDICAL	1,500	1,500	
029 4 000.50900	AD VALOREM PENSION DEDUCTION	40,000	40,000	
029 4 000.60600	FURNITURE/EQUIPMENT	1,500	1,500	
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	150,000	300,000	✓
029 4 000.73200	TECHNOLOGY	35,000	105,000	✓
029 4 000.80000	ADMINISTRATIVE FEE	55,000	55,000	
	Tax Election	-	-	
	MARKETING	5,000	5,000	
<b>029 4 995.98000</b>	<b>***TOTAL EXPENDITURES***</b>	<b>1,550,500</b>	<b>1,770,500</b>	
029 4 999.00000	***OPERATING TRANSFERS***			
<b>029 4 999.90000</b>	<b>***TOTAL OPERATING TRANSFERS***</b>	<b>-</b>	<b>-</b>	
<b>029 4 999.98000</b>	<b>***TOTAL EXPENDITURES AND OPERATING TRANSFERS***</b>	<b>1,550,500</b>	<b>1,770,500</b>	2023 Fund Balance Transfer for Angie:
<b>029 4 999.99000</b>	<b>*EXCESS REVENUE OVER EXPENDITURES*</b>	<b>(124,900)</b>	<b>(344,900)</b>	<b>\$150,000.00</b>
	<b>PROPOSED BEGINNING FUND BALANCE</b>	<b>2,376,453</b>	<b>2,376,453</b>	
	<b>PROPOSED ENDING FUND BALANCE</b>	<b>2,251,553</b>	<b>2,031,553</b>	



# Washington Parish Library

## 2027 Holiday and Closure Schedule

Friday, January 1, 2027	New Year's Day
<i>Saturday, January 2, 2027</i>	<i>Library Closure</i>
Monday, January 18, 2027	Martin Luther King Day
Tuesday, February 9, 2027	Mardi Gras Day
❖ <i>Monday, February 15, 2027</i>	<i>Library Closed for All Staff Training Day (President's Day)</i>
Friday, March 26, 2027	Good Friday
• <i>Saturday, March 27, 2027</i>	<i>Library Closure (Easter)</i>
Monday, May 31, 2027	Memorial Day
Friday, June 18, 2027	Juneteenth
• <i>Saturday, June 19, 2027</i>	<i>Library Closure</i>
Monday, July 5, 2027	Independence Day
Monday, September 6, 2027	Labor Day
❖ <i>Monday, October 11, 2027</i>	<i>Library Closed for All Staff Training Day (Columbus Day/Indigenous Peoples Day)</i>
October 20-22, 2027	Washington Parish Fair
• <i>Saturday, October 23, 2027</i>	<i>Library Closure</i>
November 25-26, 2027	Thanksgiving
• <i>Saturday, November 27, 2027</i>	<i>Library Closure (Thanksgiving)</i>
Friday, December 24, 2027	Christmas
• <i>Saturday, December 25, 2027</i>	<i>Library Closure (Christmas)</i>
December 27-28, 2027	Christmas
Friday, December 31, 2027	New Year's Eve

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❖ [Staff are paid for attendance](#)

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

*Approved May 21, 2026*



# Washington Parish Library Library Board of Control **2027 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 21, 2027

Thursday, March 18, 2027

Thursday, May 20, 2027

Thursday, July 29, 2027

★ *Thursday, August 19, 2027* (Library Budget Hearing)

Thursday, September 16, 2027

Thursday, November 18, 2027

*\*Locations to be announced.*

Washington Parish Library  
Director's Report  
Thursday, May 21, 2026

## Key Highlights

The Library is entering its busiest and most exciting time of year. Our Summer Reading Program, ***Wild About Reading***, is already underway — registration opened on May 1st. Performances begin June 3rd and run through July, with shows at all four branches. Bogalusa and Enon host performers on Wednesdays, while Franklinton and Thomas host the same performers on Thursdays. The program wraps up with graduation ceremonies on July 8th and 9th.

Work on the new Angie Branch is moving forward. Architect Tom Pistorius will be at this meeting to share updates on the project. The team is finalizing interior design decisions and embracing a retro diner theme for the space. The branch is on track to open in the fall. The board will also be asked to approve a budget adjustment for the Angie Branch at this meeting to make sure we have what we need to complete the project.

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## Financial Snapshot

- The Library continues to operate within the approved budget.
- The Technology budget line was not fully spent last year. The leftover balance was added to the fund balance. We will ask the Board to adjust the budget so that money can be moved back into the Technology budget line.
- On April 30th, Mrs. Ireland met with Lacy Burris, Director of Finance and Personnel for Parish Government. The meeting was very helpful. Ms. Burris explained several budget processes and procedures. She will attend the July board meeting to walk the board through those items as well.
- We are currently looking into hiring a cleaning service for our locations. More information will be shared as that process moves forward.
- We have not applied for any new grants recently due to staffing shortages. We hope to return to grant writing in the future as staffing improves.

- Some needed building updates are being delayed while we explore renovation options for our branch locations.
  - The current budget for the Angie Branch project is \$100,000. We will be asking the Board to approve an increase of \$150,000 to cover technology, furniture, and other needs for the new branch.
- 

## Staffing & Personnel

- We have finished hiring the last group of substitutes we could train before Summer Reading begins.
  - The new training program introduced at the last board meeting is continuing. Headquarters now handles all staff training. Before, each branch trained its own staff. This change will make sure all employees across the system learn the same things the same way.
  - On April 15th, we met with the HR representative for Parish Government to review our hiring procedures. The meeting went well and helped clarify the process going forward.
  - We have a few open positions. We plan to wait until after Summer Reading to fill them. The training required for those positions works better when we have more time to do it right.
  - Library Director Sonnet Ireland and Technology staff Linda Ginn and Cody Bates attended Tech Fest 2026 at the State Library of Louisiana. This was a great opportunity for professional development and learning about new technology trends.
  - On April 22nd, the Library closed at 11:00 AM for the Friends of the Washington Parish Library's Staff Appreciation Luncheon at Sugar Shack. After lunch, branches remained closed for a staff enrichment day focused on mental health resources available in our community.
-

## Services & Programming

- Programming remains consistent as we move towards Summer Reading, our busiest time of year.

Programming January - April 2026						
Branch	Active Programs On-Site	Attendance	Active Programs Off-Site	Attendance	Total Active Attendance	Passive Programs On-Site
Bogalusa	63	590	9	248	838	50
Franklinton	52	561	11	380	941	38
Enon	54	1080	1	53	1133	15
Thomas	51	224	7	196	420	11
<b>Total</b>	<b>220</b>	<b>2455</b>	<b>28</b>	<b>877</b>	<b>3332</b>	<b>114</b>

## Summer Reading Program 2026 – Wild About Reading

Sign up for the Summer Reading Program began on May 1st. This year's theme is ***Wild About Reading***. Performers will visit all four branches throughout June and July. The schedule is as follows:

- **Acting Jen**
  - Bogalusa & Enon on June 3
  - Franklinton & Thomas on June 4
- **Katt Forge**
  - Bogalusa & Enon on June 10;
  - Franklinton & Thomas on June 11
- **Pandorium Belly Dance Company**
  - Bogalusa & Enon on June 17
  - Franklinton & Thomas on June 18
- **Karen Konnerth**
  - Bogalusa & Enon on June 24
  - Franklinton & Thomas on June 25

- **Harvey Rabbit and Friends**
  - Bogalusa & Franklinton on July 1
- **Library Choice Performers**
  - Enon & Thomas on July 2
- **Graduation Ceremony**
  - Bogalusa & Enon on July 8
  - Franklinton & Thomas on July 9

## Usage & Statistics

- Circulation is running ahead of last year's pace. The Library checked out 9,935 items in the first four months of 2026, compared to 24,852 for all of 2025.
- Technology checkouts have increased significantly over last year. The Library recorded 407 technology checkouts from January through April, already more than 60% of the 632 recorded for all of 2025.
- Patron visits and Wi-Fi usage remain strong and consistent with last year's numbers.

<b>Library Usage, January - April 2026</b>					
<b>Branch</b>	<b>Circulation</b>	<b>Tech Checkouts</b>	<b>Computer Use</b>	<b>Wifi</b>	<b>Patron Count</b>
Bogalusa	2921	100	2117	22,097	8,806
Franklinton	4,551	125	1436	11,224	8,193
Enon	1858	100	151	2306	1954
Thomas	605	82	32	3082	466
<b>Total</b>	<b>9935</b>	<b>407</b>	<b>3736</b>	<b>38,709</b>	<b>19,419</b>

<b>Digital Collections</b>			
	<b>March 2026</b>	<b>April 2026</b>	<b>January - April 2026</b>
eBook Checkouts	147	149	607
Audiobook Checkouts	169	136	615
<b>Total Digital Checkouts</b>	<b>316</b>	<b>285</b>	<b>1,222</b>

<b>New Library Cards, January - April 2026</b>			
<b>Patron Class</b>	<b>Resident</b>	<b>Non-Resident</b>	<b>Total</b>
Restricted Juvenile	25	0	25
Semi-Restricted Juvenile	28	0	28
Unrestricted Juvenile	20	1	21
<b>Total Juv Cards</b>	<b>73</b>	<b>1</b>	<b>74</b>
<b>Adult Quick</b>	<b>Adult Resident</b>	<b>Adult Non-Resident</b>	<b>Total Adult Cards</b>
2	132	4	<b>138</b>

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## Facilities, Technology & Operations

- Mrs. Ireland has met with architect Tom Pistorius several times to work on the interior design for the new Angie Branch. The team is embracing a retro diner theme for the space. The branch is expected to be ready in the fall.

- We are exploring renovation options for our existing branch locations. Some updates and replacements are being delayed until we have a clearer picture of the plans for each building.
  - We are continuing to replace outdated technology across our locations. This process is moving more slowly than we would like, as we have only two full-time technology staff members.
- 

## **Grants, Projects & Special Initiatives**

- The Washington Parish Library has partnered with Mary Bird Perkins Cancer Center as a community partner for the NCF Collective Impact Grant. Mary Bird Perkins submitted the grant application on April 1, 2026. We will share updates as they become available.
  - This year's Summer Reading Program is funded by a grant from the Louisiana Division of the Arts and the National Endowment for the Arts that was awarded last year. We are currently working on the application for next year's grant to continue the program.
- 

## **Community Relations & Public Visibility**

- On April 2nd, 9th, 16th, and 23rd, the Library held open houses at each of our four branches. Enon kicked things off on April 2nd, followed by Thomas on April 9th, Bogalusa on April 16th, and Franklinton on April 23rd. These events gave community members a chance to visit their local branch and learn more about what the Library has to offer.
  - Mrs. Ireland and Bogalusa Branch Coordinator Tracy Seals attended the Washington Parish Council on Human Services meeting on April 28th.
  - Mrs. Ireland will speak to the Washington Parish Council on June 15th about Library updates and the upcoming Summer Reading Program. The Council and Parish President will also honor Mrs. Bobbie Jones at this meeting.
-

## Policy, Compliance & Governance

The Library statistics for 2025 were submitted to the State Library of Louisiana by the deadline of May 1st.

The following policies were presented at the previous LBOC Meeting on March 19, 2026 for approval at the May 21st meeting:

- Patron Complaint and Grievance Policy
- Employee Discipline and Corrective Action Policy
- Staff Conflict Policy
- Employee Grievance Policy
- Social Media Policy

With the start of our busiest time of year (Summer Reading), there are no plans to present any more policies before the September Board meeting.

We expect to have an updated physical document that includes all of the policies of the Washington Parish Library ready for the September Board meeting.

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## Correspondence & Communication

- HB 627 Pending House and Governmental Affairs Committee. Would require each public entity created by law to video record and broadcast live all proceedings in a public meeting.
- HB 1137 has passed the Senate. Prohibits intentional discrimination based on compelled speech with respect to using certain pronouns, salutations, titles, or honorifics in the workplace.

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## Items for Board Awareness / Future Consideration

- Lacy Burris, Director of Finance and Personnel for Parish Government, will attend the July board meeting to discuss budget processes and procedures.

- The Library's primary focus for the coming months is the Summer Reading Program and the Angie Branch project. Updates on both will be provided at future meetings.

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Respectfully submitted,  
Sonnet Ireland  
Library Director  
Washington Parish Library

# Appendix

## Programming Trends

March 2026						
Branch	Active Programs On-Site	Attendance	Active Programs Off-Site	Attendance	Total Active Attendance	Passive Programs On-Site
Bogalusa	23	252	4	75	327	7
Franklinton	16	177	4	139	316	11
Enon	16	287	1	53	340	4
Thomas	8	39	0	0	39	3
<b>Total</b>	<b>63</b>	<b>755</b>	<b>9</b>	<b>267</b>	<b>1022</b>	<b>25</b>

April 2026						
Branch	Active Programs On-Site	Attendance	Active Programs Off-Site	Attendance	Total Active Attendance	Passive Programs On-Site
Bogalusa	5	41	1	46	87	20
Franklinton	14	151	3	54	205	8
Enon	9	168	0	0	168	6
Thomas	21	35	1	20	55	5
<b>Total</b>	<b>49</b>	<b>395</b>	<b>5</b>	<b>120</b>	<b>515</b>	<b>39</b>

# Appendix

## Usage Trends

Usage March 2026					
Branch	Circulation	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	828	33	492	4509	2313
Franklinton	1076	24	375	2746	2260
Enon	522	25	40	525	602
Thomas	129	24	2	775	85
<b>Total</b>	<b>2555</b>	<b>106</b>	<b>909</b>	<b>8555</b>	<b>5260</b>

Usage April 2026					
Branch	Circulation	Tech Checkouts	Computer Use	Wifi	Patron Count
Bogalusa	852	27	486	8335	2299
Franklinton	1345	29	346	3240	2370
Enon	360	33	33	624	368
Thomas	201	13	6	937	121
<b>Total</b>	<b>2758</b>	<b>102</b>	<b>871</b>	<b>13136</b>	<b>5158</b>

# Appendix



## Washington Parish Library Summer Reading Program 2026

# Wild About Reading

### Acting Jen

#### Performances:

Bogalusa Library – June 3 at 9:30am  
Enon Library – June 3 at 2pm  
Franklinton Library – June 4 at 9:30am  
Thomas Library – June 4 at 2pm

### Katt Forge

#### Performances:

Bogalusa Library – June 10 at 9:30am  
Enon Library – June 10 at 2pm  
Franklinton Library – June 11 at 9:30am  
Thomas Library – June 11 at 2pm

### Pandorium Belly Dance Company

#### Performances:

Bogalusa Library – June 17 at 9:30am  
Enon Library – June 17 at 2pm  
Franklinton Library – June 18 at 9:30am  
Thomas Library – June 18 at 2pm

### Karen Konnerth

#### Performances:

Bogalusa Library – June 24 at 9:30am  
Enon Library – June 24 at 2pm  
Franklinton Library – June 25 at 9:30am  
Thomas Library – June 25 at 2pm

### Harvey Rabbit and Friends

#### Performances:

Bogalusa Library – July 1 at 9:30am  
Franklinton Library – July 1 at 2:00pm

### Library Choice

Enon Library – July 2 at 10am  
Thomas Library – July 2 at 2pm

### Graduation Ceremony

Bogalusa Library – July 8 at 10am  
Enon Library – July 8 at 2pm  
Franklinton Library – July 9 at 10am  
Thomas Library – July 9 at 2pm



Supported by a grant from the Louisiana Division of the Arts, Office of Cultural Development, Department of Culture, Recreation and Tourism, in cooperation with the Louisiana State Arts Council, as administered by the St. Tammany Parish Commission on Cultural Affairs. Funding has also been provided by the National Endowment for the Arts.

