

New Orleans Public Library
Board of Trustees
March 12, 2024

Board Meeting Packet

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New Orleans Public Library
Board Meeting
Main Library 3rd Floor Conference Room
Tuesday, March 12, 2024
4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

NOTE: DUE TO WEATHER CONDITIONS AND THE TRANSFER OF THE MEETING TO A NEW LOCATION, THE ZOOM OPTION MAY NOT BE AVAILABLE

PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL

AGENDA

- I. **Call to Order** — (Board Chair, Dana Henry, 1 minute)
- II. **Roll Call** — (Executive Assistant Tammy Hanson, 1 minute)
- III. **Public Comments** — (Dana Henry, 2 minutes)
- IV. **Action Item: Approval of Consent Agendas** — (Dana Henry, 2 minutes)
 - A. Approve November 14, 2023 board meeting minutes
 - B. Review Executive Committee Meeting Minutes January 9, 2024
 - C. Review Executive Committee Meeting Minutes March 5, 2024
- V. **Information Items**
 - A. NOPL Foundation Report – (Demetric Mercadel, 5 minutes)
 - B. Friends of NOPL – (Shannan Cvitanovic, 2 minutes)
 - C. State of the Library - (Emily Painton, 5 minutes)
 - D. Financials Update – (Michel Thompson, 2 minutes)
 - E. Q4 Performance Update – (Jane LeGros, 2 minutes)
 - F. Introduction to the New Archives Website – (Christina Bryant, 6 minutes)

- VI. **Discussion Items**
 - A. Executive Director Evaluation --- (Andrea Neighbours, 5 minutes)
 - B. Board Cultivation – (Kathleen Coverick, 4 minutes)

- VII. **Action Item: Fine Free Policy** – (Heather Riley, 2 minutes)

- VIII. **Action Item: Sex Offender Policy** – (Emily Painton, 2 minutes)

- IX. **Attachments**
 - A. Board Packet

- X. **Adjournment**

Join Zoom Meeting

<https://zoom.us/j/98090880485?pwd=Z3hTVkVhS2R0YVZEY0tqVk9YN1RjUT09>

Meeting ID: 980 9088 0485

Passcode: 636251

One tap mobile

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New Orleans Public Library
 Regular Board Meeting
 MAIN 3RD Floor Conference Room
 Tuesday, November 14, 2023
 4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

The legal purpose of open meetings is to allow individuals to observe and participate in the deliberations of public bodies. Meetings of public bodies must be open to the public unless closed pursuant to a statutory exception, such as set forth in R.S. 42:16 – 42:18, which authorizes closed executive sessions. Public bodies must provide an opportunity for public comment prior to action on the agenda item upon which a vote is to be taken. The governing body may adopt reasonable rules and restrictions regarding the comment period. R.S. 42:14, requires each public body, except school boards, conducting a meeting that is subject to the notice requirement of R.S. 42:19(A), to allow a public comment period prior to action on an agenda item upon which a vote is to be taken.

Due to time constraints, public comment will be limited to 2 minutes per individual

MINUTES

- I. **Call to Order**
 - A. Board Chair, Dana Henry, called the November 14, 2023 regular board meeting to order at 4:33 p.m.

- II. **Roll Call — (4:33 p.m.)**

Board Members Present: Vonda Flentroy-Rice, Dana Henry, Andrea Neighbours, Kathleen Coverick

Absent: Phala Kimbrough-Mire, Raquel Dufauchard, Alexis Parent-Ferrouillet

NOPL Staff Present: Emily Painton, Michel Thompson, Jane LeGros, Heather Riley, Tammy Hanson, Emilie Staat, April Martin, Katy Hepner

Others Present: Shannan Cvitanovic

- III. **Public Comments — (4:34 p.m.)**
 - A. Mr. Henry thanked the NOPL staff for their work on the 2024 budget and also thanked the public for their continued support. He also clarified that public comments on action items will be acknowledged prior to a vote.
 - B. Ms. Scott made an in support of the library moving forward \$9.5 million to move forward with facilities repairs to allow greater access and ease of access to our libraries. This includes ADA accessible buildings.
 - C. Ms. Washington commented on the condition and safety of the library. She also feels that the security guards exude an environment of hostility. She feels the public needs better access to computers and the public patio should also be

accessible. Ms. Washington commented on the ENO enterprise zone and when it will be completed for utilization by a small business. Ms. Painton responded that the space is complete and will be occupied by the We Play Center.

- D. Ms. Kinlaw attempted to return books to the Nix library and seen a notification regarding a sewer line being collapsed. She would like to know if we have been in contact with that department. Ms. Painton responded that it is on our property, and we need to initiate the repairs.

IV. **Action Item: Move of Agenda Items** (4:43 p.m.)

- A. Ms Coverick made a motion to transpose agenda discussion items VI and VII while there is a quorum. Motion seconded by Ms. Flentroy-Rice. Motion passed unanimously. Ms. Flentroy-Rice seconded, and approved unanimously.

V. **Approval of Consent Agendas** — (4:44 p.m.)

- A. Approve November 7th Executive meeting minutes Regular Board Meeting minutes
 B. Approval of September 12th regular board meeting minutes
 1. A motion to approve the consent agenda was made by Ms. Coverick and seconded by Ms. Neighbours. Motion passed unanimously.

VI. **Action Item: Reconsideration Policy** – (4:54 p.m.)

- A. Ms. Painton iterated the importance of having this policy in place by the deadline of January 1, 2024. There have been no updates since the previous board meeting. Mr. Henry added that this is pursuant to state mandates and not board-initiated.
 B. A comment was made regarding the comparison of other libraries' policies in comparison to NOPL and asked for clarification as to how much freedom in accessing books there will be. Ms. Painton responded that we have conferred with the state library. The Reconsideration Policy states that if a patron finds an item sexually explicit, the board will decide. There is a second component to the policy that needs to be in place by June 2024 regarding parental access to what their children read. Mr. Henry added that the board does not plan to take steps beyond parent or patron concerns. Ms. Painton noted that concerns cannot come from outside parishes.
 C. Ms. Staat asked for clarification on whether staff members handle complaints. Ms. Painton responded that there will be a paper form and an online form that staff should direct patrons to. Patrons are required to submit the form by mail or online.
 D. Ms. Neighbours moved to approve the Reconsideration Policy. Motion seconded by Ms. Flentroy-Rice. Motion passed unanimously.

VII. **Action Item: Approval of 2024 Closures** (4:54 p.m.)

- A. Ms. Painton noted that our closures are based on City Hal's holiday closures.
 B. There is a modification of the All Staff Day.
 C. A motion was made by Ms. Flentroy-Rice to approve the 2024 Holiday closure list with the amendment and second by Ms. Coverick. Motion passed unanimously.

VIII. **Information Items** (4:55 p.m.)

- A. Friends of NOPL Update

1. Fiends had three consecutive successful book sales; one at the Latter branch and another at Algiers. The goal is to add ENO in the spring.
 2. Friends has outstanding grants with the Louisiana Primetime Preschool and Primetime Family, and notification of approval should happen soon.
 3. Friends is getting funding from the Jazz and Heritage Foundation for Summer Fun 2024.
 4. Friends is continuing with its strategic planning process and meeting with branch managers to get input.
 5. Friends is contacting city council members to reintroduce them to the program and express concerns about facilities issues.
- B. NOPL Foundation Update – (Demetric Mercadel)
1. Ms. Coverick stated that the NPL Foundation will meet in December. Ms. Neighbours asked if meetings are in-person and when the previous meeting was held. Ms. Coverick responded that meetings are held via Google and the last meeting was in March.
- C. State of the Library – (Emily Painton)
1. Nix closed unexpectedly due to a collapsed sewer line. There is no information on a definite reopening. There are currently three bids.
 2. Central City is closed due to mold remediation work. The process is further complicated being inside of a city-owned building. Plans for pop-ups outside of the Allie Mae Center are forthcoming. Holds are not a major component.
 3. ServicePRO will be conducting work under a state contract to include remediating books. Mr., Henry inquired on who is responsible for the city contract. Ms. Painton responded that it is the Property Management Department.
 4. Keller library has heat, but a specialist was hired to gauge the scope of repairs.
 5. The boiler replacements for the Main library are out for bid. We are working with Capital Projects to replace cooling towers, fans, and chillers. Once the feasible study is completed and the 2024 budget is approved by City Council, we can move forward in 2024. The engineering and architectural teams will need to design the components. Then we will need to hire a general contractor.
 6. Mr. Henry asked the difference between Capital Project and Property Management's role in this discussion. Ms. Painton replied that Property Management manages the properties. Capital Projects oversees major building projects. Typically we do not work with Property Management as they do not manage library properties, but they manage city properties in which the Allie Mae Center is part. There are timelines for construction projects that we have no control over, but we are moving forward and the timeline is shared with us as well as updates. Ms. Thompson added that we need a recommendation from Capital Projects for the architecture firm to create the timeline. Then once the companies bid, they can agree to or adjust the timeline as needed. There are penalties for not adhering to the agreed schedule.
 7. Ms. Neighbours inquired if we hired a contractor that was already approved by the City if the timeline could be shortened. Ms. Thompson responded that it is a possibility but depends on several factors.

8. Mr. Henry asked if there is anything the NOPL Board can do to expedite the process of remediating the mold at the Allie Mae Center. Ms. Painton responded that we have procured what we need for now. Once the paperwork is in place the company can give us a timeline. Ms. Flentroy-Rice asked if a manager is assigned to this project. Mr., Henry is planning to call the council person in that district.
 9. Board Chair, Dana Henry left the meeting at 5:15 p.m.
 10. Two of the buildings we were interested in moving MLK library to are no longer available. Administration met with Dr. Hicks at MLK and came to an understanding about cohesive policies.
 11. In the process of obtaining a P.O. There is a building located on N. Carrolton we are considering. If there is a city-owned building we can occupy, we will consider that as well. Ms. Neighbours asked why it takes 3 months to get an appraiser. Ms. Thomas responded that it is dependent on the documentation.
 12. REACH started pop-ups last month and is now open. A grand opening is planned for January.
- D. Budget Department Update
1. We have received \$21.5 million in millage receipts this year. We had planned for \$20 million. Fees were budgeted at \$130k and we've received \$119k. Total funding for 2023's budget was nearly \$25 million and we have received little over that amount.
 2. Year to date personnel costs are \$11 million and currently have \$195k in FTEs. THE FTEs unfulfilled is still being determined. As of October 31st, we have \$4.8 million left in the budget for personnel costs. We hired 10 new associates and 1 new manager.
 3. We budgeted \$9 million for operating costs and have paid \$6.2 million from the obligated \$8.6 million. We have \$313k left. We have 20 percent of our budget remaining.
 4. Outreach and programming expanded so the budgeted \$90k increased to \$120k.
 5. Other operating costs include security, building leases, office supplies, furniture, and employee travel and education costs.
 6. We budgeted \$4 million for strategic planning and have \$921k in P.O.s. \$784k has been paid to vendors with \$136k remaining.
 7. Ms. Thompson gave the board a breakdown on how budgeted dollars were spent in each of the three pillars of our strategic plan.
 8. Ms. Coverick suggested having a civil service staff member attend a board meeting to get information on our staffing issues. Ms. Neighbours asked what our realistic staff FTE should be for 2024.
- E. QTR 3 Operational Plan Update
1. The library has begun the Widerstand audit.
 2. Summer Fun was a success with 6,545 registered participants; 488k materials circulated and over 1 million minutes read. We has 5,674 program attendees and 473 programs.

3. Fifty new albums were added to Crescent City Sounds. Participants receive a \$250 honorarium as well as promotion through our social media. Next year we are adding 75 albums.
 4. We have added the Louisiana Philharmonic Orchestra and the BK Historic House and Gardens to the Culture Pass program.
 5. Maria Vatrakis, the head of the Best Buy Teen Tech Center won an achievement award.
 6. Through our partnership with YES, 85 students received diplomas through the Greater New Orleans Adult Education Graduation.
 7. We had over 98k children's books circulated. Marketing diversified their direct family marketing and launched ads with NOLA Families with targeted radio ads.
 8. Keller library was runner up in the Family Favorites contest.
 9. Early Literacy had 3,174 attendees for school-aged youth and 484 attendees.
 10. This summer we collaborated with Audubon Zoo, Congo Square, Preservation Society, the Louisiana Public Laureate came to read to teens, Crescent City Circus, etc. Our Reading Buddies Program has teens coming to the library to read to new readers.
 11. We are working on expanding our partnership with Ride New Orleans so kids have transportation to libraries and will be partnering with WePlay which is as training grounds program around early literacy and education.
 12. In Q3, we had good attendance at teen events and are seeing growth each quarter by meeting them where they are. We also have targeted radio ads geared to teens with a broad-scope approach.
 13. We did a number of BBTTTC petting zoos. This is when we take tech out to other branches to show what we have at Main.
 14. We have updated our adult learning and education page, job seeker page, and business and entrepreneur page to highlight current education providers. We are continuing to partner with Job One in 2024 and adding more ESL courses.
 15. One-on-one computer help sessions have increased. We had 24 digital literacy events with 31 attendees.
 16. All NOPL employees will be required to take a Nordstar digital literacy assessment. We had 69 attendees at workforce development programs.
 17. We have updated our Book-a-Librarian page so it is more user friendly. The Adult Education department is transitioning their focus to provide referral information to all staff.
 18. We completed the transition to online room reservations and it has been successful. Our goal is to provide more free spaces in the future.
 19. The number of eBooks have increased. Mobile services decreased due to vehicle issues.
 20. Ms. Cvitanovic asked that an addition be added to the Summer Fun program to explain rescheduling do to heat issues. Staff concurred.
 21. Ms. Neighbours requested that the operational plan be available to board members.
- F. The board discussed the vacant board seats and what types of candidates would benefit our goals. Five potential names are being considered.

IX. **Adjournment**

- A. Ms. Neighbours moved to adjourn the July 18, 2023 regular board meeting at 6:13 p.m. Ms. Coverick seconded the motion and it passed unanimously.

X. **Attachments**

- A. Board Packet

DRAFT



New Orleans Public Library
 Executive Committee Meeting
 3rd Floor Conference Room; Main Library
 Tuesday, January 9, 2024
 4:30 p.m.

NOTE REGARDING PUBLIC COMMENT:

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AGENDA

- I. **Call to Order** — (4:34 p.m.)
- II. **Roll Call**
 Present: Dana Henry, Kathleen Coverick, Andrea Neighbors, Alexis Parent-Ferrouillet (late)
 Library Staff present: Emily Painton, Tamyka Miles, Michel Thompson
- III. **Public Comments** — (4:35 p.m.)
 A. There were no public comments
- IV. **Finance Report** (4:35 p.m.)
 A. The report will be presented at the regular board meeting
- V. **Executive Director Update** – (4:36 p.m.)
 A. State of Facilities
 1. Central City is our only location currently closed due to mold caused by HVAC, humidity issues. Patrick G McCann with City Property Management is overseeing this project.
 2. 12/5: Servpro completed the remediation of the Library space.
 3. 2/13: The air quality testing was completed and revealed some elevated levels of mold in the IT closet. Informed that the small a/c unit serving the IT closet has high levels of mold deep within the evaporator coils which cannot be accessed

to clean thoroughly enough to remove all of the mold. Recommendation that we remove the unit and have it replaced.

4. 12/15/2023: PM's Head of Engineering, started the paperwork to have the equipment replaced.
 5. 01/02/2024: NOPL Facilities Director reached out to Property Management to see if there were any updates. They let us know that they submitted the quote to their fiscal team so now were just waiting on the PO to be issued and would let us know as soon as they hear from them.
 6. 01/09/2024: NOPL Facilities Director reached out to Property Management to see if there were further updates. Have not heard back yet.
 7. The question from Board members was raised, asking if we might be able to open the branch while the IT closet is still being remediated and the HVAC is removed and replaced. Director Painton mentioned that she was open to thinking out of the box but that she didn't feel it was a good idea to allow staff or patrons back in the library until the remediation project is complete. Board Member Dana Henry suggested that we should only do that if someone would sign off on it being safe first.
 8. Boiler Replacements went out for Bid.
- B. Other Updates:
1. 12/8: We Play Center ribbon cutting at ENO. Emily Emceed, Council Member Oliver Thomas, Lorrie Brigs Deputy Assistant Secretary LA Department of Children's and Family Services; Shaun Men-a LA State Rep District 23; Co-Founder Melanie Richardson.
 2. REACH Center: Planning for a Grand Opening in Feb post Mardi Gras and before Black History Month.
 3. Envisio: Operational Plan consulting in 2024, focus groups, giving staff a chance to participate in a way they hadn't been in the past.
 4. The pro and cons were shared about having Envisio assist with the operational plan. Also there was a discussion of the pros and cons of a 3- year operational plan vs a -1-year plan.
 5. Widerstand Audit. We have seen a first draft but are still debriefing with Widerstand and will share when the final draft and our plans to address any concerns are complete.
 6. Talking to potential Executive Coaches. Had an introductory meeting with an Executive Coach at The Hive Collective. Planning to set up several more on recommendations from other Library Directors.
- C. Board attendance:
1. Valerie with the City says it sounds like there are two people who will be able to join to fill our two open positions. We do give Valerie our attendance information and if anyone isn't attending frequently enough they may be asked to step down.
- D. Library Foundation Updates:
1. Spending: The current chair of the Foundation Board is planning to step down there is also a need for more Library Foundation Board members.

VI. Discussion Regarding Executive Director Evaluation -- (5:04 p.m.)

- A. A discussion of considering the need for a consultant to help with creating the Executive Director's evaluation tool and to assist with evaluations. And the

possibility of asking the Library Foundation to fund the consultant. It was determined that the evaluation of the director can't happen until 2025 but the goals and the tool should be created and shared with the Director in 2024.

- VII. **Discussion Regarding Potential Board Members** -- (5:18 p.m.)
 - A. Board members shared potential new members. Ms. Neighbors knows an I/T person, Ms. Coverick knows a couple of architects, Mr. Henry knows a person with experience with workforce development.

- VIII. **Regular Board Meeting Agenda Review** – (5:28 p.m.)
 - A. An addition to the discussion section of the agenda: Board Cultivation to be presented by Ms. Coverick.

- IX. **Adjournment**
 - A. The Executive Committee was adjourned at 5:32 p.m.



New Orleans Public Library
 Executive Committee Meeting
 3rd Floor Conference Room; Main Library
 Tuesday, March 5, 2024
 4:30 p.m.

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PUBLIC COMMENT IS LIMITED TO TWO MINUTES PER INDIVIDUAL

MINUTES

- I. **Call to Order** — (Board Chair, Dana Henry, 1 minute)
 - A. The March 5, 2024 Executive Committee meeting was called to order at 4:38 p.m.
- II. **Roll Call** — (Executive Assistant Tammy Hanson, 1 minute)

Present: Dana Henry, Chair; Andrea Neighbours, treasurer; Kathleen Coverick, Vice-Chair

Absent: Alexis Parent-Ferrouillet, Secretary
- III. **Public Comments** — (4:39 p.m.)
 - A. Several community members inquired about the Central City library closure and when it will reopen. Mr. Henry responded that the Central City building belongs to the City and the communication with them has been slow. We also are awaiting the City to appoint new board members to have enough members for quorums.
- IV. **Executive Director Update** – (5:34 p.m.)
 - A. Central City is the only branch that is closed. This is due to some remaining mold in the IT closet that needs to be remediated.
 - B. The CRC is in line for repairs through Capital Projects to fix the water infiltration. The contract to replace the boilers at Main has been awarded and we are awaiting a timeline from the contractor.

- C. The Main Library elevator/HVAC equipment is being funded through our reserves. The Capital Projects Department has written a RFP and routing it to the other necessary departments.
 - D. The Adult Programming Department had a release party for an anthology of fiction and poetry by local writers.
 - E. There is a new bill in the Louisiana legislature (HB414) to change the crime of obscenity to include content found in public libraries. Currently, the exemption in place for libraries and many other establishments is there to stop censorship of information. This bill would make public libraries and possibly their employees subject to state obscenity law.
 - F. Demetric Mercadel is stepping down as Foundation president. The idea of combining Friends with Foundation was discussed, so those organizations are competing for the same donations. Ms. Coverick added that having a quorum for Foundation meetings has been a challenge. The Foundation has earmarked \$150k for the library in 2024, but there is no long-term plan.
- V. **Fine Free** – (5:53 p.m.)
- A. NOPL went temporarily fine free during the pandemic and it has been beneficial to our **patrons**. Thus, we would like to go forward with a permanent policy to remove fines for overdue books. Fine Free will not be extended to fees for books that are lost or damaged and need to be replaced.
- VI. **Regular Board Meeting Agenda Review** – (5:57 p.m.)
- A. The Regular Board meeting agenda was approved as is.
- VII. **Adjournment**
- A. The March 5, 2024 Executive Committee meeting adjourned at 5:58 p.m.

**New Orleans Public Library
2024 Budget vs Actuals
as of February 29, 2024**

Line#	REVENUES	2024 Budget	Obligated Funding	YTD Funding	Projected Funding to be Received	% of Funds Received
1	Funding		-			
2	Millage	22,000,000	22,000,000	98,711	21,901,289	0.45%
3	Trust	787,495	787,495	-	-	100%
4	Reserves	13,500,000	13,500,000	13,500,000	-	100%
5	Fees	70,000	70,000	24,979	45,021	36%
6	TOTAL FUNDING	36,357,495	36,357,495	13,623,691	21,946,309	40%

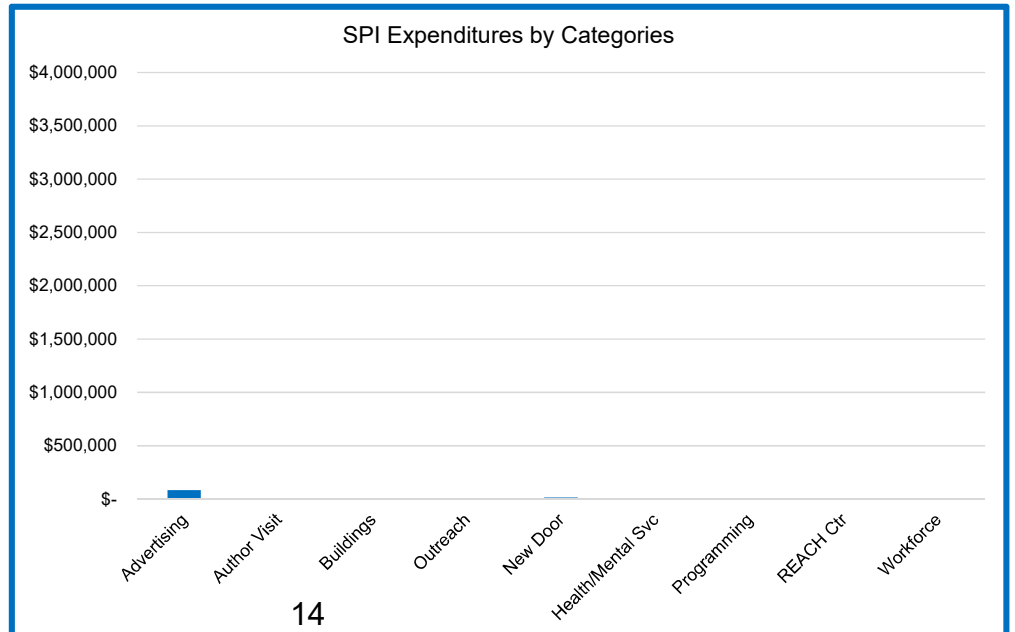
Line#	EXPENDITURES	2024 Budget	Obligated Expenses	YTD Expended	Budget Available	% of Budget Obligated	% of Budget Remaining	FTEs	Vacancies
10	Expenses								
11	Personnel								
12	Payroll	11,714,004	11,714,004	1,382,416	10,331,588				
13	Benefits	4,570,147	4,570,147	605,672	3,964,475				
14	Total Personnel	16,284,151	16,284,151	1,988,088	14,296,063	100%	88%	203	5
15									
16	Other Operating								
17	Collections	3,798,344	3,206,167	285,543	592,177	84%	16%		
18	Facilities	10,200,000	194,700	20,048	10,005,300	2%	98%		
19	Technology	1,500,000	131,441	-	1,368,559	9%	91%		
20	Outreach/Program	90,000	41,029	7,697	48,971	46%	54%		
21	Other Operating	4,485,000	2,063,707	338,485	2,421,293	46%	54%		
22	Total Other Operating	20,073,344	5,637,044	651,773	14,436,301	28%	72%		
23									
24	TOTAL OPERATING	36,357,495	21,921,195	2,639,860	28,732,364				

Notes

a **Other Operating** - includes but is not limited to security, building/equipment lease, office supplies/furnishings/equipment, travel etc.

Strategic Planning Initiatives (SPI)

Budget	\$3,785,000
Obligations	\$389,805
Expenditures	\$102,535



<u>AGENCY</u>	<u>COSTING CENTER</u>		2023 Budget	2023 Expended	Difference
630 - Library					
	6301 - Library Administration	Total	24,975,860	22,024,085	2,951,775
		Salaries & Fringes	15,973,656	14,200,519	1,773,137
		Other	9,002,204	7,823,566	1,178,638
		Total	24,975,860	22,024,085	2,951,775

Q4 2023 Performance Report

	2023	2022	2019	% Change, 2022-2023	% Change 2019-2023
Physical Circulations	415,746	212,757	385,554	+95.4%	+7.8%
Digital Circulations (Overdrive, Hoopla, CL, Flipster, Freegal, Kanopy)	326,986	216,962	126,350	+50.7%	+158.8%
Computer Sessions	37,058	28,787	90,613	+28.7%	-59.1%
Visits	270,178	192,672	383,764	+40.2%	-29.6%
# of Programs	957	468	1,424	+104.5%	-32.8%
Program Attendance	12,138	4,848	19,730	+150.4%	-38.5%
New Library Accounts	8,361	6,066	5,359	+37.8%	+56%

Fines and Fees

- Circulating books, CD's, DVDs, and non-traditional materials \$0.00
- Reference books \$0.00
- Interlibrary Loan set by the lending library

Library materials belonging to the New Orleans Public Library do not accrue daily overdue fines. Fees will be charged for lost and/or damaged materials.

If a patron owes over \$20.00 in fees, full or partial payment or special arrangements must be made with a supervisor before more checkouts are allowed. Public service supervisors and staff will work to ensure that youth library patrons are not denied access to library materials.

Non-residents can pay the yearly fee for individuals or families to receive a Non-Resident card.

Lost Materials and Material Damaged Beyond Repair

Lost materials are items that are overdue and have still not been returned or items that the patron reports as lost.

Materials damaged beyond repair are those items that cannot be returned to circulation.

The actual cost of the material is charged as a replacement charge for lost items or materials damaged beyond repair.

- If the item is not returned, the patron owes the replacement charge.
- If the item is damaged beyond repair, the patron owes the replacement charge.

City Archives & Special Collections Search and Copy Services

Search and copy services are available at the discretion of the City Archives & Special Collections, New Orleans Public Library. The City Archives & Special Collections provides limited scope and content search and copy service to patrons. An outline of available materials and the department's processes can be found on the department's website.

Marriage Records	One Marriage Searched and one page copied	2.00
Death	One Name searched and one page copied	2.00
Obituary	One Name searched and one page copied	2.00
City Directory	One Name or Business searched and one page copied	2.00
Naturalizations	One Name variant searched and one page copied	3.00
Naturalizations	Certification that copy requested is from our holdings	2.00

Naturalizations	One Name Letter of No Record	2.00
Newspaper	One Search and one page copied	2.00
Probate and Succession Records from Microfilm	Per page for pages 1-20	2.00
Probate and Succession Records from Microfilm	Per page for pages 21 or more	3.00
Blueprints and Building Plans from Microfilm	Per a scanned image	2.00
Blueprint Loan for Off-site Duplication	Library Handling Fee	50.00
Image Duplication	Per an image	10.00
Digital Duplication	Per an image	10.00



Sex Offender Policy

In accordance with its by-laws, the Library Governing Board of New Orleans Public Library has adopted on this 1st day of November, 2012 the following policy for the purpose of:

1. Compliance with the statutory mandates set forth in La. R.S. 14:91.2.
2. Protecting children from contact with persons who have been convicted of sex offenses where the victim was under 13 years of age.

Regulation:

- I. Effective January 1, 2013, persons who have been convicted of sex offenses where the victim was under the age of 13 (referred to as “sex offenders” for purposes of this policy/regulation) are restricted in their access to public library property, as follows:
 - a. Children’s and Teen’s Areas- No sex offender shall be physically present in any area of the library designated as a “children’s area’ or young adults’ area”.
 - b. Peak Children’s hours- No sex offender shall be physically present on public library property during peak hours of children’s use of the library.
 - i. During the school year, peak hours are defined as 2 pm to 6 pm.
 - ii. During the summer, peak hours are defined as 11 am to 4 pm.
 - iii. On Saturdays, peak hours are defined as 10 am to 2 pm.
 - iv. On Sundays, peak hours are defined as 2 pm to 5 pm.
 - v. Peak hours of children’s use also include hours during which children’s programs are scheduled. A schedule will be posted on-line and at the entrance of the library location.
 - c. Loitering within 1,000 feet- No sex offender shall loiter within 1,000 feet of public library property.
 - d. Libraries On/Within School Property- According to R.S. 14:91.2C, sex offenders are not allowed on or within 1,000 feet of school property without permission of school authorities. The following libraries are on within 1,000 feet of school property:
 1. Alvar Library
913 Alvar Street
New Orleans, LA 70117
 2. Central City Library
2020 Jackson Ave., Suite 139
New Orleans, LA 70113
 3. Children’s Resource Center
913 Napoleon Avenue
New Orleans, LA 70115

4. Martin Luther King, Jr. Library
1611 Caffin Avenue
New Orleans, LA 70117
 5. Nora Navra Library
1902 St. Bernard Avenue
New Orleans, LA 70119
 6. Robert E. Smith Library
6301 Canal Blvd.
New Orleans, LA 70124
 7. Desire/Florida Multi Service Center
3520 Industry St.
New Orleans, LA 70126
 8. REACH
2022 St. Bernard Ave., Bldg. C
New Orleans, LA 70116
- e. Employment- No sex offender shall apply for, work for, or otherwise provide services to a library location as an employee, contractor, sub-contractor, volunteer or are partners that have office space or work space within library facilities.

II. Exceptions to these restrictions are:

- a. Police station/courthouse/polling station- There shall be no violation of this regulation if the sex offender is reporting to a police station, courthouse, or polling station that is within the restricted area.
- b. With special permission- There shall be no violation of this regulation if the sex offender has requested and has been granted written permission to be physically present on public library property from the Library Director or his/her designee, and the sex offender complies with any special restrictions contained within the permission.

III. The Library Director shall be responsible for developing and implementing administrative and management procedures in furtherance of the policies stated herein. Recommended procedures include, but are not limited to the following:

- a. Background checks- implement procedures to provide that library employees, contractors, sub-contractors, volunteers or partners with office or work space within library facilities who will interact with children or will be required to work in the restricted areas may be subject to criminal background checks.
- b. Notice- implement procedures to ensure adequate public notice of each library location's times and dates of peak children's hours and children's programming. Adequate notice may include posting such information in a prominent location near the library's entrance and on the library's website.
- c. Surrogate- Implement procedures to allow sex offenders to authorize a surrogate to check out library materials using the sex offender's library card.
- d. Enforcement- implement procedures to update policies, where necessary, and enforce policies regarding unattended children.

- IV. The Library Director and members of the public are invited to make recommendations to the Library Board to improve this regulation or suggest legislative changes that will allow public libraries to more effectively achieve the public purposes set forth herein. Those recommendations, along with any supporting documentation, should be submitted annually to the Library Board by or before August 1st, Attention: Library Board Chair.

Authority Note

Act 693 of the 2012 Regular Session of the Louisiana Legislature amended and re-enacted R.S. 14:91.2. The effective date of the Act is January 1, 2013.

Created: 10/01/12

Board Approved: 10/12/19

Library Locations Revised: 04/02/19
10/12/19
03/12/24