St. Tammany Parish Library
Board of Control Meeting
April 26, 2022
Causeway Branch
3457 U.S. Hwy 190,
Mandeville, LA 70471
6:30 P.M.

<u>AGENDA</u>

Call to order by President and Roll Call by Director

1. Approval of the minutes of the meeting of the Library Board of Control that was held on March 29, 2022.
   - Discussion
   - Public Comment
   - Vote

2. NEW BUSINESS

   A. Financial Reports – March 2022
      - Discussion
      - Public Comment
      - Vote

   B. Rules and Regulations Update - Chapter 3 Section 311 - 319
      - Discussion
      - Public Comment
      - Vote

   C. Board input into Slidell expansion
      - Discussion
      - Public Comment

   D. Designation of Capital Funds – Technology Upgrade - RFID
      - Discussion
      - Public Comment
      - Vote

   E. Director's Report
      - Discussion
      - Public Comment
      - Vote

3. OLD BUSINESS

   A. Strategic Planning Committee
   B. St. Tammany Parish Library Foundation
   C. Friends of the Library Report

4. Public Comment

5. Adjournment

St. Tammany Parish Library
Board of Control Meeting
March 29, 2022
Covington Branch
310 W. 21st Avenue
Covington, LA 70433
6:30 P.M.

<u>MINUTES</u>

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

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

1. Approval of the minutes of the meeting of the Library Board of Control that was held on February 8, 2022 and the special meeting on March 7, 2022.

There were no suggested corrections to the minutes of the February 8, 2022 meeting. B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the minutes. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

There were no suggested corrections to the minutes of the March 7, 2022 special meeting. B. Taylor asked for public comment. There was no public comment. Dr. A. Morgan moved to approve the minutes. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

2. NEW BUSINESS

A. Financial Reports – January and February 2022

K. LaRocca reviewed the financial reports for January 2022. The library received $8,513,594.93 in ad valorem revenue and $84,209.35 in state revenue sharing. Expenditures are at 8.47%, which is on target for the first month of the year. The following lines are over budget because the expenses are due at the beginning of the year: Worker's Compensation Expense, Network Utility Software, Polaris Maintenance, Vehicle Insurance, General Liability Insurance, and Internet Database Subscriptions. Many lines are at zero because items have been ordered but not yet received. The Postage Line is over budget due to filling the postage meter at the beginning of the year. The Fuel and Lube line is over budget due to higher fuel costs. B. Allin asked why the PC Network line is only at 2%. Kelly explained that new computers have been ordered and will be paid for once received.

B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the January 2022 financial reports. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

K. LaRocca reviewed the February 2022 financial reports. The budget percentage in February should be at 16.6% at this point in the year. Revenues are at 16.2% and expenditures are at 13.8%. The Equipment Lease Expense line is over budget due to leasing a lift for the Madisonville Branch roof. Some lines under Maintenance of Property & Equipment are over budget due to completing projects earlier in the year. The Payroll Service Fees line is over budget due to paying for W-2s at the beginning of the year. The Vehicles line is at 29.16% because we received the vehicle that was ordered at the beginning of 2021. The Lease/Purchase Books line is at 96.65% due to paying for our leased books for the year.

B. Taylor asked for public comment. A. Shaw asked if the lease/purchase books are for all ages. Kelly explained that they are for adult books and are used to reduce wait times for popular materials. T. DiMaggio explained that we tried leasing children's titles, but it did not prove to be beneficial in the long run for the children's collection.

Dr. A. Morgan moved to approve the February 2022 financial reports. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

B. Rules and Regulations Update - Chapter 3 Sections 301 - 309

K. LaRocca reported that the committee met in February and March. They reviewed the revised financial policies based on suggestions from the Assistant District Attorney. Copies that show the changes made to Chapter 3, Sections 301-309 were provided to the Board, as well as a clean copy of the revised sections. Kelly introduced Emily Couvillon, the Assistant District Attorney, who was there to answer any questions. Kelly summarized some of the changes in each section. B. Allin commented that there is no original copy to compare to the revised/marked-up copy and clean copy. Kelly explained that the sidebar on the revised copy shows what was changed from the original. The policies covered in each section are as follows: Financial Practices, Transactions, Audit, Record Retention, Budgeting Process, and Financial Reporting.

B. Taylor asked for public comment. B. Taylor commented that the committee has been very diligent in working on the policies. Dr. A. Morgan asked when was the last revision. Kelly stated that there have been minor updates, but it has been many years since the policies have been revised. Kelly suggested that the policies should be reviewed annually once the revision is complete. B. Geiger thanked branch managers Crissie Molina and Hilari Melerine for their work on the committee.

B. Allin moved to approve the revisions to Chapter 3, Sections 301 – 309 of the Rules and Regulations of the St. Tammany Parish Library Board of Control. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

C. COVID Policy and Procedure

B. Geiger reviewed the proposed COVID Policy and Procedure. The first page of the policy will be updated based on guidance from the CDC (Centers for Disease Control and Prevention). A vote by the Board on the Time and Payroll Reconciliation section on page two is required to approve that section. Five days of COVID leave (40 hours for full-timers and 20 hours for part-timers) is available for employees with documented proof of a COVID positive result or a sworn statement acknowledging close contact with an infected individual. Documented proof of a positive result requires a time-stamped COVID test or a doctor's note. At-home COVID tests will not serve as proof. Employees are also eligible to use COVID leave to care for a family member who tests positive for COVID-19 or a variant thereof. A sworn statement acknowledging the need to care for a family member is required to take advantage of this benefit.

Full-time staff who need additional time off due to COVID after using the 5 days of COVID leave will use sick or vacation time. Part-time staff needing additional time off due to COVID after using the 5 days of COVID leave will use unpaid leave. Unused COVID leave expires after December 31, 2022 and will not roll over. The Library Board of Control will review the COVID leave policy annually. Brent referenced copies of the sworn statements in the Board packet.

B. Taylor asked for public comment. There was no public comment. M. Reneau moved to approve the COVID Policy and Procedure. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

D. Designation of Capital Funds – Mandeville Branch Renovation

K. LaRocca reported that the estimated cost for renovating the Mandeville Branch is $200,000. The renovation is one of the capital projects listed on the Capital Improvement Plan. Kelly referenced the Capital Projects list. The renovation includes replacing 17-year-old carpet, rewiring data lines with Cat6 wiring, updating the restrooms, and modifying the front entrance to ensure ADA (Americans with Disabilities Act of 1990) compatibility and reduce slip hazards. The Board will need to designate the capital funding for this project. Kelly read the resolution aloud.

B. Taylor asked for public comment. There was no public comment. A. Shaw moved to approve designating the capital funds for the Mandeville Branch renovation. It was seconded by B. Allin. All were in favor, none were opposed, and one was absent. Motion carried.

E.   Designation of Capital Funds – Causeway Branch Carpet

K. LaRocca reported that the estimated cost for replacing the 23-year-old carpet at the Causeway Branch is $50,000. The carpet replacement is one of the capital projects listed on our Capital Improvement Plan. Kelly referenced the Capital Projects list. The Board will need to designate the capital funding for this project. B. Allin asked where we will purchase the carpet. Kelly stated we will use a vendor on the state contract. B. Taylor asked if shelving will need to be moved to install the carpet. Kelly explained that the movers will wrap the shelves to secure the books and use a special machine to lift the shelves as the carpet is installed. M. Reneau asked if the installation will have an impact on patron accessibility. Kelly explained that we would have to close for a couple of days to complete the process and ensured that the impact will be minimal.

B. Taylor asked for public comment. There was no public comment. Kelly read the resolution aloud. Dr. A. Morgan moved to approve designating capital funds for Causeway Branch carpet. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

F.   Designation of Surplus Property

T. DiMaggio reported that we received the maintenance truck that was ordered in 2021. The previous truck is 11 years old and no longer viable to maintain. A resolution declaring the truck surplus property is required to send the truck to auction. Tanya read the resolution aloud. B. Taylor asked for public comment. There was no public comment. B. Allin moved to approve the designation of surplus property. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried.

G.   Director's Report

K. LaRocca reported that there will be changes beginning the week of April 4th due to the expiration of Louisiana's statewide Public Health Emergency Order. In-person programming will return to full capacity. All working public computer stations will be open for use. All meeting rooms and conference rooms will be available to reserve at capacity. The six small branches will once again be open till 8:00 p.m. on Wednesday nights. Construction on the Slidell Branch parking lot will start this week.

Denelle Wrightson visited to get staff input on the potential Slidell Branch expansion. Benny Bruce recorded her presentation and it will be used for the public and the Library Board to provide their input. There will be presentation boards set up to go along with each section of the recorded presentation. There will also be a transcript available to read alongside the boards. The boards will be set up at the Slidell Branch in April for the public to view. The boards will also be set up at the next Library Board meeting for board members to view. Maintenance has shored up

the raised beds in the garden area and the Master Gardeners will continue to maintain the garden until the expansion begins.

Kelly met with Mandeville Mayor Clay Madden to discuss the upcoming Mandeville and Causeway renovations. Kelly and Tanya met with Errick Baldwin from Northshore Technical Community College to discuss collaboration with the library. Amy Bouton promoted the library on The Lake 94.7 and The Highway 104.7 radio stations, as well as filmed a Check it Out episode with Kelly for Channel 10. Staff attended committee meetings, summer reading workshops, and webinars. Several staff attended the State Library's Staff Day in Baton Rouge. Staff provided outreach to Folsom Elementary, Headstart, and COAST (Council on Aging-St. Tammany).

Website statistics show 67,107 direct users to the library website. There were 196 views of the February 8th LBOC meeting and 85 views of the March 7th special meeting. Kelly referenced the February and year-to-date statistics. A. Shaw asked if there is a way to measure the feedback from promoting on the radio. Amy Bouton said that there is not an accurate way to measure feedback from the radio at this time. B. Allin commented that the radio can be used to promote the strategic planning process. Amy explained that we are promoting strategic planning on the radio and Channel 10. Dr. A. Morgan asked if the radio has call-in programs. Amy explained that it is an interview only between herself and the host. The Chamber of Commerce sent out an email blast with information about our strategic planning survey and we will advertise with them by listing all of the focus groups coming up in April. Their email list includes users and non-users of the library. We have also advertised in the newspaper. Amy added that the Bookrunner newsletter will be sent out on Friday and it will include strategic planning information. Tanya commented that there has been a good response from local educators regarding collaboration with the schools.

> H. Executive Session for the Annual Review of the Director (Vote required to open and close)

Dr. A. Morgan moved to open Executive Session for the Annual Review of the Director. It was seconded by A. Shaw. All were in favor, none were opposed, and one was absent. Motion carried. The board members went into executive session. Upon completion, Dr. A. Morgan moved to close executive session. It was seconded by M. Reneau. All were in favor, none were opposed, and one was absent. Motion carried.

B. Taylor reported that the Board is pleased with Kelly LaRocca's performance and accomplishments as Library Director. B. Taylor asked for public comment. There was no public comment. A. Shaw moved to increase K. LaRocca's salary by a full step. It was seconded by B. Allin. All were in favor, none were opposed, and one was absent. Motion carried. M. Reneau commended the staff and stated that their work helps Kelly accomplish goals that could not be completed without working together.

3. OLD BUSINESS

    A. Strategic Planning Committee

K. LaRocca reported that Strategic Planning is underway. Staff sub-committees met in February and March. Progress on Strategic Planning includes: Completion of key stakeholder interviews, focus group training for staff, scheduling focus groups for April, publishing our community survey, survey and focus group invitations, visioning sessions for staff, and visioning sessions scheduled for the Board. The consultants are working on analyzing the information gathered so far. Dr. A. Morgan stated that she hopes the focus groups help us learn new ideas that we have not thought of, rather than focus on things that we have always done. Kelly confirmed that we will be asking those questions and also hopes to get new and different ideas as well.

    B. St. Tammany Parish Library Foundation

A. Shaw reported that the Distinguished Speaker event was a success. The speaker, John Ed Bradley, received a standing ovation. This event had the best attendance, sold the most tickets, and had the most sponsors compared to previous years. The Foundation is appreciative of all the support they received. The Art Auction also kicked off that same night. The auction is online on the Foundation website. A. Shaw mentioned that Herb Hamilton from the Foundation asked about displaying art at the Madisonville Library, and Kelly said that she would contact him to follow up.

    C. Friends of the Library Report

There was no Friends of the Library report.

4. Public Comment

There was no public comment.

5. Adjournment

There being no further business, a motion to adjourn was made by B. Allin and seconded by M. Reneau. The motion carried.

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Mary Reneau, Secretary

ST. TAMMANY PARISH LIBRARY			AD VALOREM AND REVENUE SHARING 2022					
AD VALOREM								
2/3/2022		8,513,594.93						
3/17/2022		2,224,963.08						
		10,738,558.01						
STATE REVENUE SHARING								
2/3/2022		84,209.35						
		84,209.35						

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

ASSETS

Current Assets			
Cash	$	13,453,543.81	
Cash - Health Claims		(35,749.95)	
Due from Paylocity		0.00	
Due from Bank		1,000.00	
Returned Checks		0.00	
Ad Valorem Receivable - 2021		590,409.35	
Ad Valorem Receivable - 2022		2,841,999.99	
Ad Valorem Receivable - 2020		0.00	
Due from State of Louisiana		230,213.72	
Prepaid Expenses		0.00	
Total Current Assets			17,081,416.92
Other Assets			
Deposits		1,981.00	
Total Other Assets			1,981.00
Total Assets	$		17,083,397.92

LIABILITIES AND FUND BALANCE

Current Liabilities			
Accounts Payable	$	6,922.30	
Accrued Salaries		26,446.09	
Deferred Inflows - Ad Valorem		40,662.00	
Elective Benefits Payable		(1,719.04)	
Retirement Payable		230,180.66	
Health Claims Payable		57,234.55	
Total Current Liabilities			359,726.56
Fund Balance			
Fund Balance		16,723,671.36	
Total Fund Balance			16,723,671.36
Total Liabilities & Fund Balance	$		17,083,397.92

St. Tammany Parish Library
Statement of Changes in Fund Balance
For the Three Months Ending March 31, 2022

Beginning Fund Balance	$	16,565,178.07
Net Income		158,493.29
Ending Fund Balance	$	16,723,671.36

St. Tammany Parish Library - General Fixed Asset Account Group
Balance Sheet
March 31, 2022

ASSETS

Fixed Assets
Fixed Assets $ 13,958,944.25

Total Assets $ **13,958,944.25**

FUND BALANCE

Fund Balance
Investment in Gen. Fixed Asset $ 13,958,944.25

Total Fund Balance $ **13,958,944.25**

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

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance	YTD Act to YTD Budget
Revenues					
Ad Valorem Taxes	$ 947,333.33	$ 2,841,999.99	11,668,000.00	8,826,000.01	24.36
State Revenue Sharing	20,966.67	62,900.01	251,600.00	188,699.99	25.00
Fines/Fees	5,831.34	17,461.39	50,000.00	32,538.61	34.92
Grants and Other	0.00	0.00	1,000.00	1,000.00	0.00
Interest Income	164.73	334.49	1,500.00	1,165.51	22.30
Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
Donations Received	0.00	100.00	50,000.00	49,900.00	0.20
Summer Reading Shirt Sales	0.00	964.41	1,500.00	535.59	64.29
Total Revenues	**974,296.07**	**2,923,760.29**	**12,023,600.00**	**9,099,839.71**	**24.32**
Expenditures					
Library Administration	564,378.11	1,310,631.66	5,555,000.00	4,244,368.34	23.59
Employee Benefits	196,793.03	489,209.56	2,025,500.00	1,536,290.44	24.15
Advertising,Dues & Subscriptio	1,521.00	2,079.00	35,500.00	33,421.00	5.86
Signage	0.00	0.00	5,000.00	5,000.00	0.00
Printing, Duplicating & Bindin	1,053.33	1,337.33	19,000.00	17,662.67	7.04
Promotional Production	307.82	307.82	7,000.00	6,692.18	4.40
Utilities	30,281.44	83,361.23	275,000.00	191,638.77	30.31
Communications	11,626.85	34,986.11	144,000.00	109,013.89	24.30
Leases	28,922.76	80,572.86	319,500.00	238,927.14	25.22
Maintenance of Property & Equi	49,110.50	168,660.30	532,000.00	363,339.70	31.70
Maintenance Services (Building	18,116.69	59,876.03	261,000.00	201,123.97	22.94
Professional Services	3,453.72	9,693.40	308,700.00	299,006.60	3.14
Insurance and Claims	15,138.00	41,350.50	220,026.00	178,675.50	18.79
Operating Supplies	11,308.32	32,263.51	143,000.00	110,736.49	22.56
Travel & Continuing Education	4,263.24	5,271.94	77,000.00	71,728.06	6.85
Public Relations/Programming	3,422.14	8,640.75	110,800.00	102,159.25	7.80
Capital Outlay-Non-Book Acq.	44,095.79	89,636.22	574,000.00	484,363.78	15.62
Capital Outlay-library Res. Ac	112,743.52	347,388.78	1,405,500.00	1,058,111.22	24.72
Capital Expenditures - Cameras	0.00	0.00	6,000.00	6,000.00	0.00
Total Expenditures	**1,096,536.26**	**2,765,267.00**	**12,023,526.00**	**9,258,259.00**	**23.00**
Excess of Revenues/(Expenditur	**$ (122,240.19)**	**$ 158,493.29**	**74.00**	**(158,419.29)**	**214,180.12**

SUPPLEMENTAL INFORMATION

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 2022

	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance	YTD Actual to YTD Budget
Library Administration					
Library Salaries	$ 564,378.11	$ 1,310,631.66	$ 5,555,000.00	4,244,368.34	23.59
Total	$ 564,378.11	$ 1,310,631.66	$ 5,555,000.00	4,244,368.34	23.59
Employee Benefits					
FICA/ Supplemental Retirement	$ 12,607.24	$ 28,569.81	$ 107,500.00	78,930.19	26.58
Retirement Contributions	53,619.99	131,399.07	529,000.00	397,600.93	24.84
Health Insurance Expense	32,809.09	106,037.94	450,000.00	343,962.06	23.56
Health Trust	81,478.71	193,817.74	910,000.00	716,182.26	21.30
Worker's Compensation Expense	16,278.00	29,385.00	28,000.00	(1,385.00)	104.95
Employee Miscellaneous	0.00	0.00	1,000.00	1,000.00	0.00
Total	$ 196,793.03	$ 489,209.56	$ 2,025,500.00	1,536,290.44	24.15
Advertising, Dues & Subscriptions					
Publication of Legal Notices	$ 0.00	$ 304.00	$ 4,000.00	3,696.00	7.60
Membership Dues	1,421.00	1,675.00	9,500.00	7,825.00	17.63
Advertising	100.00	100.00	22,000.00	21,900.00	0.45
Total	$ 1,521.00	$ 2,079.00	$ 35,500.00	33,421.00	5.86
Signage					
Signage	$ 0.00	$ 0.00	$ 5,000.00	5,000.00	0.00
Total	$ 0.00	$ 0.00	$ 5,000.00	5,000.00	0.00
Printing, Duplicating & Binding					
Printing	$ 1,053.33	$ 1,337.33	$ 9,000.00	7,662.67	14.86
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	$ 1,053.33	$ 1,337.33	$ 19,000.00	17,662.67	7.04
Promotional Production					
Promotional Production	$ 307.82	$ 307.82	$ 7,000.00	6,692.18	4.40
Total	$ 307.82	$ 307.82	$ 7,000.00	6,692.18	4.40

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 2022

	Current Period Actual		Year to Date Actual		Yearly Total Budget	Variance	YTD Actual to YTD Budget
Utilities							
Electricity	$	26,681.08	$	74,483.12	$ 239,500.00	165,016.88	31.10
Gas		662.84		1,201.47	2,500.00	1,298.53	48.06
Water		2,937.52		7,676.64	33,000.00	25,323.36	23.26
Total	$	**30,281.44**	$	**83,361.23**	$ **275,000.00**	**191,638.77**	**30.31**
Communications							
Postage	$	137.70	$	3,464.12	$ 7,000.00	3,535.88	49.49
Voice Line		7,673.15		20,129.63	88,500.00	68,370.37	22.75
Data Lines (Internet)		3,775.00		11,320.00	48,000.00	36,680.00	23.58
Courier/Shipping		41.00		72.36	500.00	427.64	14.47
Total	$	**11,626.85**	$	**34,986.11**	$ **144,000.00**	**109,013.89**	**24.30**
Leases							
Building Lease Expense	$	28,617.45	$	78,787.27	$ 311,000.00	232,212.73	25.33
Equipment Lease Expense		305.31		1,785.59	6,000.00	4,214.41	29.76
Vehicle Lease Expense		0.00		0.00	2,500.00	2,500.00	0.00
Total	$	**28,922.76**	$	**80,572.86**	$ **319,500.00**	**238,927.14**	**25.22**
Maintenance of Property & Equipment							
Custodial and Janitorial	$	17,483.06	$	51,473.72	$ 210,000.00	158,526.28	24.51
Grounds/Lawn Maintenance		6,561.00		19,133.00	85,000.00	65,867.00	22.51
Maintenance Supplies		751.80		2,367.35	8,000.00	5,632.65	29.59
Fuel & Lube		6,364.69		10,675.97	23,500.00	12,824.03	45.43
Vehicle Repairs		287.44		1,119.44	6,000.00	4,880.56	18.66
Small Tools		0.00		422.88	3,000.00	2,577.12	14.10
Office Machine & Equip Repair		0.00		26.99	2,000.00	1,973.01	1.35
Network Utility Software		17,662.51		32,177.83	110,000.00	77,822.17	29.25
Automation System Maintenance		0.00		0.00	28,500.00	28,500.00	0.00
Polaris Maintenance		0.00		51,263.12	54,000.00	2,736.88	94.93
PC Network Maintenance & Repai		0.00		0.00	2,000.00	2,000.00	0.00
Total	$	**49,110.50**	$	**168,660.30**	$ **532,000.00**	**363,339.70**	**31.70**
Maintenance of Services (Buildings)							
Physical Plant	$	9,676.04	$	42,400.41	$ 133,000.00	90,599.59	31.88
Plumbing, Heating and AC		5,992.71		11,540.93	81,500.00	69,959.07	14.16
Electrical		328.47		1,567.85	10,000.00	8,432.15	15.68
Sanitation		1,080.49		1,879.86	11,000.00	9,120.14	17.09
Pest Control		550.00		1,720.00	7,000.00	5,280.00	24.57

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 2022

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	Current Period Actual	Year to Date Actual	Yearly Total Budget	Variance	YTD Actual to YTD Budget
Termite Contract	0.00	278.00	3,500.00	3,222.00	7.94
Carpet Cleaning	488.98	488.98	15,000.00	14,511.02	3.26
Total	**$ 18,116.69**	**$ 59,876.03**	**$ 261,000.00**	**201,123.97**	**22.94**
Professional Services					
Payroll Service Fees	$ 2,585.72	$ 8,800.40	$ 32,500.00	23,699.60	27.08
Legal	0.00	0.00	1,000.00	1,000.00	0.00
Financial	0.00	0.00	40,000.00	40,000.00	0.00
Architectural	0.00	0.00	1,000.00	1,000.00	0.00
Consultants	818.00	818.00	90,000.00	89,182.00	0.91
Security	50.00	75.00	12,000.00	11,925.00	0.63
Web Design Consultant	0.00	0.00	72,200.00	72,200.00	0.00
Movers	0.00	0.00	60,000.00	60,000.00	0.00
Total	**$ 3,453.72**	**$ 9,693.40**	**$ 308,700.00**	**299,006.60**	**3.14**
Insurance and Claims					
Library Property Insurance	$ 0.00	$ 0.00	$ 135,500.00	135,500.00	0.00
Flood Insurance	15,138.00	15,138.00	23,000.00	7,862.00	65.82
Vehicle Insurance	0.00	19,472.50	36,450.00	16,977.50	53.42
LBOC Liability	0.00	0.00	4,076.00	4,076.00	0.00
General Liability	0.00	6,740.00	21,000.00	14,260.00	32.10
Total	**$ 15,138.00**	**$ 41,350.50**	**$ 220,026.00**	**178,675.50**	**18.79**
Operating Supplies					
Office Supplies	$ 3,781.34	$ 7,808.69	$ 20,000.00	12,191.31	39.04
Bank Service Charges	1,240.57	3,743.26	16,000.00	12,256.74	23.40
Book Preparation Supplies	1,039.88	7,275.11	38,000.00	30,724.89	19.15
Computer/Printer Supplies	4,668.62	12,167.40	61,000.00	48,832.60	19.95
Programming Supplies	577.91	1,269.05	8,000.00	6,730.95	15.86
Total	**$ 11,308.32**	**$ 32,263.51**	**$ 143,000.00**	**110,736.49**	**22.56**
Travel and Continuing Education					
Staff Travel - Local	$ 1,890.65	$ 2,941.75	$ 15,000.00	12,058.25	19.61
Library In-service Training	0.00	0.00	7,000.00	7,000.00	0.00
Conventions & Seminars	2,372.59	2,330.19	55,000.00	52,669.81	4.24
Total	**$ 4,263.24**	**$ 5,271.94**	**$ 77,000.00**	**71,728.06**	**6.85**

St. Tammany Parish Library-General Fund
Schedule of Expenditures
For the Three Months Ending March 31, 2022

	Current Period Actual		Year to Date Actual		Yearly Total Budget	Variance	YTD Actual to YTD Budget
Public Relations/Programming							
Summer Reading Program	$	0.00	$	195.11	$ 45,000.00	44,804.89	0.43
Summer Reading T-shirts		0.00		0.00	5,800.00	5,800.00	0.00
Adult Programming		2,025.00		5,238.62	33,000.00	27,761.38	15.87
Young Adult Programming		175.73		543.93	15,000.00	14,456.07	3.63
Juvenile Programming		1,221.41		2,663.09	12,000.00	9,336.91	22.19
Total	$	3,422.14	$	8,640.75	$ 110,800.00	102,159.25	7.80
Capital Outlay-Non-Book Acq							
Landscape Additions	$	4,245.00	$	4,245.00	$ 23,000.00	18,755.00	18.46
Imp Phys Plant		0.00		0.00	215,000.00	215,000.00	0.00
Vehicles		139.50		27,841.26	95,000.00	67,158.74	29.31
Office Equip, Furn & Shelving		0.00		10,644.88	150,000.00	139,355.12	7.10
PC Network		39,711.29		46,905.08	85,000.00	38,094.92	55.18
Integrated Lib Automation Sys		0.00		0.00	1,000.00	1,000.00	0.00
Audio/Visual Equipment		0.00		0.00	5,000.00	5,000.00	0.00
Total	$	44,095.79	$	89,636.22	$ 574,000.00	484,363.78	15.62
Capital Outlay-Library Res. Acq.							
Adult Books	$	16,165.61	$	37,156.52	$ 205,000.00	167,843.48	18.13
Lease/Purchase Books		0.00		18,363.24	19,000.00	636.76	96.65
Juvenile Books		2,798.44		6,140.94	105,000.00	98,859.06	5.85
Young Adults		1,168.99		3,325.65	15,000.00	11,674.35	22.17
Music Recordings		229.29		725.99	6,000.00	5,274.01	12.10
Adult Reference		6,712.51		18,762.94	111,000.00	92,237.06	16.90
Juvenile Reference		7,651.51		7,651.51	45,000.00	37,348.49	17.00
Periodicals		3,000.00		13,000.00	50,000.00	37,000.00	26.00
Audio Recordings		330.88		771.78	20,000.00	19,228.22	3.86
Video Recordings		3,608.68		8,816.44	72,000.00	63,183.56	12.25
Genealogy		34.40		34.40	5,000.00	4,965.60	0.69
Microfilm		0.00		0.00	10,000.00	10,000.00	0.00
Downloadable Media		58,418.67		104,819.78	390,000.00	285,180.22	26.88
CD/Software		7,566.54		23,944.65	92,500.00	68,555.35	25.89
Internet Database Subscription		5,058.00		103,874.94	260,000.00	156,125.06	39.95
Total	$	112,743.52	$	347,388.78	$ 1,405,500.00	1,058,111.22	24.72
Capital Expenditures							
Capital Expenditures - Cameras	$	0.00	$	0.00	$ 6,000.00	6,000.00	0.00
Total	$	0.00	$	0.00	$ 6,000.00	6,000.00	0.00

BEGINNING AUDITED FUND BALANCE AS OF 01/01/2022	$	5,358,929.60		
BUDGETED REVENUES	$	1,501,565.57		
AD VALOREM			$ 1,500,000.00	
INTEREST			$ 1,565.57	(ACTUAL FOR JANUARY - FEBRUARY 2022)
BUDGETED EXPENDITURES	$	(1,642,227.20)		
CAPITAL PROJECTS			$ (1,583,682.20)	
COST ALLOCATION PLAN CHARGES			$ (58,545.00)	(WILL BE ADJUSTED BASED ON ACTUAL ACTIVITY AFTER FY2022 IS COMPLETE)
AVAILABLE FUND BALANCE	$	5,218,267.97		
REVENUES NOT YET TRANSFERRED	$	(1,500,000.00)		(WILL OCCUR AT YEAR END AFTER RECEIPT OF 2022 TAXES)

AVAILABLE FUNDS TO BE BUDGETED AS OF 03/31/2022 $ 3,718,267.97

OPEN PROJECTS

PROJECT #	DESCRIPTION	TOTAL BUDGET	PY EXPENDED	CY BUDGET	CY ACTUAL YTD	CY ENCUMB	REMAINING
FM19000176	SOUTH SLIDELL LIBRARY ROOF	$ 200,000.00	$ -	$ 200,000.00	$ -	$ -	$ 200,000.00
FM19000234	COVINGTON LIBRARY EXT RENOVATIONS	$ 140,800.00	$ 5,000.00	$ 135,800.00	$ -	$ 16,000.00	$ 119,800.00
FM20000155	SLIDELL LIBRARY PARKING LOT	$ 782,500.00	$ 58,117.80	$ 724,382.20	$ -	$ 683,133.20	$ 41,249.00
FM22000003	LIBRARY TECH & MAINT. BUILDING	$ 523,500.00	$ -	$ 523,500.00	$ 501,190.09	$ -	$ 22,309.91
		$ 1,646,800.00	$ 63,117.80	$ 1,583,682.20	$ 501,190.09	$ 699,133.20	$ 383,358.91

Rules and Regulations – Chapter 3 Financial Policies Update

The Rules and Regulations Committee met on Thursday, April 14th at the Slidell Branch to discuss how the next section of Chapter 3 should be presented for Board review and to work on the Contracting Policy. Our next scheduled meeting is May 11th at 11 a.m. at the Causeway Branch.

The committee is submitting the next section of Chapter 3 for Board review and potential approval. Following this explanation are copies of sections 311 to 319 (an original, a marked-up version, and a copy that shows all changes from the original.) As mentioned at the last Board meeting, we reviewed and rewrote sections based on the Parish's Boards and Commissions Guide and best practices as outlined by the Louisiana Legislative Auditor. In addition, the District Attorney's office reviewed the draft, and we have incorporated their suggestions.

The Board will discuss and potentially adopt the updates. Emily Couvillon, Assistant District Attorney, will be at the board meeting.

Chapter 3.   Financial Administration

Chapter 3.   Financial Administration

Section 311.   Bank Reconciliation

Timely reconciling all bank accounts is a key component of good controls over cash. Reconciling the bank balance with the book balance (general ledger) is necessary to ensure that (1) all receipts and disbursements are recorded (an essential process in ensuring complete and accurate monthly financial statements); (2) checks are clearing the bank in a reasonable time; (3) reconciling items are appropriate and are being recorded; and (4) the reconciled cash balance agrees to the general ledger cash balance.

1. The book keeper (or designee who is independent of the receipt and disbursement process) is to receive the monthly bank statements printed directly from the bank and review them for any unusual deposits and disbursements activity. [Note: Any unusual activity must be promptly and thoroughly investigated and reported.]

2. After the book keeper's (or designee) review, the bank statements are to be given to the Director (or designee) who has the responsibility for ensuring that all bank accounts are reconciled within 10 business days after the bank statements are received.

   State law [Louisiana Revised Statute (R.S.) 10:4-406(d) (2)] allows the library 30 days to examine bank statements and cancelled checks for unauthorized signatures or alterations. After 30 days, the municipality is precluded from asserting a claim against the bank for unauthorized signatures or alterations.

3. The bank reconciliation is to be prepared by an employee who does not have responsibility/authority to (1) sign checks; or (2) receive and deposit cash; or (3) authorize disbursements.

4. The monthly bank reconciliations are to be properly completed, dated, and signed by both the preparer and reviewer/approver Director (or designee) and be maintained on file for subsequent review and audit.

5. Bank account balances are to be reviewed monthly to ensure that they are fully secured and that the types of securities pledged by the financial institution are in accordance with state law. (See R.S. 39:1221 for kinds of security and R.S. 39:1225 for amount of security.)

LBOC passed July 25th, 2017

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Section 313. Inventory

I. Purpose

The St. Tammany Parish Library shall maintain a fixed asset inventory to provide accountability, safeguard assets, capitalize assets and ensure the adequate insurance coverage of assets. The library will maintain records of all land, buildings, improvements other than buildings, equipment, and any other general fixed assets which were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such property or equipment, the initial cost if available, the disposition, if any, the purpose of such disposition, and the recipient of the property or equipment disposed of.

II. Definitions

Fixed Asset A long-term tangible piece of property that the library owns and uses in the course of running the library and is not expected to be consumed sooner than at least one year's time.

Supplies are tangible items that being consumed in no more than one year's time.

Controlled Assets tangible items that are at high risk for theft or need to be tracked for management purposes. This includes computers, tablets, mobile phones, printers, audio/visual equipment, and photo equipment or any asset type that the director of the library deems necessary to safe guard library property.

III. Responsibilities

The Library Director is responsible for assuring that all fixed asset inventory procedures are followed.

The Assistant Director of Finance and Support is responsible for initiating an annual physical inventory; assuring that assets are added and deleted regularly throughout the year, and assuring that proper record keeping is up-to-date.

Department Heads and Branch Managers are responsible for assuring that all fixed assets in their branch or under their control are tagged with an inventory tag. When an item is purchased for a branch or department it is the responsibility of the Department Head or Branch Manager to assure that the fixed asset is tagged. Department Heads and Branch Managers are responsible for notifying the inventory clerk using the inventory form when a fixed asset is purchased and received. It is the responsibility of the inventory clerk to ascertain the date purchased, item description, cost and the vendor from the Assistant Director of Public Services. Department

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Heads or Branch Managers are responsible for reporting all fixed asset that are transferred to new locations.

IV. Identification

Each item which meets the definition of a fixed asset to be inventoried must be identified with an inventory number that is unique to that item with the library's name on the tag. Inventory tags are placed on all items fixed assets over $500 value. Inventory tags should be placed in a conspicuous place that will be easy for staff taking inventory to locate. Items that are considered supplies or are under $500 should not be tagged. If an identification tag cannot be physically attached to an item then the inventory tag shall be placed aside and the barcode shall be written on the item in indelible ink or engraved on the item.

V. Physical Inventory

A physical inventory of fixed assets should be conducted on an annual basis.

VI. Record Keeping

Fixed assets will be recorded with the actual cost at the point of purchase. Fixed assets not previously recorded will be done so at fair market value. The inventory records an

- asset #,
- date purchased
- the location
- site
- date inventoried
- item description
- the cost
- vendor

VII. Controlled Assets

The Information Technology Department is responsible for the protection and tracking of system wide controlled assets. Department Heads and Branch Managers are responsible for the protection of controlled assets that reside in their department or branch such as digital cameras or other small electronic devices. Individual library employees that are provided with a mobile phone, tablet, laptop or similar devices are responsible for the care and protection of that item.

VIII. Disposition

Assets that are no longer of use to the library shall be declared surplus property and removed from the physical inventory. Department Heads or Branch Managers who control fixed assets are responsible for removing inventory tags from surplus property under their control and

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reporting that removal to the inventory clerk so that the item can be removed from the inventory list.

LBOC passed September 1st, 2017
Updated LBOC passed March 1st, 2017

Section 315.   Fuel Policy

I. Purpose

The St. Tammany Parish Library will implement and monitor controls over fuel to ensure that purchases and usage is reasonable, authorized and that only library owned vehicles and equipment are receiving fuel. Intentional personal use or theft of fuel will result in immediate termination. Fuel is to be purchased using an assigned Fuelman Card.

II. Responsibilities

The Director is to ensure there is an accurate listing of all fuel credit cards. This includes a photocopy of each card and name assigned to the card.

Each month the credit card receipts will be reconcile with the monthly statement. The monthly statements should be carefully reviewed for completeness and any exceptions or concerns should be reported to the Director.

Assigned cards are to be securely in the possession of the employee at all times. Lost or stolen cards are to be reported immediately. Employees are required to enter accurate odometer readings at the vendor's pump and obtain receipts that are submitted to administration.

Administration will use the Fuelman report system to collect and calculate data on monthly fuel usage.

LBOC passed May 26th, 2015

Section 317.   Credit Cards

I. Purpose

Credit cards must be placed under strict control and be available for use in limited cases set forth by the Director. Credit cards are not to be used for routine or recurring purchases or purchases that are subject to the requirements of the Louisiana Public Bid Law.

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The card must be issued in the library's name. The credit card must not allow cash advances to be made. Only the Director can open a credit card account. No other employees are authorized to open a credit card account.

II. Responsibilities

Administration is to maintain a listing of all credit cards, including the card numbers, and the telephone numbers of the credit card companies.

Employees must immediately notify Administration if a credit card is lost or stolen. The Director should be notified immediately if a credit card is lost or stolen.

The issuance of a credit card must be authorized by the Director and be documented in writing using the Credit Card Acknowledgement Form. Any intentional personal use or unauthorized use of a credit card may result in immediate termination of employment.

The following purchases are not allowed:

- o Cash advances on credit cards
- o Alcoholic beverages
- o Tobacco products
- o Prescriptions drugs
- o Purchases unrelated to library business
- o Personal use

Employees are responsible for obtaining receipts/documentation as proof of purchase. Receipts for any meals and entertainment expenditures also must contain documentation of the names of all persons participating and the business discussed. An employee is responsible for all use of the credit card.

When an employee terminates employment with the library, the credit card must be returned and authorization to use the account be terminated.

Card Use

The St. Tammany Parish Library has five credit cards. The Director, Assistant Director of Finance and Support, Assistant Director of Public Services, Teen Coordinator, Children's Coordinator and Systems Administrator are assigned a credit card. These cards are to be used for supplies needed for the operation of the branches supplies needed for programming and travel expenses related to library business.

Upon completion of the purchases the receipt should be forwarded to Administration

When requesting the use of the library credit card the applicant must fill out a Request for Library Credit Card Use Form. Use of the credit card would be justified when no other form of payment is accepted or a credit card number is needed to reserve a room or other payments associated with travel of a St. Tammany Parish Library employee.

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Rules and Regulations of the ST. Tammany Library Board of Control

Recordkeeping

Administration is responsible for reviewing all receipts and documentation. At the end of each month, the clerk is to compare the card purchase documentation on the monthly card statement. During this review, the clerk is to ensure that all purchases are supported by documentation and checking for inappropriate purchases and completeness of purchase documentation. Any purchase/charge without appropriate supporting documentation requires a detailed explanation and description and the written approval of the Director. The clerk is to attach the receipts and documentation to the monthly statement and submit to two check signers for review and approval before payment is made.

LBOC passed September 22nd, 2015
Updated LBOC passed March 1st, 2016

Section 319.   Walmart Card

General Information
- Walmart cards are to be used for supplies needed for the operation of branches and programming.
- Any item over $50 must be approved by Administration before being purchased.
- Walmart cards are assigned to Administration, the Annex, Covington, Causeway, Madisonville, Mandeville, and Slidell.
- The Walmart cards authorized for use by Branch Managers, Circulation Managers, Department Heads, and Administration.
- The issuance of the Walmart card must be authorized by the Director and be documented in writing using *Form12-25: Credit Card Acknowledgement*.
- Each Walmart card is accompanied by a Walmart Tax Exempt ID card. The ID card must be presented to the cashier before all purchases.
- Walmart cards should be kept in a secure location.
- Employees must immediately notify Administration and the Director if a Walmart card is lost or stolen.

Restricted Usage
- The Walmart card should never be use for personal purchases.
- Walmart cards should not be shared or swapped between branches.
- Cash advances are prohibited.
- Supplies for staff parties or events unrelated to library business are not allowed.
- The Walmart card cannot be used to purchase any of the following:
    - Alcoholic beverages
    - Tobacco products
    - Prescription drugs

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- Any intentional personal use or unauthorized use of a Walmart card or receipt may result in immediate termination of employment.

Large Branches and Technical Services
- Managers are responsible for their card and branch purchases.
- If a manager is shopping for more than one branch, each branch's purchases will be rung up on a separate receipt.
- Once the purchases have been made, make a copy of the Walmart receipt.
- On both the copy and the original receipt, write your branch name at the top.
- On the copy of the receipt, indicate what each item was purchased for: Branch Supplies, Office Supplies, Janitorial, Adult Programming, Children's Programming, Teen Programming, or Genealogy (see example at the end of this procedure).
- Paper clip the original receipt paper to the copy of the receipt and send it to the Administrative Office within 3 business days(see example at the end of this procedure).

Small Branches
- Managers are responsible for branch purchases.
- It is the Manager's responsibility to notify the Administrative Office by email that they need to go to Walmart.
- Managers will meet a designee of the Administrative Office at Walmart on a designated day to make their purchases.
- If multiple Branch Managers are shopping, each branch will have their purchases rung up on a separate receipt.
- Once the purchases have been made, make a copy of the Walmart receipt.
- On both the copy and the original receipt, write your branch name at the top.
- On the copy of the receipt, indicate what each item was purchased for: Branch Supplies, Office Supplies, Janitorial, Adult Programming, Children's Programming, Teen Programming, or Genealogy(see example at the end of this procedure).
- Paper clip the original receipt paper to the copy of the receipt and send it to the Administrative Office within 3 business days(see example at the end of this procedure).

Department Heads
- The Youth Services, Reference and Adult Programming Coordinators will use Administration's card. The Teen Services Coordinator will use the Causeway Branch card.
- Once the purchases have been made, make a copy of the Walmart receipt.
- On both the copy and the original receipt, write your department name at the top.

[Type here]

- On the copy of the receipt, indicate what each item was purchased for: Branch Supplies, Office Supplies, Janitorial, Adult Programming, Children's Programming, Teen Programming, or Genealogy(see example at the end of this procedure).
- Paper clip the original receipt paper to the copy of the receipt and send it to the Administrative Office within 3 business days(see example at the end of this procedure).

Returns
- If you have an item that needs to be returned and you have the receipt, contact the Administrative Office and let them know about your purchases and the return. Example: an item is broken when you take it out of the package.
- If you have already submitted the receipt to Administration, contact the Administrative Office to obtain the receipt.

  LBOC passed September 22nd, 2015.

Section 321.   Home Depot and Lowes Card

General Information
- Home Depot and Lowes cards are to be used for supplies needed for the maintenance of facilities.
- Home Depot and Lowes cards are assigned to Maintenance staff.
- The issuance of the Home Depot and Lowes card must be authorized by the Director and be documented in writing using *Form12-25: Credit Card Acknowledgement*.
- Home Depot and Lowes cards should be kept in a secure location.
- Employees must immediately notify Administration and the Director if a Home Depot or Lowes card is lost or stolen.

Restricted Usage
- Home Depot and Lowes cards should never be use for personal purchases.
- Cash advances are prohibited.
- Supplies for staff parties or events unrelated to library business are not allowed.
- Any intentional personal use or unauthorized use of a card or receipt may result in immediate termination of employment.

Documentation
- Once the purchases have been made, make a copy of the Home Depot or Lowes receipt.
- On both the copy and the original receipt, write your name at the top.
- On the copy of the receipt, indicate what each item was purchased for: Maintenance Supplies (MS), Small Tools (ST), Physical Plant (PP) + Branch, Plumbing and HVAC

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(PHVAC) + Branch, Electrical Maintenance (EM) + Branch (see example at the end of this procedure).
- Paper clip the original receipt paper to the copy of the receipt and send it to the Administrative Office within 3 business days (see example at the end of this procedure).

Returns
- If you have an item that needs to be returned and you have the receipt, contact the Administrative Office and let them know about your purchases and the return. Example: an item is broken when you take it out of the package.
- If you have already submitted the receipt to Administration, contact the Administrative Office to obtain the receipt.

LBOC passed September 22nd, 2015

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Table of Contents

Chapter 3. Financial Administration

Section 311. Bank Reconciliation
Effective Date: 07/July 25/, 2017   *Revision Date: 07/25/2017TK*

Timely ~~reconciling~~ reconciliation of all bank accounts is a key component of good controls over cash. Reconciling the bank balance with the book balance (general ledger) is necessary to ensure that (1) all receipts and disbursements are recorded (an essential process in ensuring complete and accurate monthly financial statements); (2) checks are clearing the bank in a reasonable time; (3) reconciling items are appropriate and are being recorded; and (4) the reconciled cash balance agrees to the general ledger cash balance.

1. The ~~book keeper~~Bookkeeper (or designee who is independent of the receipt and disbursement process) is to receive the monthly bank statements printed directly from the bank and review them for any unusual deposits and disbursements activity. [Note: Any unusual activity must be promptly and thoroughly investigated ~~and reported.~~. If any discrepancies cannot be reconciled or resolved, they shall be reported to the Director (or designee).]

~~2.~~ After the ~~book keeper's~~Bookkeeper's (or ~~designee~~designee's) review, the bank statements are to be given to the Director (or designee) who has the responsibility for ensuring that all bank accounts are reconciled within 10 business days after the bank statements are received.

~~3~~2. State law (R.S. 10:4-406(d) (2)~~[Louisiana Revised Statute (R.S.) 10:4-406(d) (2)]~~) allows the Library 30 days to examine bank statements and cancelled checks for unauthorized signatures or alterations. After 30 days, the municipality is precluded from asserting a claim against the bank for unauthorized signatures or alterations.

~~4~~3. The bank reconciliation is to be prepared by an employee who does not have responsibility/authority to (1) sign checks; or (2) receive and deposit cash; or (3) authorize disbursements.

~~5~~4. The monthly bank reconciliations are to be properly completed, dated, and signed by both the preparer and reviewer/approver (Director ~~(~~or designee) and be maintained on file for subsequent review and audit.

~~6~~5. Bank account balances are to be reviewed monthly to ensure that they are fully secured and that the types of securities pledged by the financial institution are in accordance with state law. (See R.S. 39:1221~~R.S. 39:1221~~ for kinds of security and R.S. 39:1225~~R.S. 39:1225~~ for amount of security.)

Section 313. Inventory
Effective Date: 03/01/2017   *Revision Date: 09/01/2017*

~~I~~A. Purpose

The St. Tammany Parish Library shall maintain a fixed asset inventory to provide accountability, safeguard assets, capitalize assets~~,~~ and ensure the adequate insurance coverage of assets. The Library will maintain records of all land, buildings, improvements other than buildings, equipment, and any other general fixed assets ~~which~~ that were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such property or equipment, the initial cost if available, the disposition, if any, the purpose of such disposition, and the recipient of the property or equipment disposed of.

~~II~~B. Definitions

Fixed Asset A long-term tangible piece of property that the ~~library~~ Library owns and uses in the course of running the ~~library~~ Library and is not expected to be consumed sooner than at least one year's time.

Supplies ~~are t~~Tangible items ~~that being~~ consumed in no more than one year's time.

Controlled Assets ~~tangible~~ Tangible items that are at high risk for theft or need to be tracked for management purposes. This includes computers, tablets, mobile phones, printers, audio/visual equipment, and photo equipment or any asset type that the ~~director of the library~~ Director deems necessary to safe-guard ~~library~~ Library property.

~~III~~C. Responsibilities

The Library Director is responsible for assuring that all fixed asset inventory procedures are followed.

The Assistant Director of ~~Finance and Support~~Public Services is responsible for initiating an annual physical inventory~~;~~, assuring that assets are added and deleted regularly throughout the year, and assuring that proper record keeping is up-to-date.

Department Heads and Branch Managers are responsible for assuring that all fixed assets in their branch or under their control are tagged with an inventory tag. When an item is purchased for a branch or department~~,~~ it is the responsibility of the Department Head or Branch Manager to assure that the fixed asset is tagged. Department Heads and Branch Managers are responsible for notifying the inventory clerk using the inventory form when a fixed asset is purchased and received. It is the responsibility of the inventory clerk to ascertain the date purchased, item description, cost~~,~~ and the vendor from the Assistant Director of Public Services. Department Heads or Branch Managers are responsible for reporting all fixed asset~~s~~ that are transferred to new locations.

~~IV~~D. Identification

Each item ~~which~~ that meets the definition of a fixed asset to be inventoried must be identified with an inventory number that is unique to that item with the ~~library's~~ Library's

name on the tag. Inventory tags are placed on all ~~items~~ fixed assets over $500 in value. Inventory tags should be placed in a conspicuous place that will be easy for staff taking inventory to locate. Items that are considered supplies or are under $500 should not be tagged. If an identification tag cannot be physically attached to an item, then the inventory tag shall be placed aside and the barcode shall be written on the item in indelible ink or engraved on the item.

~~V~~E. ~~Physical Inventory~~

~~A physical inventory of fixed assets should be conducted on an annual basis.~~

~~VI~~F. Record Keeping

Fixed assets will be recorded with the actual cost at the point of purchase. Fixed assets not previously recorded will be done so at fair market value. Inventory records will be maintained digitally at Administration. The inventory records an

- asset number
- date purchased
- the location
- site
- date inventoried
- item description
- the cost
- vendor

~~VII~~G. Controlled Assets

The Information Technology Department is responsible for the protection and tracking of system-wide controlled assets. Department Heads and Branch Managers are responsible for the protection of controlled assets that reside in their department or branch such as digital cameras or other small electronic devices. Individual ~~l~~Library employees that are provided with a mobile phone, tablet, laptop, or similar devices are responsible for the care and protection of that item.

~~VIII~~H. Disposition

Assets that are no longer of use to the ~~library~~ Library shall be declared surplus property and removed from the physical inventory. Department Heads or Branch Managers who control fixed assets are responsible for removing inventory tags from surplus property under their control and reporting that removal to the inventory clerk so that the item can be removed from the inventory list[1]. Surplus property shall be disposed of in accordance with state law.

Section 315. ~~Fuel~~<ins>Credit Card</ins> Policy
~~Effective Date: 05/26/2015~~ ~~Revision Date: 05/26/2015~~

~~I. Purpose~~

~~The St. Tammany Parish Library will implement and monitor controls over fuel to ensure that purchases and usage is reasonable, authorized and that only library owned vehicles and equipment are receiving fuel. Intentional personal use or theft of fuel will result in immediate termination. Fuel is to be purchased using an assigned Fuelman Card.~~

~~II. Responsibilities~~

~~The Director is to ensure there is an accurate listing of all fuel credit cards. This includes a photocopy of each card and name assigned to the card.~~

~~Each month the credit card receipts will be reconcile with the monthly statement. The monthly statements should be carefully reviewed for completeness and any exceptions or concerns should be reported to the Director.~~

~~Assigned cards are to be securely in the possession of the employee at all times. Lost or stolen cards are to be reported immediately. Employees are required to enter accurate odometer readings at the vendor's pump and obtain receipts that are submitted to administration.~~

~~Administration will use the Fuelman report system to collect and calculate data on monthly fuel usage.~~

~~Section 317. Credit Cards~~

Effective Date: 09/22/2015   Revision Date: 03/01/2016

~~I~~<ins>A</ins>. Purpose

<ins>The Library has a Bank Credit Card, Walmart Card, Lowes Card, Home Depot Card, and a Fuel Card. As a best practice, the Louisiana Legislative Auditor recommends that each entity restrict the number of cards to only those that are necessary to conduct business. These cards are to be used for supplies needed for the operation of the branches and supplies needed for programming and travel expenses related to Library business. Credit cards must not allow cash advances to be made. Only the Director can open a credit card account. No other employees are authorized to open a credit card account. Accounts shall be opened and cards issued in the entity's name using the entity's tax identification number and shall not include accounts that require an annual fee.</ins>

Credit cards must be placed under strict control and be available for use in limited cases set forth by the Director. Credit cards are not to be used for routine or recurring purchases or purchases that are subject to the requirements of the Louisiana Public Bid Law <ins>(R.S. 38:2211, et seq.</ins>~~.~~<ins>).</ins>

The ~~card must be issued in the library's name. The credit card must not allow cash advances to be made. Only the Director can open a credit card account. No other employees are authorized to open a credit card account.~~

~~II~~Office Manager will prepare and ~~. Responsibilities~~

~~Administration is to~~ maintain a master listing of ~~all credit~~ cards, ~~including the card numbers,~~to include:

- Card issuer name and ~~the~~ telephone ~~numbers~~number
- Account name on card
- Card account number
- Card expiration date
- Credit limit
- Person responsible for securing the card
- Person(s) allowed to use the card
- Status of the card (active or inactive)
- Cancellation date/documentation (if applicable)
- Photocopy of front and back of card

Library employees may be issued a credit card ~~companies~~as needed for the performance of their duties. Administration shall update its master listing for any changes throughout the year, including any changes in authorized card holders and card holder employment terminations. At the end of each year, Administration shall perform an inventory of its cards and investigate any differences noted between the inventory and its master listing of cards.

When requesting the use of the Library Bank Credit Card the applicant must fill out a Request for Library Credit Card Use Form. Use of the credit card would be justified when no other form of payment is accepted or a credit card number is needed to reserve a room or other payments associated with travel of a Library employee.

Use of the Fuel Card is covered under Section 317. Use of the Walmart Card is covered under Section 319. Use of the Lowes Card and the Home Depot Card are covered under Section 321.

B. Responsibilities

Employees must immediately notify Administration if a credit card is lost or stolen. ~~Employees must immediately notify Administration if a credit card is lost or stolen.~~ The Director ~~should~~shall be notified ~~immediately if a credit card is~~ of any lost or stolen credit card.

The issuance of a credit card must be authorized by the Director and be documented in writing using the Credit Card Acknowledgement Form. Any intentional personal use or unauthorized use of a credit card may result in immediate termination of employment.

The following purchases are not allowed:

- The issuance of a credit card must be authorized by the Director and be documented in writing using the Credit Card Acknowledgement Form. Any intentional personal use or unauthorized use of a credit card may result in immediate termination of employment.The following purchases are not allowed:

  - Cash advances on credit cards
  - Alcoholic beverages
  - Tobacco products
  - Prescriptions drugs
  - Purchases unrelated to Library business
  - Personal use
  - Alcoholic beverages
  - Tobacco products
  - Prescriptions drugs
  - Purchases unrelated to library business
  - Personal use
  - Donations

Employees are responsible for obtaining receipts/documentation as proof of purchase. Receipts for any meals and entertainment expenditures also must contain documentation of the names of all persons participating and the business discussed. An employee is responsible for all use of the credit card issued to them.

When an employee terminates employment with the libraryLibrary, the credit card must be returned and authorization to use the account be terminated.

Card Use

The St. Tammany Parish Library has five credit cards. The Director, Assistant Director of Finance and Support, Assistant Director of Public Services, Teen Coordinator, Children's Coordinator and Systems Administrator are assigned a credit card. These cards are to be used for supplies needed for the operation of the branches supplies needed for programming and travel expenses related to library business.

Upon completion of the purchases the receipt should be forwarded to Administration

When requesting the use of the library credit card the applicant must fill out a Request for Library Credit Card Use Form. Use of the credit card would be justified when no other

form of payment is accepted or a credit card number is needed to reserve a room or other payments associated with travel of a St. Tammany Parish Library employee.

Recordkeeping

C. Review

Administration is responsible for reviewing all receipts and documentation. before payment is made. The approver shall obtain supporting documentation from the card user and compare each transaction on the statement to the approved purchase order and receipts/support noted under documentation requirements above. This review shall also include evaluating the reasonableness of the charges and compliance with Library policy. For cards used in employee travel, the approver shall review any related travel reimbursements to verify that the employee did not have card charges for which the employee was also reimbursed. The approver shall initial and date each monthly statement upon completion of review. Also, the review and approval of card statements shall be performed prior to the payment due date to prevent late payments and related finance charges/late fees.

D. Record Keeping

At the end of each month, the clerkOffice Manager is to compare the card purchase documentation onand the monthly card statement. During this review, the clerkOffice Manager is to ensure that all purchases are supported by documentation and checking for inappropriate purchases and completeness of purchase documentation. Any purchase/charge without.

> 1. For non-fuel cards, employees are responsible for obtaining itemized receipts and for documenting the business/public purpose of the purchase on the receipt. Receipts for meals and entertainment charges shall contain the names of all persons participating and the business discussed. All documentation shall be given to the Office Manager. The employee must notify the Office Manager if any documentation is missing.

> 2. If an employee loses a receipt, they shall obtain a duplicate receipt from the vendor.

> 3. If the employee is not able to obtain a duplicate receipt from the vendor, they shall demonstrate that the nature and amount of the purchase is proper by filling out the appropriate supporting documentation requires a detailed explanation and description and the written approval of the Director. The clerkLost Receipt Form.

The Office Manager is to attach the receipts and documentation to the monthly statement and submit to two check signers for review and approval beforeafter payment is maderetained and filed for the Library's records.

Section 317. Fuel Policy

Effective Date: 05/26/2015   Revision Date: 05/26/2015

A. Purpose

The St. Tammany Parish Library will implement and monitor controls over fuel to ensure that purchases and usage is reasonable, authorized, and that only Library owned vehicles and equipment are receiving fuel. Intentional personal use or theft of fuel will result in immediate termination. Fuel is to be purchased using an assigned Fuel Card.

B. Responsibilities

The Director is to ensure there is an accurate listing of all Fuel Cards. This includes a photocopy of each card and name assigned to the card.

Each month the Fuel Card receipts will be reconciled with the monthly statement. The monthly statements should be carefully reviewed for completeness and any exceptions or concerns should be reported to the Director.

Assigned cards are to be securely in the possession of the employee at all times. Lost or stolen cards are to be reported immediately. Employees are required to enter accurate odometer readings at the vendor's pump and obtain receipts that are submitted to Administration.

Administration will use the Fuel Card report system to collect and calculate data on monthly fuel usage.

Section 319. Walmart Card Policy

Effective Date: 09/2105/26/2015   Revision Date: 09/2205/26/2015

A. General Information

Walmart cards are to be used for supplies needed for the operation of branches and programming.

~~Any item over $50~~All items must be approved by Administration before being purchased.

Walmart cards are ~~assigned to~~kept at Administration~~, the Annex, Covington, Causeway, Madisonville, Mandeville, and Slidell.~~ .

The Walmart cards are authorized for use by Branch Managers, Circulation Managers, Department Heads, and Administration.

~~The issuance of~~ Employees must sign the Walmart card ~~must be authorized by the Director~~out at Administration and ~~be documented~~sign it in ~~writing using~~ .upon completion of their purchase. Cards may not be shared without being properly logged.

Each Walmart card is accompanied by a Walmart Tax Exempt ID card. The ID card must be presented to the cashier before all purchases.

Walmart cards should be kept in a secure location.

Employees must immediately notify Administration and the Director if a Walmart card is lost or stolen.

B. Restricted Usage

The Walmart card should never be ~~use~~used for personal purchases.

~~Walmart cards should not be shared or swapped between branches.~~

Cash advances are prohibited.

Supplies for staff parties or events unrelated to ~~library~~ Library business are not allowed.

The Walmart card cannot be used to purchase any of the following:

- Alcoholic beverages
- Tobacco products
- Prescription drugs

Any intentional personal use or unauthorized use of a Walmart card or receipt may result in immediate termination of employment.

~~Large Branches and Technical Services~~

~~Managers~~C. Responsibilities

Employees are responsible for ~~their card and branch~~all Walmart Card purchases~~.~~

~~If a manager~~ while the card is ~~shopping for more than one branch, each branch's purchases will be rung up on a separate receipt~~signed out to them.

Once ~~the purchases have been~~ a purchase is made, ~~make~~ a copy shall be made of the Walmart receipt.

~~On both~~ The department or branch name shall be written on the copy and ~~the~~ original receipt~~, write your branch name at the top~~.

~~On the copy of the receipt, indicate what each item was purchased for: Branch Supplies, Office Supplies, Janitorial, Adult Programming, Children's Programming, Teen Programming, or Genealogy (see example at the end of this procedure).~~

~~Paper clip the~~The purpose of each item shall be indicated on the copy of the receipt.

~~The~~ original ~~receipt paper to~~ and the copy of the receipt ~~and send it to the Administrative Office within 3 business days(see example at the end of this procedure).~~

~~Small Branches~~

~~Managers are responsible for branch purchases.~~

~~It is the Manager's responsibility to notify the Administrative Office by email that they need to go to Walmart.~~

~~Managers will meet a designee of the Administrative Office at~~ shall be returned to Administration when the Walmart ~~on a designated day to make their purchases.~~ Card is logged in.

- ~~If multiple Branch Managers are shopping, each branch will have their purchases rung up on a separate receipt.~~
- ~~Once the purchases have been made, make a copy of the Walmart receipt.~~
- ~~On both the copy and the original receipt, write your branch name at the top.~~
- ~~On the copy of the receipt, indicate what each item was purchased for: Branch Supplies, Office Supplies, Janitorial, Adult Programming, Children's Programming, Teen Programming, or Genealogy(see example at the end of this procedure).~~
- ~~Paper clip the original receipt paper to the copy of the receipt and send it to the Administrative Office within 3 business days(see example at the end of this procedure).~~

~~Department Heads~~

- ~~The Youth Services, Reference and Adult Programming Coordinators will use Administration's card. The Teen Services Coordinator will use the Causeway Branch card.~~
- ~~Once the purchases have been made, make a copy of the Walmart receipt.~~
- ~~On both the copy and the original receipt, write your department name at the top.~~
- ~~On the copy of the receipt, indicate what each item was purchased for: Branch Supplies, Office Supplies, Janitorial, Adult Programming, Children's Programming, Teen Programming, or Genealogy(see example at the end of this procedure).~~
- ~~Paper clip the original receipt paper to the copy of the receipt and send it to the Administrative Office within 3 business days(see example at the end of this procedure).~~

D. Returns

If you have an item that needs to be returned and you have the receipt, contact the Administrative Office and let them know about your purchases and the return. Example: an item is broken when you take it out of the package.

If you have already submitted the receipt to, Administration, contact the Administrative Office shall be contacted to obtain the receipt and facilitate the return.

If a return is made in store, the return slip and original receipt shall be returned to Administration.

Section 321. Home Depot and Lowes Card Policy
Effective Date: 09/22/2015   *Revision Date: 09/22/2015*

A. General Information

Home Depot and Lowes cards are to be used for supplies needed for the maintenance of facilities.

Home Depot and Lowes cards are assigned to Maintenance staff.

The issuance of the Home Depot and Lowes card must be authorized by the Director and be documented in writing using .the Credit Card Acknowledgement Form.

Home Depot and Lowes cards should be kept in a secure location.

Employees must immediately notify Administration and the Director if a Home Depot or Lowes card is lost or stolen.

When an employee terminates employment with the Library, Home Depot and Lowes cards must be returned and authorization to use the account be terminated.

B. Restricted Usage

Home Depot and Lowes cards should never be useused for personal purchases.

Cash advances are prohibited.

Supplies for staff parties or events unrelated to library Library business are not allowed.

Any intentional personal use or unauthorized use of a card or receipt may result in immediate termination of employment.

~~Documentation~~

~~Once the~~**C. Responsibilities**

Employees are responsible for all purchases ~~have been~~ made~~, make~~ on the Home Depot or Lowes Card issued to them.

Once a purchase is made, a copy shall be made of the Home Depot or Lowes receipt.

~~On both~~The employee name shall be written on the copy and ~~the~~ original receipt~~, write your name at the top~~.

~~On~~The purpose of each item shall be indicated on the copy of the receipt~~, indicate what each item was purchased for~~: Maintenance Supplies (MS), Small Tools (ST), Physical Plant (PP) + Branch, Plumbing and HVAC (PHVAC) + Branch, Electrical Maintenance (EM) + Branch ~~(see example at the end of this procedure).~~.

~~Paper clip the~~The original ~~receipt paper to~~ and the copy of the receipt ~~and send it to the Administrative Office~~shall be returned to Administration within 3 business days ~~(see example at the end of this procedure).~~.

D. Returns

If ~~you have~~ an item ~~that~~ needs to be returned and ~~you have~~the employee has the receipt, they shall contact ~~the Administrative Office~~Administration and let them know about ~~your~~the purchases and the return. Example: an item is broken when you take it out of the package.

If ~~you have~~an item needs to be returned and the receipt has already been submitted ~~the receipt~~ to Administration, the employee shall contact ~~the Administrative Office~~Administration to obtain the receipt.

Table of Contents

Chapter 3. Financial Administration

Section 311. Bank Reconciliation
Effective Date: July 25, 2017   *Revision Date: TK*

Timely reconciliation of all bank accounts is a key component of good controls over cash. Reconciling the bank balance with the book balance (general ledger) is necessary to ensure that (1) all receipts and disbursements are recorded (an essential process in ensuring complete and accurate monthly financial statements); (2) checks are clearing the bank in a reasonable time; (3) reconciling items are appropriate and are being recorded; and (4) the reconciled cash balance agrees to the general ledger cash balance.

1. The Bookkeeper (or designee who is independent of the receipt and disbursement process) is to receive the monthly bank statements printed directly from the bank and review them for any unusual deposits and disbursements activity. [Note: Any unusual activity must be promptly and thoroughly investigated. If any discrepancies cannot be reconciled or resolved, they shall be reported to the Director (or designee).]

After the Bookkeeper's (or designee's) review, the bank statements are to be given to the Director (or designee) who has the responsibility for ensuring that all bank accounts are reconciled within 10 business days after the bank statements are received.

2. State law (R.S. 10:4-406(d) (2)) allows the Library 30 days to examine bank statements and cancelled checks for unauthorized signatures or alterations. After 30 days, the municipality is precluded from asserting a claim against the bank for unauthorized signatures or alterations.

3. The bank reconciliation is to be prepared by an employee who does not have responsibility/authority to (1) sign checks; or (2) receive and deposit cash; or (3) authorize disbursements.

4. The monthly bank reconciliations are to be properly completed, dated, and signed by both the preparer and reviewer/approver (Director or designee) and be maintained on file for subsequent review and audit.

5. Bank account balances are to be reviewed monthly to ensure that they are fully secured and that the types of securities pledged by the financial institution are in accordance with state law. (See R.S. 39:1221 for kinds of security and R.S. 39:1225 for amount of security.)

Section 313. Inventory
Effective Date: 03/01/2017   *Revision Date: 09/01/2017*

A. Purpose

The St. Tammany Parish Library shall maintain a fixed asset inventory to provide accountability, safeguard assets, capitalize assets, and ensure the adequate insurance coverage of assets. The Library will maintain records of all land, buildings, improvements other than buildings, equipment, and any other general fixed assets that were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such property or equipment, the initial cost if available, the disposition, if any, the purpose of such disposition, and the recipient of the property or equipment disposed of.

B. Definitions

Fixed Asset A long-term tangible piece of property that the Library owns and uses in the course of running the Library and is not expected to be consumed sooner than at least one year's time.

Supplies Tangible items consumed in no more than one year's time.

Controlled Assets Tangible items that are at high risk for theft or need to be tracked for management purposes. This includes computers, tablets, mobile phones, printers, audio/visual equipment, and photo equipment or any asset type that the Director deems necessary to safeguard Library property.

C. Responsibilities

The Library Director is responsible for assuring that all fixed asset inventory procedures are followed.

The Assistant Director of Public Services is responsible for initiating an annual physical inventory, assuring that assets are added and deleted regularly throughout the year, and assuring that proper record keeping is up-to-date.

Department Heads and Branch Managers are responsible for assuring that all fixed assets in their branch or under their control are tagged with an inventory tag. When an item is purchased for a branch or department, it is the responsibility of the Department Head or Branch Manager to assure that the fixed asset is tagged. Department Heads and Branch Managers are responsible for notifying the inventory clerk using the inventory form when a fixed asset is purchased and received. It is the responsibility of the inventory clerk to ascertain the date purchased, item description, cost, and the vendor from the Assistant Director of Public Services. Department Heads or Branch Managers are responsible for reporting all fixed assets that are transferred to new locations.

D. Identification

Each item that meets the definition of a fixed asset to be inventoried must be identified with an inventory number that is unique to that item with the Library's name on the tag.

Inventory tags are placed on all fixed assets over $500 in value. Inventory tags should be placed in a conspicuous place that will be easy for staff taking inventory to locate. Items that are considered supplies or are under $500 should not be tagged. If an identification tag cannot be physically attached to an item, then the inventory tag shall be placed aside and the barcode shall be written on the item in indelible ink or engraved on the item.

E. Record Keeping

Fixed assets will be recorded with the actual cost at the point of purchase. Fixed assets not previously recorded will be done so at fair market value. Inventory records will be maintained digitally at Administration. The inventory records an

- asset number
- date purchased
- the location
- site
- date inventoried
- item description
- the cost
- vendor

G. Controlled Assets

The Information Technology Department is responsible for the protection and tracking of system-wide controlled assets. Department Heads and Branch Managers are responsible for the protection of controlled assets that reside in their department or branch such as digital cameras or other small electronic devices. Individual Library employees that are provided with a mobile phone, tablet, laptop, or similar devices are responsible for the care and protection of that item.

H. Disposition

Assets that are no longer of use to the Library shall be declared surplus property and removed from the physical inventory. Department Heads or Branch Managers who control fixed assets are responsible for removing inventory tags from surplus property under their control and reporting that removal to the inventory clerk so that the item can be removed from the inventory list. Surplus property shall be disposed of in accordance with state law.

Section 315. Credit Card Policy

Effective Date: 09/22/2015   *Revision Date: 03/01/2016*

A. Purpose

The Library has a Bank Credit Card, Walmart Card, Lowes Card, Home Depot Card, and a Fuel Card. As a best practice, the Louisiana Legislative Auditor recommends that each

entity restrict the number of cards to only those that are necessary to conduct business. These cards are to be used for supplies needed for the operation of the branches and supplies needed for programming and travel expenses related to Library business. Credit cards must not allow cash advances to be made. Only the Director can open a credit card account. No other employees are authorized to open a credit card account. Accounts shall be opened and cards issued in the entity's name using the entity's tax identification number and shall not include accounts that require an annual fee.

Credit cards must be placed under strict control and be available for use in limited cases set forth by the Director. Credit cards are not to be used for routine or recurring purchases or purchases that are subject to the requirements of the Louisiana Public Bid Law (R.S. 38:2211, et seq.).

The Office Manager will prepare and maintain a master listing of cards, to include:

- Card issuer name and telephone number
- Account name on card
- Card account number
- Card expiration date
- Credit limit
- Person responsible for securing the card
- Person(s) allowed to use the card
- Status of the card (active or inactive)
- Cancellation date/documentation (if applicable)
- Photocopy of front and back of card

Library employees may be issued a credit card as needed for the performance of their duties. Administration shall update its master listing for any changes throughout the year, including any changes in authorized card holders and card holder employment terminations. At the end of each year, Administration shall perform an inventory of its cards and investigate any differences noted between the inventory and its master listing of cards.

When requesting the use of the Library Bank Credit Card the applicant must fill out a Request for Library Credit Card Use Form. Use of the credit card would be justified when no other form of payment is accepted or a credit card number is needed to reserve a room or other payments associated with travel of a Library employee.

Use of the Fuel Card is covered under Section 317. Use of the Walmart Card is covered under Section 319. Use of the Lowes Card and the Home Depot Card are covered under Section 321.

B. Responsibilities

Employees must immediately notify Administration if a credit card is lost or stolen. The Director shall be notified of any lost or stolen credit card.

The issuance of a credit card must be authorized by the Director and be documented in writing using the Credit Card Acknowledgement Form. Any intentional personal use or unauthorized use of a credit card may result in immediate termination of employment.

The following purchases are not allowed:

- Cash advances on credit cards
- Alcoholic beverages
- Tobacco products
- Prescriptions drugs
- Purchases unrelated to Library business
- Personal use
- Donations

Employees are responsible for obtaining receipts/documentation as proof of purchase. Receipts for any meals and entertainment expenditures also must contain documentation of the names of all persons participating and the business discussed. An employee is responsible for all use of the credit card issued to them.

When an employee terminates employment with the Library, the credit card must be returned and authorization to use the account be terminated.

C. Review

Administration is responsible for reviewing all receipts and documentation before payment is made. The approver shall obtain supporting documentation from the card user and compare each transaction on the statement to the approved purchase order and receipts/support noted under documentation requirements above. This review shall also include evaluating the reasonableness of the charges and compliance with Library policy. For cards used in employee travel, the approver shall review any related travel reimbursements to verify that the employee did not have card charges for which the employee was also reimbursed. The approver shall initial and date each monthly statement upon completion of review. Also, the review and approval of card statements shall be performed prior to the payment due date to prevent late payments and related finance charges/late fees.

D. Record Keeping

At the end of each month, the Office Manager is to compare the card purchase documentation and the monthly card statement. During this review, the Office Manager is to ensure that all purchases are supported by documentation.

1. For non-fuel cards, employees are responsible for obtaining itemized receipts and for documenting the business/public purpose of the purchase on the receipt. Receipts for meals and entertainment charges shall contain the names of all persons participating and the business discussed. All documentation shall be given to the Office Manager. The employee must notify the Office Manager if any documentation is missing.

2. If an employee loses a receipt, they shall obtain a duplicate receipt from the vendor.

3. If the employee is not able to obtain a duplicate receipt from the vendor, they shall demonstrate that the nature and amount of the purchase is proper by filling out the appropriate Lost Receipt Form.

The Office Manager is to attach the receipts and documentation to the monthly statement after payment is retained and filed for the Library's records.

Section 317. Fuel Policy

Effective Date: 05/26/2015   *Revision Date: 05/26/2015*

A. Purpose

The St. Tammany Parish Library will implement and monitor controls over fuel to ensure that purchases and usage is reasonable, authorized, and that only Library owned vehicles and equipment are receiving fuel. Intentional personal use or theft of fuel will result in immediate termination. Fuel is to be purchased using an assigned Fuel Card.

B. Responsibilities

The Director is to ensure there is an accurate listing of all Fuel Cards. This includes a photocopy of each card and name assigned to the card.

Each month the Fuel Card receipts will be reconciled with the monthly statement. The monthly statements should be carefully reviewed for completeness and any exceptions or concerns should be reported to the Director.

Assigned cards are to be securely in the possession of the employee at all times. Lost or stolen cards are to be reported immediately. Employees are required to enter accurate odometer readings at the vendor's pump and obtain receipts that are submitted to Administration.

Administration will use the Fuel Card report system to collect and calculate data on monthly fuel usage.

Section 319. Walmart Card Policy

Effective Date: 05/26/2015　　　　　　　　*Revision Date: 05/26/2015*

A. General Information

Walmart cards are to be used for supplies needed for the operation of branches and programming.

All items must be approved by Administration before being purchased.

Walmart cards are kept at Administration.

The Walmart cards are authorized for use by Branch Managers, Circulation Managers, Department Heads, and Administration.

Employees must sign the Walmart card out at Administration and sign it in upon completion of their purchase. Cards may not be shared without being properly logged.

Each Walmart card is accompanied by a Walmart Tax Exempt ID card. The ID card must be presented to the cashier before all purchases.

Walmart cards should be kept in a secure location.

Employees must immediately notify Administration and the Director if a Walmart card is lost or stolen.

B. Restricted Usage

The Walmart card should never be used for personal purchases.

Cash advances are prohibited.

Supplies for staff parties or events unrelated to Library business are not allowed.

The Walmart card cannot be used to purchase any of the following:

- Alcoholic beverages
- Tobacco products
- Prescription drugs

Any intentional personal use or unauthorized use of a Walmart card or receipt may result in immediate termination of employment.

C. Responsibilities

Employees are responsible for all Walmart Card purchases while the card is signed out to them.

Once a purchase is made, a copy shall be made of the Walmart receipt.

The department or branch name shall be written on the copy and original receipt.

The purpose of each item shall be indicated on the copy of the receipt.

The original and the copy of the receipt shall be returned to Administration when the Walmart Card is logged in.

D. Returns

If an item needs to be returned, Administration shall be contacted to obtain the receipt and facilitate the return.

If a return is made in store, the return slip and original receipt shall be returned to Administration.

Section 321. Home Depot and Lowes Card Policy
Effective Date: 09/22/2015   *Revision Date: 09/22/2015*

A. General Information

Home Depot and Lowes cards are to be used for supplies needed for the maintenance of facilities.

Home Depot and Lowes cards are assigned to Maintenance staff.

The issuance of the Home Depot and Lowes card must be authorized by the Director and be documented in writing using the Credit Card Acknowledgement Form.

Home Depot and Lowes cards should be kept in a secure location.

Employees must immediately notify Administration and the Director if a Home Depot or Lowes card is lost or stolen.

When an employee terminates employment with the Library, Home Depot and Lowes cards must be returned and authorization to use the account be terminated.

B. Restricted Usage

Home Depot and Lowes cards should never be used for personal purchases.

Cash advances are prohibited.

Supplies for staff parties or events unrelated to Library business are not allowed.

Any intentional personal use or unauthorized use of a card or receipt may result in immediate termination of employment.

C. Responsibilities

Employees are responsible for all purchases made on the Home Depot or Lowes Card issued to them.

Once a purchase is made, a copy shall be made of the Home Depot or Lowes receipt.

The employee name shall be written on the copy and original receipt.

The purpose of each item shall be indicated on the copy of the receipt: Maintenance Supplies (MS), Small Tools (ST), Physical Plant (PP) + Branch, Plumbing and HVAC (PHVAC) + Branch, Electrical Maintenance (EM) + Branch.

The original and the copy of the receipt shall be returned to Administration within 3 business days.

D. Returns

If an item needs to be returned and the employee has the receipt, they shall contact Administration and let them know about the purchases and the return. Example: an item is broken when you take it out of the package.

If an item needs to be returned and the receipt has already been submitted to Administration, the employee shall contact Administration to obtain the receipt.

Board Input into Slidell Expansion

The Slidell Branch of the St. Tammany Parish Library System is 18,000 sq. ft. and is our most heavily used branch. Slidell has 1/3 of our cardholders, 22% of our circulation, 1/4 of our total yearly visits, and 1/4 of all of our computer uses. The original building was opened in 1989 and was designed to be added on to in the future. The main stumbling block to building an addition aside from funding was the parking situation. Without more parking, an addition to the building would never have made it through the permitting process.

The Slidell Branch Addition is part of the Capital Projects list that was presented to the Parish Council. In the Captial projects list budget, the current estimate of the project is $2,850,000. Before getting started with the project, we will need to finish receiving input on what additional spaces the public, staff, and Board would like to see and get updated construction cost estimates.
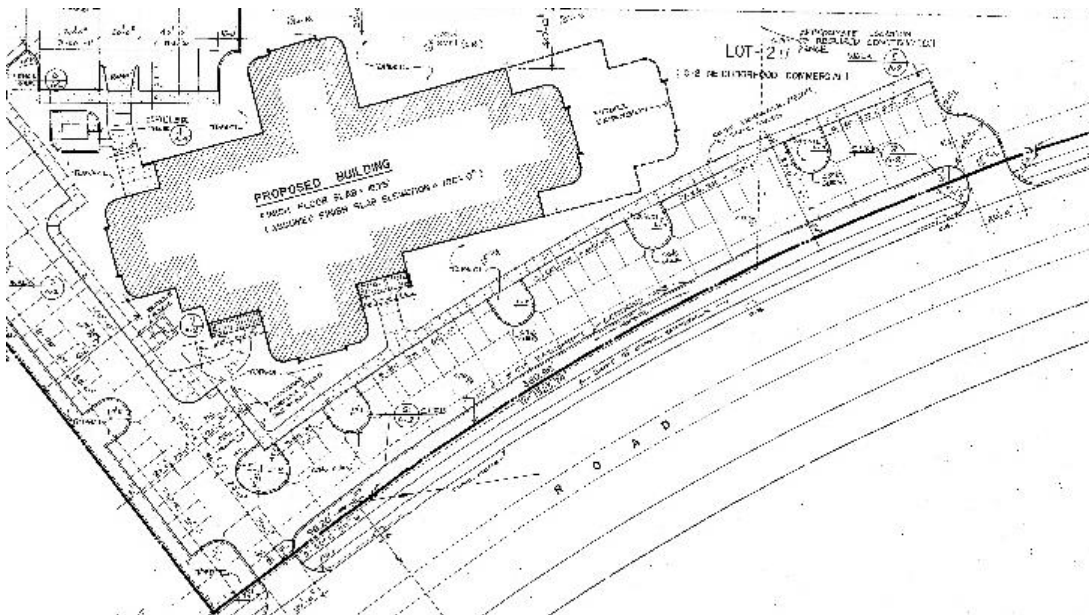
Denelle Wrightson visited the Slidell branch in March to conduct staff input sessions and record a video that we could use to get public input. For the next month (April 18th – May 14th), library users can visit the Slidell branch to vote on what they would like to see in an expanded Slidell Branch. They have the option to view Denelle's entire video and then place stickers on the topic

boards located in the library or read about/view the video on each topic board individually. Each patron is given 26 stickers to choose from the 72 concepts on display.

Tonight the Library Board has the opportunity to give their input on what they would like to see. Denelle Wrightson's video will be played for the Board at the meeting, but if you would like to view it ahead of time, you can see it here https://vimeo.com/701004023/2ed1329c7f.

Each Board member will be given 26 stickers of their own. The Causeway meeting room will be open and available an hour before and after the meeting for you to provide input on what you would like to see in the expanded space.

No further other action is required by the Board at this time. We will provide a detailed report on the information yielded by the input sessions at an upcoming board meeting.
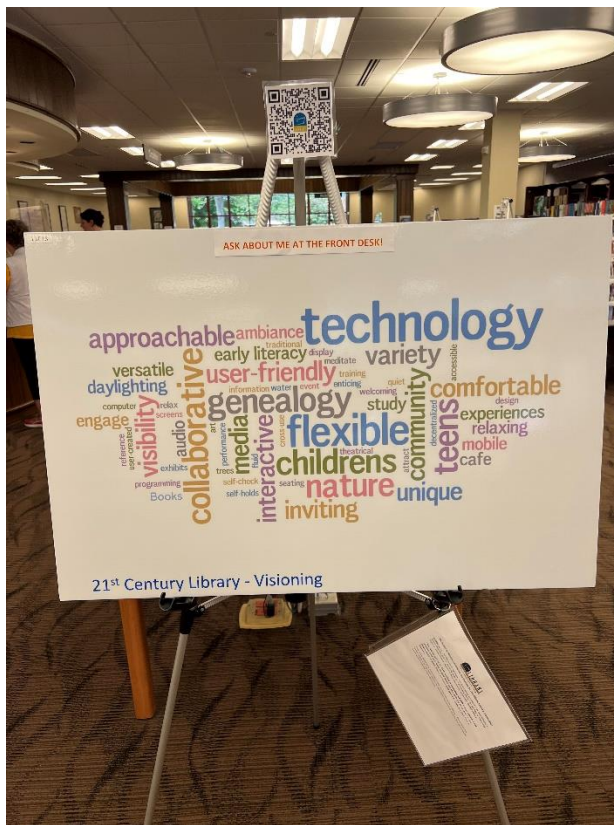
Designation of Capital Funds – Technology Upgrade - RFID

The Technology Upgrade - RFID project is one of the projects listed on our Capital Improvement Plan. Following this page is a copy of the current status of our Capital Improvement Plan, a summary report on the RFID project, the detailed report for your reference, and a resolution for your consideration.

Library Capital Projects for Renovation and Preservation

LPD 1/25/2022

Facility	Type	Budget	2021	2022	2023	2024	2025	2026	2027
South Slidell Branch	Roof replacement	$ 200,000.00		$ 200,000.00					
Covington Branch	Exterior renovations	$ 140,800.00		$ 140,800.00					
Technology upgrade	RFID, new security gates, self check, people counters	$ 958,000.00		$ 958,000.00					
Technology upgrade	People counters	$ 42,000.00		$ 42,000.00					
Mandeville renovation	Recarpet	$ 90,000.00		$ 90,000.00					
Mandeville renovation	Cat6 wiring upgrade	$ 40,000.00		$ 40,000.00					
Mandeville renovation	Update Restrooms	$ 60,000.00		$ 60,000.00					
Mandeville renovation	Front Entrance concrete/automatic doors	$ 10,000.00		$ 10,000.00					
Mandeville renovation	Roof replacement	$ 83,560.00	$ 83,560.00						
Slidell Parking and Expansion	Additional Parking & Ada entrance	$ 782,500.00		$ 782,500.00					
Slidell Expansion/Renovation - 4,500 SF	Expand Library to Northeast	$ 2,850,000.00		$ 2,850,000.00					
Causeway Branch - 9,000 SF	Carpet	$ 50,000.00		$ 50,000.00					
Small Branch replacement - 6,000 SF	Abita, Lacombe, or Pearl River	$ 2,700,000.00				$ 2,700,000.00			
New Location for Headquarters	Purchase replacement of rented space & renovation	$ 1,564,000.00							$ 1,564,000.00
New Location for Technical Services, Maintenance, and IT	Purchase replacement of rented space	$ 501,190.90		$ 501,190.90					
New Location for Technical Services, Maintenance, and IT	Renovation	$ 198,809.00		$ 198,809.00					
Land for Small Branch Replacement	Land for future small branch replacement Abita, Lacombe, Pearl River	$ 980,000.00			$ 980,000.00				
Land for Causeway / Mandeville library	Land for consolidation/replacement of two branches	$ 1,500,000.00						$ 1,500,000.00	
TOTAL		$ 12,750,859.90	$ 83,560.00	$ 5,923,299.90	$ 980,000.00	$ 2,700,000.00	$ -	$ 1,500,000.00	$ 1,564,000.00

Currently budgeted by STP or designated by LBOC									
Projects requiring millage renewal	Current funds		$ 4,131,924.36	$ 5,364,047.36	$ 800,747.46	$ 1,330,747.46	$ 90,747.46	$ 747.46	$ (1,499,252.54)
Projects to be considered by the LBOC in 2022	Projected interest		$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ 10,000.00	$ -	$ -
	Projected expenditures		$ (83,560.00)	$ (5,923,299.90)	$ (980,000.00)	$ (2,700,000.00)	$ -	$ (1,500,000.00)	$ (1,564,000.00)
	Projected cost allocation plan charges		$ (144,317.00)	$ (150,000.00)	$ (50,000.00)	$ (150,000.00)	$ (100,000.00)	$ -	$ -
	Balance before annual transfer		$ 3,914,047.36	$ (699,252.54)	$ (219,252.54)	$ (1,509,252.54)	$ 747.46	$ (1,499,252.54)	$ (3,063,252.54)
	Ad valorem transfer		$ 1,450,000.00	$ 1,500,000.00	$ 1,550,000.00	$ 1,600,000.00	$ -	$ -	$ -
	Funds available		$ 5,364,047.36	$ 800,747.46	$ 1,330,747.46	$ 90,747.46	$ 747.46	$ (1,499,252.54)	$ (3,063,252.54)

Technology Upgrade - RFID

The Radio Frequency Identification (RFID) Project is one of the projects on our capital improvement plan. At the July 28, 2020 Library Board of Control meeting the Board was presented with a report on the benefits and cost estimates of the project. Due to the COVID-19 pandemic, the project was put on hold. The RFID project was reintroduced to the Board at the February 8, 2022 meeting. Library Administration is now asking the Board to dedicate capital funds to implement this project.

Below is a summary of the original report given and the 2022 cost estimate. The scope of the project and the cost estimate have not changed since the February 8, 2022 Board meeting. Following the cost estimate is a sample resolution dedicating the funding for your reference.

The detailed report in its entirety follows the sample resolution, for your reference.

RFID systems in libraries are designed to do several jobs simultaneously. The small RFID tags are inserted inside books and other materials. The RFID circulation pads, self-checkout stations, and security gates "read" the radio frequency so that the tag functions as item identification, status (checked in/out), and security.

RFID will benefit our patrons by:
- RFID implementation will not mean fewer staff positions. Rather, streamlining the materials flow process frees up staff time to do more "person to person" work instead of mundane tasks. Prior to COVID-19, most branches experienced a high number of patron visits requiring assistance from staff. In a post-COVID world, the demand is expected to return.
- RFID dramatically improves the flow of materials throughout the library - including checkout, returns, and reshelving by removing the step of scanning individual barcodes to circulate library materials. It also increases accuracy.
- RFID helps create a better user experience for library patrons through higher efficiencies than barcodes, easier implementation of self-service, and delight (especially from younger patrons) when checking out materials seems almost like "magic."
- The integrity of the books and materials collection will be easier to maintain with electronic means of shelf reading to find misplaced materials and periodic inventories of the collection.
- RFID combines inventory control and security within the same system for branches with the space for security gates.
- RFID will provide an easy self-service option to lower wait times during peak library hours. It will allow flexibility for "checkout" in non-traditional locations, such as the crush of demand for children's material in children's areas following storytimes.
- RFID will enhance the well being of staff by reducing repetitive motions.
- COVID-19 has brought a new awareness of the possible health risks in the constant handling of materials. RFID removes many of the "touches" required of barcoded materials, which in turn can decrease the exposure of pathogens on library materials.

Explanation of cost centers:

- **Staff Workstation Installation**- shows the equipment and installation labor costs associated with staff RFID equipment
- The **Self-Check Installation**- shows the cost of new self-check machines and installation costs.
- The **Other Equipment Costs** shows the costs of RFID security gates and the installation labor costs as well as one handheld RFID scanning wand.
- **Service Contract and Licensing** shows the estimated cost of annual service and licensing contracts.
- The **Retroconversion Project Costs**- The process of converting a library to RFID is often referred to as Retroconversion. This line shows the cost of RFID tags and labor to apply the tags.

Process Step	Total Cost
Staff Workstation Installation	$274,120.06
Self-Check Installation	$175,000.00
Other Equipment Costs (RFID Security Gates and a handheld scanning wand)	$110,000.00
Estimate (Service Contract and Licensing)	$48,500.00
Retroconversion Project Costs	$214,294.54
Subtotal	$821,914.60
Contingency (15%)	$123,287.19
Total	$945,201.80

Based on the cost estimate of $945,201.80, $946,000 should be sufficient to allocate to this project. The licensing fee is the only recurring cost. STPL's Operations Budget can absorb the annual licensing fee going forward, even with an expected small percentage increase each year.

Purpose

This document is designed to provide a brief, high-level context for two proposed projects for the St. Tammany Parish Library:

- People Counters
- Radio Frequency Identification (RFID)

Carson Block
Consulting Inc.
Technology Vision. Technology Power. Your Library.

People Counters

- Due to the unique characteristics and purpose of electronic counting of building access, the consultant recommends that a project to install people counters at all library locations be conducted separately from the possible RFID project.

- Due to differences in library sizes and needs, if an RFID project is pursued, not all libraries will require "gates" -- but all will require people counters -- so keeping People Counters and RFID systems separate will help each project meet its goals without compromise.

- The library is currently performing manual counts of access at all library locations. This method requires a great deal of staff time and by its nature is not the most accurate way to perform people counts, especially in a multiple-branch system. Modern people-counting systems automate key areas, including public traffic in and out of buildings, a compilation of the data, and scalable reports (including those showing use by the time of day; comparing branch-to-branch numbers; and many other views of the data).

- A unique factor for the St. Tammany Parish library is that several branches - very small ones - have two points of public entry/exit. Each of these points requires a separate counting system.

- The library would benefit from a people counting system that meets the following criteria:
    - Touchless and fully-automated counting system
    - Tracks both entry and exit numbers
    - All counting and compilation functions are fully automated
    - Has a data "dashboard" showing numbers that are most useful to the library, which may include:
        - Use by time of day
        - Use by week
        - Use by month
        - Library to Library comparisons of all collected data
        - Real-time occupancy information
        - Others as desired by the library

- The consultant recommends that if pursued, the possible People Counter project be implemented first, before any possible RFID project. By doing so, this will allow the library to perform parallel site assessments to help prepare for the much larger and lengthy possible RFID project.

- The cost estimate for a sample system meeting the library's criteria is approximately $36,100.

Site	People Counters	Per Device Installation Cost	Total Device Installation Cost	Cost Per Device	Total Device Price per branch	Cost Per License	Total Licensing Per Branch	Branch Total
Causeway	2	$400.00	$800.00	$1,144.95	$2,289.90	$180.00	$360.00	$3,449.90
Madisonville - ground	0	$400.00	$0.00	$1,144.95	$0.00	$180.00	$0.00	$0.00
Madisonville - top floor	1	$400.00	$400.00	$1,144.95	$1,144.95	$180.00	$180.00	$1,724.95
Admin	0	$400.00	$0.00	$1,144.95	$0.00	$180.00	$0.00	$0.00
Covington	1	$400.00	$400.00	$1,144.95	$1,144.95	$180.00	$180.00	$1,724.95
The Annex	0	$400.00	$0.00	$1,144.95	$0.00	$180.00	$0.00	$0.00
Abita	1	$400.00	$400.00	$1,144.95	$1,144.95	$180.00	$180.00	$1,724.95
Mandeville	2	$400.00	$800.00	$1,144.95	$2,289.90	$180.00	$360.00	$3,449.90
Lacombe	2	$400.00	$800.00	$1,144.95	$2,289.90	$180.00	$360.00	$3,449.90
South Slidell	1	$400.00	$400.00	$1,144.95	$1,144.95	$180.00	$180.00	$1,724.95
Slidell	3	$400.00	$1,200.00	$1,144.95	$3,434.85	$180.00	$540.00	$5,174.85
Pearl River	2	$400.00	$800.00	$1,144.95	$2,289.90	$180.00	$360.00	$3,449.90
Bush	1	$400.00	$400.00	$1,144.95	$1,144.95	$180.00	$180.00	$1,724.95
Folsom	2	$400.00	$800.00	$1,144.95	$2,289.90	$180.00	$360.00	$3,449.90
Lee Road	1	$400.00	$400.00	$1,144.95	$1,144.95	$180.00	$180.00	$1,724.95
Total Counters	19	System and Installation Estimate						$32,774.05
		Contingency (10%)						$3,277.41
		Total Estimate						$36,051.46

Radio Frequency Identification (RFID)

Overview

A project to convert the tagging of a library's collection to use RFID tag seems both simple and complicated. The simple part is the overall excellent user experience for patrons and staff alike in the manner in which RFID facilitates ease and less effort in the flow of physical materials. The complication is the process of converting the library's collection to RFID - new equipment must be installed throughout the library system, and the conversion process requires that each item is physically handled to apply and program the RFID tags.

What is RFID?

RFID stands for Radio Frequency Identification. RFID systems in libraries are designed to do several jobs simultaneously. The RFID tags function as item identification, status (checked in/out), and security, and using the system can increase staff accuracy and efficiency.

What benefits does RFID offer libraries?

RFID can benefit libraries by:
- Improving speed/accuracy of item processing
- Improving accuracy of inventory (during processing and formal inventory processes)
- Being used as theft deterrent using RFID security gates
- Reducing time spent processing items and reduce repetitive motions in workers
- Providing an easy self-service option to lower wait times during peak library hours
- Increasing time spent on non-automated tasks (patron interactions, programming, planning, etc.)
- Other benefits of RFID can be found in this document: **RFID Technology for Libraries by Richard W Boss**
  (https://alair.ala.org/bitstream/handle/11213/258/RFID.pdf?sequence=108&isAllowed=y)

Why should the St. Tammany Parish Library consider pursuing a project to convert to RFID?

In the process of evaluating the possibility for RFID implementation at the St. Tammany Library, the consultant and staff identified the following possible impacts for the library:

- By removing the step of scanning a barcode to circulate library materials, RFID offers a dramatic improvement to the flow of materials throughout the library - including checkout, returns, and reshelving.

- RFID helps create better user experience (UX) for library patrons through higher efficiencies than barcodes, easier implementation of self-service, and delight (especially from younger patrons) when checking out materials seems almost like "magic."

- Streamlining the materials flow process frees up staff time to do more "person to person" work instead of mundane tasks. Prior to COVID-19, most branches experienced a high number of patron visits requiring assistance from staff. In a post-COVID world, the demand is expected to return.

- COVID-19 has brought a new awareness of the possible health risks in the constant handling of materials. RFID removes many of the "touches" required of barcoded materials, which in turn can decrease the exposure of pathogens on library materials.

- For branches with the space for security gates, RFID combines inventory control and security within the same system.

- RFID will allow flexibility for "checkout" in non-traditional locations, such as the crush of demand for children's material in children's areas following storytimes.

- RFID could be helpful in performing tasks to ensure the integrity of the collection, including electronic means of shelf reading to find misplaced materials and periodic inventories of the collection.

- And, of course, all of the general benefits of RFID (detailed in the section above)

What is involved in a project to convert to RFID?

Like many major projects, the numbers help tell the story. The consultant has prepared a spreadsheet showing the possible costs for an RFID project at the St. Tammany Parish Library, as well as an estimate of the efforts and time required for the project.

Please note that although the project elements (including a proposed schedule of efforts, items, possible costs, and other items) appear to be complete, this document should be only considered a preliminary estimate of possible project approaches, needs and costs. The actual project approaches, methods and costs would be determined through the appropriate procurement processes for each project. Actual timelines are dependent on final project approach; capabilities of the staff and vendors, and other factors.

The spreadsheet is organized in this manner:
- The **Top Sheet** tab shows the major cost centers and the total estimate of project costs.
- The **Staff Workstation Installation** tab shows the equipment and installation labor costs associated with staff RFID equipment
- The **Self-Check Installation** tab shows the cost of new self-check machines and installation costs.
- The **Other Equipment Costs** tab reflects the costs of RFID gates and smart returns
- The **Retroconversion Project Costs** tab reflects the cost of RFID tags and staff labor to apply the tags

Please see Appendix for a full spreadsheet report.

The RFID Conversion Process

The process of converting a library to RFID is often referred to as **Retroconversion.** The Retroconversion of an entire library system can be a daunting task, but with planning it can be done smoothly. After determining the vendor for your new RFID equipment, the library system must have the required technology installed and tested to be functioning before tagging begins. The library doesn't need to do a hard cutover of technology but the system must be in place for testing and training. Likewise there needs to be time allotted for staff training before the tagging process can begin.

If the library system is not currently active in weeding their collection, it is strongly recommended that they do a thorough weed before beginning tagging. If the library system has been consistent with weeding, they can proceed to tagging.

The process of tagging can be implemented in different ways, depending on what scenario works best for the library system. The first question is whether to staff the conversion in-house or to outsource employees just for the retroconversion process. Staff can cart items from shelves while maintaining order and bringing them to a stationary computer terminal for tagging. This would be ideal for a two-person team, one to do the tagging and another to move items. Another option is to create a mobile tagging computer terminal, on a cart that can be rolled throughout the library and throughout different buildings as the collections are tagged. The library's approach to this will depend on their vendor and the needs of their library or branches.

For print media, tagging is a simple process: place the RFID tag inside the back cover, close to the spine but away from any places it could bend. To avoid interference from metal shelves, the tags should be at least 1in from the bottom edge of the book. Stagger the tag locations from book to book (top, middle, bottom) to avoid being too close to scan properly when on shelves. This must be done to all print materials in the library system, whether they are staff-use, in-library use, or for checkout to patrons. The security function can alert library staff of any missing items and this can aid in future inventory.

Disc media may need to be handled differently. If the library system had a previous security measure on discs, it can be impossible to remove those other measures without permanent damage to the item, or simply not worth the time and effort vs. re-tagging. If the discs cannot be tagged with their own circular RFID tags, media cases can be tagged with the same RFID tags as print media. This should be done as unobtrusively as possible - either inside any mylar cover to obscure the tag, or for audiobooks inside the back cover (like a print book). Any newly-purchased items should be tagged with new, circular RFID tags as they are processed so they are in compliance with the new system.

If there is no previous security stuck on existing disc media, discs can be tagged during the retro-conversion process. In the case of collections, only one disc should be tagged. It is generally recommended this be the last disc with content (excluding, for instance, Extra Features DVDs or audiobooks with interview discs at the end).

The tagging of special collections depends on the format of the collection. Boxes of microfilm/microfiche, map cases, bases of globes, or carrying cases for borrowing collections of electronics.

It is recommended that the tagging happen in regular stages and statistics be kept about the speed and accuracy of the tagging. This can help administration to better plan the tagging process as the staff doing the tagging get more efficient.

Post Conversion

Although not addressed in depth here, the library should also consider changes in its workflows, especially materials processing, post-conversion.

- While it's likely that the library will always have the need to apply its own tags, many materials vendors will supply the library with pre-tagged items for a fee.
- The library may find creative uses for RFID; one item that came up in tours was using RFID to tag and circulate the many book kits the library has. The library may consider tagging other items as well to assist in "back of house" use of library materials in outreach program and other uses.
- Emerging technologies may allow the library to increase the use of mobile checkout - using a mobile device as part of any circulation activities.

Cost Estimate

The Cost Estimate spreadsheets outline the different costs associated with the RFID retro conversion and is summarized on the top sheet. The Top Sheet shows a summary of all areas of cost and an overall cost for the entire project.

The **Staff Workstation Installation** presents the amount of RFID-enabled workstations per branch (for staff to use for check-in, check-out, and other RFID duties), and the amount of IT staff time the consultant estimates for the installation (which includes programming, testing, travel, and set-up time). This cost is simply for the RFID components of the workstations (RFID sensor pad, pad reader, and software) and assumes that STPL will use existing configured PC workstations for the non-RFID components (PC, monitor, keyboard, mouse, etc.).

The **Self-Check Installation** sheet outlines the cost of purchasing the self-check machines and how many per branch, and includes possible extra stations if they are approved due to COVID-19 precautions. It is assumed that installation for these items will be done by the selected vendor, and an extra column has been included to account for any extra vendor installation costs that may arise.

The **Retroconversion Project Costs** sheet outlines the price of RFID tags, estimated staff hours, and staffing costs per branch for the retroconversion process. Pulling from personal experience and published reports online from other RFID projects, the consultant estimates a tagging efficiency around 175 items per hour for placing book-style tags, and around 60 items per hour for the overlay disc RFID tags. If overlay disc RFID is not used, the rate of placing book-style tags on media cases is comparable to the speed of tagging print media. Using these estimates and the size of the collections per branch reported by St Tammany Parish staff in June of 2020, the consultants arrived at the calculations on the retroconversion Project Costs Sheet.

The final tab in the Cost Estimate sheet is an example **Gantt chart** for the timeframe of the project. This outlines a potential scheme for the project from beginning to end. The first two steps can be taken in conjunction with each other, and includes reviewing collections by qualified staff for their completeness and readiness for tagging, as well as technology staff piloting and installing the proposed new technology systems and making sure they are fully functional before the tagging process (retroconversion) begins.

Note for the Gantt chart: This is an example project plan. An actual project plan can only be created after a vendor is identified and the library has piloted its process. Care should be taken for the library to compare its progress in terms of number of items tagged per hour vs. projections since that will have a

major impact on the actual schedule. This may also speed up as the staff doing the work become accustomed and more efficient during the process.

Additional RFID Resources

This resource (https://alair.ala.org/bitstream/handle/11213/258/RFID.pdf?sequence=108&isAllowed=y)
has a list of advantages of RFID which can be phrased as efficiencies
- Rapid charging/discharging (check in, check out)
- Simplified patron self-charging/discharging
- High reliability
- High-speed electronic inventorying and item searching
- Interfaces with materials handling systems
- Long tag life

This resource (https://journals.ala.org/index.php/ltr/article/download/4513/5298) lists these benefits
- Reduction of staff manual processes, errors, and repetitive motion [which could mean fewer injuries or workman's comp claims because of lower repetitive motion injuries]
- Enhanced customer experience through fast and private self check-outs
- Reduction of staff and patron time spent on finding items
- Integrated security functionality

This resource (https://kcoyle.net/RFIDCostsBenefits.pdf) pg 21-27 lists benefits self-reported by
libraries as being "major" "minor" or "not realized" of RFID. Items with high reported "Major Benefits"
- Self check
- Reduction in lines at circ desk (attributed to the presence of self-checks and the speed of checkout at circ desks)
- Patron Satisfaction
- Reliability of Equipment (one library that said their "accuracy rate has improved with fewer 'claims returned' complaints from patrons.")

Appendix

(https://docs.google.com/spreadsheets/d/1KGrvnhsLPSF5K2OHn-AIHJ3f_9CM93xV3dcnmhjsDcw/edit#gid=0) [Doc added as appendix in Word]

St. Tammany Parish Library Board of Control
Designation of Capital Funds – Technology Upgrade - RFID
April 26, 2022

BE IT RESOLVED that the St. Tammany Parish Library Board of Control designates $946,000 of capital funds for the Technology Upgrade - RFID project. Upgrading to RFID technology will allow the library to improve the speed and accuracy of item handling and processing, provide more time for patron and staff face to face interactions, allow for an improved collection inventory process, increase the security for library collections, and provide a self-service option for those who wish to use it.

WHEREAS, the St. Tammany Parish Library has the capital funds to complete this project.

NOW THEREFORE BE IT RESOLVED, The Library Board of Control asks the Parish of St. Tammany to move forward with this project.

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 26TH DAY OF APRIL, 2022, AT A MEETING OF THE ST. TAMMANY PARISH LIBRARY BOARD OF CONTROL, A QUORUM OF THE MEMBERSHIP BEING PRESENT.

_____

Rebecca Taylor, Board President

ADMINISTRATIVE OFFICE
310 WEST 21ST AVENUE COVINGTON, LA 70433
PH: (985) 871-1219   FAX: (985) 871-1224

ABITA SPRINGS (985) 893-6285   BUSINESS RESOURCE CENTER (985) 626-5314   BUSH (985) 886-3588   CAUSEWAY (985) 626-9779

COVINGTON (985) 893-6280   FOLSOM (985) 796-9728   LACOMBE (985) 882-7858   LEE RD (985) 893-6284

MADISONVILLE (985) 845-4819   MANDEVILLE (985) 626-4293   PEARL RIVER (985) 863-5518   SLIDELL (985) 646-6470

Director's Report — April, 2022

FACILITIES

Work on the Slidell Parking lot expansion continues. The lot has been cleared.

Benny Bruce created the videos of consultant Denelle Wrightson's presentation on the Slidell Renovation visioning activity for staff and patrons. Benny and Amy Bouton created posters on foamboard, videos, and transcripts for display in the Slidell Branch. Beginning on Monday, April 18th, everyone who visits the Slidell Branch location in the coming weeks will have the opportunity to see and hear about possible expansion options and vote for their choices by marking their desired projects on the display boards throughout the branch. The project boards will remain open for viewing and voting through Saturday, May 14th.

The Friends of the Slidell Library donated two oak trees that were planted in the garden at Pearl River Branch.

The wooden fence that lines the back-parking lot and flanks homes in the Forest Manor neighborhood, has been replaced. It was damaged in Hurricane Ida.

The Maintenance Department repaired the raised beds in the herb garden at Slidell Branch.

MARKETING AND OUTREACH

Adele Salzer - Headstart-Dr Seuss-Read across America-Storytime for 3 pre-k classes; Headstart-Family Literacy-Zoom meeting

Jennifer Rifino and Charlene Barrett represented the Library at the Kiwanis Youth Wellness Fair on April 16th.

Evan Kramer presented a talk on technology at the Women of Infinite Possibilities April 21st meeting.

Susan Badon and Cathy Badon – Boats on the Wall, Madisonville

Susan Badon – (2) Pontchartrain Elem. Learning Night Outreach

Tanya DiMaggio, Jennifer Rifino, and Jenny Mayer met with Dorable Dangerfield, Supervisor of Curriculum and Instruction at the St. Tammany Parish Public School System, to discuss ways we can renew partnerships.

Amy Strain gave a presentation at Folsom Elementary School, attended the Library Foundation Distinguished Speaker Series, and attended the Library Foundation Meeting.

Kelly LaRocca and Tanya DiMaggio met with Errick Baldwin, Director of WorkReadyU Adult Education at Northshore Technical Community College, to discuss how STPL can better serve the students in that program.

Carly Nguyen visited Brock Elementary for a Dr. Suess Storytime and Library Card Drive. She also did storytime at the My Little Sprout Too child care center.

Amy Bouton did radio interviews on the Lake 94.7 and the Highway 104.7.

Amy Bouton, Byron Holdiman, and Jenny Mayer taped an episode of Check it out for TV.

Benny Bruce taped and edited podcast episodes to be released in May featuring NAMI St. Tammany and Adele Salzer with Amy Bouton as host.

Kelly LaRocca, Brent Geiger, Jillian Boudreaux, Evan Kramer, Lisa Haley, Nichola Kleyle, Crissie Molina, Megan Jenkins, Jennifer Mayer, Tanya DiMaggio, Noelle Williams, and Amy Bouton have facilitated many Focus Groups.

The Knitting Group at the Bush Branch Library made scarves for a Veteran's Home.

PROFESSIONAL INVOLVEMENT

Tanya DiMaggio and Jennifer Rifino attended the Public Library Association (PLA) Pre-Conference half-day workshop on March 21st titled "Best Practices for Summer Learning Based on Racial Equity".

Kelly LaRocca attended the PLA Budget Committee meeting.

Sarah Aucoin, Lynn Bardell, Robert Barnes, Jillian Boudreaux, Amy Bouton, Tanya DiMaggio, Megan Jenkins, Taylor LeBlanc, Sally McKissack, Jennifer Rifino, and Noelle Williams attended the PLA Conference in Portland, Oregon on March 22-26.

Brent Gieger, Sally Gill, Kelly LaRocca, Iriana Lonon, and Jennifer Mayer attended the Virtual PLA conference.

Lynn Bardell received three Candid Certificates thus far in 2022.

Director's Report — April, 2022

Susan Badon - Youth Mental Health First Aid virtual training by NAMI St. Tammany

Byron Holidman - Completed Genealogy, Part 2 from the State Library of Louisiana; An Introduction to African American Genealogy from New York Public Library (1 hour); Indexing Projects for the 1950 US Census, FamilySearch and National Archives (1 hour).

Cathy Badon, Susan Badon, Charlene Barrett, Alexis Davis, Tanya DiMaggio, Jennifer Mayer, Abby Mayfield, Carly Nguyen, Jennifer Rifino attended the Virtual Faye Kaigler Children's Book Festival on April 6-8.

Tanya DiMaggio completed the requirements and has been certified as a Certified Public Library Administrator through the Public Library Association with the ALA Allied Professional Association's program.

Amanda Soileau, Andy Glasgow, Louanne Bertrand, Audra Kackley, Tanya DiMaggio, Vickie D'Antonio, Ann Saucier, and Monique Pericone attended the Virtual Innovative User Group Conference on April 5-8.

Kelly LaRocca, Tanya DiMaggio, Brent Geiger, Noelle Williams, Sally Gill, Amy Bouton attended the State of the Parish Breakfast on April 19th.

Amy Bouton participated in the Leadership Northshore April activities.

WEBINAR ATTENDANCE

Crissie Molina
Katie Smith
Megan Jenkins
Amy Bouton
Amy Strain
Robert Barnes
Kelly LaRocca

PERSONNEL

Krista Reich, New Circulation Manager at the Mandeville Branch.

Erika Dawson was hired as the new Children's Librarian at the Causeway Branch.

Jessica Aucoin was hired as the new Children's Librarian at the Mandeville Branch.

PARTNERSHIPS

NAMI St. Tammany - In May 2022 we will partner with NAMI St. Tammany for Mental Health Awareness Month. Branches will create displays with Mental Health resources we have available, and we will have resources from NAMI St. Tammany. In addition, we will release a podcast episode featuring Nick Richard, Executive Director of NAMI St. Tammany, and we will do a joint radio interview as well.

BREATHE – We have partnered with the Louisiana Department of Health to place information in our branches about the program: Bringing Respiratory Health Equity for Asthmatics Through Healthier Environments or BREATHE. We will provide information in all of the Branch locations for the public to learn more about free, personalized asthma education.

St. Tammany Master Gardeners – The St. Tammany Master Gardeners are providing a quarterly newsletter for us to provide in the branches.

WEBSITE

February 8- March 17th

59,840 Sessions; 38,647 users

Jan - March YTD 2022
Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	781	170	396	96	332			60		1,835				
Abita	1510	136	948	56	1846	11		80		4,587	558	5,270	216	755
Bush	508	37	1055	26	418	28		40		2,112	196	2,237	85	329
Causeway	5739	679	2976	108	4468	51		453		14,474	1,640	12,966	1429	3987
Covington	9870	844	4601	93	8406	309	313	469		24,905	3,751	16,738	6423	3388
Folsom	1448	87	1351	23	693	174		87		3,863	739	3,260	317	453
Lacombe	621	55	692	14	426	10		48		1,866	545	4,657	294	391
Lee Road	865	61	446	10	1069	5	39	30		2,525	187	1,715	152	650
Madisonville	3584	519	1333	74	4037	44		304		9,895	1,108	9,412	2638	1421
Mandeville	6730	980	2851	112	9458	227	10	684		21,052	3,020	15,712	2265	1784
Pearl River	1205	92	642	65	634	15	180	26		2,859	684	4,829	193	480
Virtual [1]									84207	84,207				
Slidell	10335	1053	4555	143	9707	673	932	926		28,324	5,779	28,634	3556	3227
South Slidell	1830	222	1500	35	1561	35	14	161		5,358	3,811	13,073	2298	3533
Total	45,026	4,935	23,346	855	43,055	1,582	1,488	3,368	84,207	207,862	22,018	118,503	19,866	20,398

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

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

Patrons Registered: 1,609

March 2022
Service Statistics

Branch	Adult Books	CD	DVD	ILL	Juv Bks	Mag	Pbks	YA	Virtual	Total Circulation	Computer Usage	Door Count	Wireless Inside	Wireless Outside
Admin/Annex	290	92	111	40	161			16		710				
Abita	480	39	324	14	682	7		35		1,581	233	2,008	88	307
Bush	158	8	366	10	164	13		14		733	78	819	24	118
Causeway	1834	280	976	41	1605	15		105		4,856	639	4,526	471	1396
Covington	3239	239	1563	28	2956	126	78	150		8,379	1,376	6,091	2276	1205
Folsom	549	24	387	12	284	55		29		1,340	299	1,238	99	131
Lacombe	166	16	250	3	96	4		12		547	225	1,699	96	136
Lee Road	333	21	98	2	367		18	8		847	73	561	48	193
Madisonville	1210	182	484	37	1582	16		96		3,607	368	3,396	960	552
Mandeville	2197	322	942	40	3225	90	5	239		7,060	1,114	5,605	813	649
Pearl River	393	23	169	9	205		81	12		892	236	1,824	64	151
Virtual [1]									28643	28,643				
Slidell	3436	327	1563	46	3819	207	291	392		10,081	2,112	10,326	1324	1155
South Slidell	586	51	466	11	566	18	2	51		1,751	1,436	4,543	779	1267
Total	14,871	1,624	7,699	293	15,712	551	475	1,159	28,643	71,027	8,189	42,636	7,042	7,260

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

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

Patrons Registered: 582

Strategic Planning Committee Update

Strategic planning is making headway.

The Strategic Planning Committee did not officially meet between April. However, various staff subcommittees met instead, particularly those covering focus groups and surveys.

Progress on Strategic Planning includes:

- The Community Survey was published and closed – tallying of results is going on now
- Work on publicity for the community survey and focus group invitations
- Completion of visioning sessions for the Board
- Focus groups held for 20 different user and non-user groups – the last focus groups are scheduled for April 30th
- Our consultants are continuing to work on analyzing the information gathered from key stakeholder interviews and visioning sessions.

Publicity and Communication efforts for our Strategic Planning Process over the last few months include:

When Strategic Planning started and the Community Input Survey opened, we started the push to engage patrons and non-patrons alike through various means of outreach. In addition to the avenues we used below, we also provided links on our website homepage to easily find the survey, as well as Focus Group opportunities. Paper surveys and pencils were provided in the branches, and replenished as-needed. The unofficial survey completion count is: 1823.

Focus Group Invitations were created and sent to specific groups along with the Facebook event invites (see example below).

Radio, Newspaper, Eblasts

March 2, 2022, The Lake 94.7 - https://northshoremedia.net/2022/03/22/community-input-survey-at-st-tammany-libraries/
March 7, 2022 , NOLA/St. Tammany Farmer - https://www.nola.com/news/communities/st_tammany/article_6fd48d54-99d4-11ec-8489-d337d53b7110.html
March Bookrunner: https://stplla.patronpoint.com/email/preview/32
March 19, 2022 – Email to all patrons: https://stplla.patronpoint.com/email/preview/37
April Bookrunner: https://stplla.patronpoint.com/email/preview/38

April 1, 2022, Lake 94.7 and Hwy 104.7, Radio Interview Survey/Focus Groups: https://lake947.net/2022/04/01/lake-rewind-st-tammany-library-kiwanis-club-of-mandeville-and-lake-loot/
April 2, NOLA/St. Tammany Farmer - https://www.nola.com/news/communities/st_tammany/article_f533817c-b10c-11ec-b900-3f04b1c69779.html

Social Media

Twitter:

March 14th – Community Input Survey
March 18th – Community Input Survey
March 27th – Focus Group
March 29th – Community Input Survey

Facebook:

March 13th – Community Input Survey
March 18th – Community Input Survey
March 20th – Community Input Survey
March 22nd – Strategic Planning Overall
March 25th – Focus Group
March 26th – Focus Group
March 27th – Focus Group
March 29th – Community Input Survey
March 29th – Focus Group Invites
March 31st – Community Input Survey
April 4th – Focus Group
April 5th – Focus Group
April 8th – Focus Group
April 9th – Focus Group
April 11th – Community Input Survey
April 12 – Focus Group

Instagram:

March 11th – Community input Survey
March 27th – Focus Group
March 31st – Community Input Survey

LinkedIn:

March 14th – Community Input Survey
March 29th – Community Input Survey

Focus Group Sample Invite:

LIBRARY
ST. TAMMANY PARISH

Be a part of our Strategic Planning Focus Group for Social Service Organizations

The St. Tammany Parish Library invites you to participate in one a focus group meeting for Social Service Organizations about future library services.

April 5, 2022,
at 1 p.m.
at our Slidell Branch Location, 555 Robert Blvd, in the meeting room.

The focus group meeting will last approximately 45 minutes to one hour. Strategic Planning for service is currently underway at St. Tammany Parish Library, and your input is essential to its success.

We hope you will join us for this phase of our Strategic Plan through participating in this focus group.
Please RSVP via email to: crissie.molina@stpl.us, or by phone at: (985) 871-1220, ext. 2007, by April 1, 2022.

service goals aspirations innovation opportunities
create ideas vision information
answers access cultural communityBOOKS future literacy research
collaboration

Sample Social Media Post:

St. Tammany Parish Library is 😄 feeling excited.   • • •
March 29 · 🌐

We are looking for YOUR input as part of our Strategic Planning Process.
Follow this link to complete our Community Input Survey:
https://www.surveymonkey.com/r/STPLCommunity
We can't wait to hear from you!

LIBRARY
ST. TAMMANY PARISH
Strategic Plan for Service
COMMUNITY INPUT SURVEY

opportunities aspirations BOOKS information
service goals vision future innovation
ideas cultural community literacy collaboration
answers access create research

0   **0**
People reached   Engagements   **Boost post**

🔵❤️ Mona Elder and Amy Gates   2 Comments 6 Shares

👍 Like   💬 Comment   ➤ Share   🔒 ▾