

St. Tammany Parish Library
Board of Control Special Meeting / Rules and Regulations Committee Meeting
June 16, 2025
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
10:00 A.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. In the case of a Statement of Concern decision, the person who filed the Statement of Concern is given 5 minutes to speak. Please note, all comments must pertain to the agenda item announced. There is no general public comment at the end of the meeting. Any person wishing to comment on a topic not listed on the agenda may do so by e-mailing lboc@stpl.us by 8:00 AM on Monday, June 16, 2025.

Please Note: This special meeting is being called as a quorum or more of board members expressed interest in attending the Rules and Regulations Committee meeting. A special meeting will only occur if four (4) or more board members are in attendance. Otherwise the Special Meeting will not occur and the meeting will be a Rules and Regulations Committee meeting.

AGENDA

Call to order by President and Roll Call by Director

1. NEW BUSINESS

A. Section 209 – Limits of Library Use – B. Overdue Fees (regarding exception to fines and fees for Mobile Library patrons)

- Discussion
- Public Comment

B. Section 209 – Limits of Library Use – C. Other Fees (regarding discontinuation of fees for faxing and exception to fees for printing for U.S. Military Veterans)

- Discussion
- Public Comment

C. Section 407 - Statements of Concern About Library Resources (revisiting Statements of Concern policies)

- Discussion
- Public Comment

2. Adjournment

Section 209. Limits of Library Use

B. Overdue fees

- Any patron having overdue materials shall be prohibited from checking out additional materials until the overdue materials are returned and fines addressed or paid.
- Fines: 3-day grace period—if items are returned within the 3 days. On the fourth day, fines begin inclusive of the 3 day grace period.

1. Books and Audios 10 cents per day up to a max of \$5.00
2. Magazines 10 cents per day up to a max of \$5.00
3. Compact Discs 10 cents per day up to a max of \$5.00
4. Audio Visual 25 cents per day up to a max of \$5.00
5. Inter-library Loan Materials \$1.00 per day.

Section 209 – Limits of Library Use – B. Overdue Fees

- Any patron having overdue materials shall be prohibited from checking out additional materials until the overdue materials are returned and fines addressed or paid.
- Fines: 3-day grace period—if items are returned within the 3 days. On the fourth day, fines begin inclusive of the 3-day grace period.
- Partial payments may be made on the cost of overdue items. Patrons may check out additional materials when the total of fines and fees is below \$5.00

1. Books and Audios \$.10 cents per day up to a max of \$5.00

2. Magazines \$.10 cents per day up to a max of \$5.00

3. Compact Discs \$.10 cents per day up to a max of \$5.00

4. Audio Visual \$.25 cents per day up to a max of \$5.00

5. Inter-library Loan Materials \$1.00 per day.

Exception: Patrons of the Mobile Library Branch shall not be charged overdue fines.

Section 209. Limits of Library Use

C. Other Fees

- An annual fee of thirty dollars (\$30.00) shall be charged to nonresident patrons to obtain a St. Tammany Parish Library card. Patrons, whether parish residents or out of parish library card holders, shall be charged a fee of three (\$3.00) to replace a lost, damaged, or stolen card.
- 1.. B & W printing from PCs, Internet, Microforms.10/per page
 2. Color printing from PCs, Internet, Microforms.50 per page
 - 3. Each patron is given .50 per day towards 5 B&W prints or one color print.
 4. Fax cost: Sending and receiving faxes are .10 cents per page. Cover sheets are not required but are .10 cents if used.

Section 209 – Limits of Library Use – C. Other Fees

- An annual fee of thirty dollars (\$30.00) shall be charged to nonresident patrons to obtain a St. Tammany Parish Library card.
- Patrons, whether parish residents or out of parish library card holders, shall be charged a fee of three (\$3.00) to replace a lost, damaged, or stolen card.

- Patrons are required to pay for lost items, damaged items, or missing parts.
- Partial payments may be made on the cost of a lost item, but the patron cannot check items out until the fees on the patron's account are below \$5.00.
- Fines on lost items should be waived at the time the patron pays for the item.
- The lending library will set the cost of a lost ILL item.

- B & W printing from PCs, Mobile Devices, Internet, Microforms .10/per page
 - Exception: Patrons who are United States Military veterans shall not be charged fees to print.
- Color printing from PCs, Mobile Devices, Internet, Microforms .50 per page
- Each patron is given .50 per day towards five (5) B&W prints or one (1) color print.

~~4. Fax cost: Sending and receiving faxes are .10 cents per page. Cover sheets are not required but are .10 cents if used.~~

Current Policy

Section 407. Statements of Concern about Library Resources

Effective Date: 12/13/2022

Revision Date: 10/23/2023

A. General

The choice of library materials by users is an individual matter. Responsibility for the use of library materials by minor children rests with their parents or legal guardians. While a person may reject material for themselves and for their minor children, an individual may not exercise censorship to restrict the freedom of others to read, see, or hear.

B. Process

1. Any person residing in St. Tammany Parish who has reached the age of majority and who holds a St. Tammany Parish Library card and wishes to express concerns about library materials, programs, or displays may complete a "Statement of Concern About Library Resources" form, also referred to as a "Request for Reconsideration" pursuant to La. R.S. 25:225. However, processing a Statement of Concern form entails significant cost and time commitments. Therefore, anyone who has a concern about library resources is encouraged to discuss their concerns with a library staff member before filing a Statement of Concern form.

The Statement of Concern form shall be available at the library circulation desk, the library's website, by email request, and at all Library Board of Control meetings. All completed Statement of Concern forms will be forwarded to the Library Director and to each member of the Library Board of Control. Upon receipt of the Statement of Concern form the Director will confirm receipt to the complainant(s). Statements of Concern that do not meet the submission criteria will not be considered.

Any Statement of Concern seeking to restrict access by a minor to a digital resource categorized as Adult and thus only available to Adult, Juvenile, and Juvenile Unrestricted cards, shall not be considered.

2. The Director will select two or more staff members to serve on an internal committee to review each Statement of Concern and the subject of the concern. Committee members will be chosen by the Director based on the type of material under review and taking into consideration the staff member's education and experience. A decision will be made within 45 days of the Director receiving the Statement of Concern Form, unless a longer period is authorized by the Library Board of Control, in which case the complainant(s) shall receive notice.

3. The committee members shall:
 - a. Review the material in its entirety.
 - b. Create and consider a resume of the material which can include:
 - A brief synopsis
 - Reviews in standard evaluation guides
 - Topical information concerning the material
 - Circulation information
 - Information about holdings in other public libraries
 - Awards received
 - Biographical information about the author/producer
 - Library of Congress Subject Headings
 - Publisher, vendor, and/or reviewer audience recommendations
 - Indication that purchase was made per patron request, if that information is available
 - Number of copies sold in the United States, if that information is available
 - c. Consider the suitability for age level of current placement
 - d. Consider present and potential relevance to community needs
 - e. Conduct a discussion to reach a decision
 - f. Submit a written report to the Director with the decision made based on the result of the committee's efforts.
4. The Director shall notify the complainant in writing of the committee's decision and their right to appeal that decision to the Library Board of Control, except as provided in La. R.S. 25:225C(2)(d)(ii). A copy of the decision will be mailed to each member of the Library Board of Control.
5. Pursuant to La. R.S. 25:225C(2)(d)(ii), any Statements of Concern of a library material that may include sexually explicit material available to minors shall be reviewed by the Library Board of Control under the procedures outlined in Subsection C(2-5) of this Section.

C. Right to Appeal

1. The complainant may appeal to the Library Board of Control by contacting the Assistant Director within 30 days of mailing of the committee's decision and requesting to be placed on the agenda of the next available scheduled board meeting. The Assistant Director must notify the Library Board of Control of the appeal being placed on the agenda.
2. A complainant will have five minutes to address the Library Board of Control about the specific challenged material on the original Statement of Concern form.
3. A period of public comment will precede any action taken by the Board.

4. The Library Board of Control shall vote to affirm, modify, reject, or take under advisement the committee's decision. Matters taken under advisement shall be renoticed for a future meeting. Upon modification or rejection of the decision of the committee, the Board shall decide what action will be taken in response to the Statement of Concern. The decision of the Board shall be rendered by a majority vote. In the event there is a tie, the committee's decision is affirmed.
5. The complainant(s) will be notified in writing of the decision of the Library Board of Control.

D. The decision on a Statement of Concern about specific materials, programs, or displays will remain in effect for five years. Within this five-year period complainants submitting a new Statement of Concern on a decided title, program, or display shall receive a copy of the current decision.

Suggestions for Discussion

- No discussion or Statements of Concern on books or other materials intended for adults - only Children's or Teen
- More than two Statements of Concern at a time - board can set time limit for discussion and hear all public comments at once
- Must be specific about page numbers (if the book has them) when expressing concerns
- Books that meet the definitions of La. RS 25:225 can be reviewed (by the board) without reading the entire book. Books that have been accused of obscenity under La. RS 14:91.11 must be read in entirety
- If the complainant does not show up to the meeting, the concern is thrown out.