

St. Tammany Parish Library
Board of Control Meeting
July 28, 2025
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
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. 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 4:00 PM on Monday, July 28, 2025.

AGENDA

Call to order by President and Roll Call by Director

Pledge of Allegiance

1. Introduction of Incoming Board Members
2. Approval of the minutes of the meeting of the Library Board of Control that was held on May 19, 2025 and special meetings held on June 16th and June 23rd 2025. (Branton)
 - Public Comment
 - Discussion
 - Vote
3. NEW BUSINESS
 - A. Resolution # 25-014 Resolution amending Rules and Regulations Section 209 – Limits of Library Use – C. Other Fees - regarding printing for United States Military active-duty service members, reservists, veterans, and members of the Louisiana National Guard and faxing for all patrons. (Branton)
 - Public Comment
 - Discussion
 - Vote
 - B. Election of Officers
 - Public Comment
 - Discussion
 - Vote
 - C. Financial Reports – June 2025 (Branton/LaRocca)
 - Public Comment
 - Discussion
 - Vote

D. Director's Report (Branton/LaRocca)

E. Resolution # 25-015 Resolution amending Rules and Regulations Section 209 – Limits of Library Use – B. Overdue Fees (Branton)

- Public Comment
- Discussion
- Vote

F. Resolution # 25-016 Resolution amending Rules and Regulations Update Section 106 – E or F Code of Conduct (Shaw)

- Public Comment
- Discussion
- Vote

G. Resolution # 25-017 Resolution regarding current disposition of challenged materials (Branton)

- Public Comment
- Discussion
- Vote

H. Resolution #25-018 Resolution regarding extension of time to allow for procedural due process of undecided Statements of Concern (Branton)

- Public Comment
- Discussion
- Vote

4. Adjournment

**St. Tammany Parish Library
Board of Control Meeting
May 19, 2025
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
6:30 P.M.**

MINUTES

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

Present (6): Charles (Chuck) Branton, Councilman Jeff Corbin (designated by Parish President Mike Cooper), Jill Kesler, Tamarah Myers, Ann Shaw, Dinah Thanars

Absent (0): None

Emily Couvillon with the Civil Division of the District Attorney's Office was also present as legal counsel for the library.

A. Shaw explained the meeting rules and the rules for public comment.

D. Thanars led the Pledge of Allegiance.

1. Approval of the minutes of the meetings of the Library Board of Control that were held on March 24, 2025 and April 28, 2025.

March 24, 2025 Meeting Minutes

PUBLIC COMMENT:

James Prentice – He requested that additional remarks he made during the March 24, 2025, Board meeting be included in the official record. He stated that some questions are best addressed directly to the Board member most knowledgeable about the issue and gave the following examples: Chuck Branton is a skilled attorney who presents plausible arguments about library policy and management flaws. Dinah Thanars is a 30-year primary educator and specialist. Tamarah Myers is a trained child psychologist who can address problems with harmful reading materials. Jillian Kesler is a trained paralegal, a trained respiratory therapist skilled in medical pathology, is great with all types of animals, and has become the great love of his life. He stated that he married her rather than lose her. He stated that there is no shame in his soul because of his association with her and emphasized his First Amendment right to speak as a resident of St. Tammany Parish. He stated that individuals, regardless of their personal affiliation to board members or to the library, should be allowed to give public comment.

Pat Phillips – Mandeville, LA. He suggested that the LBOC use the same audio/video broadcasting system that the Parish Council and other boards use for their meetings, noting a lower audio quality to the library's live stream. E. Couvillon stated that the Parish has declined previous requests from the LBOC to use the system.

DISCUSSION: There was no Board discussion.

MOTION: D. Thanars moved to approve the March 24, 2025, LBOC meeting minutes. It was seconded by T. Myers.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes Thanars: Yes Shaw: Yes

RESULT: Motion to approve carried. (Unanimous 6-0)

April 28, 2025 Meeting Minutes

PUBLIC COMMENT:

Devin McGee – He stated that the minutes from the April 28, 2025 meeting did not accurately reflect his comments regarding Jeff Corbin’s attempt to prevent discussion of the term “access.” He stated that J. Corbin argued that the colloquial definition of the word should be adopted, but then voted against having that discussion. He noted that other board members also voted against it or abstained. He suggested it was a calculated effort to prevent them from getting to the truth. He stated that the minutes did not accurately capture his comments regarding a contemporary academic paper called “Drag Pedagogy” written by Harper Keenan, a professor of curriculum and pedagogy, and co-written by a drag queen named Lil Miss Hot Mess. He expressed frustration that his research, including direct quotes referencing blatant admissions of ideological grooming, was dismissed as off-topic. He stated his belief that focusing on the content of his speech could help resolve some of the issues at the library. He also stated that ongoing issues are likely to continue if board members continue voting on controversial materials without having read them.

DISCUSSION: Discussion took place concerning the vote to postpone the RFID project, which occurred during the Capital Projects Report under Agenda Item C on page 9 of the April 28, 2025, meeting minutes. Since there was no vote regarding the RFID project listed on the agenda, a unanimous vote was required to add the item as an off-the-floor amendment prior to any vote on the project. E. Couvillon pointed out that the procedural flaw was noted on page 8 stating that “no formal motion was made, no second was offered, and no vote was taken to add the item as an off-the-floor amendment” prior to voting on the substance. She advised that the minutes of the present meeting, May 19, 2025, should reflect that the item was never properly taken off the floor.

C. Branton expressed concern that the minutes indicate that the motion passed, when in fact it did not due to a procedural error. After discussion between the Board and E. Couvillon, it was agreed to add a note following the vote result in the April 28, 2025, minutes, documenting the procedural error and referencing the May 19, 2025, minutes for additional details. The note should read as follows: “Please refer to the minutes of the next LBOC meeting, held on May 19, 2025, for detailed discussion of the procedural error that occurred during this meeting in relation to this motion.”

MOTION: C. Branton moved to approve the April 28, 2025, meeting minutes as amended. It was seconded by J. Corbin.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes Thanars: Yes Shaw: Yes

RESULT: Motion to approve carried. (Unanimous 6-0)

E. Couvillon reviewed the Minutes Requirements outlined in Section 112 of the Rules and Regulations of the Library Board of Control and stated that the minutes are not required to be a verbatim transcript. She noted that the LBOC minutes are much more expansive than those of other boards and commissions she represents and the cost of publishing them in the newspaper increases with their length. After reviewing the minutes of other libraries, agencies, and entities, E. Couvillon advised Library Administration to reduce the length of the minutes going forward. She noted that recordings of the board meetings are available on the website for anyone who wishes to review specific discussions. She stated that the minutes need only to reflect motions, votes, and a very brief summary of any discussion related to the motions.

2. NEW BUSINESS

A. Financial Reports – April 2025

K. LaRocca reported that \$12,572,932.48 in Ad Valorem Revenue and \$89,698.26 in State Revenue Sharing was received as of the end of April 2025. The budget percentage for this point in the year should be 33.33%. Revenues were at 33.53% and expenditures were at 30.71%. K. LaRocca reminded the Board that Ad Valorem Revenue and State Revenue Sharing is credited in twelfths and is reflected as such on the financial report. K. LaRocca gave explanations for any lines that were over or under 33.33%. She explained that some lines are expended early or late in the year, depending on when the expenses are due, but they will be in balance by the end of the year. She asked if any board members had questions or needed further explanation. C. Branton asked if Polaris Maintenance is at 100% because it is paid for the year, and K. LaRocca answered yes.

PUBLIC COMMENT: There was no public comment.

DISCUSSION: There was no Board discussion.

MOTION: J. Corbin moved to approve the April 2025 financial reports. It was seconded by D. Thanars.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes Thanars: Yes Shaw: Yes

RESULT: Motion to approve carried. (Unanimous 6-0)

B. Director's Report

K. LaRocca reported that a total of 2,637 lbs. of food was collected and delivered to local food banks in St. Tammany Parish as part of the Food For Fines initiative. Staff promoted the library on The Lake and The Highway radio stations and on the STPG-TV Lifestyles Show. Staff provided outreach services to various organizations and community events. Staff performed storytime to various preschools and elementary schools throughout the Parish. The Mobile Library conducted lobby stops at COAST centers all across the Parish. K. LaRocca reviewed contract renewals. The library received two new public records requests since the last board meeting. There are currently 110 Statements of Concern on 107 titles. Two books were moved to Adult Fiction because of sexual conduct. Five books were reviewed and determined not to have sexual conduct and will remain in Teen Fiction.

Parish President Cooper has selected RCL Architecture to provide architectural and engineering services for the Lacombe Branch replacement and Meyer Engineers, LTD for architectural and engineering services for the Slidell Branch expansion. K. LaRocca reviewed the April 2025 and year-to-date service statistics.

T. Myers asked what happens to the old I.T. equipment after it is replaced. K. LaRocca explained that after a computer's five-year life cycle, it is repurposed as an Online Public Access Catalog (OPAC). Once a computer becomes unusable, it is declared surplus and sold at auction. T. DiMaggio added that the replacement cycle is five years to align with the warranty period.

C. Summer Reading Presentation

T. DiMaggio introduced the Children's, Teen, and Adult Programming Coordinators and each gave a presentation about this year's Summer Reading Challenge. This year's theme is "Color Our World." All ages are encouraged to read for 720 minutes throughout the summer. Children's events this year include storytime, family programs, art-themed workshops, Storywalks, and special guests such as Art on the Geaux, Nature on the Geaux, and Louisiana Snake ID. Teen events include workshops such as art and design, cooking, creative writing, floral design, "Nailed It" baking competition, and Mystery Dinner Theater. Adult events include art classes such as pottery, flower arranging, jewelry making, mosaics, Painting with a Twist, games, and virtual events such as art and yoga classes. This year, 65 teens are participating as volunteers, gaining valuable first-time work experience. The Summer Reading kickoff parties are May 22nd at the Slidell Branch and May 23rd at the Madisonville Branch. There will be arts and crafts, photo ops, pet adoption opportunities, and community partners such as The Lake 94.7 radio station, fire departments, Tchefunky Playground jazz trio, and Blue Bell Ice Cream.

D. Spring Budget Amendment (Resolution # 25-011 Shaw)

K. LaRocca presented the 2025 Spring Budget Amendment for the Board's consideration. The amendment explanation and spreadsheets were provided in the board packet. An overall increase in revenue of \$241,290 is expected based on additional Ad Valorem Revenue, State Revenue Sharing, interest income, and donations. The original 2025 budget was produced in July 2024. The budget amendment adjustments are based on how the library ended the 2024 fiscal year, on increased supply costs, and on projects such as the Mandeville Branch renovation. K. LaRocca reviewed each budget line adjustment.

K. LaRocca highlighted that the Proposals (Ballot) line is reduced by \$160,000 based on a new cost estimate for the millage election from the Parish Finance Office. The estimated cost of the election is between \$70,000 - \$90,000. K. LaRocca noted that the library is proposing to allocate the majority of this year's additional Ad Valorem funds (totaling \$196,000) back to the Parish to support the Mandeville Branch capital project.

K. LaRocca reviewed the Savings spreadsheet. Dedications for Outreach Vehicle and Millage election were removed as these costs are currently part of the operational budget. This leaves a current Unassigned Savings of \$609. The 2025 Spring Budget Amendment shows a decrease in expenditures of \$6,213. The additional revenue plus the reduced cost of the millage election will help fund Mandeville's Capital Project without having to use savings. The budget is balanced with \$82 left unbudgeted.

C. Branton asked for clarification that K. LaRocca is requesting Board approval to move funds between budget lines. K. LaRocca confirmed that is correct.

MOTION: C. Branton moved to adopt the 2025 Spring Budget Amendment. It was seconded by. J. Corbin.

PUBLIC COMMENT:

James Prentice – He expressed concerns about the budget, specifically referencing salaries and benefits, the Lacombe Branch replacement, and the Slidell Branch expansion. He noted that the South Slidell Branch is very busy and suggested the Board consider directing funds to that area. He encouraged the Board to question the validity of expenses if red flags arise and to distinguish between genuine expenses vs. fluff.

DISCUSSION: There was no Board discussion.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes Thanars: Yes Shaw: Yes

RESULT: Motion to adopt carried. (Unanimous 6-0)

**E. Designation of Capital Funds – Mandeville Branch Renovation (Resolution # 25-012 Shaw)
(includes presentation from Architect Vaughan Sollberger)**

K. LaRocca reported that planned improvements to the Mandeville Branch include carpet replacement, data line rewiring, restroom updates, and front entrance modifications to address flooding and to ensure Americans with Disabilities Act (ADA) compatibility. She explained that the original cost estimate for this project was \$200,000 and the project was designated by the Board and added to the Parish's capital budget in 2022. Quotes were accepted by the Parish on February 12, 2025. The lowest quote was \$290,000. In order for this project to move forward, the Board will need to designate more funding and the project will need to go out to bid again.

K. LaRocca explained that additional funding is needed to address flooding issues at the front entrance and emphasized the importance of prioritizing this concern. Additional funding for the project is possible due to the \$49,000 in unassigned 2024 interest income, \$59,783 in 2025 interest income, and the \$196,000 in additional Ad Valorem funds that were approved in the 2025 Spring Budget Amendment for the Mandeville Branch capital project.

C. Branton asked how the estimated cost increased to \$458,725 when the lowest quote received was \$290,000. K. LaRocca explained that carpet replacement, initially excluded, was reinstated, bringing the adjusted quote to \$381,500. Additional costs include a 15% contingency of \$57,225, as recommended by the Parish Engineering Department, and \$20,000 for design services, bringing the total estimate to \$458,725.

Architect Vaughan Sollberger gave a presentation on the Mandeville Branch renovation project, detailing the flooding issue at the main entrance vestibule and the plans to address it. Board members asked several infrastructure-related questions, which V. Sollberger responded to in detail. Discussion included subsurface drainage, ground sloping, street grade, ADA-compliant temporary restroom facilities, insurance, and overall construction logistics.

K. LaRocca clarified the project timeline, stating that if the Board approves the resolution, it will be introduced to the Parish Council for a capital budget amendment in July and voted on in August. The Parish Procurement Department will then initiate the bidding process, and she estimates the project could begin in January 2026.

A. Shaw complimented the architectural renderings in the presentation and thanked V. Sollberger for his time.

PUBLIC COMMENT:

Becky Bohm – She complimented the project designs and expressed her belief that the additional cost for new carpet will be worthwhile.

DISCUSSION: There was no additional Board discussion.

MOTION: C. Branton moved to adopt Resolution 25-012. It was seconded by D. Thanars.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes Thanars: Yes Shaw: Yes

RESULT: Motion to adopt carried. (Unanimous 6-0)

F. Millage rate 2025 (Resolution # 25-013 Shaw)

K. LaRocca explained that the Parish Council sets the library's millage rate annually and we must notify the Parish Government Finance Office of the library's requested millage rate for 2025. The St. Tammany Parish Library Ad Valorem levy is 4.35 mills as set by the recent election on March 29, 2025. K. LaRocca recommended maintaining the current voter-approved millage rate, which was reduced by 1 mill, for the upcoming year. The Board can evaluate rolling down in 2026.

PUBLIC COMMENT: There was no public comment.

DISCUSSION: There was no Board discussion.

MOTION: C. Branton moved to adopt Resolution 25-013. It was seconded by J. Corbin.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes Thanars: Yes Shaw: Yes

RESULT: Motion to adopt carried. (Unanimous 6-0)

3. Adjournment

There being no further business, a motion to adjourn was made by T. Myers and was seconded by D. Thanars. All were in favor, none were opposed, and no one was absent. Motion carried.

APPROVAL: _____

**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.**

MINUTES

The meeting was scheduled as a Rules and Regulations Committee meeting. Due to a quorum of the Library Board of Control (LBOC), the meeting was held as a special board meeting.

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

Present (6): Charles (Chuck) Branton, Councilman Jeff Corbin (designated by Parish President Mike Cooper), Tamarah Myers (arrived after roll call), Ann Shaw, Dinah Thanars, Travis Thompson
Absent (1): Jill Kesler

Emily Couvillon with the Civil Division of the District Attorney's Office was also present as legal counsel for the library.

A. Shaw introduced Travis Thompson as the new Library Board of Control member. A. Shaw explained the meeting rules and 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.

D. Thanars led the Pledge of Allegiance.

1. NEW BUSINESS

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

DISCUSSION:

The committee discussed the current policy and suggested changes. K. LaRocca answered questions from Board members and provided clarification on current and proposed policies. They discussed incorporating specific procedures from the staff Procedures Manual into the Rules and Regulations policies. They discussed fines, fees, overdue items, lost materials, replacement costs, refunds, damaged items, partial payments, and Interlibrary Loans. K. LaRocca explained that the Board passed a resolution on February 26, 2024, stating that there would be no fines, fees, or replacement costs associated with Books By Mail and Lobby Stop services provided by the Mobile Library. K. LaRocca recommends this directive to be added to the policy. A revised policy will be drafted incorporating the committee's suggestions and the exception to fines and fees for Mobile Library patrons.

PUBLIC COMMENT:

Lisa Rustemeyer – She asked questions regarding partial payments, Interlibrary Loan fines, and fines on different family member’s library cards. T. DiMaggio and K. LaRocca answered her questions.

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:**

K. LaRocca reviewed the current policy for Section 209 – Limits of Library Use – C. Other Fees, and the suggested changes. She noted that some of the topics that were previously discussed are stated in this section of the policy. The committee discussed the issuance of out-of-parish library cards and the associated annual fee of \$30. K. LaRocca explained that the \$30 fee was originally set many years ago, based on the estimated average property tax contribution at that time. She noted that the Board may wish to review and consider updating the fee. Board members expressed varying opinions regarding the issuance of out-of-parish library cards to individuals who are not residents of St. Tammany Parish.

The committee discussed discontinuing fees for faxing and printing for United States Military veterans, active duty service members, reservists, and members of the Louisiana National Guard. C. Branton would like this policy change publicized. The committee also discussed the possibility of discontinuing fax fees for all patrons, as the library incurs no additional costs for providing fax services.

PUBLIC COMMENT:

Lisa Rustemeyer – She spoke in favor of removing barriers to library services and supported the suggestion to discontinue fax and printing fees for military veterans and service members.

C. Section 407 – Statements of Concern About Library Resources (revisiting Statements of Concern policies)**DISCUSSION:**

K. LaRocca reviewed the current policy for Section 407 – Statements of Concern About Library Resources and referred to a list of suggestions that were made by board members and the public for discussion. The committee discussed three out of the five bullet point suggestions that were listed.

The first bullet point stated: “No discussion of Statements of Concern on books or other materials intended for adults – only Children’s or Teen.” C. Branton expressed concern that this suggestion takes away the ability for patrons to request that a book be removed from the library, noting that patrons have the right to make that request. The committee discussed additional scenarios, such as situations where an item has already been addressed administratively and the requested outcome has been achieved (such as relocating a book to the Adult section). E. Couvillon provided clarification on the current policy, briefly summarized the previous process, and highlighted key points in LA R.S. 25:225. The committee reviewed and polished the policy’s wording and phrasing to enhance clarity, incorporating suggested edits and expanding sentences as needed. E. Couvillon advised on which directives need not be codified in Section 407 and may instead be addressed via a Board resolution. E. Couvillon emphasized that every patron will still have due process rights to challenge or appeal any decisions to the Board if they so choose.

A. Shaw called for public comment regarding bullet point one.

PUBLIC COMMENT #1:

Becky Bohm – She inquired whether a book’s placement could be challenged after relocation following a previous SOC, and E. Couvillon confirmed that another patron may submit an SOC challenging the placement of that title. B. Bohm is in favor of excluding SOCs for titles that have always been located in the Adult collection.

Jean Wiggan – Abita Springs, LA. She agreed with the previous speaker and supports excluding SOCs for titles that have always been located in the Adult collection. She opposed reviewing SOCs for Adult books when the complainant’s request is to remove the book from the library.

Lisa Rustemeyer – She opposes telling an Adult what they can and cannot read and considers it a violation of her rights.

Devin McGee – He emphasized the importance of the SOC process, discernment, content curation, and cited Section 230 of the Communications Decency Act of 1996. He expressed concern that the Parish President has delegated his role on the Board to someone he says prevents discussion of the term “access.”

DISCUSSION:

Discussion began regarding the second bullet point: “More than two Statements of Concern at a time - board can set time limit for discussion and hear all public comments at once.” The committee discussed ways to streamline the review process in order to expedite the resolution of pending SOCs. They discussed consolidating the review of multiple SOC submissions from a single patron into a special board meeting, noting that addressing them individually in regular meetings may be too cumbersome. C. Branton suggested that the Board hold quarterly special meetings where 10 books can be addressed at one time. The committee inquired about the allotted speaking time for public comments on multiple titles. E. Couvillon referenced Louisiana’s Open Meetings law, LA R.S. 42:14 and stated that the Board can adopt reasonable rules and restrictions regarding such comment period. The Board will need to determine what a reasonable amount of time should be for discussing each book.

A. Shaw called for public comment regarding bullet point two.

PUBLIC COMMENT #2:

Becky Bohm – She is not in favor of a time limit and stated that everyone should have the opportunity to speak for their allotted time.

Jean Wiggan – She asked for clarification on whether they are considering the review of 10 books in one meeting. E. Couvillon explained that the committee is discussing ways to develop a solution on how to address the backlog of SOCs and are open to hearing public input. A. Shaw clarified that these are just suggestions to consider. J. Wiggan asked for the Board to review no more than 2-3 books at a time.

Lisa Rustemeyer – She expressed confusion about how the Board will determine which books will be reviewed at one time. K. LaRocca stated that the suggestion was to group together and review multiple SOCs submitted by one person. C. Branton mentioned additional suggestions of how to group books together to streamline the review process.

Becky Bohm – She commented that she has challenged 4-5 books and she would like them to be reviewed and discussed individually.

E. Couvillon suggested using the current staff committee review procedure and establishing additional committees to complete reviews, send the decision letters, and have the Board address any submitted appeals. She noted that this approach would not impede anyone’s due process rights.

DISCUSSION:

Discussion began regarding the third bullet point: “Must be specific about page numbers (if the book has them) when expressing concerns.” The committee discussed the suggestion and agreed that SOC’s should include page numbers for the specific content in question (if page numbers exist) when the complaint is about specific content rather than shelving location. The committee noted that some books were challenged due to shelving location after relocation, and considered addressing them cumulatively at a special meeting.

E. Couvillon advised that page numbers are important when reviewing challenges that are subject to LA R.S. 25:225. She offered to draft appropriate wording to add to the policy for the committee’s review.

A. Shaw announced that the meeting must conclude, as the Council Chambers was reserved for only two hours and it is nearing the 12:00 p.m. closing time. There were concerns from the audience because there was no time left for further public comment. E. Couvillon clarified that this was a Rules and Regulations Committee meeting to discuss the topics before proposing any changes to the Board, and that no changes will take effect without a Board vote. C. Branton stated that the audience can email their comments to the Board. E. Couvillon explained that attendees can request their email comments be included in the meeting record and a copy will be appended to the minutes.

2. Adjournment

There being no further business, a motion to adjourn was made by C. Branton and was seconded by D. Thanars. All were in favor, none were opposed, and one was absent. Motion carried.

APPROVAL: _____

St. Tammany Parish Library
Board of Control Special Meeting / Rules and Regulations Committee Meeting
June 23, 2025
St. Tammany Parish Council Chambers
21490 Koop Dr.,
Mandeville, LA 70471
10:00 A.M.

MINUTES

The meeting was scheduled as a Rules and Regulations Committee meeting. Due to a quorum of the Library Board of Control (LBOC), the meeting was held as a special board meeting.

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

Present (5): Charles (Chuck) Branton, Councilman Jeff Corbin (designated by Parish President Mike Cooper), Jill Kesler, Tamarah Myers, Ann Shaw

Absent (2): Dinah Thanars, Travis Thompson

Emily Couvillon with the Civil Division of the District Attorney's Office was also present as legal counsel for the library.

C. Branton led the Pledge of Allegiance.

C. Branton expressed concern regarding the current handling of emails sent to the LBOC email address (LBOC@stpl.us). He stated that the emails are initially received by Library Administration and subsequently forwarded to board members by a staff member. He stated that such communications should be sent directly to board members without staff involvement. He was concerned that emails are screened prior to forwarding to board members. He noted that this also creates delays in the timely receipt of emails addressed to the LBOC. He questioned whether he has received all emails addressed to the LBOC since his appointment on February 6, 2025, and requested that all such emails be provided to him so he can verify receipt and identify any gaps.

K. LaRocca clarified that emails sent to a board member's personalized individual STPL email address (e.g., charles.branton@stpl.us) are delivered directly to their respective inboxes without staff involvement. Only emails sent to the general LBOC address (LBOC@stpl.us) are routed by staff. After further discussion, it was agreed that the I.T. Department would resolve the issue by configuring the LBOC emails to be routed directly to each board member's personalized individual STPL email address. Going forward, emails addressed to LBOC@stpl.us will be delivered directly to board members and will no longer be routed through Library Administration staff.

A member of the public asked if they could offer public comment even though this topic was not on the agenda. A. Shaw permitted the public comment.

PUBLIC COMMENT:

Jamie Segura – Covington, LA. She stated that there is no expectation of confidentiality or privacy by a member of a public body and all emails are obtainable through a public records request. She agreed with C. Branton that the LBOC emails should be delivered in a timely manner. She suggested including a disclaimer at the beginning of meetings and on the website to inform the public on how to contact board members by email individually and as a whole.

A. Shaw explained the meeting rules and 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. OLD BUSINESS**A. Section 407 – Statements of Concern About Library Resources**

K. LaRocca reviewed Section 407 and noted the updates highlighted in yellow, which were added based on discussion from the previous Rules and Regulations Committee meeting on June 16, 2025. She noted that the title of the resource in question has been moved to the first page of the Statement of Concern (SOC) form.

C. Branton asked if the Board is required to read the entire book if it is being challenged for sexually explicit material and the specific page numbers are noted. E. Couvillon explained that if the Board chooses to remove the book from the library's collection, the U.S. Supreme Court's *Pico* decision requires that the book be read in its entirety. If the Board chooses to move the book to the Adult section, reading the entire book may not be necessary.

There was more discussion regarding page numbers. The committee agreed to add a statement from the policy to the SOC form, placing it after the question requesting specific page numbers on page two. The statement should read as follows: "Statements of Concern that are not filled out completely or that do not cite page numbers (or scenes or sections if there are no page numbers) will not be considered and will be returned to you." There was discussion regarding the absence of page numbers in graphic novels, and C. Branton suggested adding "Graphic Novels" as one of the resource options on page one of the form.

PUBLIC COMMENT #1:

Jamie Segura – She agreed with the policy, particularly the suggested statement: "If the complainant does not show up to the meeting, the concern is thrown out."

James Prentice – He spoke about the psychological toll of reviewing certain materials. He noted he recently submitted five SOC's concerning graphic novels in the teen section, which he believes contain disturbing content. He raised concerns about citing content without page numbers and emphasized that disturbing material extends beyond sexual content.

Lisa Rustemeyer – Mandeville, LA. She expressed concern that board members may not have received her email and asked for confirmation. The board members confirmed they had received her email. She spoke about the potential for book bans and emphasized the importance of supporting readers' freedom to choose what they read.

Jean Wiggan – Abita Springs, LA. She appreciates the idea of dismissing SOC's if the submitter does not attend the board meeting but is concerned about its fairness in cases where someone may be out of town.

K. LaRocca explained that the policy currently allows for a written statement to be accepted if the person cannot appear themselves. C. Branton suggested setting a proposed date for SOC review and allowing the submitter a specified timeframe to respond and agree upon a date. He also suggested allowing the submitter to appoint a designated representative to speak on their behalf.

Becky Bohm – Mandeville, LA. She agreed that page numbers are helpful when reviewing an SOC but stated they should not be required, as a single page may not convey the correct context. She noted that some book concerns relate to shelf placement rather than content, and that submitters may not include page numbers if they have no objections to the book's content.

DISCUSSION:

The committee discussed the input provided by B. Bohm regarding SOC's submitted for shelf placement rather than content. E. Couvillon recommended adding phrasing to the form that addresses such circumstances.

E. Couvillon noted that the phrase, "If the complainant does not attend the meeting, the concern is dismissed," is not included in the current draft of Section 407, and asked whether the committee would like it formally drafted for inclusion in the policy for Board approval. C. Branton confirmed, reiterating that if the complainant is not present on the agreed-upon date, the SOC will be dismissed unless the complainant designates a representative in writing to speak on their behalf or submits a written statement. The complainant's written statement will be part of the record and included in the board meeting packet. E. Couvillon will draft phrasing to be added to Part C2 of Section 407.

A member of the public asked if they could offer additional public comment. A. Shaw permitted the public comment.

PUBLIC COMMENT #2:

James Prentice – Regarding situations in which a patron submits three or more SOC's, he asked whether the Board could review multiple SOC's at the same meeting rather than presenting each book at a separate meeting.

C. Branton suggested that multiple SOC's could be considered under a single agenda item, with the Board allocating a specific amount of time for the submitter to present their case. E. Couvillon advised that drafting the policy will take some time to ensure full compliance with Louisiana's Open Meetings law.

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

K. LaRocca reviewed the highlighted updates to Section 209 – Limits of Library Use – B. Overdue Fees, which were added following discussion from the previous Rules and Regulations Committee meeting on June 16, 2025.

C. Branton stated that the updates are a fair representation of what was discussed at the previous meeting and indicated he had no concerns.

PUBLIC COMMENT:

Jamie Segura – She expressed concern about the \$0.10 per day fines and suggested that the amount should be increased. K. LaRocca explained that we are one of the only libraries in the area that still charges fines and we do not want fines to be a barrier to service. J. Segura noted that there have been books that have been checked out and not returned or have been stolen because a patron did not like the content in the book.

DISCUSSION:

The committee agreed to remove the phrase “and fines addressed or paid” from the policy language in the first bullet point.

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

K. LaRocca reviewed the highlighted updates to Section 209 – Limits of Library Use – C. Other Fees, which were added following discussion from the previous Rules and Regulations Committee meeting on June 16, 2025. Some of the updates codify procedures that have been in practice. New to the policy is the addition of fees for printing from mobile devices, the exception to fees for printing by United States Military active duty service members, reservists, veterans, members of the Louisiana National Guard, and the exception to damaged item fees or replacement costs for Books By Mail and Lobby Stop services. E. Couvillon suggested moving the Books By Mail and Lobby Stop exception to the third bullet point.

PUBLIC COMMENT #1: There was no public comment.

DISCUSSION:

A. Shaw revisited the topic of out-of-parish fees, noting the current annual fee is \$30. C. Branton proposed raising the fee to \$75–\$100. K. LaRocca is awaiting information from the Assessor’s Office on average property tax costs and reported that 275 of 80,000 cardholders are out-of-parish. J. Kesler asked if out-of-parish patrons can submit an SOC. E. Couvillon confirmed that only St. Tammany Parish residents can submit SOCs.

T. Myers asked if the library could create signs to acknowledge and thank veterans, as well as inform them about the services the library offers. K. LaRocca confirmed yes. C. Branton requested that a presentation be added to the agenda for the July board meeting and that veterans from the VFW, DAV, and other groups be invited to attend. A. Shaw asked if the entire board could support or sponsor the resolution regarding the services for veterans. E. Couvillon explained that they could not, as it would amount to taking a vote without actually voting.

E. Couvillon and the committee discussed how to determine sponsorship for resolutions once they are drafted by Administration. C. Branton stated that while the drafting is done by Administration, the board member who suggested the idea should be considered a sponsor. E. Couvillon advised the committee to determine who should be designated as the sponsors for the resolutions drafted from today’s discussion.

Before proceeding, J. Corbin stated that he does not believe the \$30 fee for out-of-parish patrons is unreasonable. While agreeing that the primary focus should remain on St. Tammany Parish residents, he noted that since property taxes are based on a single home shared among household members, a \$30 per person fee is fair. C. Branton reiterated that the library is here to serve the citizens of St. Tammany and is not here to subsidize other Parishes' residents.

K. LaRocca stated that she will conduct further research on out-of-parish fees by speaking with the Assessor's Office and other library directors, and will report back to the Board. C. Branton agreed to be listed as a sponsor for the resolution regarding no fees for faxing and printing for veterans and active duty military.

The discussion prompted public comment.

PUBLIC COMMENT #2:

Jean Wiggan – She agreed with J. Corbin that \$30 is enough for the out-of-parish fee.

Jamie Segura –While she agrees there should be a fee for out-of-parish patrons, she believes \$100 may be too high and \$30 too low.

Becky Bohm – She agrees that there should be a fee, but \$100 may be too high. She suggested that college students be exempt.

Lisa Rustemeyer – She suggested making a distinction between out-of-state and out of parish. She agrees that the \$30 fee is sufficient.

Daphne Misuraca – Mandeville, LA. She agreed with C. Branton that the fee should be increased. She noted that charging \$75 for 275 out-of-parish patrons would generate \$20,625, compared to \$8,250 at the current \$30 rate.

J. Kesler suggested a \$50 out-of-parish fee as a compromise. K. LaRocca stated that the committee will continue the fee discussion at a future meeting and will proceed with drafting the other updates to present at the next regular LBOC meeting.

2. NEW BUSINESS

A. Section 106 – E or F – Code of Conduct

A. Shaw presented a proposed Code of Conduct for the LBOC for the committee's review and discussion. She explained that, given the recent high turnover of board members, it is an appropriate time to propose a framework for LBOC member conduct. She noted that it is critical for LBOC members to operate within the scope of their board membership to better serve the community, the library, and fellow board members. She added that respect for each other and fellow St. Tammany Parish citizens is essential for the Board to function congenially as one body. She emphasized that the Code of Conduct is not a final version, but an initial draft open to discussion and feedback from the Board and the public.

DISCUSSION:

C. Branton raised several concerns with the proposed policy and stated that he is opposed to its adoption. He considers the suggestion that the Board could remove a member from the LBOC akin to a threat, noting that only the Parish Council has the authority to appoint or remove Board members. A. Shaw stated that was not her intent. C. Branton is concerned with requiring board members to submit written requests to the Director for information and requiring a resolution. He stated that it gives the impression that the Board works for the staff, rather than the staff working for the Board and the citizens of St. Tammany Parish.

C. Branton suggested limiting committee meetings to three board members so that there is no quorum of the Board. He stated that, in his opinion, this meeting constituted a “walking quorum.” E. Couvillon clarified for the record that this meeting was properly noticed as a special board meeting due to a quorum of the Board and does not violate Louisiana’s Open Meetings law.

C. Branton stated that all board members are already governed by a Code of Ethics. He stated that the Board serves at the pleasure of the Parish Council and that the Council should be the one to write a Code of Conduct if they believe it is necessary. C. Branton suggested the policy stifles free speech and honest conversations with the public and officials. A. Shaw stated that was not her intent in proposing the policy.

MOTION: C. Branton moved to postpone the Code of Conduct discussion until the July 28, 2025, regular LBOC meeting. It was seconded by J. Kesler. E. Couvillon advised that since there is a procedural motion and a second to postpone the discussion, the public comment time will be one minute per speaker.

T. Myers stated that she wanted to highlight A. Shaw’s intent behind the proposed Code of Conduct and inquired about the document’s origin. A. Shaw explained that the document was sent to her as a base draft intended to be expanded upon to meet the Board’s needs, since it did not come from another public library.

J. Kesler noted that the proposed policy states that requests for information must be submitted in writing and will be provided upon approval. She asked what happens if K. LaRocca or A. Shaw deny a request. She is concerned about being restricted from accessing information necessary to make informed voting decisions. A. Shaw responded that was not the intent of the policy.

C. Branton stated that the policy enables restrictive behaviors that limit and eradicate free speech, and he considers this an implicit threat. He stated that the Board has no authority to threaten a board member with removal from the LBOC for failure to comply with the Code of Conduct.

J. Corbin raised a point of order, stating that there was a motion and a second on the floor to postpone, and noted that the current discussion was not related to the motion to postpone.

PUBLIC COMMENT:

Jamie Segura – She agrees with the postponement. She stated that, although she and A. Shaw do not always agree, she believes A. Shaw proposed the Code of Conduct with good intentions. She stated that the LBOC is a Board, not an employer. C. Branton corrected J. Segura and referenced a portion of Louisiana law, quoting, “The Library Board shall employ...” E. Couvillon confirmed that the quote is from

LA R.S. 25:215. J. Segura agreed that board members should direct information requests to the Director rather than individual staff members.

James Prentice – He stated that he is the proud husband of Jillian Kesler. He quoted Proverbs 31:10. He stated the expenditures and policies are what the LBOC is in charge of. He stated that J. Kesler has been responsible for over 50% of the questions asked by the LBOC.

Lisa Rustemeyer – She stated that it is a good method to look at what other boards and libraries do and it is not a bad thing for the LBOC to have its own internal governing system. She disagreed that the LBOC serves “at the pleasure” of the Parish Council and questioned whether that is a legally established point.

Daphne Misuraca – She agreed with C. Branton’s comments. She stated that the Code of Ethics already contains what the Board should and should not do. She stated that while A. Shaw responded it was “not the intent,” the fact that A. Shaw, K. LaRocca, and E. Couvillon had collectively reviewed the policy suggests that it was their intent to pass the policy. She does not agree with the postponement and recommends the policy be removed from consideration.

C. Branton questioned why no other board members were involved in the discussion of this process and asked that an explanation be given to the Board and the public, since legal counsel was involved.

E. Couvillon clarified that the proposed policy was brought to the Rules and Regulations Committee for discussion only, not a vote, and that this meeting serves as the appropriate forum. She explained that her role was consistent with past practice, such as when she reviewed resolutions with C. Branton upon his appointment to the Board. She advised that it is appropriate for A. Shaw or any Board member to consult legal counsel, noting that she routinely facilitates this process for both Board and Parish Council members.

C. Branton stated that he appreciates E. Couvillon covering for A. Shaw. He acknowledged that he met with E. Couvillon to ask legal questions regarding previous resolutions. He continued to raise the concern that no other board members were involved in drafting the Code of Conduct and that the policy prohibits the Board from getting requested information. A. Shaw stated that the proposed policy does not prevent the Board from getting information, rather it encourages Board members to be considerate when asking for information.

C. Branton again asked why other board members were not included. As E. Couvillon began to respond, C. Branton stated that he did not direct his question to legal counsel and asked for A. Shaw to respond. A. Shaw stated that she was working on this herself, just as C. Branton had worked on resolutions, met with legal counsel, and then presented those resolutions.

E. Couvillon emphasized that a public forum that has been properly noticed is the proper place to have such discussions. A. Shaw stated that she has acted with the purest of intent. C. Branton asked A. Shaw if she would agree to withdraw this policy proposal. A. Shaw stated she does not agree to that at this time, but may consider it.

Maureen O’Brien – Mandeville, LA. She asked under what circumstances an LBOC member could be denied a request for information. She stated that the way it is written struck her as odd, though she

acknowledged A. Shaw clarified that was not the intent. She also questioned whether the Rules and Regulations Committee has the authority to block agenda items and suggested holding meetings in the evening to encourage greater public participation.

DISCUSSION:

K. LaRocca explained that the Rules and Regulations Committee meeting times depend on the availability of the Council Chambers and she also tries to accommodate board members' schedules. She explained that the committee meetings are meant to focus on refining policy language so documents can be presented to the Board in polished form, minimizing corrections during regular board meetings and allowing more time for discussion and public comment before the vote.

T. Myers asked E. Couvillon whether a Code of Conduct is necessary or if the existing Ethics policy is sufficient. E. Couvillon explained that the Louisiana Code of Ethics addresses economic interests, not conduct or professionalism. In response to further questions from T. Myers, E. Couvillon stated that previous library boards have not had a Code of Conduct, and though not required, several other boards she advises have adopted Codes of Conduct or Codes of Professionalism.

C. Branton again referenced the Louisiana Code of Ethics. E. Couvillon confirmed that it is state law and must be followed, but it differs from a Code of Professionalism. C. Branton stated that the proposed policy is framed as a Code of Conduct. He then called for the vote.

ROLL CALL VOTE: Branton: Yes Corbin: Yes Kesler: Yes Myers: Yes
Thanars: Absent Thompson: Absent Shaw: Yes

RESULT: Motion to postpone discussion of the proposed Code of Conduct until the July 28, 2025, regular LBOC meeting carried. (Yes - 5 | Absent - 2)

1. Adjournment

There being no further business, a motion to adjourn was made by C. Branton and was seconded by T. Myers. All were in favor, none were opposed, and two were absent. Motion carried.

APPROVAL: _____

Resolution # 25-014 Resolution amending Rules and Regulations Section 209 – Limits of Library Use – C. Other Fees - regarding printing for United States Military active-duty service members, reservists, veterans, and members of the Louisiana National Guard and faxing for all patrons. (Branton) explanation

The following pages show the resolution amending the Rules and Regulations with the updates attached to the resolution highlighted in yellow. Parts that have not been updated are in plain text. The update was prompted after meeting with Jay Evans and Terry Sauls from the VFW who expressed how important the printing and faxing capabilities of the library were for the veterans applying for benefits.

Staff worked out the logistics of free printing and suggested free faxing for all patrons as most faxes sent now are to state and federal government agencies rather than of a commercial nature. This policy was also updated to reflect the Library's current procedures. Included behind the resolution and attached updates is a proclamation regarding printing and faxing for United States Military active-duty service members, reservists, veterans, and members of the Louisiana National Guard that will be presented should the Board vote affirmatively for the amendment to the existing Rules and Regulations.



St. Tammany Parish Library Board of Control

Resolution No. 25-014

Resolution amending Rules and Regulations Section 209 – Limits of Library Use – C. Other Fees

July 28th, 2025

Sponsor: Branton

WHEREAS, the St. Tammany Parish Library Board of control has previously adopted Rules and Regulations Section 209 – Limits of Library Use – C. Other Fees, and

WHEREAS, The Library Board of Control met to discuss updates to the Rules and Regulations on June 16th and 23rd, 2025; and

WHEREAS, the suggested updates are highlighted in yellow and attached to this resolution;

NOW THEREFORE BE IT RESOLVED, The Library Board of Control amends Rules and Regulations Section 209 – Limits of Library Use – C. Other Fees as attached.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 28th DAY OF JULY 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

ADMINISTRATIVE OFFICE
310 WEST 21ST AVENUE COVINGTON, LA 70433
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COVINGTON (985) 893-6280

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BUSINESS RESOURCE CENTER
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FOLSOM (985) 796-9728

MANDEVILLE (985) 626-4293

BUSH (985) 886-3588

LACOMBE (985) 882-7858

PEARL RIVER (985) 863-5518

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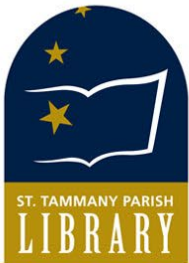
LEE RD (985) 893-6284

SLIDELL (985) 646-6470

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

- An annual fee of \$30.00 (thirty dollars) 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 \$3.00 (three dollars) 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 may not check out additional materials until the fees on the patron's account are below \$5.00 (five dollars).
 - Fines on lost items will be waived at the time the patron pays for the item.
 - The lending library will set the cost of a lost Interlibrary Loan item.
 - Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged damaged fees or replacement costs.
- Black and white printing from PCs, Mobile Devices, Internet, Microforms is \$.10 (10 cents)/per page.
- Color printing from PCs, Mobile Devices, Internet, Microforms is \$.50 (50 cents) per page.
- Each patron is given \$.50 (fifty cents) per day towards five (5) black and white prints or 1 (one) color print.

Exception: Patrons who are United States Military active duty service members, reservists, and veterans and members of the Louisiana National Guard shall not be charged fees to print with identification determined by staff. Identification accepted include: Common Access Card, Uniformed Services ID Card, Veteran ID Card, Veteran Health Identification Card, Department of Defense Identification Card, or a Veteran's designation on a state-issued driver's license or ID.
- There are no fees for sending and receiving faxes.



St. Tammany Parish Library Board of Control
Proclamation regarding Printing and Faxing for United States Military active-duty service members, reservists, veterans, and members of the Louisiana National Guard

July 28th, 2025

WHEREAS, the Library Board of Control has updated its Rules and Regulations Section 209 – Limits of Library Use – C. Other Fees; and

WHEREAS, patrons who are United States Military active-duty service members, reservists, veterans, and members of the Louisiana National Guard use library printing and faxing to apply for benefits and services; and

WHEREAS, the Library Board of Control recognizes that fees for printing and faxing could prevent service members from accessing needed resources, and

WHEREAS, the Library Board of Control wishes to honor the sacrifice and service of United States Military active-duty service members, reservists, veterans, and members of the Louisiana National Guard.

The Library Board of Control now hereby proclaims, that printing and faxing for these service members are free of charge.

Charles Branton, Board Vice-President

Kelly LaRocca, Director

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LEE Rd (985) 893-6284
SLIDELL (985) 646-6470

Explanation of the Election of Officers

With the resignations of Ann Shaw and Pam Georges, the positions of President and Secretary of the Board are vacant. This necessitates the election of officers.

ST. TAMMANY PARISH LIBRARY		AD VALOREM AND REVENUE SHARING RECEIVED IN 2025					
AD VALOREM							
2/19/2025		12,130,560.20					
4/2/2025		442,372.28					
5/7/2025		156,335.87					
		12,729,268.35					
STATE REVENUE SHARING							
2/19/2025		89,698.26					
5/7/2025		89,937.52					
		179,635.78					

2

**St. Tammany Parish Library - General Fund
Balance Sheet
June 30, 2025**

ASSETS

Current Assets

Cash	\$ 13,186,686.86
Cash - Health Claims	(33,984.26)
Due from Paylocity	0.00
Due from Bank	3,738.40
Returned Checks	0.00
Ad Valorem Receivable - 2024	349,951.63
Ad Valorem Receivable - 2025	6,364,634.52
Ad Valorem Receivable - 2023	0.00
Due from State of Louisiana	223,901.48
Prepaid Expenses	98,748.14

Total Current Assets	20,193,676.77
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Other Assets

Deposits	1,981.00
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Total Other Assets	1,981.00
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Total Assets	\$ 20,195,657.77
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LIABILITIES AND FUND BALANCE

Current Liabilities

Accrued Salaries	\$ 43,092.09
Deferred Inflows - Ad Valorem	109,467.00
Elective Benefits Payable	(11,745.66)
Retirement Payable	225,799.31
Health Claims Payable	249,918.55

Total Current Liabilities	616,531.29
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Fund Balance

Fund Balance	19,579,126.48
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Total Fund Balance	19,579,126.48
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Total Liabilities & Fund Balance	\$ 20,195,657.77
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St. Tammany Parish Library-General Fund
Statement of Revenues and Expenditures
For the Six Months Ending June 30, 2025

3

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD Act</u> <u>to YTD</u> <u>Budget</u>
Revenues					
Ad Valorem Taxes	\$ 1,060,772.42	\$ 6,364,634.52	12,729,269.00	6,364,634.48	50.00
State Revenue Sharing	22,407.00	134,442.00	268,884.00	134,442.00	50.00
Fines/Fees	8,397.64	53,270.87	99,500.00	46,229.13	53.54
Interest Income	17,548.73	98,574.58	184,370.00	85,795.42	53.47
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	287.21	32,546.34	32,016.00	(530.34)	101.66
Miscellaneous Income	40.00	1,271.21	54.00	(1,217.21)	2,354.09
Summer Reading Shirt Sales	1,292.24	1,292.24	2,120.00	827.76	60.95
Total Revenues	1,110,745.24	6,686,031.76	13,316,213.00	6,630,181.24	50.21
Expenditures					
Library Administration	456,963.29	2,639,190.89	6,090,000.00	3,450,809.11	43.34
Employee Benefits	96,777.15	901,126.83	2,325,480.00	1,424,353.17	38.75
Advertising,Dues & Subscriptio	10,343.44	29,976.96	70,500.00	40,523.04	42.52
Signage	70.91	229.42	2,000.00	1,770.58	11.47
Printing, Duplicating & Bindin	5,857.84	11,357.84	25,500.00	14,142.16	44.54
Promotional Production	1,017.47	12,752.11	20,000.00	7,247.89	63.76
Utilities	22,007.83	166,988.70	341,470.00	174,481.30	48.90
Communications	6,626.91	46,887.04	100,380.00	53,492.96	46.71
Leases	26,766.63	167,447.90	341,750.00	174,302.10	49.00
Maintenance of Property & Equi	33,384.70	319,511.43	593,750.00	274,238.57	53.81
Maintenance Services (Building	30,347.82	162,705.73	280,050.00	117,344.27	58.10
Professional Services	37,596.73	219,143.30	342,925.00	123,781.70	63.90
Insurance and Claims	32,865.50	298,753.44	306,872.00	8,118.56	97.35
Operating Supplies	23,370.34	113,301.24	222,420.00	109,118.76	50.94
Travel & Continuing Education	3,783.30	27,792.58	69,000.00	41,207.42	40.28
Public Relations/Programming	28,035.55	73,473.55	136,500.00	63,026.45	53.83
Capital Outlay-Non-Book Acq.	3,427.56	181,851.07	339,033.00	157,181.93	53.64
Capital Outlay-library Res. Ac	82,143.55	728,602.38	1,447,500.00	718,897.62	50.34
Mandeville Capital - Parish	0.00	0.00	196,000.00	196,000.00	0.00
Outreach	0.00	64,966.50	65,000.00	33.50	99.95
Total Expenditures	901,386.52	6,166,058.91	13,316,130.00	7,150,071.09	46.31
Excess of Revenues/(Expenditur	\$ 209,358.72	\$ 519,972.85	83.00	(519,889.85)	626,473.31

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Six Months Ending June 30, 2025

4

Beginning Fund Balance	\$	19,059,153.63
Net Income		519,972.85
Ending Fund Balance	\$	<u>19,579,126.48</u>

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2025

6

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u> <u>to YTD</u> <u>Budget</u>
Library Administration					
Library Salaries	\$ 456,963.29	\$ 2,639,190.89	\$ 6,090,000.00	3,450,809.11	43.34
Total	\$ 456,963.29	\$ 2,639,190.89	\$ 6,090,000.00	3,450,809.11	43.34
Employee Benefits					
FICA/ Supplemental Retirement	\$ 10,899.75	\$ 59,852.35	\$ 134,000.00	74,147.65	44.67
Retirement Contributions	40,631.32	252,701.20	577,480.00	324,778.80	43.76
Health Insurance Expense	27,364.09	149,736.56	390,000.00	240,263.44	38.39
Health Trust	15,764.62	427,293.93	1,197,000.00	769,706.07	35.70
Worker's Compensation Expense	2,117.37	11,542.79	26,000.00	14,457.21	44.40
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	\$ 96,777.15	\$ 901,126.83	\$ 2,325,480.00	1,424,353.17	38.75
Advertising, Dues & Subscriptions					
Publication of Legal Notices	\$ 1,983.47	\$ 4,312.26	\$ 13,500.00	9,187.74	31.94
Membership Dues	0.00	0.00	6,000.00	6,000.00	0.00
Advertising	8,359.97	25,664.70	51,000.00	25,335.30	50.32
Total	\$ 10,343.44	\$ 29,976.96	\$ 70,500.00	40,523.04	42.52
Signage					
Signage	\$ 70.91	\$ 229.42	\$ 2,000.00	1,770.58	11.47
Total	\$ 70.91	\$ 229.42	\$ 2,000.00	1,770.58	11.47
Printing, Duplicating & Binding					
Printing	\$ 5,857.84	\$ 11,357.84	\$ 15,500.00	4,142.16	73.28
Book Binding	0.00	0.00	5,000.00	5,000.00	0.00
Patron Cards	0.00	0.00	5,000.00	5,000.00	0.00
Total	\$ 5,857.84	\$ 11,357.84	\$ 25,500.00	14,142.16	44.54
Promotional Production					
Promotional Production	\$ 1,017.47	\$ 12,752.11	\$ 20,000.00	7,247.89	63.76
Total	\$ 1,017.47	\$ 12,752.11	\$ 20,000.00	7,247.89	63.76

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2025

	<u>Current</u> <u>Period</u> <u>Actual</u>	<u>Year to</u> <u>Date Actual</u>	<u>Yearly</u> <u>Total</u> <u>Budget</u>	<u>Variance</u>	<u>YTD</u> <u>Actual</u> <u>to YTD</u> <u>Budget</u>
Pest Control	671.00	3,467.00	7,550.00	4,083.00	45.92
Termite Contract	0.00	871.00	3,000.00	2,129.00	29.03
Carpet Cleaning	0.00	0.00	18,000.00	18,000.00	0.00
Total	\$ 30,347.82	\$ 162,705.73	\$ 280,050.00	117,344.27	58.10
Professional Services					
Payroll Service Fees	\$ 2,655.49	\$ 19,609.03	\$ 38,600.00	18,990.97	50.80
Financial	18,813.05	39,672.67	51,000.00	11,327.33	77.79
Consultants	11,356.80	38,601.80	40,000.00	1,398.20	96.50
Security	4,555.44	18,764.64	29,000.00	10,235.36	64.71
Web Design Consultant	215.95	84,474.82	94,325.00	9,850.18	89.56
Proposals (Ballot)	0.00	18,020.34	90,000.00	71,979.66	20.02
Total	\$ 37,596.73	\$ 219,143.30	\$ 342,925.00	123,781.70	63.90
Insurance and Claims					
Library Property Insurance	\$ 0.00	\$ 192,802.44	\$ 200,000.00	7,197.56	96.40
Flood Insurance	0.00	33,497.00	29,600.00	(3,897.00)	113.17
Vehicle Insurance	25,477.50	45,716.00	45,716.00	0.00	100.00
LBOC Liability	0.00	0.00	4,676.00	4,676.00	0.00
General Liability	7,388.00	26,738.00	26,880.00	142.00	99.47
Total	\$ 32,865.50	\$ 298,753.44	\$ 306,872.00	8,118.56	97.35
Operating Supplies					
Office Supplies	\$ 2,313.38	\$ 15,558.70	\$ 33,000.00	17,441.30	47.15
Bank Service Charges	1,388.43	8,414.49	17,200.00	8,785.51	48.92
Book Preparation Supplies	3,708.43	20,196.24	49,000.00	28,803.76	41.22
Computer/Printer Supplies	14,885.39	63,532.05	112,000.00	48,467.95	56.73
Programming Supplies	1,074.71	5,599.76	11,220.00	5,620.24	49.91
Total	\$ 23,370.34	\$ 113,301.24	\$ 222,420.00	109,118.76	50.94
Travel and Continuing Education					
Staff Travel - Local	\$ 3,444.30	\$ 10,096.70	\$ 22,000.00	11,903.30	45.89
Library In-service Training	0.00	1,038.28	12,000.00	10,961.72	8.65
Conventions & Seminars	339.00	16,657.60	35,000.00	18,342.40	47.59
Total	\$ 3,783.30	\$ 27,792.58	\$ 69,000.00	41,207.42	40.28

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**St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2025**

	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Yearly Total Budget</u>	<u>Variance</u>	<u>YTD Actual to YTD Budget</u>
Public Relations/Programming					
Summer Reading Program	\$ 11,623.39	\$ 26,910.97	\$ 50,000.00	23,089.03	53.82
Summer Reading T-shirts	0.00	6,938.92	8,000.00	1,061.08	86.74
Adult Programming	6,183.19	19,490.07	39,000.00	19,509.93	49.97
Young Adult Programming	10,228.97	13,010.99	17,000.00	3,989.01	76.54
Juvenile Programming	0.00	7,122.60	22,500.00	15,377.40	31.66
Total	\$ 28,035.55	\$ 73,473.55	\$ 136,500.00	63,026.45	53.83
Capital Outlay-Non-Book Acq					
Landscape Additions	\$ 0.00	\$ 23,778.95	\$ 46,000.00	22,221.05	51.69
Imp Phys Plant	0.00	13,710.00	90,000.00	76,290.00	15.23
Office Equip, Furn & Shelving	2,615.84	9,689.27	30,000.00	20,310.73	32.30
PC Network	811.72	131,468.81	133,000.00	1,531.19	98.85
Integrated Lib Automation Sys	0.00	3,025.06	9,000.00	5,974.94	33.61
Cameras	0.00	100.00	3,000.00	2,900.00	3.33
Audio/Visual Equipment	0.00	78.98	28,033.00	27,954.02	0.28
Total	\$ 3,427.56	\$ 181,851.07	\$ 339,033.00	157,181.93	53.64
Capital Outlay-Library Res. Acq.					
Adult Books	\$ 24,287.52	\$ 99,547.45	\$ 205,000.00	105,452.55	48.56
Lease/Purchase Books	0.00	10,966.20	11,400.00	433.80	96.19
Juvenile Books	3,361.37	35,940.69	105,000.00	69,059.31	34.23
Young Adults	991.87	3,967.79	15,000.00	11,032.21	26.45
Music Recordings	149.89	922.45	2,500.00	1,577.55	36.90
Adult Reference	4,737.38	46,759.44	111,000.00	64,240.56	42.13
Juvenile Reference	0.00	34,140.16	45,000.00	10,859.84	75.87
Periodicals	624.53	20,264.94	50,000.00	29,735.06	40.53
Audio Recordings	150.44	1,152.71	16,100.00	14,947.29	7.16
Video Recordings	4,271.36	16,320.02	54,000.00	37,679.98	30.22
Genealogy	395.66	1,217.35	7,000.00	5,782.65	17.39
Microfilm	0.00	2,493.00	2,500.00	7.00	99.72
Downloadable Media	43,173.53	212,328.26	425,000.00	212,671.74	49.96
CD/Software	0.00	40,044.45	65,000.00	24,955.55	61.61
Internet Database Subscription	0.00	202,537.47	333,000.00	130,462.53	60.82
Total	\$ 82,143.55	\$ 728,602.38	\$ 1,447,500.00	718,897.62	50.34
Capital Expenditures					
Mandeville Capital - Parish	\$ 0.00	\$ 0.00	\$ 196,000.00	196,000.00	0.00
Outreach Vehicle	0.00	64,966.50	65,000.00	33.50	99.95

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Six Months Ending June 30, 2025

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	<u>Current Period Actual</u>	<u>Year to Date Actual</u>	<u>Yearly Total Budget</u>	<u>Variance</u>	<u>YTD Actual to YTD Budget</u>
Total	\$ 0.00	\$ 64,966.50	\$ 261,000.00	196,033.50	24.89

Director's Report

July 28, 2025

MAINTENANCE

The installation of the elevator at the Technical Services building began on July 14th. The installation will be completed by the end of September.

IT

All public PCs have been upgraded to Windows 11 and Office 2021. The Cassie Print Release Laptops have been replaced as scheduled, and memory upgrades have been performed on computers following a five-year schedule.

MARKETING AND OUTREACH

Rhonda Spiess, Lacombe Branch Manager, presented storytime and SRC marketing materials at Chahta-Ima Elementary's morning meeting on May 20th. She also presented storytime and SRC registration materials at A-Z Preschool on May 28th, June 18th, June 25th, July 16th, and July 23rd.

Jackie Riecke, Public Relations and Community Coordinator, and Nicola Kleye, Mobile Branch manager, promoted the Mobile Library branch services on the Lake and the Highway radio stations on June 6th.

Byron Holdiman, Reference Coordinator, and Jackie Riecke promoted community input meetings, reference services, and an upcoming program titled "Pope Leo XIV and Researching his Creole Heritage by Jari Honora," scheduled for August 2nd at the Madisonville Library on the Lake and the Highway radio stations on July 11th.

Alexis Davis, Children's Librarian at Slidell, conducted several outreach storytime sessions. These included visits to Northshore Kids Academy on June 2nd, June 16th, and July 7th and to Appletree on June 12th.

Barbara Vidacovich, Children's Librarian at Mandeville, Alexis Davis and two SRC Assistants managed a Summer Reading and Craft Table at the Heritage Festival on June 28th. Barbara also provided outreach to promote Summer Reading at Woodlake Elementary School on May 19.

Cathy Badon, Children's Librarian Assistant at Slidell, conducted outreach storytime sessions at Northshore Kids Academy on June 30th and Appletree on July 24th.

Erika Dawson, Children's Librarian at South Slidell, provided storytime at Children's College on May 20th, Honeycomb Preschool on June 2nd, Little Feet First on June 10th and July 15th, and

Kidz Klub House on June 30th. She also presented storytime at The Little Academy on June 9th, June 23rd, July 7th, and July 21st.

Jane Johnson, Reference Librarian at Slidell Branch, conducted two outreach events at the Pearl River COAST Center; "All About Maps" on May 19th and "Armchair Astronomy" on June 23rd.

Barret Reich, Reference Librarian at Mandeville Branch, and Ramona Elder, Genealogy Librarian, provided outreach at the Memorial Day Ceremony at St. Tammany Parish Justice Center on May 26th.

Sara Rebstock, Reference Librarian at Covington, participated in an outreach visit to the Covington COAST center with the Mobile Library on June 26th.

Amy Strain, Folsom Branch Manager, attended a Kiwanis meeting on June 5th to discuss an upcoming Health Fair. On July 5th, she assisted with a village ribbon cutting at the new park in Folsom, where she helped serve food and answer library-related questions. On July 12th, she participated in the second annual Kiwanis Health Fair at Magnolia Park.

Nicola Kleyle, Mobile Branch manager, visited numerous locations between May 19th and July 24th. Her schedule primarily involved "Lobby Stop" visits to various COAST Senior Centers, including Folsom, Lacombe, Mandeville, Slidell, Pearl River, Bush, Madisonville, and Covington. She also made "Lobby Stop" visits to assisted living facilities and nursing homes such as Azalea Estates of Slidell, Lacombe Nursing Centre, Forest Manor, The Trace, Avanti Senior Living, Oak Park Senior Living, Heritage Manor Mandeville, Pontchartrain Nursing, Christwood, Heritage Manor Slidell, Summerfield Assisted Living, St. Anthony's Gardens, Roquette Lodge, and Sage Lake. Beyond these routine stops, Kleyle participated in a "Tour of Mobile Library services" with Kelly LaRocca, Library Director, at the Library Foundation on May 20th, and gave a "Presentation about Mobile Library services" at the Lacombe VFW on June 4th.

Kelly LaRocca, Library Director, and Tanya DiMaggio, Assistant Director of Support Services, led two Community input meetings for both the Slidell Branch Renovation and the Lacombe Replacement Branch. The Slidell branch hosted two sessions on July 14th, one at 10:30 a.m. and another at 6:30 p.m. For those unable to attend, community input boards will be available at the Slidell branch until 8 p.m. on July 28th. The Lacombe Replacement branch meetings took place on July 15th at the Lacombe Recreation District #4 Gymnasium. Sessions were held at 2 p.m. and 7 p.m. Community input boards for the Lacombe branch are available at the Lacombe branch until 6 p.m. on July 29th for those who could not attend the meetings. The branch manager of Slidell, Hilari Melerine, attended the Slidell sessions, and Rhonda Speiss, Lacombe Branch manager, attended the Lacombe sessions.

PROFESSIONAL DEVELOPMENT

Josh Ferreras and Alex Hughes attended a Networking Fundamentals Class at SUNO on July 16th.

Sarah Aucoin, Reference Librarian at Slidell, attended the Spring Louisiana Public Document Depository Program Advisory Council Virtual Meeting on May 20th. She attended a virtual training, "Google's Career Dreamer" on May 28th and "Tutor.com Career Series: Preparing for Employment Uncertainty" on July 14th. On July 23rd, she attended a virtual training on "Connecting Older Adults to Health Information."

NEW STAFF

Justin Melerine started on June 16th as a maintenance technician.

CONTRACTS

- **Faronics Deep Freeze** for cybersecurity, \$8,814.00 (State Contract)
- **Systems Management Appliance** for cybersecurity, \$8,057.08 (State Contract)
- **Teamviewer** - DEX PC for PC Troubleshooting Tools, \$28,086.56 (was sole source, will get quotes when contract expires)
- **Crescent MultiMedia** for Covington Meeting Room Equipment is ordered-ETA for install is August/September, \$25,602.75 State Contract
- **Umbrella Cloud** for Internet Filtering Software, \$3,765.00 State Contract
- **SolarWinds Service Desk** for ticket system for departments, \$9,354.15 State Contract
- **Honey Creative**, for supplemental social media content, ads, and professional video production, \$15,500 (Professional Service)
- **Social Pilot**, Social Media management software, \$510 (Under Threshold)
- **Bit.ly**, URL shortener for Marketing, \$120 (Under Threshold)

STRATEGIC PLAN

Goal 1. The St. Tammany Parish Library will be recognized as a major civic institution that will be responsive to the needs of all residents in a changing, evolving and increasingly diverse community.

Four community input meetings were held on July 14th and 15th at the Slidell Branch and Lacombe to allow community members to learn about various options for the Slidell Branch expansion and the new Lacombe building. The public was able to "vote" for the options they wanted to see in their library.

Goal 4 The St. Tammany Parish Library will serve as a platform for creativity, innovation and community interaction.

An exhibit of artwork by participants in NAMI programs was displayed at the Slidell Branch from June 12th to July 16th.

Goal 5. The St. Tammany Parish Library will be more creative with resourcing and funding by maximizing mutually beneficial partnership opportunities with the public and private sectors.

A grant was submitted in June to Keep Louisiana Beautiful for magnolia trees for the Slidell Reading Garden.

PUBLIC RECORDS REQUESTS

Since the May meeting, we have received 5 public records requests. These were all answered, and we have no open public records requests open at this time.

STATEMENTS OF CONCERN

We have 115 active statements of concern on 112 titles as of the writing of this report. By the July 28th meeting, the library will have responded to the 66 concerns of Kevin Marino, which will reduce our number of active statements of concern unless he appeals. We have received 5 new statements of concern since our last meeting on May 19th.

TRANSITION OF MATERIALS

Fifty-one titles were reviewed. Forty-four were moved to Teen, and seven were moved to the Adult collection.

Books Reviewed and Determined to Not Have Sexual Conduct (remain in Teen Fiction)

<i>Because You Love To Hate Me: 13 Tales Of Villainy</i>	Amerie
<i>Hollow Fires</i>	Ahmed, Samira
<i>The Hazel Wood: A Novel</i>	Albert, Melissa
<i>Indivisible</i>	Aleman, Daniel
<i>Guitar Notes</i>	Amato, Mary
<i>Darling</i>	Ancrum, K (Kayla)
<i>Victories Greater than Death</i>	Anders, Charlie Jane
<i>Here Lies Olive</i>	Anderson, Kate
<i>Scout's Honor</i>	Anderson, Lily
<i>So, this is Christmas</i>	Andreen, Tracy
<i>The Problem With Forever</i>	Armentrout, Jennifer L
<i>Someone Is Always Watching</i>	Armstrong, Kelley
<i>Kids of Appetite</i>	Arnold, David
<i>Cameron and the Girls</i>	Averett, Edward
<i>The Inheritance Games</i>	Barnes, Jennifer
<i>The Brothers Hawthorne</i>	Barnes, Jennifer Lynn
<i>I Am J</i>	Beam, Cris

<i>Wise Young Fool</i>	Beaudoin, Sean
<i>I Kissed Alice</i>	Birch, Anna
<i>As Old As Time: A Twisted Tale</i>	Braswell, Liz
<i>Before the Devil Breaks You</i>	Bray, Libba
<i>The King Of Crows: A Diviners Novel</i>	Bray, Libba
<i>Unmade</i>	Brennan, Sarah Rees
<i>Unmade</i>	Brennan, Sarah Rees
<i>Endless</i>	Brian, Kate
<i>The Hawkweed Prophecy</i>	Brignull, Irena
<i>Damned If You Do</i>	Brown, Alex
<i>Perfect Escape</i>	Brown, Jennifer
<i>Thousand Words</i>	Brown, Jennifer
<i>The Time Quake: Being The Third Part Of The Gideon Trilogy</i>	Buckley-Archer, Linda
<i>The Time Thief: Being The Second Part Of The Gideon Trilogy</i>	Buckley-Archer, Linda
<i>Dan Versus Nature</i>	Calame, Don
<i>Plan A: Her Story. Her Choice.</i>	Caletti, Deb
<i>Conceal, Don't Feel: A Twisted Tale</i>	Calonita, Jen
<i>Mirror, Mirror: A Twisted Tale</i>	Calonita, Jen
<i>Conceal, Don't Feel: A Twisted Tale</i>	Calonita, Jen
<i>Mirror, Mirror: A Twisted Tale</i>	Calonita, Jen
<i>29 Dates</i>	De la Cruz, Melissa
<i>The Queen's Secret</i>	De la Cruz, Melissa
<i>The King is Dead</i>	Dean, Benjamin
<i>The Red Palace</i>	Hur, June
<i>It Could Only be Tyler</i>	Lowry, Emily
<i>It Sounds Like This</i>	Meriano, Anna
<i>The Golden Compass</i>	Pullman, Philip

Books Moved to Adult Fiction Because of Sexual Conduct

<i>What if It's Us</i>	Albertalli, Becky
<i>Hurricane Summer</i>	Bromfield, Asha
<i>Firekeeper's Daughter</i>	Boulley, Angeline
<i>Girl, Unframed</i>	Caletti, Deb
<i>The Epic Story of Every Living Thing</i>	Caletti, Deb
<i>The Story of Us</i>	Caletti, Deb
<i>Infinity Alchemist</i>	Callender, Kacen

May 2025 Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	YA/Teen	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	347	52	65	0	24	61	0	0	331		880				
Abita	674	40	164	0	21	557	1	0	42		1,499	148	1,392	114	195
Bush	201	18	297	0	8	171	2	0	9		706	92	527	39	89
Causeway	2155	129	813	0	33	2398	53	0	171		5,752	550	4,961	844	770
Covington	3320	241	1482	0	25	3949	47	70	224		9,358	968	7,065	2,121	831
Folsom	392	20	447	0	8	400	53	0	43		1,363	169	1,225	110	144
Lacombe	273	20	156	0	9	357	2	3	33		853	235	1,241	123	144
Lee Road	346	21	73	0	3	302	13	2	30		790	43	750	47	153
Madisonville	1268	106	365	0	39	2248	23	0	128		4,177	355	4,600	885	409
Mandeville	2623	270	891	0	60	4244	42	1	238		8,369	929	6,019	758	475
Mobile	155	0	7	0	0	0	0	0	0		162				
Pearl River	359	18	115	0	23	299	10	21	13		858	229	1,348	117	215
Slidell	3599	177	1213	0	33	4303	148	171	337		9,981	1,726	15,194	1,344	2,245
South Slidell	676	38	508	0	18	991	16	6	95		2,348	1,284	5,111	918	1,098
Virtual ¹										38,268	38,268				
Total	16,388	1,150	6,596	0	304	20,280	410	274	1,694	38,268	85,364	6,728	49,433	7,420	6,768

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: 892

June 2025 Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	YA/Teen	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	368	43	49	0	14	131	0	0	174		779				
Abita	662	24	206	0	8	854	8	0	36		1,798	161	2,274	108	203
Bush	166	16	211	0	7	355	5	0	12		772	74	824	34	71
Causeway	2141	162	794	0	15	3145	66	0	184		6,507	508	6,449	851	772
Covington	3462	239	1878	0	35	5283	68	52	254		11,271	976	9,905	2,183	825
Folsom	399	85	331	0	5	417	72	0	23		1,332	124	1,721	99	128
Lacombe	260	22	78	0	10	422	19	27	29		867	205	1,867	145	161
Lee Road	276	30	93	0	7	408	22	0	15		851	46	1,227	41	87
Madisonville	1312	103	506	0	39	3475	19	0	140		5,594	416	6,869	889	417
Mandeville	2649	248	941	1	28	4916	76	5	258		9,122	843	7,600	723	459
Mobile	229	0	0	0	0	0	2	0	0		231				
Pearl River	327	12	167	0	8	328	7	18	5		872	209	2,270	145	218
Slidell	3805	275	1304	0	35	4599	226	149	464		10,857	1,848	19,171	1,473	2,279
South Slidell	642	57	439	0	10	1424	8	8	70		2,658	1,206	5,827	917	1,079
Virtual ¹										37,697	37,697				
Total	16,698	1,316	6,997	1	221	25,757	598	259	1,664	37,697	91,208	6,616	66,004	7,608	6,699

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: 1083

Jan - June YTD 2025

Service Statistics

Branch	Adult Books	CD	DVD	Exp Pass	ILL	Juv Bks	Mag	Pbks	YA/Teen	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	2,473	299	326		133	693	4		2172		6,100				
Abita	3678	253	936		120	3074	30		153		8,244	861	9,443	593	1,158
Bush	1144	115	1732		37	1102	33		51		4,214	445	3,998	250	514
Causeway	12114	736	4451		170	14098	363		936		32,868	3,022	30,746	4,813	4,498
Covington	19877	1323	9571	1	170	22619	426	357	1234		55,578	5,744	44,408	12,081	4,924
Folsom	2332	188	2028		56	2233	404		198		7,439	1,007	7,832	569	750
Lacombe	1481	173	1086	3	58	2099	35	55	145		5,135	1,248	8,536	800	822
Lee Road	1794	166	575		16	2155	39	5	118		4,868	263	4,763	306	871
Madisonville	7264	490	2398		209	12278	141		700		23,480	2,156	27,452	4,920	2,185
Mandeville	15227	1276	5342	5	261	23961	357	16	1137		47,582	5,437	37,604	4,676	2,868
Mobile	515	2	14		1		4				536				
Pearl River	2102	95	921		108	1511	29	171	67		5,004	1,237	8,910	709	1,315
Slidell	20987	1284	6827	2	235	23005	1020	1016	2121		56,497	11,273	90,664	8,258	13,752
South Slidell	3701	217	2654		91	5803	49	32	367		12,914	7,776	31,843	5,608	6,817
Virtual ¹										216,334	216,334				
Total	94,689	6,617	38,861	11	1,665	114,631	2,934	1,652	9,399	216,334	486,793	40,469	306,199	43,583	40,474

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: 4474

Resolution # 25-015 Resolution amending Rules and Regulations Section 209 – Limits of Library Use – B. Overdue Fees (Branton) explanation

The following pages show the resolution amending the Rules and Regulations with the updates attached to the resolution highlighted in yellow. Parts that have not been updated are in plain text. The update was prompted by staff noticing that some current procedures were not listed in the Rules regarding overdue fines.

Staff also noted the exceptions for fines for the Books by Mail and Lobby Stop service that had been previously passed by resolution were not listed.



St. Tammany Parish Library Board of Control

Resolution No. 25-015

**Resolution # 25-015 Resolution amending Rules and Regulations Section 209 – Limits of Library use –
B. Overdue Fees**

Sponsor: Branton

July 28th, 2025

WHEREAS, the St. Tammany Parish Library Board of control has previously adopted Rules and Regulations Section 209 – Limits of Library Use – B. Overdue Fees, and

WHEREAS, The Library Board of Control met to discuss updates to the Rules and Regulations on June 16th and 23rd, 2025; and

WHEREAS, the suggested updates are highlighted in yellow and attached to this resolution;

NOW THEREFORE BE IT RESOLVED, The Library Board of Control amends Rules and Regulations Section 209 – Limits of Library Use – B. Overdue Fees as attached.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 28TH DAY OF JULY 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

ADMINISTRATIVE OFFICE
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MADISONVILLE (985) 845-4819

BUSINESS RESOURCE CENTER
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Section 209 – Limits of Library Use – B. Overdue Fees

- Any patron having overdue materials shall be prohibited from checking out additional materials until the total fines accrued for overdue materials is less than \$5.00 and all materials are returned.
- A bill for the replacement cost of a long overdue item will be sent to the patron after an item is 90 days overdue.
- 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.
- Fines for overdue materials are listed below. There is a 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 (10 cents) per day up to a max of \$5.00
 2. Magazines \$.10 (10 cents) per day up to a max of \$5.00
 3. Compact Discs \$.10 (10 cents) per day up to a max of \$5.00
 4. Audio Visual \$.25 (25 cents) per day up to a max of \$5.00
 5. Inter-library Loan Materials \$1.00 per day.

Exception: Patrons of the Books by Mail and Lobby Stop services shall not be charged overdue fines.

Resolution # 25-016 Resolution amending Rules and Regulations Update Section 106 – E or F Code of Conduct (Shaw)

Ann Shaw proposed a Code of Conduct at the June 23rd special meeting. The Code of Conduct is presented exactly as it was presented on June 23rd. Attached to the resolution are the original sections E and F and the draft of the Code of Conduct.



St. Tammany Parish Library Board of Control

Resolution No. 25-016

Resolution # 25-016 Resolution amending Rules and Regulations Update Section 106 – E or F Code of Conduct

Sponsor: Shaw

July 28th, 2025

WHEREAS, the St. Tammany Parish Library Board of control has previously adopted Rules and Regulations Section 106 – E. Ethical Obligations or F. Responsibilities and Obligations; and

WHEREAS, The Library Board of Control met to discuss updates to these sections of Rules and Regulations on June 23rd, 2025; and

WHEREAS, the suggested update is attached to this resolution after the original sections E and F;

NOW THEREFORE BE IT RESOLVED, The Library Board of Control amends Rules and Regulations Section 106 – E or F to include a Code of Conduct.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 28TH DAY OF JULY 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

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106 Board Membership

E. Ethical Obligations

1. All Board Members shall comply with Louisiana State ethics requirements as expressed in [R.S. 42:1101](#) and Chapter 5, Section 501 of the Rules and Regulations of the St. Tammany Library Board of Control.
2. If a Board Member is asked to vote on an issue that would constitute a violation of [R.S. 42: 1112](#), they shall recuse themselves from voting and shall be prohibited from participating in discussion and debate concerning the matter. ([R.S. 42:1120](#))
3. Board Members shall respect the confidentiality of other Board Members, library staff, and issues discussed in an executive session of the Board, even after they have completed their service on the Board.

106 Board Membership

F. Responsibilities and Expectations

The Board shall:

1. Elect officers of the Board ([R.S. 25:215](#)).
2. Choose a Director ([R.S. 25: 215](#)).
3. Evaluate the Director in an Executive Session during a meeting of the Board as close as possible to the Director's hiring date anniversary. Evaluations may be conducted more often than once per year.
4. Attend at least 66 percent of the regularly scheduled meetings. Any Board Member who misses two consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to the Parish Appointing Authority that a replacement be appointed for the balance of the unexpired term.
5. Review and approve the Library's annual budget.
6. Officially establish written policies of the Library.
7. Approve minutes of the Board.
8. Establish goals for the Director and Library.
9. Members must read and sign St. Tammany Parish Library's Ethics and Sexual Harassment policies.
10. Submit financial disclosures to the Louisiana Ethics Administration annually.

The Board is expected to:

1. Publicly support Board decisions.
2. Ensure adherence to the Library's mission.
3. Be prepared and actively participate in all meetings.
4. Be an advocate for the Library.

Code of Conduct for St. Tammany Library Board of Control

Mission Statement: Cultivating discovery, creativity and lifelong learning by offering access to resources, programs and services for everyone in a welcoming environment.

Vision Statement: To empower, enhance and enrich the quality of life for every resident of St. Tammany Parish through services, programs, facilities, technology and physical and digital collections.

Purpose

This Code of Conduct outlines the expectations for behavior and responsibilities of the Members of the Library Board of Control (LBOC). It ensures that LBOC Members operate with integrity, accountability, and a respect for work-life balance, while maintaining their commitment to the mission of the library. All LBOC Members should follow the Code of Conduct so they are not operating beyond the scope of their board membership.

1. Commitment to Mission and Public Service

- LBOC Members shall act in the best interest of the library, fellow LBOC Members and STP library staff/patrons at all times.
 - Personal or professional interests must never conflict with the mission of the library.
 - LBOC Members should act professionally and respectfully at all times.
 - As LBOC Members, it is not within our scope of membership to direct employees/staff.
 - LBOC Members have the ability to write policy for LBOC approval but the STP Library Director and staff have the responsibility to implement the policies.
-

2. Professionalism and Ethical Behavior

- LBOC Members will conduct themselves with integrity, honesty, and transparency and with a civil tone.
- Respectful and civil communication is expected at all meetings and in all interactions whether by phone, text, email or in person.
- LBOC Members should never be pressured into voting a certain way or disparaged by their decision following a vote.
- Requests by individual LBOC Members for documents or information held by the library must be submitted in writing to and approved by the STP Library Director or obtained by the passage of a resolution. The LBOC President shall be copied on all requests for documents and information. If approved, the receipt of requested documents and/or information is expected to be worked into the library's ongoing

business at hand and remitted to the requester within a reasonable time frame and as permitted by law.

- The use of technology during LBOC meetings by members should be minimized to avoid distraction, ensure engagement, and comply with LA Open Meeting Laws.
-

3. Respect for Time – Personal, Family, and Volunteer

- LBOC Members shall recognize that LBOC service is a volunteer commitment and that members have personal and family responsibilities.
 - Meetings will be scheduled with reasonable notice and consideration for LBOC Members' availability.
 - All meetings or gatherings of LBOC Members shall comply with LA Open Meeting Laws.
 - Board leadership will avoid unnecessary meetings.
 - LBOC Member's communications are encouraged to occur between the hours of 8:00 AM -5:00 PM, Monday-Friday, unless there is an emergency. LBOC Member's work obligations should always be taken into consideration regarding expectations of response time to Board communications.
 - LBOC Members are encouraged to establish and respect personal boundaries and not feel obligated to respond to disrespectful communications and/or non-urgent matters outside of regular hours.
 - Emails and text messages between LBOC Members shall comply with LA Open Meeting Laws. Discussion shall be limited to administrative matters.
-

4. Attendance and Participation

- LBOC Members are expected to prepare for, attend and participate in LBOC Meetings.
 - LBOC Members are encouraged to attend relevant STP Library events as their personal schedules allow to show support and advocate for the library.
 - All LBOC Meetings, regular or special, are to take place in STP Council Chambers except or unless for exigent circumstances.
 - Absences due to personal, family, or health reasons are respected, with open communication encouraged. The LBOC President and Library Director should be notified of expected absences. Under Rules & Regulations of the St. Tammany LBOC, Section 106, F.4, Members must attend 66% of the regularly scheduled meetings and not miss 2 consecutive meetings without good cause.
 - If an LBOC Member is interested in introducing a resolution for consideration by the full Library Board of Control to modify or add to STPL policy and/or procedures, the resolution must first be presented to the Rules & Regulations Committee prior to placement on a meeting agenda for discussion and/or vote.
-

5. Confidentiality and Discretion

- LBOC Members shall respect the confidentiality of sensitive information and the privacy of LBOC Members and library staff/patrons.
 - Internal LBOC matters, such as Executive Sessions, should not be discussed outside appropriate channels.
 - Letters of Resignation are to be sent to the Library Director and LBOC President. The Library Director will then notify the STP Council President and the LBOC.
 - Information requested by LBOC Members shall be used solely in relation to their service on the LBOC and cannot be disseminated to anyone outside of the STP Library or LBOC except in accordance with LA Public Records Law.
-

6. Collegiality and Collaboration

- LBOC Members will foster a positive, inclusive, and respectful board culture.
 - Members will support each other in balancing service with personal commitments.
 - Under Rules and Regulations for the STP LBOC, Section 113, D, the President is the spokesperson for the LBOC. LBOC Members should notify the President of any requests from media outlets.
-

7. Accountability

- LBOC Members agree to uphold the Code of Conduct and support its application among all members.
 - Concerns about behavior should be addressed constructively and privately.
 - Failure to comply with this Code of Conduct may result in removal from the LBOC.
-

Acknowledgment

I, the undersigned, acknowledge that I have read and agree to abide by this Code of Conduct as a Member of the Library Board of Control.

Name: _____

Signature: _____

Date: _____

Resolution # 25-017 Resolution regarding current disposition of challenged materials (Branton)

The library has been receiving Statements of Concern for the last three years. Over this time period some books have been moved due to board directives, changes made to the Criteria for Selection, and the implementation of the tiered library card system. This resolution directs staff to do what is necessary to communicate with complainants if the book or resource that was challenged has shifted to a new collection in the library. The purpose of the communication would be to see if the movement of the book or resource satisfied the complainant's concern. A good example would be a YA book that was moved to the Adult Collection.



St. Tammany Parish Library Board of Control

Resolution No. 25-017

**Resolution Regarding Current
Disposition of Challenged Materials**

July 28th, 2025

SPONSOR: MR. BRANTON

WHEREAS, there are currently approximately 110 pending statements to concern that have been submitted to the St. Tammany Parish Library; and,

WHEREAS, in the time since many of those statements of concern were received, library staff has taken steps to implement Library Board of Control policies to review and move materials with certain content with sexual content from the children and young adult collections to the adult collection, and have move certain graphic novel depicting sexual content behind the circulation desk; and,

WHEREAS, the Library Board of Control seeks to determine whether the action taken by the Library Board of Control and library staff to relocate titles with sexual content to the adult collection or behind the circulation desk sufficiently addresses the concern raised such that the statement of concern can be considered resolved and it removed from the list of statements of concern still pending.

THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL RESOLVES to direct library staff to ascertain from individuals submitting statements of concern whether the challenged item's current placement and/or categorization in the library sufficiently addresses the concern raised.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 28th DAY OF JULY 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

Charles Branton, Acting Board President

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Resolution No. 25-018 Extension of time to allow for procedural due process of undecided statements of concern explanation

The 120-day extension that the Board approved in March expired on July 22nd. The Board will need to consider extending the time limit.



St. Tammany Parish Library Board of Control

Resolution No. 25-018

Extension of time to allow for procedural due process of undecided Statements of Concern

July 28th, 2025

Sponsor: Branton

BE IT RESOLVED that the St. Tammany Parish Library Board of Control grants a waiver of the 45-day time limit for response to all pending statements of concern and any statements that will be received until the next meeting of the Library Board of Control scheduled for August 25th, 2025. The response time is extended to 120 days from the date of this resolution.

WHEREAS, the St. Tammany Parish Library has statements of concern on 112 remaining titles, and

WHEREAS, reconsideration committee recommendations shall be mailed to complainants and copied to the Library Board of Control on a rolling basis,

NOW THEREFORE BE IT RESOLVED, The Library Board of Control grants this waiver of time.

THIS RESOLUTION HAVING BEEN SUBMITTED TO A VOTE, THE VOTE THEREON WAS AS FOLLOWS:

Moved for adoption by _____ and seconded by _____,

YEAS:

NAYS:

ABSENT:

ABSTAIN:

AND THIS RESOLUTION WAS DECLARED DULY ADOPTED ON THIS DAY, THE 28TH DAY OF JULY 2025, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

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