

St. Tammany Parish Library  
Board of Control Meeting  
January 24, 2023  
Slidell Branch Library  
555 Robert Blvd.  
Slidell, LA 70458  
6:30 P.M.

Public Comment: A three (3) minute time limit is established for each member of the public wishing to speak (for or against) an item on the Agenda.

AGENDA

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on December 13<sup>th</sup>, 2022 and the special board meeting on January 3<sup>rd</sup>, 2023.
  - Discussion
  - Public Comment
  - Vote
2. NEW BUSINESS
  - A. Financial Reports – December 2022
    - Discussion
    - Public Comment
    - Vote
  - B. RFP for a Classification and Compensation Study
    - Discussion
    - Public Comment
    - Vote
  - C. Resolution regarding legal counsel for La R.S. 14:91:11
    - Discussion
    - Public Comment
    - Vote
  - D. Director's Report
    - Discussion
    - Public Comment
3. OLD BUSINESS
  - A. Strategic Planning Committee Update
  - B. Rules and Regulations Committee Update
4. Public Comment
5. Adjournment

St. Tammany Parish Library  
Board of Control Meeting  
December 13, 2022  
Covington Library  
310 W. 21<sup>st</sup> Ave.  
Covington, LA 70433  
6:30 P.M.

## **MINUTES**

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, Mary Reneau, Becky Taylor, Susie Tosso  
Absent: Carmen Butler, Dr. Argiro Morgan, Ann Shaw

B. Taylor stated that proper decorum is expected of all meeting attendees. She asked that the public not interrupt speakers or reports and to refrain from clapping or applause. She explained the public comment process. There is a three-minute time limit for regular public comment. In the case of an appeal of a Statement of Concern decision, the person making the appeal is given five minutes to speak.

### **1. Approval of the minutes of the Strategic Planning Workshop Special Meeting that was held on October 22, 2022 and the minutes of the October 25, 2022 regular board meeting.**

There were no suggested corrections to the minutes of the October 22, 2022 Strategic Planning Workshop Special Meeting. There was no public comment. M. Reneau moved to approve the minutes. It was seconded by B. Allin. All were in favor, none were opposed, and three were absent. Motion carried.

There were no suggested corrections to the minutes of the October 25, 2022 regular board meeting. There was no public comment. S. Tosso moved to approve the minutes. It was seconded by B. Allin. All were in favor, none were opposed, and three were absent. Motion carried.

## **2. NEW BUSINESS**

### **A. Financial Reports – October and November 2022**

K. LaRocca reviewed both the October and November 2022 financial reports. She stated that the library has received 100% of what was expected in ad valorem revenue and state revenue sharing for the year. The budget percentage for November is 91.66%. Kelly reported that the library is on target, as revenues are at 92.05% and expenditures are at 87.61%.

K. LaRocca stated that lines such as Signage and Promotional Production are under budget, but will be in balance by the end of the year as new door decals are purchased and promotional materials are replenished. The Gas line is under budget due to the weather, as temperatures have not been cold yet this year. The Publication of Legal Notices line is over budget due to longer library board meeting minutes that are published in The St. Tammany Farmer.

B. Allin asked about the Juvenile Reference line being at 36%. K. LaRocca explained that the World Book Encyclopedia gets published at the end of December, and the library purchases copies for several branches. B. Allin asked about the Juvenile Books line. K. LaRocca explained that juvenile materials are typically ordered at the end of the year, since the Children's Department is busy during the Summer Reading Challenge.

B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the October and November 2022 Financial Reports. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

### **B. Board Meeting Dates 2023 Amendment**

K. LaRocca explained that the first library board meeting of the year is usually in early February, due to the year-end financial statements not being ready in time for a January meeting. Due to increased library business discussion and Strategic Planning, we are asking for the meeting schedule to be amended to add January 24, 2023 as a meeting date and to change the February meeting date to February 28, 2023.

B. Taylor asked for public comment. There was no public comment. S. Tosso moved to approve the 2023 board meeting date amendment. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

### **C. Election of Officers**

B. Taylor explained that board officers are elected annually. In accordance with the board's bylaws, the Secretary of the Board has polled all board members prior to the final meeting of the year to determine their willingness to continue to serve and to determine who wishes to serve in a new capacity. All current officers wish to continue to serve. The officers and positions are listed below:

Becky Taylor, President  
Ann Shaw, Vice-President  
Mary Reneau, Secretary

B. Taylor asked for public comment. There was no public comment. B. Allin moved to re-elect the current officers for another year. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

### **D. Alcohol Request for the Library Foundation**

The St. Tammany Library Foundation will hold its annual membership meeting on Tuesday, January 17, 2023 at the Madisonville Branch. It is requested that the Foundation be allowed to serve wine. Wine will be served with food and available only in the meeting room. Approval is required by the Board for any alcohol served at the library, as the Rules and Regulations do not allow for alcohol without approval.

B. Allin moved to approve the alcohol request for the Library Foundation. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

### **E. Rules and Regulations Committee Update Chapter 4**

K. LaRocca reported that the committee met on November 8<sup>th</sup>, November 16<sup>th</sup>, November 23<sup>rd</sup>, November 30<sup>th</sup>, and December 8<sup>th</sup> at the Causeway Branch to continue discussing, reviewing, and updating Chapter 4 – Collection Development. The committee updated and discussed Section 407 – Challenged Materials Policy and the Challenged Materials form. The committee also discussed and wrote a new policy: Section 409 – Access to Library Materials by Minors.

T. DiMaggio reviewed the new revised policy for Section 407. She stated that the revised policy explains in detail each step in the challenge process. T. DiMaggio read the policy aloud. She noted that a copy of all the changes as well as the original policy was provided to the Board. She referred to the revised Statement of Concern form.

B. Taylor asked for a correction under Section 407, letter B, number 5. There should be a period after the word “meeting” and the word “report” should be removed. K. LaRocca confirmed that the change will be made.

B. Allin stated that it is very important that the person challenging the title reads the entire book, as the committee makes decisions based on the entirety of the work. M. Reneau noted that question is asked on the Statement of Concern form. B. Allin noted that number five on the form asks “Did you review the entire item? If not, what sections did you review?” M. Reneau suggested replacing the word “review” to “read”. K. LaRocca reminded the Board that the item may be a movie or DVD. M. Reneau suggested replacing “review” with “review/read”. The Board agreed and K. LaRocca confirmed that the change will be made.

K. LaRocca reviewed Section 409 – Access to Library Materials by Minors. She read the policy aloud. To summarize, the policy states that public libraries do not have the legal right or responsibility to act in the place of parents or legal guardians in deciding what material their minor children are permitted to read. Public libraries may restrict access to materials by minors, as long as the motives for these restrictions are not unconstitutional. On the basis of findings by SCOTUS, it is proper and constitutional to restrict minors’ access to public library materials if they are pervasively vulgar. However, to remove or restrict access to books on the grounds of religious beliefs, politics, nationalism, or any other matters of opinion would constitute viewpoint discrimination and not be considered constitutional.

B. Allin spoke about how this policy, the changes in the process of challenging materials, and the resolutions on the meeting agenda are due to the recent controversy regarding access to library materials by minors. He stated that the controversy has grown into a culture firestorm, creates a distorted impression of what goes on in our libraries, and misrepresents the intentions of library staff. He stated that the library already has procedures in place to protect minors from age-inappropriate material, such as new levels of restricted, semi-restricted, and unrestricted juvenile library cards. He referenced the new Section 409 policy that K. LaRocca previously reviewed. He stated that it provides a necessary standard to determine, without discrimination, what material is permissible to be restricted to minors. He explained it is a vague and highly interpretive standard, as no court or other legal authority has precisely defined “pervasively vulgar”.

B. Allin stated that the proposed policy may not be a perfect solution, but it provides a pathway forward that is reasonable, equitable, and grounded in law. He stated that St. Tammany’s library system enjoys widespread respect and praise, both within our parish and statewide. He stated that it is no coincidence that Library Director, Kelly LaRocca, was voted Public Librarian of the Year for 2022 by other librarians across Louisiana. He concluded that the St. Tammany Parish Library

plays a vital role for many in our community, and does not want to see its reputation tarnished, or operations disrupted by well-intentioned citizens on any side of the current controversy.

B. Taylor asked for public comment. There was public comment from the following people:

Karen Schneider – Stated that she supports the library and is against changes to Section 407. Stated that as a child, books engaged her and did not groom her. Stated that books are tools that parents can use to teach and prepare children and that true learning comes from exposure to many different ideas.

Mel Manuel – Spoke in support of the library. Stated that Kelly LaRocca and the Board promote education and knowledge instead of ignorance and hate. Stated that they are sorry for the harassment, character defamation, and public shaming from the Library Accountability Project. Asked the Board to feel pride for standing up for the 1<sup>st</sup> Amendment, queer community, and people of color.

S. Tosso moved to approve the changes to Section 407 of the Rules and Regulations Manual. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

B. Allin moved to adopt Section 409 of the Rules and Regulations Manual. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

**F. Resolution to extend time to allow for procedural due process of Statements of Concern received on and after November 21, 2022**

K. LaRocca introduced a resolution to allow for the procedural due process of Statements of Concern received on and after November 21, 2022 through December 13, 2022. She stated that approximately 75 new Statements of Concern were received in that time period. She stated that she wants to ensure the proper time and attention is given to each Statement of Concern and that those who have submitted statements deserve that attention. The resolution grants a waiver of 120 days to allow for that time.

B. Taylor asked for public comment. There was public comment from the following people:

Casey Kugler – Stated that he disagrees with banning content just because it does not fit within someone's framework of personal values. Stated that libraries should be equipped to help people from all walks of life. Thanked the librarians for working tirelessly to democratize access to information and for upholding their oath to be impartial and ethical.

Sonnet Ireland – Spoke against the resolution and stated that it will be impossible for the library to sustain due to the amount of challenged materials. Stated that it will prevent vulnerable patrons from accessing materials because they know their neighbors are judging them and the library is acquiescing. Thanked the Board and the library and stated that the community is behind them with support.

Candice Mallard – Stated that the library and the Board lack transparency. Suggested listing each new book on the website. Stated that people think the library is sticking books in secretly. Stated that it is untenable for a parent with three children in the library to monitor what books their children select. Stated that children’s books about alternative lifestyles are inappropriate. Stated that the library has safeguards on their computers, but they need to put safeguards on home computers as well.

Jourdana Webber – Spoke in support of the library and stated that new books are listed on library apps, such as Libby, Cloud Library, and Hoopla.

M. Reneau moved to adopt the resolution to extend time to allow for procedural due process of Statements of Concern received on and after November 21, 2022. It was seconded by B. Allin. All were in favor, none were opposed, and three were absent. Motion carried.

### **G. Resolution regarding the temporary disposition of challenged materials**

K. LaRocca introduced a resolution that would move all currently challenged items off the shelves and placed on reserve behind the circulation desk. They would still be available for patrons to check out based on the permissions of the patron’s library card. She noted that most of the items that are challenged are being utilized by the committee members who need to read the books. There was discussion by the Board and K. LaRocca clarified that the items will not be behind the desk permanently. B. Taylor read the resolution aloud. B. Taylor asked for public comment. There was public comment from the following people:

Ruth Terry Sipos – Stated that she is concerned about moving materials and said that this will evolve into having more and more books taken off the shelves. Stated the joy of going to the library is browsing the shelves, not looking up titles on the computer. Stated that librarians are our allies and should be trusted.

Diane Casteel – Thanked the library staff and the Board for their hard work. She noted that an additional 75 titles had been challenged and said that it will take months to go through that process. Stated that the group challenging the materials have a concerted effort to remove books they do not agree with. She noted that most of the challenged titles are gay and transgender subject matter, and said that people are afraid of that.

Joan Simon – Stated that she trusts the librarians and is opposed to this resolution. Stated that there is a lot of misinformation circulating from a vocal minority group and that the majority of the citizens do not feel the same. Stated that the library has gotten better through the years and is impressed with what the library has to offer.

Jamie Segura – Stated that she is against the resolution and that moving books to a location not openly accessible to all is censorship and suppression of speech. She read a quote that stated that people are not going to stop at LGBTQ books, nor will they stop at books about race, civil rights, history, women’s rights, or science. Asked the library board to stand up and to stand firm against censorship of books in the library.

There was verbal disruption from the audience and B. Taylor called the meeting back to order.

B. Allin moved to adopt the resolution regarding the temporary disposition of challenged materials. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent.

B. Taylor noted that the full text of the extension of time resolution in agenda item 2F was not read aloud. She read the resolution aloud. The resolution was adopted as previously stated.

#### **H. Resolution regarding location of graphic novels for adults and teens**

There was verbal disruption from the audience and B. Taylor called the meeting back to order.

K. LaRocca introduced a resolution to move all graphic novels for adults and teens off the shelves and place them on reserve behind the circulation desk. B. Taylor read the resolution aloud. B. Allin asked about the rationale behind this resolution. K. LaRocca explained that the concern has been about the graphic novels with pictures of sexual content. She stated that the Board does have the option to change the resolution to include only graphic novels with sexual content. She explained that placing all of the graphic novels behind the desk allows for more privacy for the patron.

B. Taylor asked K. LaRocca to define what a graphic novel is. K. LaRocca explained that graphic novels utilize pictures and words together to tell a story. There are both fiction and non-fiction graphic novels. She explained that they are not the same as comics one would find in a comic book store – they are published as novels. T. DiMaggio explained the history of graphic novels and gave an example of the graphic novel *Maus* by Art Spiegelman.

S. Tosso stated that graphic novels are some of the only books that many teens read. She stated that some teens will not know to ask for these books, which will limit their access to the only items they wish to read. She stated that she has concerns about placing the graphic novels behind



the circulation desk. B. Allin spoke of people browsing the stacks to find items versus searching online. K. LaRocca explained that the shelf location in the online catalog would show that the item is at the circulation desk. She stated that the library could create a carousel of the book covers on the website.

M. Reneau asked if there will be signs that say Adult Graphic Novels and Teen Graphic Novels. K. LaRocca explained that there are currently sections for graphic novels and said that signs can be put in place of where they are shelved stating that they are now behind the circulation desk. There was discussion between the Board and K. LaRocca about the popularity of graphic novels.

B. Taylor asked for public comment. There was public comment from the following people:

Diane Casteel – Stated that she hopes that the Board does not vote to adopt the resolution. Stated that it will punish the majority of the patrons in the Parish due to a few patron’s concerns.

Jean Wiggin – Asked the Board not to approve the resolution. Stated that it would be hiding books for adults just in case a four-year-old is walking around the library. Stated that it is censorship and asked the Board not to take away her right and a teen’s right to see whichever books they want.

M. Reneau moved to table the resolution and take it under further advisement at a future meeting. She stated that we are discussing adults who know what they want to read, and mature, growing teens who are going to find a way to learn about things. She stated that the library is a resource of information so that people can read, discover, and decide for themselves. She stated that she believes that the library does not have the right to move the graphic novels as stated in the resolution. It was seconded by S. Tosso. All were in favor, none were opposed, and three were absent. Motion carried.

### **I. Statement of Concern Appeal – *I Am Jazz***

K. LaRocca reviewed the timeline of the Statement of Concern process for the challenged book *I Am Jazz* by Jessica Herthel and Jazz Jennings. The statement was submitted by Diane Bruni and was received on September 27, 2022. The statement was answered on November 10, 2022. The decision was appealed on November 21, 2022. K. LaRocca read the Statement of Concern aloud. K. LaRocca read the response letter with the committee’s decision aloud.

The committee noted Ms. Bruni’s comments that the book pushed propaganda instead of a story or plot and portrays explicit sexual orientation on a minor. Jazz Jennings is a well-known public figure with a reality TV show and the book is published by a well-established mainstream

publisher. The book does not mention sexuality or have any references to sex. The committee stated that any family who wished to have a conversation about this topic with their child might use this book. Families might utilize a book such as this to discuss someone in their child's life who is transgender. The committee voted for the title to remain in the library.

Diane Bruni, the patron who submitted the Statement of Concern, was given five minutes for public comment. She stated that she is disappointed in the decision to keep the book in the library and available to children ages three and up. She stated that transgenderism is a movement and ideology being promoted worldwide with no regard to the long-term damaging effects to children. She stated that children fall victim to the perverted ideology of the promoters. She stated that the books are recruiting tools to promote the transgender ideology and movement among the nation. D. Bruni showed a recent photo of Jazz Jennings to the Board. She stated that Jazz has struggled with mental health issues and it has caused her to binge eat and gain 100 lbs. She stated that Jazz's family humiliates her with fat shaming comments. She stated that many doctors, hospitals and social workers are being sued for promoting this ideology, surgeries, and hormone blockers to minors. She noted that many young transgender people have committed suicide. She asked that the book be placed out of reach from children.

B. Taylor asked for public comment. There was public comment from the following:

Lisa Rustemeyer – Stated that her heart goes out to Ms. Bruni, as she can feel her passion, concern, and fear. Stated that she has read the book *I Am Jazz*. Stated that it is about a family who supports their loved one in being their authentic self. Stated it was initially uncomfortable and hard to understand for the family, but they rose to the challenge and supported Jazz. Asked the Board not to remove the books that are up for appeal.

Barbara Mamoulides – Thanked the Board and staff and said that they do not deserve to be treated with disrespect and anger. Stated that thousands of other residents appreciate their hard work. Stated that she supports keeping *I Am Jazz* and *My Rainbow* in the library. Spoke of the LGBTQ statistics in St. Tammany Parish. Stated that we must protect all children, not just a chosen few. Stated that LGBTQ youth deserve to have the same resources as their straight peers.

Emily Goldsmith – Stated that representation of all kinds matter. Stated that as a child, her exposure to LGBTQ content was very limited, as she grew up in a devout Christian family. Shared that she is non-binary and bisexual. Stated that she did not know how to accept herself and attempted suicide at age 16. Stated that kids will not be turned gay or trans due to a library book. Stated that removing *I Am Jazz* and *My Rainbow* would be irresponsible and dangerous to LGBTQ youth.

Cynthia Weatherly – Stated that she grew up in a house with no books, so she would read the encyclopedia. Stated that books such as Stephen King novels were thrown away by her parents because they did not approve of the book cover. Stated that books saved her from a restrictive environment. Asked the Board not to restrict children from books such as *I Am Jazz*.

B. Allin stated that the LGBTQ community has to be represented and the library has a responsibility to serve everyone in the Parish. He stated that imposing religious ideas on others is unconstitutional. He stated that the book *I Am Jazz* does not have pervasive vulgarity.

M. Reneau stated that the library is an institution that provides resources for everyone in the community. She stated that we each have individual responsibilities to our families and to the community. The library does not take a stance one way or the other, it is not the library's responsibility to do so, and it is against the law.

M. Reneau moved to keep the book *I Am Jazz* in its current classification in the library collection. It was seconded by S. Tosso. All were in favor, none were opposed, and three were absent. Motion carried.

#### **J. Statement of Concern Appeal – *My Rainbow***

K. LaRocca stated that the Statement of Concern for *My Rainbow* by Trinity and DeShanna Neal was submitted by Diane Bruni and was received on August 23, 2022. The statement was answered on September 23, 2022. The decision was appealed on November 21, 2022. K. LaRocca read the Statement of Concern aloud. K. LaRocca read the response letter with the committee's decision aloud.

The committee ultimately decided that overall, the story is positively and lovingly handled. The committee recognized that the intersectionality of the story about an autistic child who is black and transgender was significant and well done. This story may offer tools for families who are searching for a way to identify and work through similar issues with their own children, or children who may know someone who identifies as transgender. For those who read this book and identify as transgender, it might acknowledge their personal circumstance and offer useful tools to move forward in a positive way. The committee voted for the title to remain in the library.

S. Tosso stated that the book shows a family who supports a child's wishes and tries to form a solution to make them feel more accepted. B. Allin stated that the common theme of these books is to accept who you are and to be loved for who you are.

S. Tosso moved to keep the book *My Rainbow* in its current classification in the library collection. It was seconded by M. Reneau. All were in favor, none were opposed, and three were absent. Motion carried.

### **K. Director's Report**

K. LaRocca explained the new options available for library cards for minors. The new card options are as follows:

1. Juvenile Full Restriction Card — Cardholders may only check out all children's materials. Cardholders cannot check out Young Adult (YA) or Adult materials.
2. Juvenile Semi-restriction Card — Cardholders may check out all children's materials, and YA fiction books. Cardholders may not check Adult books, or adult nonfiction items that have a YA sticker, or magazines in the teen area.
3. Juvenile Card— Cardholders may check out any loanable physical item in the library except R-rated DVDs.
4. Juvenile Unrestricted — Cardholders may check out any loanable physical item in the library, including R-rated DVDs, with parental permission.

On Jan. 3, 2023, all juvenile cards that have not been specified will expire and will require an update, either over the phone, or in a branch. K. LaRocca commended the Technical Services Department for working so hard to make this available as quickly as possible. She also commended the staff in the branches for working with parents and guardians to update their child's existing cards.

Librarians performed outreach services to the Daughters of the War of 1812, Council on Aging St. Tammany (COAST), Three Rivers Art Festival, various preschools and elementary schools, the Children's Museum of St. Tammany, and the Northlake Nature Center. Staff participated in radio interviews and the Check It Out TV show.

Staff attended committee meetings, conferences, Genealogical Society meetings, association board meetings, conference committee meetings, Chevron Community Fellows classes, and Library Foundation meetings. Several staff attended the following training webinars: Spotlight on Safety: Addressing Threats in Public Libraries, Novelist Reader's Advisory Training, and NewsBank training.

Seth Mattei will be the new Circulation Manager at the South Slidell Branch. Nichola Kleyle will move to the Covington Branch as Circulation Manager. Alex Hughes is the new IT Department staff member. The website had 87,545 sessions with 51,419 users from October 23<sup>rd</sup> to

December 8<sup>th</sup>. K. LaRocca reviewed the October 2022, November 2022, and year-to-date statistics. She expects to surpass last year's circulation statistics and door count totals by the end of the year.

### **3. OLD BUSINESS**

#### **A. Strategic Planning Committee Update**

Carson Block and Susan Kent are ready to present a draft of the goals and a new mission and vision statement. The presentation is on hold for a short time until the Board and Administration can give strategic planning the time and attention needed to complete the process.

### **4. Public Comment**

Jarret Banks – Stated he is attending the meeting to show love to the Board, as he attended the previous meeting and was horrified by the fearful hate that was spoken. Stated that he was verbally attacked and left the room for safety reasons. Stated that this same type of spirit is what motivated the gunman who killed five people in a recent shooting in an LGBTQ nightclub in Colorado. He referenced other tragedies in history that were triggered by hate.

Shirley Thomason – Stated that banning and restricting books is a slippery slope. She read excerpts from Genesis 19:30-36 from the Bible. She explained that it speaks of two daughters who sleep with their father and bear children from him. Stated that she read that as a child and it did not make her want to sleep with her father. Stated that she would not want to put the Bible behind the circulation desk, nor the challenged books.

Russell Besancon – Thanked the Board and Kelly LaRocca for overseeing a wonderful library system. Stated that he is a retired US Coast Guard Lieutenant, he was an EMT and a volunteer firefighter. Stated that he is also a librarian. He commended the Lee Road Branch for great service. Thanked the Board and the library system for the way they are handling the issues that are facing them.

Roxanne Newman – Stated that her daughter is a lesbian and books are not what made her that way. Stated that reading LGBTQ books will not turn children gay or transgender. She said she trusts the librarians. Stated that a review board, as proposed by the opposition, is not needed.

Barbara Hargrove – Stated that her grandkids go to the library and she complimented the activities and resources that the library offers. She read a quote from children's book author Meg Medina, who is opposed to removing books from libraries.

Jeff Sims – Stated that he is a pastor at Covington Presbyterian church. Thanked the Board for what they do. Stated that book banning is not necessary. Stated that it is the library's job to decide what books to put on the shelves and it is his job to decide which ones to read. Stated that it is not the library's job to act as a parent and that we should be talking about how to love one another and improve the world.

Candis O'Meara – Stated she is the pastor at Hosanna Lutheran Church in Covington and is in support of the library. She stated that some of the attendees at the LBOC meeting in October needed a police escort to their vehicles after the meeting. Stated that someone at the meeting told another pastor in attendance that he was going to hell for his beliefs. Stated that she supports the Board, their work, experience, and willingness to serve.

Catalina Reyna – Stated that libraries are sanctuaries of knowledge. Stated that her family admires and respects the work of the librarians. Stated that she trusts the librarians to select books that represent the interests of the whole community. Stated that banning books is equivalent to burning books in an attempt to silence the stories they contain. She gave the historical example of how the written legacy of the Mayans in Mexico was destroyed.

Shaunah Snyder – Stated that she stands for those children who do not have parents involved in their life. Stated that many children are homeless, have parents with addiction, and do not have adults looking after them. Asked for books with pornography and pedophilia to not be allowed in the library. Asked the Board to extend grace to children with no voice.

Raven Creech – Stated that library employees have not been able to voice their opinions, because they cannot be misconstrued as speaking on behalf of the library. Stated that she is speaking to encourage the library staff. Suggested that the library staff consider the pros and cons of unionizing.

David Cogle – Stated that he is with the Library Accountability Project, who has demanded reform for months. Stated that the resolutions are inadequate, but prove that the library has the ability to restrict minors from accessing materials. Stated that the foxes will continue guarding the hen house, as the Director and board members are the people who oversee the solution. Stated that they will not stop until a Parish ordinance is adopted that ensures that children are protected from the predatory Library Administration. He noted the upcoming millage renewal and asked if the Board thinks the citizens are going to renew the millage without transparent and tangible reform.

David Ziegler – Asked the Board to protect young children’s innocence, minds, eyes, intellect, emotions, souls, and spirits from corrupting influences in books, media, and in conversations. Stated that there are more people in the Parish who do not want these books accessible to children. Thanked the library and Board for what they do, but stated the issue will be taken to the next level and brought to the Parish Council.

Fran Smith – Stated that she is here to protect children. Stated that the books are opening doors for them that should not be opened yet. She commented on the laughter coming from the public. Asked why the library would want children to see the illustrations in some of the books. Stated that if most taxpayers knew what was going on in the library they would not vote for the millage renewal. Stated that the library is exploiting children and she is against it.

Camille Thompson – Asked if the Board has lost all common sense. Stated that children are way too young to be thinking about sexual things. Asked why waste library resources on these books. Stated it is the library’s responsibility to protect the children from that content. Stated that she would rather have no library than one that is promoting these books.

Chad Cocran – Thanked the Board and stated they are caught between two warring sides. He shared his story of how the library impacted his life. The library was his only resource and he loved reading books about East Asia. He ended up spending 17 years in Southeast Asia teaching people about God. Stated he is shocked that there are books that some consider pedophilia in the library. Stated he appreciates the steps taken, but it is not enough and suggests additional oversight.

Ian O’Connell – Stated that he is a minor and a student in support of the library. Stated there is no reason to ban literature, access to knowledge, and learning in a state that ranks 48<sup>th</sup> overall in education in this country. Stated he has been visiting the library with his parents for years and has not seen or heard anything that is offensive.

Donna Bonnoitt – Stated that she has been paying property taxes for 35 years. Noted the library budget, the millage, and the Library Director K. LaRocca’s salary. Asked who is K. LaRocca’s boss, who writes checks, and how many meetings take place besides the LBOC meetings. Asked where the minutes of the Rules and Regulations meetings are located. Asked what the library pays to the American Library Association (ALA) and what does ALA pay to St. Tammany Parish Library. Stated the library and Board have embraced the ALA agenda.

## 5. Adjournment

There being no further business, a motion to adjourn was made by M. Reneau and seconded by B. Allin. All were in favor, none were opposed, and three were absent. Motion carried.

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Mary Reneau, Secretary



St. Tammany Parish Library  
Special Board of Control Meeting  
January 3, 2023  
Madisonville Library  
1123 Main St.,  
Madisonville, LA 70447  
6:30 P.M.

**MINUTES**

The meeting was called to order by Becky Taylor, President. Kelly LaRocca, Director, called the roll and declared that a quorum was present.

Present: Bill Allin, Carmen Butler, Mary Reneau, Becky Taylor, Susie Tosso  
Absent: Dr. Argiro Morgan, Mary Reneau

B. Taylor explained the rules for public comment. A three-minute time limit is established for each member of the public wishing to speak (for or against) an item on the Agenda.

**1. NEW BUSINESS**

**A. 2022 Budget Final Amendment – Addition of two lines**

K. LaRocca reported that the library was selected as a recipient for a Louisiana Endowment for the Humanities (LEH) book discussion series called Currents. It is a requirement of the grant that we have a separate line for the grant income and expenditures. This amendment only funds these two lines and no other changes are made to the budget. The grant total is \$2,400 and was received and deposited in December 2022. The discussion series is called “Witness to Change: Conversations on Coastal Impacts” and includes the following titles: *Rising: Dispatches from the New American Shore* by Elizabeth Rush, *The Water Knife* by Paolo Bacigalupi, *Salvage the Bones* by Jesmyn Ward, *Bayou Farewell: The Rich Life and Tragic Death of Louisiana’s Cajun Coast* by Mike Tidwell. The scholar for the program is Bruce Craft, an English professor at Southeastern Louisiana University. K. LaRocca referred to the budget spreadsheet showing the two budget lines. The program begins in January and will run once per month through April at different branch locations. The program can hold 20 attendees per session and patrons can attend one or multiple sessions. Patrons may register online for each program. The press release was publicized on December 29, 2022.

K. LaRocca read the resolution aloud. B. Taylor asked for public comment. There was no public comment. B. Allin moved to adopt the Fiscal Year 2022 Operational Budget Final Amendment Adoption resolution. It was seconded by M. Reneau. All were in favor, none were opposed, and two were absent. Motion carried.

**B. Resolution regarding extension of time to allow for procedural due process of Statements of Concern**

K. LaRocca introduced a resolution for an extension of time to allow for procedural due process of Statements of Concern. The previous resolution adopted December 13, 2022 covered the time period of November 21, 2022 to December 13, 2022. To date, the library has received 150 Statements of Concern. The resolution states a total of 120, but an additional 30 statements have been received since this resolution was drafted.

K. LaRocca stated that it takes time for the committees to read the titles and review the concerns. The committee's recommendations will be mailed to complainants and the Library Board on a rolling basis as they are completed. B. Allin commented that it is a reasonable request, as the library is being flooded with Statements of Concern. He stated that the entire book needs to be read in order to make a fair determination. He questioned whether or not those submitting the challenges have read the books in their entirety. C. Butler stated that this process takes time, as staff are working on this in addition to their regular job duties.

B. Taylor asked for public comment. There was public comment from the following people:

Roxanne Newman – Stated that she sympathizes with the task in front of the Board and staff. Stated that she does not have an objection to the extension of time. She noted that the number of challenged books have more than doubled. Stated that she objects to moving books off the shelves while they are being challenged.

Ruth Terry Sipos – Complimented the Abita Springs Branch library. Stated that the number of challenged items is an intentional bogging down of library business. Stated that it takes time away from regular staff duties. Stated she is concerned about how long the items are out of circulation because people do browse the shelves.

Terri Lewis Stevens – Thanked the library for their service. Asked when this wave of concern began in St. Tammany Parish. Stated that there seems to be a concerted effort to attack the library. Suggested adding an affidavit to each Statement of Concern noting whether or not the complainant read the book from cover to cover. Stated that she will submit a public records request to see if it is the same group of people challenging the titles.

K. LaRocca read the resolution aloud. S. Tosso moved to adopt the resolution to allow an extension of time for procedural due process of Statements of Concern. It was seconded by C. Butler. All were in favor, none were opposed, and two were absent. Motion carried.

### **C. Resolution regarding graphic novels**

K. LaRocca explained that the previous resolution introduced at the December 13, 2022 board meeting asked for all graphic novels to be placed behind the circulation desk. That resolution was tabled to allow further review by the Board. K. LaRocca stated that Library Administration met with the Civil Division of the District Attorney's Office to discuss other options.

K. LaRocca introduced a new resolution that would direct Library Administration and staff to create a policy similar to that utilized by the MPAA for R-rated movies that would identify graphic novels with adult themes, adult activity, hard language, intense or persistent violence, sexually-oriented nudity, drug abuse, or other elements that would warrant placing the material behind the circulation desk, and making it only available to adult library card holders, or to minors whose parents or guardians have chosen a Juvenile Unrestricted card. This resolution would also move the aforementioned types of graphic novels behind the circulation desk while development of the policy is pending. All graphic novels that do not have the aforementioned elements would remain on the shelves.

M. Reneau asked if the R-rated movies are located with all the other movies. K. LaRocca confirmed that they are located in the Adult DVDs section of the library, which also includes PG-13 and G-rated movies as well. K. LaRocca explained that each library has a separate Children's DVD section. K. LaRocca added that the graphic novels are also currently shelved separately in the Children's, Young Adult, and Adult sections of the library.

M. Reneau reiterated that the R-rated movies are out there in the library and not behind the desk. K. LaRocca explained that they are on the shelves because the R-rated content cannot be seen by opening the DVD case or looking at the cover art. She explained that the content in a graphic novel can be seen by opening the book. M. Reneau asked for clarification if patrons have to go to the Adult section to get a graphic novel that is labeled Adult and R-rated. K. LaRocca confirmed that is true, however the graphic novels do not have ratings, therefore librarians would have to rate the materials. M. Reneau asked for clarification that Adult graphic novels shelved in the Adult section are going to be evaluated for Adult content. K. LaRocca confirmed that is correct.

B. Allin stated that parents are worried about their children coming into contact with items sitting on the adult shelves. He stated that was the reasoning for developing the policy for Section 409 – Access to Library Materials by Minors at the previous meeting.

S. Tosso asked for clarification that the graphic novels that are determined to be R-rated would be moved behind the circulation desk and can only be checked out with an Adult or Juvenile Unrestricted library card. There was discussion between the Board and K. LaRocca regarding the number of graphic novels that would need to be evaluated.

M. Reneau stated that her concern is that the library will be denying adults access to books that are labeled for adults just because a child may wander into the adult section and open one of the books. She stated that she has a problem with this and that it is censorship.

B. Taylor asked for public comment. There was public comment from the following people:

Terri Lewis Stevens – Asked if the library charges a babysitting fee, because it is not the library’s responsibility to monitor what book someone’s child is viewing. Stated that it did not become a problem until June 2022, when this wave of issues from Lafayette Library made its way to St. Tammany. Stated that the library should not encourage LGBTQ hate in any way.

Lisa Rustemeyer – Stated that the library is a safe place with so many positive things. Stated that no child has been harmed by a graphic novel. Stated that Attorney General Jeff Landry and District Attorney Warren Montgomery stated on November 28, 2022 that no items in the library rise to the level of pornography. Stated that moving the books is censorship.

Roxanne Newman – Stated that she opposes materials being moved behind the circulation desk. Asked when the staff will have time to read and evaluate 600 graphic novels in order to rate them. Stated the definitions in the resolution are vague and over-reaching. Stated that a rating system is also known as red flagging and is a form of censorship.

Ruth Terry Sipos – Stated that the library is trying to appease a small group of people. Stated it will put a burden on those who want free access to the library. Stated it is a slippery slope and a smokescreen for LGBTQ and racial issues. Stated that she understands that the Board has a tough job. Stated that this is censorship and prejudice.

Jean Wiggan – Stated that she is opposed to putting adult books behind the circulation desk and that it is censorship. Stated that kids can look up anything they want on a computer. Stated that all this will do is hurt the adults that want to browse for those books. Stated that what is being proposed is horrifying and she asked the Board not to censor books.

Barbara Hargrove – Stated that she does not like the idea of putting books behind the circulation desk. Stated that taking books off the shelves makes it seem as though there is something wrong with the book. Stated that people who browse are not going to see the books. Stated people have

different tolerances when it comes to adult content. Stated that she once watched Game of Thrones and decided it was not for her, but many people love it. She asked who would make that determination for others.

Criss Cazayoux – Thanked the Board for their service to the community. Stated that in 399 B.C. Socrates was put to death for impiety and for corrupting the youth. Stated that we just started a new year and asked if we are going to go back in time to these kinds of decisions.

Cynthia Weatherly – Asked if reference books with pictures are going to be placed behind the circulation desk. Stated there are books about sexually transmitted diseases and other medical books in the reference section. Stated that they would have to go through every book in the library to look for dirty pictures and pull them.

Erin Kennedy – Stated she has read about 500 graphic novels in the last seven years and agrees that not every graphic novel is for everyone. She agrees with a rating system only if it helps patrons make a more informed decision when checking out. Stated that there is a rating system on Hoopla. Stated she does not agree with shelving adult books behind the circulation desk. Stated that it removes the ability to browse the shelves and alludes that the books are shameful.

M. Reneau stated that the criteria for removing a book off the shelves should be whether or not we are violating the law. Stated that if we are breaking a law by a book being on the shelf, let us see the law.

B. Allin stated that we are in the middle of a storm and this is a very conservative parish. He stated the graphic novels with sexually explicit content are the flame of the fire. He stated as long as there are parents concerned with their kids seeing these books in the stacks, he is willing to make that exception and adopt this resolution. He asked how far each side intends to go with this situation and asked if they would “burn the building down” to save it. He said this is an attempt to be reasonable and hold the center ground.

B. Allin moved to adopt the resolution regarding graphic novels. No one seconded the motion. Resolution failed due to lack of a second.

## **2. Public Comment**

Bonnie Schmidt – Thanked the Board for their efforts. Stated she is pleased with the new card system for juveniles. Stated that some books are approaching best-seller status due to the attention this has brought to them. Stated that her grandchildren are rushing to the library to read

the banned books. Stated this is a slippery slope. Stated next month the complainants will be concerned about critical race theory and will want books about slavery removed.

Jamie Segura – Stated that banning books is a violation of our 1<sup>st</sup> Amendment rights. Stated there is no evidence that children become LGBTQ from books. Stated she has been gay her whole life and there were no books on the shelves that made her that way. Stated that these books went unnoticed for years until June when someone saw an opportunity for their 10 minutes of fame.

Casey Kugler – Stated that the people who have a vested interest in making a more inclusive St. Tammany are here. Asked the board to please include those whose voices are here calling out to be included.

### **3. Adjournment**

There being no further business, a motion to adjourn was made by S. Tosso and seconded by C. Butler. The motion carried.

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Mary Reneau, Secretary

**St. Tammany Parish Library - General Fund  
Balance Sheet  
December 31, 2022**

**ASSETS**

**Current Assets**

Cash	\$ 5,759,521.26
Cash - Health Claims	(35,153.13)
Due from Paylocity	0.00
Due from Bank	1,000.00
Returned Checks	0.00
Ad Valorem Receivable - 2021	0.00
Ad Valorem Receivable - 2022	11,367,999.96
Ad Valorem Receivable - 2020	0.00
Due from State of Louisiana	250,495.05
Prepaid Expenses	181,717.00

**Total Current Assets** 17,525,580.14

**Other Assets**

Deposits	<u>1,981.00</u>
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**Total Other Assets** 1,981.00

**Total Assets** \$ 17,527,561.14

**LIABILITIES AND FUND BALANCE**

**Current Liabilities**

Accrued Expenses	\$ 4,641.00
Accrued Salaries	170,964.09
Deferred Inflows - Ad Valorem	40,662.00
Elective Benefits Payable	(2,679.97)
Retirement Payable	202,458.78
Health Claims Payable	148,210.55

**Total Current Liabilities** 564,256.45

**Fund Balance**

Fund Balance	<u>16,963,304.69</u>
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**Total Fund Balance** 16,963,304.69

**Total Liabilities & Fund Balance** \$ 17,527,561.14



**St. Tammany Parish Library-General Fund**  
**Statement of Revenues and Expenditures**  
**For the Twelve Months Ending December 31, 2022**

2

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
<b>Revenues</b>					
Ad Valorem Taxes	\$ 947,333.33	\$ 11,494,947.88	11,444,000.00	(50,947.88)	100.45
State Revenue Sharing	20,966.67	251,600.04	252,628.00	1,027.96	99.59
Fines/Fees	4,155.85	70,486.86	71,000.00	513.14	99.28
LEH GRANT	2,400.00	2,400.00	2,400.00	0.00	100.00
Interest Income	9,250.16	38,715.49	33,500.00	(5,215.49)	115.57
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	33,302.89	50,000.00	16,697.11	66.61
Miscellaneous Income	639.90	14,840.11	14,200.00	(640.11)	104.51
Summer Reading Shirt Sales	0.00	1,316.77	1,317.00	0.23	99.98
<b>Total Revenues</b>	<b>984,745.91</b>	<b>11,907,610.04</b>	<b>11,869,045.00</b>	<b>(38,565.04)</b>	<b>100.32</b>
<b>Expenditures</b>					
Library Administration	394,364.70	5,005,221.13	5,195,000.00	189,778.87	96.35
Employee Benefits	185,291.84	1,878,113.50	1,966,426.00	88,312.50	95.51
Advertising,Dues & Subscriptio	2,388.72	35,596.95	39,000.00	3,403.05	91.27
Signage	162.00	3,498.62	3,500.00	1.38	99.96
Printing, Duplicating & Bindin	6,291.06	15,838.67	16,000.00	161.33	98.99
Promotional Production	11,248.22	19,902.10	20,500.00	597.90	97.08
Utilities	31,959.36	355,185.65	334,950.00	(20,235.65)	106.04
Communications	11,701.12	140,101.64	145,000.00	4,898.36	96.62
Leases	27,116.51	316,038.71	317,000.00	961.29	99.70
Maintenance of Property & Equi	32,879.83	605,184.24	609,500.00	4,315.76	99.29
Maintenance Services (Building	31,231.50	260,377.17	261,600.00	1,222.83	99.53
Professional Services	25,673.79	243,349.83	252,370.00	9,020.17	96.43
Insurance and Claims	0.00	218,051.21	221,326.00	3,274.79	98.52
Operating Supplies	9,715.33	158,545.36	155,280.00	(3,265.36)	102.10
Travel & Continuing Education	15,554.16	98,129.62	103,842.00	5,712.38	94.50
Public Relations/Programming	43,289.81	142,475.15	143,402.00	926.85	99.35
Capital Outlay-Non-Book Acq.	63,645.97	486,333.48	499,200.00	12,866.52	97.42
Capital Outlay-library Res. Ac	248,201.70	1,463,761.53	1,478,420.00	14,658.47	99.01
<b>Total Expenditures</b>	<b>1,140,715.62</b>	<b>11,445,704.56</b>	<b>11,762,316.00</b>	<b>316,611.44</b>	<b>97.31</b>
<b>Excess of Revenues/(Expenditur</b>	<b>\$ (155,969.71)</b>	<b>\$ 461,905.48</b>	<b>106,729.00</b>	<b>(355,176.48)</b>	<b>432.78</b>



**St. Tammany Parish Library**  
**Statement of Changes in Fund Balance**  
**For the Twelve Months Ending December 31, 2022**

Beginning Fund Balance	\$	16,501,399.21
Net Income		461,905.48
		<hr/>
Ending Fund Balance	\$	<u>16,963,304.69</u>

4

**St. Tammany Parish Library**  
**Statement of Changes in Fund Balance**  
**For the Twelve Months Ending December 31, 2022**

Beginning Fund Balance	\$	16,501,399.21
Net Income		461,905.48
		<hr/>
Ending Fund Balance	\$	<u>16,963,304.69</u>

**SUPPLEMENTAL INFORMATION**

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Twelve Months Ending December 31, 2022**

6

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
<b>Library Administration</b>					
Library Salaries	\$ 394,364.70	\$ 5,005,221.13	\$ 5,195,000.00	189,778.87	96.35
<b>Total</b>	<b>\$ 394,364.70</b>	<b>\$ 5,005,221.13</b>	<b>\$ 5,195,000.00</b>	<b>189,778.87</b>	<b>96.35</b>
<b>Employee Benefits</b>					
FICA/ Supplemental Retirement	\$ 8,801.95	\$ 111,512.98	\$ 112,510.00	997.02	99.11
Retirement Contributions	36,923.34	489,982.62	516,000.00	26,017.38	94.96
Health Insurance Expense	38,569.91	440,256.79	441,000.00	743.21	99.83
Health Trust	100,142.22	804,090.69	864,500.00	60,409.31	93.01
Worker's Compensation Expense	0.00	31,416.00	31,416.00	0.00	100.00
Employee Miscellaneous	854.42	854.42	1,000.00	145.58	85.44
<b>Total</b>	<b>\$ 185,291.84</b>	<b>\$ 1,878,113.50</b>	<b>\$ 1,966,426.00</b>	<b>88,312.50</b>	<b>95.51</b>
<b>Advertising, Dues &amp; Subscriptions</b>					
Publication of Legal Notices	\$ 0.00	\$ 4,166.54	\$ 4,000.00	(166.54)	104.16
Membership Dues	0.00	7,045.00	8,000.00	955.00	88.06
Advertising	2,388.72	24,385.41	27,000.00	2,614.59	90.32
<b>Total</b>	<b>\$ 2,388.72</b>	<b>\$ 35,596.95</b>	<b>\$ 39,000.00</b>	<b>3,403.05</b>	<b>91.27</b>
<b>Signage</b>					
Signage	\$ 162.00	\$ 3,498.62	\$ 3,500.00	1.38	99.96
<b>Total</b>	<b>\$ 162.00</b>	<b>\$ 3,498.62</b>	<b>\$ 3,500.00</b>	<b>1.38</b>	<b>99.96</b>
<b>Printing, Duplicating &amp; Binding</b>					
Printing	\$ 6,291.06	\$ 11,998.47	\$ 12,000.00	1.53	99.99
Book Binding	0.00	3,840.20	4,000.00	159.80	96.01
<b>Total</b>	<b>\$ 6,291.06</b>	<b>\$ 15,838.67</b>	<b>\$ 16,000.00</b>	<b>161.33</b>	<b>98.99</b>
<b>Promotional Production</b>					
Promotional Production	\$ 11,248.22	\$ 19,902.10	\$ 20,500.00	597.90	97.08
<b>Total</b>	<b>\$ 11,248.22</b>	<b>\$ 19,902.10</b>	<b>\$ 20,500.00</b>	<b>597.90</b>	<b>97.08</b>
<b>Utilities</b>					

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Twelve Months Ending December 31, 2022**

7

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Electricity	\$ 27,811.89	\$ 316,933.90	\$ 297,700.00	(19,233.90)	106.46
Gas	305.97	2,474.76	3,000.00	525.24	82.49
Water	3,841.50	35,776.99	34,250.00	(1,526.99)	104.46
<b>Total</b>	<b>\$ 31,959.36</b>	<b>\$ 355,185.65</b>	<b>\$ 334,950.00</b>	<b>(20,235.65)</b>	<b>106.04</b>
<b>Communications</b>					
Postage	\$ 195.30	\$ 10,899.72	\$ 12,000.00	1,100.28	90.83
Voice Line	7,687.31	83,668.72	85,500.00	1,831.28	97.86
Data Lines (Internet)	3,775.00	45,295.00	47,000.00	1,705.00	96.37
Courier/Shipping	43.51	238.20	500.00	261.80	47.64
<b>Total</b>	<b>\$ 11,701.12</b>	<b>\$ 140,101.64</b>	<b>\$ 145,000.00</b>	<b>4,898.36</b>	<b>96.62</b>
<b>Leases</b>					
Building Lease Expense	\$ 26,016.41	\$ 310,941.75	\$ 311,000.00	58.25	99.98
Equipment Lease Expense	1,100.10	5,096.96	6,000.00	903.04	84.95
<b>Total</b>	<b>\$ 27,116.51</b>	<b>\$ 316,038.71</b>	<b>\$ 317,000.00</b>	<b>961.29</b>	<b>99.70</b>
<b>Maintenance of Property &amp; Equipment</b>					
Custodial and Janitorial	\$ 17,656.37	\$ 208,585.74	\$ 210,000.00	1,414.26	99.33
Grounds/Lawn Maintenance	7,851.00	80,224.00	85,000.00	4,776.00	94.38
Maintenance Supplies	425.00	8,973.74	9,000.00	26.26	99.71
Fuel & Lube	5,999.91	39,891.89	36,000.00	(3,891.89)	110.81
Vehicle Repairs	112.14	3,821.26	4,000.00	178.74	95.53
Small Tools	835.41	2,958.04	3,000.00	41.96	98.60
Office Machine & Equip Repair	0.00	974.68	1,000.00	25.32	97.47
Network Utility Software	0.00	172,971.54	173,000.00	28.46	99.98
Automation System Maintenance	0.00	28,026.94	28,500.00	473.06	98.34
Polaris Maintenance	0.00	51,978.19	53,000.00	1,021.81	98.07
PC Network Maintenance & Repai	0.00	6,778.22	7,000.00	221.78	96.83
<b>Total</b>	<b>\$ 32,879.83</b>	<b>\$ 605,184.24</b>	<b>\$ 609,500.00</b>	<b>4,315.76</b>	<b>99.29</b>
<b>Maintenance of Services (Buildings)</b>					
Physical Plant	\$ 15,508.07	\$ 147,981.76	\$ 148,000.00	18.24	99.99
Plumbing, Heating and AC	11,031.96	66,491.54	66,500.00	8.46	99.99
Electrical	0.00	7,798.31	8,000.00	201.69	97.48
Sanitation	1,061.47	8,957.58	9,000.00	42.42	99.53
Pest Control	0.00	6,140.00	7,000.00	860.00	87.71
Termite Contract	420.00	8,009.00	8,100.00	91.00	98.88
Carpet Cleaning	3,210.00	14,998.98	15,000.00	1.02	99.99



**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Twelve Months Ending December 31, 2022**

8

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
<b>Total</b>	\$ <b>31,231.50</b>	\$ <b>260,377.17</b>	\$ <b>261,600.00</b>	<b>1,222.83</b>	<b>99.53</b>
<b>Professional Services</b>					
Payroll Service Fees	\$ 2,784.02	\$ 33,901.31	\$ 34,170.00	268.69	99.21
Financial	0.00	39,023.87	40,000.00	976.13	97.56
Consultants	22,529.77	83,160.48	90,000.00	6,839.52	92.40
Security	360.00	7,570.82	8,000.00	429.18	94.64
Web Design Consultant	0.00	79,693.35	80,200.00	506.65	99.37
<b>Total</b>	\$ <b>25,673.79</b>	\$ <b>243,349.83</b>	\$ <b>252,370.00</b>	<b>9,020.17</b>	<b>96.43</b>
<b>Insurance and Claims</b>					
Library Property Insurance	\$ 0.00	\$ 132,637.21	\$ 135,500.00	2,862.79	97.89
Flood Insurance	0.00	23,424.00	23,500.00	76.00	99.68
Vehicle Insurance	0.00	42,860.00	42,950.00	90.00	99.79
LBOC Liability	0.00	4,076.00	4,076.00	0.00	100.00
General Liability	0.00	15,054.00	15,300.00	246.00	98.39
<b>Total</b>	\$ <b>0.00</b>	\$ <b>218,051.21</b>	\$ <b>221,326.00</b>	<b>3,274.79</b>	<b>98.52</b>
<b>Operating Supplies</b>					
Office Supplies	\$ 1,941.72	\$ 31,300.98	\$ 30,000.00	(1,300.98)	104.34
Bank Service Charges	1,294.46	15,699.20	16,000.00	300.80	98.12
Book Preparation Supplies	4,885.03	41,739.05	40,280.00	(1,459.05)	103.62
Computer/Printer Supplies	957.83	61,918.90	61,000.00	(918.90)	101.51
Programming Supplies	636.29	7,887.23	8,000.00	112.77	98.59
<b>Total</b>	\$ <b>9,715.33</b>	\$ <b>158,545.36</b>	\$ <b>155,280.00</b>	<b>(3,265.36)</b>	<b>102.10</b>
<b>Travel and Continuing Education</b>					
Staff Travel - Local	\$ 5,185.41	\$ 21,899.16	\$ 22,000.00	100.84	99.54
Library In-service Training	0.00	11,459.26	11,500.00	40.74	99.65
Conventions & Seminars	10,368.75	64,771.20	70,342.00	5,570.80	92.08
<b>Total</b>	\$ <b>15,554.16</b>	\$ <b>98,129.62</b>	\$ <b>103,842.00</b>	<b>5,712.38</b>	<b>94.50</b>
<b>Public Relations/Programming</b>					
Summer Reading Program	\$ 2,575.65	\$ 45,000.00	\$ 45,000.00	0.00	100.00
Summer Reading T-shirts	0.00	5,519.64	5,800.00	280.36	95.17
Adult Programming	4,191.86	35,924.44	36,000.00	75.56	99.79
Young Adult Programming	10,059.37	21,189.10	21,200.00	10.90	99.95

9

**St. Tammany Parish Library-General Fund**  
**Schedule of Expenditures**  
**For the Twelve Months Ending December 31, 2022**

	<u>Current Period</u> <u>Actual</u>	<u>Year to Date</u> <u>Actual</u>	<u>Yearly Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual to</u> <u>YTD</u> <u>Budget</u>
Juvenile Programming	25,861.13	34,240.17	34,800.00	559.83	98.39
LEH Grant	601.80	601.80	602.00	0.20	99.97
<b>Total</b>	<b>\$ 43,289.81</b>	<b>\$ 142,475.15</b>	<b>\$ 143,402.00</b>	<b>926.85</b>	<b>99.35</b>
<b>Capital Outlay-Non-Book Acq</b>					
Landscape Additions	\$ 0.00	\$ 32,054.76	\$ 32,500.00	445.24	98.63
Imp Phys Plant	194.00	141,084.05	141,200.00	115.95	99.92
Vehicles	0.00	27,841.26	28,000.00	158.74	99.43
Office Equip, Furn & Shelving	52,242.09	124,035.77	135,000.00	10,964.23	91.88
PC Network	11,209.88	155,919.15	157,000.00	1,080.85	99.31
Audio/Visual Equipment	0.00	5,398.49	5,500.00	101.51	98.15
<b>Total</b>	<b>\$ 63,645.97</b>	<b>\$ 486,333.48</b>	<b>\$ 499,200.00</b>	<b>12,866.52</b>	<b>97.42</b>
<b>Capital Outlay-Library Res. Acq.</b>					
Adult Books	\$ 29,306.59	\$ 214,115.48	\$ 210,000.00	(4,115.48)	101.96
Lease/Purchase Books	0.00	18,363.24	18,400.00	36.76	99.80
Juvenile Books	34,408.82	103,646.73	105,000.00	1,353.27	98.71
Young Adults	2,028.82	14,017.10	15,000.00	982.90	93.45
Music Recordings	441.34	4,051.12	4,000.00	(51.12)	101.28
Adult Reference	18,545.50	101,940.22	99,000.00	(2,940.22)	102.97
Juvenile Reference	30,391.60	42,066.11	47,820.00	5,753.89	87.97
Periodicals	57.09	45,613.03	45,600.00	(13.03)	100.03
Audio Recordings	1,621.46	12,542.97	12,600.00	57.03	99.55
Video Recordings	11,353.12	69,242.99	69,000.00	(242.99)	100.35
Genealogy	1,376.74	6,484.60	6,500.00	15.40	99.76
Microfilm	0.00	15,000.00	15,000.00	0.00	100.00
Downloadable Media	50,524.46	470,508.25	470,000.00	(508.25)	100.11
CD/Software	2,471.66	83,859.06	92,500.00	8,640.94	90.66
Internet Database Subscription	65,674.50	262,310.63	268,000.00	5,689.37	97.88
<b>Total</b>	<b>\$ 248,201.70</b>	<b>\$ 1,463,761.53</b>	<b>\$ 1,478,420.00</b>	<b>14,658.47</b>	<b>99.01</b>
<b>Capital Expenditures</b>					
<b>Total</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>0.00</b>

## **RFP for a Classification and Compensation Study**

What follows is the final draft of the RFP for a classification and compensation study. We used the format from the RFP for the strategic planning consultant and updated it based on our current procurement policy. The RFP was introduced at our September 2022 meeting. The RFP was sent for legal review and we adjusted the document based that review.



## **COMPENSATION AND CLASSIFICATION STUDY**

The St. Tammany Parish Library issues this Request for Proposal (RFP) for a Compensation and Classification Study. The purpose of this request is to solicit a complete Classification and Compensation Study for the classified service of The St. Tammany Parish Library. Separate sealed RFPs for COMPENSATION AND CLASSIFICATION STUDY will be received by The St. Tammany Parish Library at The St. Tammany Parish Library Administration Building 1112 West 21<sup>st</sup> Avenue, Covington, Louisiana 70433 and at said office publicly opened. All questions and/or clarifications regarding requirements for this RFP must be in written form only, either by postal delivery to 1112 West 21<sup>st</sup> Avenue, Covington, Louisiana 70433 to the attention of Kelly LaRocca or via email to [kelly@stpl.us](mailto:kelly@stpl.us) and must be received by Time and Date TBD.

### **I. PURPOSE**

The St. Tammany Parish Library invites proposals from qualified consulting firms to complete a classification and compensation study. This project is a comprehensive study of positions, classifications, and compensation. The St. Tammany Parish Library is interested in establishing and maintaining a compensation system that meets the following goals: 1) Established fair and equitable compensation relationships within the Library; 2) Relates compensation to relevant market conditions outside the Library; 3) Is conscious of historical trends in wage or compensation inequality; and 4) Is applied throughout the Library, professionally, consistently, and objectively.

### **II. SUBMISSION OF PROPOSALS**

Proposals must be received no later than TBD. Proposals may be submitted electronically via email or secure file upload or may be submitted in paper format (with one original and five copies required). Proposals should be sent to the following address: The St. Tammany Parish Library Administration Building 1112 West 21<sup>st</sup> Avenue, Covington, Louisiana 70433 or Kelly LaRocca [kelly@stpl.us](mailto:kelly@stpl.us). Proposals received after this deadline may not be considered. All proposals submitted electronically via email must reference in the subject "Proposal for Commission The St. Tammany Parish Library Compensation Study Consultant." All envelopes containing a paper proposal must bear the name of the entity making the proposal, and must have the following clearly written or typed on the face of the envelope: "Proposal for Commission The St. Tammany Parish Library Compensation Study Consultant." All questions relative to this request for proposals ("RFP") should be directed to Kelly LaRocca who may be reached via email at [kelly@stpl.us](mailto:kelly@stpl.us). All questions should be submitted by TBD. The preferred method of receiving questions is via email. Any verbal explanations or instructions shall not be binding. The Library is under no obligation to respond to such inquiries, but may choose to do so. All communications regarding the RFP shall be directed to Ms. LaRocca. The Library specifically reserves the right to reject, in full or in part, all proposals submitted or to cancel this RFP, when

such action is in the Library's best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Library; and its employees, costs and other factors considered. All contracts are subject to the availability of funds.

### **III. CONSULTANT QUALIFICATIONS**

The consultant shall have previous experience preparing classification and compensation studies, preferably in the State of Louisiana, and should be familiar with local government environment.

### **IV. TIMETABLE FOR PROPOSALS**

Issue date of RFP: TBD Deadline for receipt of questions: TBD Deadline for receipt of proposals: TBD

### **BACKGROUND**

STPL has been serving the citizens of St. Tammany Parish for more than seventy years. St. Tammany Parish is 45 minutes north of New Orleans, connected to the larger metropolitan area by the Causeway and Interstate highways. The parish stretches over 1,124 square miles. It consists of charming towns and unique cities, a variety of smaller rural communities, and spreading landscapes of pines and hardwoods. The parish is one of the most affluent in Louisiana with an excellent public school system and a citizenry active in community affairs. St. Tammany Parish is a wonderful place for individuals, families, nature lovers, golfers, boating enthusiasts, admirers of art, and festival-goers. With an operating budget of \$11 million, STPL serves an expanding population of 269,000+, 39% of whom are registered borrowers. It is primarily funded by an ad valorem property tax of 5.78 mills. The current 15-year millage was approved by the voters of St. Tammany Parish in October of 2007. The millage began in 2010 and is set to expire in 2024. The library will need to renew its millage in the near future. STPL employs a staff of 126 FTE employees, 30 of which are ALA-accredited MLS/MLIS librarians. In 2019, the annual circulation was 1,041,145. STPL offers 249 Internet workstations for public use and access to a full-range of databases. It is known for its creative and well-attended programs for children and teens. It also offers a variety of programs for adults. These include music, performing arts, philosophy, literature, history, genealogy, horticulture, the creative arts, and personal improvement. STPL has 12 branches open to the public, an administrative office, and a technical services/maintenance location. Our twelve branches offer nearly 625,000 loanable items including books, CDs, DVDs, audiobooks, and magazines. STPL's website offers 24/7 access to downloadable audio and e-books, music downloads, research tools, magazines, newspapers, and videos. Our programs and services are designed to meet residents' cultural, informational, educational, and recreational needs. STPL has a current facilities capital project improvement plan and has previously collected information from patrons about our services, but does not have a strategic plan in place

## **VI. SCOPE OF WORK**

The awarded consultant shall review the current classification and pay plan, conduct a comprehensive compensation data collection/survey of external labor market(s) for all positions, analyze and evaluate all data in an objective manner, and make written recommendations designed to ensure both internal equity and external competitiveness for either changes to the current classification and pay plans or for adoption of a newly designed compensation system.

### **1. Classification Study**

- a) Consultant to review current classification grade methodology, and propose recommended strategies for the Library.
- b) Consultant to conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.
- c) Consultant to update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), certification/licenses/registrations requirements for classification, and organizational information, as needed. The consultant will ensure that content and titles are current, accurate, and consistent with FLSA (exempt/nonexempt), EEO, and ADA considerations.
- d) Consultant to present proposed recommendations for review prior to making any final classification determinations.
- e) Consultant to finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications.
- f) Consultant to identify career ladders/promotional opportunities as deemed appropriate.
- g) Consultant to submit recommendations for appropriate implementation measures that Library staff will need to take.
- h) Consultant to provide a straightforward, easily understood, maintenance system that Library staff will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process we would use in the review of the classification of individual jobs, as needed.
- i) Consultant to conduct a comprehensive training program for Library staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.

### **2. Compensation Study**

- a) Consultant to review current compensation plan (salary grade levels) and understand current challenges in recruiting and retaining employees.
- b) Consultant to recommend and identify a consistent and competitive market position that the Library can strive to maintain.
- c) Consultant to recommend comparable labor markets, including both private and public sector employers for compensation survey.
- d) Consultant to develop and conduct a comprehensive compensation survey of the market including comparable Louisiana libraries, local surrounding governments, and, as appropriate, private sector competitive employers.
- e) Consultant to recommend appropriate salary range for each position based on the classification plan, the compensation survey results, and the internal relationships and equality; and to prepare a new salary structure based on the results of the survey and best practices.
- f) Consultant to develop objective guidelines to assist Library staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
- g) Consultant to recommend implementation strategies including calculating the cost of implementing the plan.
- h) Consultant to identify any extreme current individual or group compensation inequities and to provide a recommended corrective action plan and process to remedy these situations.
- i) Consultant to make recommendations and to provide implementation strategies related to other key compensation practices, based on market demands, including pay for performance, skill pay, special assignment pay, certification pay, and promotional pay.
- k) Consultant to provide recommendations for the ongoing internal administration and maintenance of the proposed compensation plan. Maintenance should include annual activities such as market survey.
- l) Consultant to conduct a compression analysis to include any recommendations for implementation.
- m) Consultant to conduct a comprehensive training program for Library staff to ensure that the staff can explain and administer the new system in the future. The training program should be clearly spelled out in the proposal.
- n) Develop and present to the Library Administration and Library Board of Control recommendations and impact studies including the cost, if any, of implementing the proposed compensation policies with current employees, and the future impact of recommended changes.

## **VII. CONTENTS OF PROPOSAL**

Proposals should provide a straightforward, concise description of the capabilities to satisfy the requirements of this request and include the following:

- 1) Consulting firm's name and address, and name, address, phone number and email address for primary contact for the project.
- 2) Description including relevant experience and qualifications of the specific staff that will comprise the project team for this assignment.
- 3) Statement of the consultant's abilities and expertise as they directly relate to this project.
- 4) Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work.
- 5) Planned approach for the required services.
- 6) List of five references for similar projects, three of which should be similarly situated municipalities.
- 7) Proposed fee schedule that breaks down the costs to the services provided. The proposal shall not exceed 20 pages.

## **VIII. EVALUATION AND SELECTION**

Award shall be based on the proposal deemed in the best interest of the Library. Firms may be asked to provide additional information and/or interview with Page 6 of 7 appointed officials, elected officials, and/or staff. The following criteria, not listed in order of significance, will be included in the evaluation of the proposal:

- 1) General approach and plans to meet the requirements of the RFP;
- 2) Qualifications and experience of the firm and assigned personnel;
- 3) Consultant's past performance on similar projects;
- 4) Cost.

## **IX. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT**

The content of all qualifications is ultimately a public record. Please Note: Louisiana has a very broad public records law. Most written communications to or from the St. Tammany Parish Library or its officials become public records available to the public and media upon request. Your e-mail address, submitted materials, and communications may therefore be subject to public disclosure. Please be aware the safest approach is to submit directly and with the understanding your submittal is public. Short-listed firms or individuals may go through an interview process that does not produce public records. While the notice of the process and identities of these applicants will be disclosed, including the general questions, the dynamic Q &

A in such interviews and responses will not be recorded or disclosed as no public record will be created.

## **X. CHANGES, ADDENDA, WITHDRAWALS**

The Library reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Library also reserves the right to cancel or reissue the RFP. If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, cross-referenced clearly to the relevant proposal section, prior to the deadline for proposal submission.

## **XI. COST OF OFFER PREPARATION**

The Library shall not be responsible for costs associated with preparing the proposal or for any other costs. The Library shall not be responsible for costs associated with preparing the proposal or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Proposer and/or awarded contract and/or rejection of qualification. By submitting a proposal, each Applicant agrees to be bound in this respect and waives all claims to such costs and fees.



**ST TAMMANY PARISH LIBRARY BOARD OF CONTROL  
RESOLUTION  
01/24/2023**

The following Motion and Resolution was offered by \_\_\_\_\_ who moved for its adoption, and seconded by \_\_\_\_\_ at the January 24th, 2023 meeting of the St. Tammany Parish Library Board of Control (the "Board"):

WHEREAS, there have been allegations that the Library has violated La. R.S. 14:91:11 and the District Attorney has recused himself from providing legal advice on this issue; and

WHEREAS, the recusal of the District Attorney requires that the Board seek special legal counsel regarding the allegations set forth above so that we can adequately respond to statements of concern and make any necessary adjustments to policy and procedure; and

WHEREAS, the hourly rate shall be the Attorney General's standard rate with the total not to exceed fifteen thousand (\$15,000); and

WHEREAS, this resolution shall take effect immediately.

THEREFORE BE IT RESOLVED that the St. Tammany Parish Library Board of Control, pursuant to La. R.S. 42:262, does hereby retain and employ the law firm of Smith & Fawer LLC. as special counsel; and

BE IT FURTHER RESOLVED, that this Resolution and proposed contract described herein be submitted to the Attorney General for the State of Louisiana for approval.

The resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: \_\_

NAYS: \_\_

ABSENT: \_\_

NOT VOTING: \_\_

Whereupon the Resolution was declared adopted by the St. Tammany Parish Library Board of Control on the 24<sup>th</sup> day of January, 2023.

I, Rebecca Taylor, President of The St. Tammany Parish Library Board of Control, hereby certify the above and foregoing to be a true and exact copy of a resolution adopted by the said Board at its meeting held January 24th, 2023, at which a quorum was present, and the same has not been revoked, rescinded or altered in any manner, and is in full force and effect.

Witness my hand this 24th day of January, 2023.

\_\_\_\_\_

ADMINISTRATIVE OFFICE  
1112 WEST 21<sup>ST</sup> AVENUE COVINGTON, LA 70433  
PH: (985) 871-1219 FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285

FOLSOM (985) 796-9728

MANDVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

CAUSEWAY (985) 626-9779

LEE RD (985) 893-6284

SLIDELL (985) 646-6470

COVINGTON (985) 893-6280

MADISONVILLE (985) 845-4819

SOUTH SLIDELL (985) 781-0099

**Director's Report**  
**January 24, 2023**

**FACILITIES**

Internet fiber has been installed at the Alamosa building.

The build out on the second floor of the Alamosa building is almost complete, including AC for the server room.

The Pre-Quote Meeting for the first-floor renovation of the Alamosa building was on January 19. The quotes will be opened by the parish's Procurement Office on February 7.

New gutters were installed at Bush.

Madisonville meeting room floor was cleaned with a "full scrub".

There was no damage reported from the freezing temperatures in December.

**MARKETING AND OUTREACH**

Advertising was purchased on the New Orleans Mom website and blog to promote LibraryCon.

Rhonda Spiess, Lacombe Branch Manager presented storytime at Lacombe Mandeville Headstart, Chahta-Ima Elementary School, A-Z Preschool, and 1st Class Academy as Mrs. Claus on December 7th and 8th.

Carly Nguyen, Children's Librarian at South Slidell, attended Abney Elementary Literacy Night on December 14th.

A class from the Southern Magnolia Montessori School visited Abita Springs Branch on December 15<sup>th</sup>.

Susan Badon, Children's Librarian at Madisonville Branch, presented storytime at Kids Klub House on January 6<sup>th</sup> and 20<sup>th</sup>.

Carly Nguyen, Children's Librarian at South Slidell, and Tanya DiMaggio, Assistant Director of Support Services, attended the MLK Day Celebration at the Greater Covington Center with a craft for children on January 16th.

Rhonda Spiess, Lacombe Branch Manager, presented storytime at Lacombe Mandeville Headstart and Chahta-Ima Elementary School on January 18th.

Jessica Aucoin, Children's Librarian at Mandeville Branch, presented storytime at the Kinder Haus Montessori School on January 23th.



Robert Barnes, Reference Librarian at Causeway Branch, visited the Council on Aging St Tammany Folsom on January 24<sup>th</sup>.

Jessica Aucoin, Children's Librarian at Mandeville Branch, is attending the Literacy Night at the Northshore Behavioral Center on January 24.

### **PERSONNEL**

Jacquelyn Riecke started as Public Relations and Community Coordinator position on January 23rd.

### **PROFESSIONAL INVOLVEMENT**

Twenty-one staff members attended Ozobot Training on December 12<sup>th</sup>, including all of the Children's Services staff, the Teen Services staff, the Adult Programming staff, a representative from each of the six small branches, and one Reference librarian, and a Circulation staff member from Mandeville.

Jennifer Rifino, Teen Services Coordinator, attended the St. Tammany Commission on Families meeting on January 10th.

Jennifer Rifino, Teen Services Coordinator, and Tanya DiMaggio, Assistant Director of Support Services, attend the Northshore NonProfit Round Up on January 13th.

Amy Strain and Tanya DiMaggio attended the St. Tammany Library Foundation Sipping in the Stacks meeting on January 17th.

### **PROGRAMMING**

Santa visited all six large branches as well as Abita Springs, Lee Road, Bush, and Folsom in December.

Storytime began the week of January 9th.

The popular LibraryCon program returned after a two year hiatus on Saturday, January 14th. 350 people attended including children, teens, and adults.

Byron Holdiman, Genealogy Librarian at Covington Branch, held a new program on January 19<sup>th</sup> called DNA for Genealogy: Basics.

Teen programs have started up again including Study Hall, Volunteer days, the Teen Volunteer Council meetings, and Home School Hangout.

## **SERVICES**

Two new databases were added in January:

National Geographic - People Animal World Subscription and National Geographic Magazine Subscription 1888- Current: With comprehensive, timely articles and legendary photographs and maps, the magazine documents life on our planet and beyond. This resource provides students and researchers of all ages a graphical, easy-to-use method of accessing the wealth of material from National Geographic magazine, along with a cross-searchable collection of National Geographic books, maps, images, and videos.

And MyHeritage Library Edition, one of the largest, most internationally diverse genealogy databases of its kind. It contains billions of historical records from all over the world to support family history research. It includes birth, death and marriage records; the complete U.S. and U.K. censuses; immigration, military and tombstone records; and nearly 5 billion family tree profiles. New exclusive content is added daily, with more than 100 million records added every month.

## **STATEMENTS OF CONCERN**

Since the last regular board meeting there have been more Statements of Concern submitted, for a total of 193 Statements of Concern on 150 titles. Staff have volunteered to serve on committees and have been assigned books. Committee members have been reading their assigned books. Committee meetings are in the process of being scheduled.

## **WEBINAR ATTENDANCE**

Ellen John, Sarah Aucoin, Robert Barnes, Byron Holdiman, Barret Reich, Taylor Leblanc attended webinars.

## **CONTRACTS**

Renewals:

- Contract Renewals December 14, 2022-January 24, 2023
- Advantage Fire Specialists renewal \$2,875.00
- Innovative ArcServ renewal \$421.72
- Innovative Maintenance/Licenses renewal \$52,635.61
- Polaris Syndetics renewal \$7,033.98
- Sage 50C renewal \$4,987.00
- Transformyx Cisco AMP renewal (State contract) \$13,105.00
- Transformyx ProofPoint renewal (State contract) \$5,549.61
- Quest KACE Desktop Authority Management Suite renewal \$1,440.00
- Zoobean Inc. Reading program renewal \$4,585.00

New Contract December 14, 2022-January 24, 2023

- Transformyx Network Penetration Test (State contract) \$10,000

## December 2022 Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	221	40	85	15	119	6		23		509				
Abita	477	53	369	9	488	6		24		1,426	147	1,692	75	222
Bush	220	25	390	7	138	15		11		806	57	801	38	124
Causeway	1913	248	866	21	1565	18		152		4,783	358	4,345	547	1,474
Covington	3070	263	1457	23	2632	55	80	206		7,786	1,020	5,140	2,216	1,126
Folsom	413	24	292	4	234	80		8		1,055	170	891	109	187
Lacombe	193	35	223	2	186	0		9		648	209	2,692	88	133
Lee Road	293	56	279	0	341	25		14		1,008	52	553	54	166
Madisonville	1112	176	318	24	1234	4		136		3,004	288	3,459	718	414
Mandeville	2302	265	858	37	2541	50		214		6,267	844	4,979	746	555
Pearl River	373	14	177	18	224	4	23	53		886	192	1,518	71	138
Slidell	3067	245	1153	47	2557	216	222	341		7,848	1,712	9,280	1,111	840
South Slidell	643	35	454	16	581	3		36		1,768	1,054	3,865	515	889
Virtual <sup>1</sup>									28,049	28,049				
<b>Total</b>	<b>14,297</b>	<b>1,479</b>	<b>6,921</b>	<b>223</b>	<b>12,840</b>	<b>482</b>	<b>325</b>	<b>1,227</b>	<b>28,049</b>	<b>65,843</b>	<b>6,103</b>	<b>39,215</b>	<b>6,288</b>	<b>6,268</b>

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

CD=CompactDisc; DVD=DigitalVersatileDisc; ILL=InterLibraryLoan; Mag=Magazines  
Pbks=Paperbacks; YA=Young Adult

**Patrons Registered:        437**

YTD Jan - Dec. 2022  
Service Statistics

Branch	Adult Books	CD	DVD	ILL	In-House	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	3,200	663	1,574	415		1,919	11		218		8,000				
Abita	6,747	605	3,956	188	3,397	7,735	166		344		23,138	2,219	22,128	1,047	3,253
Bush	2,244	174	4,832	104	29	2,324	79		153		9,939	1,035	9,782	444	1,485
Causeway	24,457	2,472	12,037	488	4,676	23,120	222		2,209		69,681	6,604	58,990	6,135	17,167
Covington	41,682	4,081	21,573	417	4,694	43,615	1,188	1,415	2,518		121,183	15,313	71,445	28,727	15,004
Folsom	5,680	412	5,634	80	75	4,157	731		323		17,092	3,216	14,502	1,481	2,211
Lacombe	2,680	294	3,521	39	524	2,307	23		221		9,609	2,667	29,888	1,262	1,834
Lee Road	3,783	405	2,218	43	170	4,406	87	111	166		11,389	700	7,813	671	2,434
Madisonville	15,671	2,190	6,237	314	2,938	21,940	274		1,386		50,950	4,340	44,872	10,792	6,440
Mandeville	30,078	3,989	11,556	463	9,332	46,568	1,047	51	2,902		105,986	13,105	72,231	10,008	7,502
Pearl River	4,950	321	2,598	224	596	3,644	105	479	266		13,183	3,149	22,165	940	1,998
Slidell	44,769	4,328	18,843	553	12,551	47,269	2,462	3,726	4,676		139,177	24,450	131,584	15,911	13,107
South Slidell	8,077	965	7,054	202	2,032	8,726	159	44	834		28,093	15,587	55,640	8,185	13,798
Virtual <sup>1</sup>										359,907	359,907				
<b>Total</b>	<b>194,018</b>	<b>20,899</b>	<b>101,633</b>	<b>3,530</b>	<b>41,014</b>	<b>217,730</b>	<b>6,554</b>	<b>5,826</b>	<b>16,216</b>	<b>359,907</b>	<b>967,327</b>	<b>92,385</b>	<b>541,040</b>	<b>85,603</b>	<b>86,233</b>

1 - Virtual stats include Overdrive, Tumblebooks, 3M Cloud Library, Rbdigital, Hoopla

CD=CompactDisc; DVD=DigitalVersatileDisc; ILL=InterLibraryLoan; Mag=Magazines  
Ppks=Paperbacks; YA=Young Adult

**Patrons Registered: 8,238**

## 2022 Service Statistics

Circulation by Type	Amount	%
Virtual (all types)	359,907	37.2%
Juv Books	217,730	22.5%
Adult Books	194,018	20.1%
DVD	101,633	10.5%
Non- Circulating - in House	41,014	4.2%
CD	20,899	2.2%
YA	16,216	1.7%
Magazines	6,554	0.7%
Paperbacks	5,826	0.6%
ILL	3,530	0.4%
<b>Total</b>	<b>967,327</b>	<b>100%</b>

Physical Vs. Virtual Items Circulated	Amount	%
Physical Items	607,420	63%
Virtual Items	359,907	37%
<b>Total</b>	<b>967,327</b>	<b>100%</b>

Circulation by Branch	Amount	%
Virtual	359,907	37.2%
Slidell	139,177	14.4%
Covington	121,183	12.5%
Mandeville	105,986	11.0%
Causeway	69,681	7.2%
Madisonville	50,950	5.3%
South Slidell	28,093	2.9%
Abita	23,138	2.4%
Folsom	17,092	1.8%
Pearl River	13,183	1.4%
Lee Road	11,389	1.2%
Bush	9,939	1.0%
Lacombe	9,609	1.0%
Administration/Annex	8,000	0.8%
<b>Total</b>	<b>967,327</b>	<b>100.0%</b>

Branch Door Count	Amount	%
Slidell	131,584	24%
Mandeville	72,231	13%
Covington	71,445	13%
Causeway	58,990	11%
South Slidell	55,640	10%
Madisonville	44,872	8%
Lacombe	29,888	6%
Pearl River	22,165	4%
Abita	22,128	4%
Folsom	14,502	3%
Bush	9,782	2%
Lee Road	7,813	1%
<b>Total</b>	<b>541,040</b>	<b>100%</b>

Branch Computer Use	Amount	%
Slidell	24,450	26%
South Slidell	15,587	17%
Covington	15,313	17%
Mandeville	13,105	14%
Causeway	6,604	7%
Madisonville	4,340	5%
Folsom	3,216	3%
Pearl River	3,149	3%
Lacombe	2,667	3%
Abita	2,219	2%
Bush	1,035	1%
Lee Road	700	1%
<b>Total</b>	<b>92,385</b>	<b>100%</b>

Programs by Type	Amount	Attendance
Adult	491	3,967
Children	1,323	33,873
Teen	391	6,172
<b>Total</b>	<b>2,205</b>	<b>44,012</b>

Branch Wireless Inside	Amount	%
Covington	28,727	34%
Slidell	15,911	19%
Madisonville	10,792	13%
Mandeville	10,008	12%
South Slidell	8,185	10%
Causeway	6,135	7%
Folsom	1,481	2%
Lacombe	1,262	1%
Abita	1,047	1%
Pearl River	940	1%
Lee Road	671	1%
Bush	444	1%
<b>Total</b>	<b>85,603</b>	<b>100%</b>

Branch Wireless Outside	Amount	%
Causeway	17,167	20%
Covington	15,004	17%
South Slidell	13,798	16%
Slidell	13,107	15%
Mandeville	7,502	9%
Madisonville	6,440	7%
Abita	3,253	4%
Lee Road	2,434	3%
Folsom	2,211	3%
Pearl River	1,998	2%
Lacombe	1,834	2%
Bush	1,485	2%
<b>Total</b>	<b>86,233</b>	<b>100%</b>

## **Strategic Planning Committee Update**

Carson Block and Susan Kent are ready to present a draft of the goals and a new mission and vision statement. The presentation is on hold for a short time until the Board and Administration can give strategic planning the time and attention needed to complete the process.

## **Rules and Regulations Committee Update**

The Rules and Regulations Committee has not met since our December 13<sup>th</sup> 2022 board meeting. The next meeting is not scheduled as of yet.