

ST. TAMMANY LIBRARY BOARD OF CONTROL
PERSONNEL COMMITTEE MEETING
ROBERT ROAD BRANCH
555 ROBERT ROAD, SLIDELL LA 70458
SEPTEMBER 29, 2025
1:00 P.M.

PUBLIC COMMENT: A three (3) minute public comment time limit is established for each member of the public wishing to speak for or against an item on the agenda. There is no general public comment period at the beginning or end of the meeting.

1. Call to Order and Calling of the Roll (Mr. Baham)
2. Discussing and initiating the necessary steps to commence search for new Library Director including but not limited to drafting the job description, setting the salary range, commencing the initial advertising of the position, obtaining an email address and post office box to receive resumes, setting a deadline to receive resumes (curriculum vitae) and commencing other steps as deemed necessary by the Committee.

Public comment
Discussion
Vote

3. Adjournment

St. Tammany Parish Library
Full-Time Position

Position: Library Director
Range: 999
Salary Range: \$43.73 to 57.06
Immediate Supervisor: Library Board of Control
FLSA Status: ☒ Exempt
April 2015

Description

Under the direction of the Library Board of Control, the Library Director develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Library Board of Control.

Essential Job Functions

- Conducts staff meetings
- Accepts and acknowledges gifts of money and library materials
- Drafts and recommends policy to the Library Board and plans for the implementation of Library goals and objectives
- Evaluates and administers library programs such as circulation, reference, reader's advisory services, children's and teen services, community services, and public information
- Directs the development, repair, and maintenance of the Library buildings
- Directs and participates in personnel actions such as hiring, termination, assignment, and evaluation
- Supervises the library staff, directly or through appropriate delegation, to create a harmonious team environment
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Participates in the recruitment and selection of library personnel
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation
- Confers with the Board of Control to establish operating policies and to review the library's menu of services
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies, studies, and plans development of library services to meet present and future community needs
- Participates in the planning, organization, and management of technical and automation services for the library
- Directs a public relations program to promote and publicize the library's collections, services, and programs within the community
- Establishes priorities as determined by need

- Reviews and evaluates the library's services and programs on an annual basis
- Oversees grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Maintains inventory of department equipment, furniture, and supplies
- Works with the Friends of the Library organization, promoting the library before the community
- Attends conferences, workshops, and readings and reads professional literature to stay informed on issues related to library management and services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- Perform other duties, as required

Working Conditions

- Work is performed primarily in an office setting. The noise level in the work environment is generally quiet

Physical Requirements

- Must have the ability to lift at least 25 pounds, push, bend, and reach as needed

Knowledge, Skills, and Ability

- Thorough knowledge of the principles and practices of public library functions
- Thorough knowledge of the principles and practices of public administration as applied to a public library
- Thorough ability in oral and written communications
- Thorough ability to administer the activities of a public library and to supervise the work of others
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Minimum Education, Experience, and Training

- Master's Degree in Library Science from an ALA-accredited school
- Minimum of three to five years of increasingly responsible experience in a public library at a professional level
- Valid Louisiana driver's license

ST. TAMMANY PARISH LIBRARY SYSTEM
Covington, Louisiana

Library Director

The St. Tammany Parish Library System is seeking a director who is experienced and dynamic. Candidates should be proven leaders and excellent communicators, with relevant library experience and the planning abilities needed to further improve both the library's services and its standing in the community.

St. Tammany Parish is 45 minutes north of New Orleans, connected to the larger metropolitan area by the world-renowned Causeway and Interstate highways. It consists of charming and unique towns, a variety of smaller rural communities, and spreading landscapes of pines and hardwoods. The parish is one of the most affluent in Louisiana with an excellent public school system, and a citizenry active in community affairs. St. Tammany Parish is a wonderful place for individuals, families, nature lovers, golfers, boating enthusiasts, admirers of art, and festival-goers. The St. Tammany Library System offers a unique setting for a visionary leader to lead its committed staff, as they advance the library's overall educational mission.

With a budget of \$10.5 million, the St. Tammany Parish Library serves an expanding population of 233,000+, 39% of whom are registered borrowers. It is primarily funded by an ad valorem property tax of 6.07 mils. The library employs a staff of 126 FTE employees, 30 of which are ALA-accredited MLS/MLIS employees. The Library offers 249 Internet workstations for public use and access to a full-range of databases. It is known for its creative and well-attended programs for children and young adults. It also offers a variety of programs for adults. These include music, performing arts, philosophy, literature, history, genealogy, horticulture, the creative arts, and personal improvement. The St. Tammany Parish Library has 12 branches. Renovation of the Covington Branch and relocation of the Library Administration offices are in progress. The Library's ad valorem property tax will be subject to renewal by the parish electorate prior to 2024.

Major responsibilities include the following:

- Develop and maintain an effective program of library services for the parish.
- Lead, develop and supervise a staff of library professionals, paraprofessionals, and administrative personnel.
- Supervise and manage the day-to-day operations of the library system, which includes 126 FTE employees in 12 public locations and 2 administrative facilities.
- Prepare, recommend amendments and monitor the budget of the library system and participate in the annual audit of the library system.
- Work with the appointed benefits coordinator regarding employee benefits including health insurance, life insurance, and retirement.
- Insure that the processing and all associated functions that relate to payroll are fulfilled.

- Work with the Assistant Director of Finance and Support in budgeting, fiscal matters and other assigned duties.
- Communicate frequently with St. Tammany Parish Government and the St. Tammany Parish Council.
- Act as a liaison for the library, and work effectively with the Friends Groups, the Library Foundation, and other community organizations.
- Maintain current and develop new partnerships with individual groups and municipalities.
- Maintain and utilize an approachable, open attitude with the community and citizens.
- Interact professionally with key members of the community, political office holders, and other civic leaders.
- Build and maintain a constructive and positive relationship with members of the media.
- Possess the ability to work with diverse groups and to build consensus among members of the library staff, patrons, community stakeholders and agencies, and with members of the wider community.
- Prepare for and attend Library Board of Control meetings.
- Communicate with and advise the seven members of the St. Tammany Parish Library Board of Control on issues related to the operation of the library.
- Develop, monitor, and implement a strategic plan leading to a shared vision embraced by the library staff and the Library Board of Control.
- Work constructively with the St. Tammany Parish Library Board of Control to propose, recommend and implement board policies and effective operating procedures.
- Manage all projects related to the renovation or construction of library branches/facilities.
- Collect and maintain statistics for the library system, supervising the preparation of monthly statistical and special reports and analyzing pertinent data.
- Participate with the administrative team in hiring, onboarding, training, evaluating, disciplining, and terminating staff.
- Review and maintain compliance with policies and procedures.
- Meet most regularly with the Assistant Directors (Public Services, Finance and Support).

- Conduct periodic meetings with managers and department heads and communicate daily with managers and department heads on all issues.
- Insure that the Library and staff follow the Louisiana Ethics laws in the procurement of items and services.
- Maintain a good working relationship with the State Library of Louisiana. Work with the State Library of Louisiana on library issues, professional development, and staff training. Supervise the completion of the annual State Library report.
- Understand, employ and maintain proficiency in technology as it relates to library service.
- Act as a change agent so that STPL will continue to be relevant to the diverse needs of a rapidly growing population.
- Represent the Library on a variety of parish, state, and national committees and projects and maintain membership in the Louisiana Library Association, the American Library Association, and the Public Library Association.
- Manage and lead the ad-valorem property tax election campaign.
- Perform other duties as assigned by the St. Tammany Parish Library Board of Control.

Qualifications:

Master's degree in library science from an ALA-accredited program and 5+ years of professional librarian experience in an administrative capacity, preferably in a multi-unit system.

The St. Tammany Parish Library is an EOE employer and does not discriminate on the basis of sex, race, color, religion, national origin, disability, or age. Applicants must have or be eligible for a valid Louisiana driver's license. A complete background check and degree verification will be required for finalists. A drug screening is also required prior to employment. Must have certification (or be able to attain certification within the 1st year of employment) by the Louisiana State Board of Library Examiners. Applicants must be willing to reside in the Northshore area of Southeast Louisiana.

Starting salary range: \$95,000 -\$105,000, dependent upon qualifications and experience. Benefits are generous and include 15 days of annual leave, 12.5 days of sick leave, 14 paid holidays, health insurance (including vision and dental coverage), and participation in a pension retirement system.

Library Board of Control representatives will be available to speak with interested candidates during the ALA Annual Conference in New Orleans during the Open House/Job Fair on Sunday, June 24, 2018, 10:30-12:00 noon. Other times may be arranged by appointment during the ALA Annual Conference by contacting Rebecca Taylor (985-290-2537).

Requirements for applications include a cover letter with the applicant's management philosophy, personal goals, experience with planning, and community relations experience. Applications are to include a detailed resume and contact information of 5 professional references and be mailed to:

**Rebecca Taylor, President
St. Tammany Parish Library Board of Control
P.O. Box 3183
Slidell, LA 70459**

For information regarding the Library Director position contact:
Rebecca Taylor, President, St. Tammany Parish Library Board (985-290-2537)

Application deadline: July 31, 2018

2024 Public Library Director's Salary Information

Library	Population	Total FTE Paid Staff	Director's Salary
Evangeline Parish Library	31,745	16.38	\$ -
Ouachita Parish Library	157,874	122.98	\$ -
Plaquemines Parish Library	22,289	13	\$ -
Opelousas Public Library	15,176	6	\$ 23,040.00
Eunice Public Library	9,044	5.4	\$ 23,400.00
Krotz Springs Municipal Library	875	1	\$ 28,009.00
Morgan City Public Library	10,813	2	\$ 35,000.00
Tensas Parish Library	3,844	3	\$ 35,000.00
Jennings-Carnegie Public Library	9,280	5.6	\$ 40,737.00
Union Parish Library	20,617	7.75	\$ 44,283.00
Avoyelles Parish Library	38,373	14.5	\$ 48,360.00
Jackson Parish Library	14,797	15.7	\$ 48,547.00
West Carroll Parish Library	9,254	4.55	\$ 48,964.00
Assumption Parish Library	20,050	17.48	\$ 50,000.00
Madison Parish Library	9,093	6.05	\$ 52,000.00
Winn Parish Library	13,405	10.28	\$ 56,227.00
Morehouse Parish Library	23,787	6	\$ 57,464.00
LaSalle Parish Public Library	14,702	9.18	\$ 57,500.00
Catahoula Parish Library	8,280	6.7	\$ 59,900.00
Sabine Parish Library	21,746	9.7	\$ 60,084.00
Franklin Parish Library	19,107	7.98	\$ 62,005.00
St. Mary Parish Library	35,986	37.73	\$ 64,130.00
Grant Parish Library	22,109	11	\$ 64,836.00
South St. Landry Community Library	4,511	4.3	\$ 65,000.00
Washington Parish Library	45,090	15.73	\$ 65,000.00
East Carroll Parish Library	6,892	5.38	\$ 65,300.00
Webster Parish Library	35,184	31.75	\$ 66,087.00
West Feliciana Parish Library	15,155	8.25	\$ 66,950.00
Cameron Parish Library	4,678	14.18	\$ 67,040.00
St. James Parish Library	19,110	16.63	\$ 69,951.00
Jefferson Davis Parish Library	22,156	15.7	\$ 70,000.00
Richland Parish Library	19,643	13	\$ 70,850.00
Caldwell Parish Library	9,393	5.7	\$ 71,865.00
Vermilion Parish Library	57,641	23.63	\$ 74,847.00
Claiborne Parish Library	13,537	8.08	\$ 75,400.00
Natchitoches Parish Library	35,982	27.73	\$ 76,534.00
Beauregard Parish Library	36,695	25.63	\$ 76,627.00
Iberia Parish Library	67,540	27.5	\$ 78,750.00
Bienville Parish Library	12,412	17.1	\$ 79,000.00
Allen Parish Libraries	22,501	14	\$ 81,125.00
Vernon Parish Library	45,819	17.68	\$ 82,299.00
Lincoln Parish Library	48,243	21.2	\$ 84,427.00
Audubon Regional Library	29,969	11.9	\$ 84,647.00
Tangipahoa Parish Library	139,823	49.76	\$ 89,137.00
St. Bernard Parish Library	44,783	7.3	\$ 90,563.00
Acadia Parish Library	56,604	16.8	\$ 91,695.00
Bossier Parish Library	131,102	74.5	\$ 92,706.00
Concordia Parish Library	17,797	10.98	\$ 95,000.00

2024 Public Library Director's Salary Information

Iberville Parish Library	29,766	30.38	\$ 98,767.00
DeSoto Parish Library	27,274	27.5	\$ 98,862.00
Rapides Parish Library	125,899	72.23	\$ 101,078.00
Red River Parish Library	7,238	8.2	\$ 106,000.00
Livingston Parish Library	152,886	69.25	\$ 108,701.00
St. John the Baptist Parish Library	39,694	40	\$ 111,304.00
Pointe Coupee Parish Library	19,845	14	\$ 113,543.00
East Baton Rouge Parish Library	453,022	419	\$ 113,852.00
St. Tammany Parish Library	277,615	130.5	\$ 114,503.00
LaFourche Parish Library	95,342	50.08	\$ 116,848.00
St. Martin Parish Library	51,218	19.9	\$ 120,029.00
Jefferson Parish Library	427,253	216.76	\$ 121,751.00
Lafayette Public Library	254,241	139	\$ 125,294.00
Ascension Parish Library	133,534	93.5	\$ 126,750.00
Terrebonne Parish Library	103,864	60.88	\$ 127,171.00
St. Charles Parish Library	50,400	67.43	\$ 128,267.00
Shreve Memorial Library	224,893	159.28	\$ 145,000.00
Calcasieu Parish Library	206,861	114.8	\$ 157,290.00
New Orleans Public Library	362,701	189.56	\$ 172,788.00
West Baton Rouge Parish Library	28,425		