

**Rules and Regulations  
of the  
St. Tammany Parish  
Library  
Board of Control**

Revised to October 23, 2023



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## **Mission Statement**

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

## **Vision Statement**

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

# **Chapter 1. Bylaws of the Board**

## **Section 101. Statutory Authority**

*Effective Date: 2/9/2021*

*Revision Date: NA*

The establishment and effect of the rules and regulations of this Chapter (hereinafter referred to as the “Bylaws”) of the St. Tammany Parish Library Board of Control (hereinafter referred to as the “Board”) shall be consistent with the provisions set forth in Part 1 (One) of Chapter Three of Title 25 of the LA Revised Statutes (hereinafter referred to as “the Act”).

## **Section 102. Location**

*Effective Date: 2/9/2021*

*Revision Date: NA*

There is hereby established the parish public library, said library to be located at the parish seat and in other designated towns and wards in the parish (([St. Tammany Parish Code 1998, § 19-001.00; Ord. No. 104, Bk. 2, P. 172](#))).

## **Section 103. Office and Agent**

*Effective Date: 2/9/2021*

*Revision Date: NA*

The registered Office of the St. Tammany Parish Library is 1112 W. 21st Avenue, Covington, Louisiana, and may be changed by a majority of the Board.

The agent of the Board upon whom service of process can be made shall be the Head Librarian, hereinafter referred to as “the Director.”

## **Section 104. Purpose**

*Effective Date: 2/9/2021*

*Revision Date: NA*

The purpose of the St. Tammany Parish Library Board of Control shall be to govern the affairs of the St. Tammany Parish Library according to the applicable statutes and laws, mandates and its own bylaws, as well as the duties assigned by resolutions or ordinances of the St. Tammany Parish Council. The Board oversees the general management of the Library by establishing written policies; employing and/or dismissing the Director; securing adequate funding; approving a budget; providing and maintaining facilities, resources, and services; and endeavoring to continually improve services. The Board hires a professional librarian who administers the library according to the Board’s written policies.

The Board, as the governing body of the St. Tammany Parish Library, is entrusted with the authority to establish policy for the governance of the library system. The purposes of the policies are to:

- Inform everyone of Board intent, goals, and aspirations;
- Promote consistency of Board action;
- Eliminate the need for instant (crisis) policy making;

- Improve public relations;
- Clarify Board Member, Director, and staff roles; and
- Give management clear direction from the Board.

The Board makes an important distinction between Board policies and management procedures. Board policies establish the broad parameters within which Board Members, committees, library management, and staff will operate. Management procedures, developed and implemented by the Director, outline the specifics of how the organization and staff will operate within Board policy. Once the Board officially adopts a new policy, that policy is the standard for dealing with the subject matter covered by the policy. If an issue comes before the Board that is not in line with existing policy, the Board shall consider a policy change.

## **Section 105. General Powers**

*Effective Date: 2/9/2021*

*Revision Date: NA*

The business of the Board shall be governed by the majority rule of the Board Members pursuant to and in accordance with the provisions set forth in the Act and the Bylaws.

## **Section 106. Board Membership**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Appointment**

The Board shall consist of seven citizens of the parish, six of whom are nominated and appointed by the St. Tammany Parish Council and one appointed by the parish president. The parish president shall serve as an ex officio member of the Board or appoint another councilmember or citizen in their stead ([St. Tammany Parish Code 1998, § 19-002.00; Ord. No. 104, Bk. 2, P. 172; Ord. No. 84-138, 6-21-1984; Ord. No. 00-0109, 2-17-2000; Ord. No. 00-0157, 6-1-2000](#)). Each Board Member will be required to review and sign the Manual for St. Tammany Parish Boards and Commissions ([Ord. No. 16-3613, § 2-115.03, 10-6-2016](#)).

### **B. Terms of Appointment**

Board Members will serve for terms of five years. If they continue in office until the expiration of their terms, they may be reappointed or replaced by the Council ([St. Tammany Parish Code 1998, § 19-002.00; Ord. No. 104, Bk. 2, P. 172; Ord. No. 84-138, 6-21-1984; Ord. No. 00-0109, 2-17-2000; Ord. No. 00-0157, 6-1-2000](#)).

### **C. Resignation or Removal from Board**

A Board Member may resign from the Board by submitting a written and signed resignation letter to the Board President or Secretary/Treasurer. The Board may vote to submit a request for the St. Tammany Parish Council to remove a Board Member if they fail to comply with the Board's adopted Bylaws.

#### **D. Vacancies**

Board vacancies shall be filled by the St. Tammany Parish Council for the unexpired portion of a term.

#### **E. Ethical Obligations**

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

#### **F. Responsibilities and Expectations**

The Board shall:

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

The Board is expected to:

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

#### **G. Orientation of Members**

1. Upon appointment, new Board Members will receive the Board Bylaws, a list of Board Members with terms of office and Board officers, a list of upcoming meeting dates, and any other relevant documents.
2. New Board Members will attend an orientation organized by the Director and Board President. If possible, the orientation meeting will take place prior to their attending their first meeting of the Board. The orientation meeting will be conducted by the Director and Board President. Additional members of the Board and Library Administration may be included.
3. The orientation meeting will include but will not be limited to the following: Board Bylaws; Louisiana Library Laws; relationship between the Board and Library Staff; Employee Handbook; Rules and Regulations of the Library Board of Control; Library funding, budget, and budget process; Library policies; Board documents for meetings; Library organizational chart; relationship between parish government and the Library; Boards and Commissions Manual; and a discussion of any immediate problems the Library faces.
4. New Board members shall attend a tour of all branch locations and nonpublic work locations with the Director or an Assistant Director and the Board President. Additional members of the Board may be included.

#### **H. Compensation**

Board Members will not be compensated for service on the Board. Board Members may be reimbursed for authorized travel and continuing education expenses in connection to the Library, as long as they are approved prior to the event by the Board.

### **Section 107. Rights and Liabilities of a Member**

*Effective Date: 2/9/2021*

*Revision Date: NA*

#### **A. Non-Liability for Debts**

The private property of any Board Member shall be exempt for liability for any debts of the Board, and a Board Member shall not be liable or responsible for any debts or liabilities of the Board.



## **B. Indemnification**

The Board shall indemnify any past or present Board Member who was or is exposed to legal consequences as a result of their good faith service as a Board Member.

## **C. Limited Liability**

A "member of a board, commission or authority of a political subdivision" means a person serving as an elected or appointed director, trustee, or member of a board, commission, or authority of a municipality, ward, parish, or special district, board, or commission of the state, including without limitation, a levee district, school board, parish law enforcement district, downtown development district, tourist commission, port commission, publicly owned railroad board or commission, or any other local board, commission, or authority.

A person who serves as a member of a board, commission, or authority of a political subdivision, shall not be individually liable for any act or omission resulting in damage or injury, arising out of the exercise of their judgment in the formation and implementation of policy while acting as a member of a board, commission, or authority of that political subdivision, provided they were acting in good faith and within the scope of their official functions and duties, unless the damage or injury was caused by their willful or wanton misconduct ([R.S. 9:2792.4](#)).

## **Section 109. Meetings of Members**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Regular Meeting**

The regular meeting of the Board shall be held at least five times annually at a place and time designated by the Board.

### **B. Special Meeting**

A special meeting of the Board Members may be called as needed by the Board President or by written request of any four Board Members, and shall be the duty of the Director to cause notice of such meeting to be given as hereinafter provided. The Board President or the Board Member(s) calling the meeting shall fix the time, place, and meeting agenda. Special meetings of the Board should be called only when the business is unable to be addressed by the Library Administration and cannot wait until the next regularly scheduled meeting. In such cases the Director may request that the Board President call a Special Meeting.

### **C. Notice of Meeting**

Written notice of the time and place of a regular meeting and the time, place, and purpose of any special meeting shall be delivered to each Board Member not less than twenty-four hours prior to the scheduled meeting by the Director either personally or by mail.

1. The date, time, place, and agenda of all meetings of the Board shall be posted twenty-four hours before the meeting. These postings shall take place at the principal office of the St. Tammany Parish Library or by publication in a public

news source or an official journal ([R.S. 42:19 \(A\)\(1\)\(b\)\(I\) and R.S. 42:19 \(A\)\(1\)\(b\)\(ii\)\(aa\)](#)).

2. Notice of meetings of the Board shall be posted on the library website not later than twenty-four hours before the meeting.

3. Any matter not on the agenda requires unanimous approval to add the item to the agenda before it may be taken up. After a motion is made to take up the matter, and before a vote is taken, the purpose for adding it to the agenda must be given and an opportunity for public comment allowed ([R.S. 42:7 \(A\)\(1\)\(b\)\(ii\)\(cc\)](#)).

4. If an Executive Session, as discussed more fully in Section 109, D: Executive Sessions, is to be held as part of the meeting to discuss pending or anticipated litigation, there shall also be attached to the written public notice a statement identifying the court, case number, and the parties relative to any pending litigation to be considered at the meeting or a statement identifying the parties involved and reasonably identifying the subject matter of any prospective litigation for which formal written demand has been made that is to be considered at the meeting ([R.S. 42:19 \(A\)\(1\)\(b\)\(iii\)](#)).

#### **D. Executive Sessions**

The Board may hold executive sessions upon an affirmative vote, taken at an open meeting for which notice has been given pursuant to [R.S. 42:19](#), with two-thirds of its constituent members present ([R.S. 42:16](#)).

The vote of each Board Member on the question of holding such an executive session and the reason for holding such an executive session shall be recorded and entered into the minutes of the meeting.

An executive session shall be limited to matters allowed to be exempted from discussion at open meetings by [R.S. 42:17](#); however, no final or binding action shall be taken during an executive session.

1. Discussion of the character, professional competence, or physical or mental health of a person, provided that such person is notified in writing at least twenty-four hours, exclusive of Saturdays, Sundays, and legal holidays, before the scheduled time contained in the notice of the meeting at which such executive session is to take place and that such person may require that such discussion be held at an open meeting. However, nothing in this paragraph shall permit an executive session for discussion of the appointment of a person to a public body.

2. Strategy sessions or negotiations with respect to collective bargaining, prospective litigation after formal written demand, or litigation when an open meeting would have a detrimental effect on the bargaining or litigating position of the public body.

3. Discussion regarding the report, development, or course of action regarding security personnel, plans, or devices.

4. Investigative proceedings regarding allegations of misconduct.

5. Cases of extraordinary emergency, which shall be limited to natural disaster, threat of epidemic, civil disturbances, or other matters of similar magnitude.

## **Section 111. Quorum, Rules of Order, and Enactments**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Quorum**

Four out of seven of the Board Members in attendance or present shall constitute a quorum at all meetings of the Board.

### **B. Rules of Order**

The proceedings of any meeting shall be governed by and conducted in accordance with the most recent edition of Robert's Rules of Order, except as otherwise provided in the Bylaws.

### **C. Enactments**

Any motion or measure, including a motion to consider passage of a resolution of the Board Members, shall be enacted whenever a majority of the Members present votes in favor of such motion or measure, unless otherwise provided for in the Bylaws. A quorum of Members must be present.

## **Section 112. Minutes**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Minutes Requirements**

The Board shall keep written minutes of their open meetings. Minutes are not required to be a verbatim transcript. They need to be sufficient to allow an individual not in attendance to understand what actions were taken at the meeting. The minutes, when approved by a formal vote and consensus of the Board, are the official legal record of the Board meeting.

Minutes shall include:

- Date, time, and place of the meeting.
- Type of meeting: regular, special, or continued.
- Name of the Presiding Officer.
- List of Board Members present and absent.
- Statement that a quorum was present or not present.
- Substance of all matters discussed and decided, and votes taken including:
  - Exact wording of all resolutions whether passed or failed;

- Disposition of each motion made whether passed or failed;
- Notations of committee reports;
- Notation that financial reports were examined by the Board.
- Any other information that a Board Member requests be reflected in the minutes.

### **B. Recording of the Minutes**

The Director and Secretary/Treasurer of the Board are responsible for the minutes. However, in order to allow Board Members and the Director to participate fully in discussions and deliberations, minutes will be recorded in writing by a member of the Library staff. Board Members may request corrections in the minutes before the Board accepts the minutes as a record of the previous meeting. Minutes are officially adopted by affirmative vote and signed by the Secretary/Treasurer or the Presiding Officer.

### **C. Publication and Maintenance of Minutes**

Board minutes are public records and shall be maintained in an archive at the library administrative office. After Board approval, minutes are published in the journal of record for St. Tammany Parish and then published on the library's website.

## **Section 113. Officers and Director**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Officers**

The officers of the Board shall be the President, Vice-President, and Secretary/Treasurer, all of whom shall be Board Members ([R.S. 25:215](#)).

### **B. Election and Term of Office**

The officers shall be elected by acclamation annually by the Board Members at the regular meeting in November and/or the last regular meeting of the year. The Secretary/Treasurer shall contact all Board Members in writing/by email at least thirty days prior to the final meeting of the year to determine if any Board Member has an interest in serving as President, Vice-President, or Secretary/Treasurer of the Board for the next annual term of office. The Secretary/Treasurer shall inform the Board President of the Board Members who are interested in serving and in which position they are interested in serving. The President shall then inform the Board in writing/by email of the proposed slate of officers to be elected in advance of the meeting when the election shall take place. If the election of officers shall not be held at such meeting, such election shall be held as soon as practicable. The officers shall serve for one year as required by the Library Laws of Louisiana ().

### **C. Vacancy, Resignation, and Removal of Officers**

An officer may resign the office in writing to the Board President or Secretary/Treasurer. Any officer elected by the Board Members may be removed by a majority vote of the membership of the Board whenever, in the judgment of said majority, the best interest of the Board will be served thereby. Each officer shall hold office until the next regular meeting of the Board or until their

successor has been elected. Except as otherwise provided for in the Bylaws, the vacancy in any office shall be filled by the Board Members for the unexpired portion of the term.

#### **D. Duties**

**1. President:** The President shall be the principle executive officer of the Board and shall:

- Preside at all meetings;
- Act as liaison between the Board and Director;
- Appoint Board Members to all committees;
- Authorize calls for meetings;
- Lead the Board to do long range planning;
- Assist Board Members to build Board skills;
- Encourage all Board Members to participate in Board activities;
- Ensure all Board Members' views are represented at meetings;
- Ensure that orders and resolutions of the Board are carried out;
- Serve as spokesperson for the Board.

**2. Vice-President:** In the absence of the President or in the event of their inability or refusal to act, the Vice-President shall perform the duties of the President and, when so acting, shall have the powers of and be subject to all the restrictions upon the President. The Vice-President shall also perform such other duties as from time to time may be assigned to them by the Board President.

**3. Secretary/Treasurer:** The Secretary/Treasurer shall be responsible for the accuracy of the minutes of the Board meeting and bring any corrections to the attention of the Board at its next meeting. The Secretary/Treasurer shall sign the approved minutes and file them in the official minutes book. In the event the Secretary is unable to sign, the officer presiding over the meeting can sign the approved minutes. At least thirty days before the final Board meeting of the year, the Secretary/Treasurer shall contact all Board Members to determine the slate of officers for the next annual term of office. See Section 113, B: Election and Term of Office.

**4. Director:** The Director shall be appointed by a majority vote of the membership of the Board. They shall serve as agent of the Board in accordance with the Act, shall have their compensation determined annually by a resolution of the Members, and shall have the following responsibilities:

- a. Keep on file at all times a complete copy of the Bylaws and the rules and regulations of the Board, all as amended, as well as keep an archive of the meeting agendas and minutes.
- b. Direct the day-to-day operations of the library system in a manner consistent with said rules and regulations and directives of the Board.

c. Faithfully assist the Secretary/Treasurer with their respective duties as directed by such officers.

d. Perform all duties incidental to the office of chief administrative officer of a library system, and such other duties as may be properly prescribed by the Board Members or officers thereof.

e. Be subject to all rules and regulations in the St. Tammany Parish Library Employee Handbook unless an exemption to a specific code number has been granted by the Board.

f. Obtain/maintain certification by the Louisiana State Board of Library Examiners.

## **Section 115. Committees**

*Effective Date: 2/9/2021*

*Revision Date: NA*

By majority resolution, the Board Members shall be authorized to establish committees, whereby the purpose of any such committee shall be to facilitate and advance the business of the Board.

A committee shall be comprised of a fixed number of Board Members, and/or employees, and/or agents of the Board, and/or designated members of the community. In addition thereto, the Board President shall be an ex officio member of any committee.

The Board President shall appoint the members of any committee and designate its chairperson. The term of any appointment to a committee shall be concurrent with the term of the Board President or the term of the committee as may be set forth in the subject resolution, whichever is the shortest period.

The chairperson of the committee shall be authorized to call a meeting of the committee and shall post an announcement of the meeting, its time and place, and an agenda for the meeting of the committee no later than twenty-four hours before the meeting. Meeting dates shall be coordinated with the Director to ensure compliance with Open Meetings Law, avoid conflict, and to ensure availability of support staff. Subsequent meetings, rescheduled meetings, or special meetings also must have a public notice and agenda with the time and place of meeting. The posting shall take place at the principal office of the St. Tammany Parish Library or by publication in a public news source or an official journal, and on the St. Tammany Parish Library website. The findings, recommendations, and proceedings of a committee shall be reported to the Board Members at the subsequent meeting of the Board.

The committee constitutes a miniature assembly, being able to act only when a quorum (a majority of committee members) is present.

All committee meetings will be held in accordance with the Open Meetings Law ([R.S. 42:11-28](#)).

## **Section 117. Financial Responsibilities**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Fiscal Year**

The fiscal year of the Board shall begin the first day of each year and shall end on the last day of December of the same year.

### **B. Financial Policies and Procedures**

The Library Board Rules and Regulations contain many policies and procedures relating to finances that can be found later in this manual. Notwithstanding any provision in these Rules and Regulations, all financial transactions and contracts must be in compliance with all Louisiana laws regarding financial transactions and contracts of a public body.

### **C. Financial Responsibilities of the Director**

The Director has a management responsibility for library finances. The Director deploys, enables, and facilitates the financial management of the library. The Director develops and presents the library's budget, recommends a salary scale and benefits, hires and deploys staff, monitors the lines of the budget, prepares and presents financial reports, participates in the yearly audit, stays up to date and educates staff and Board Members on best practices as recommended by the Louisiana Legislative Auditor, and ensures that the Library's bills and financial obligations are paid on time and in accordance with financial best practices and state and federal laws.

### **D. Financial Responsibilities of the Board**

Board Members have a fiduciary responsibility to the Library. They act in the interest of the entire library system and have a responsibility to oversee the internal controls of the library. The Board creates and maintains a culture of standards, values, and ethics for the Library. Board Members adopt the library's budget, adopt the salary scale and approve of library staff benefits, hire the Director, review financial reports to monitor the budget and expenditures, receive and examine the yearly audit, and approve and adopt policies that ensure that financial transactions meet applicable laws and best practices as recommended by the Louisiana Legislative Auditor.

## **Section 119. Miscellaneous**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Waiver of Notice**

Any Board Member may waive in writing any notice of a meeting required to be given by the Bylaws to such Board Member. The attendance of a Board Member at any meeting shall constitute a waiver of notice. This waiver does not constitute a waiver of the Open Meetings Law requirements.

## **B. Rules and Regulations**

The Board Members shall have the power to make and adopt such other rules and regulations that are not inconsistent with the Act, ordinances, and other laws or Bylaws as may be deemed advisable for the governance of the Board and its members.

## **C. Books and Records**

The Board shall keep correct and complete minutes of the meetings of the Board Members. All books and records of the Board may be inspected by any Board Member at any time.

## **Section 121. Amendments**

*Effective Date: 2/9/2021*

*Revision Date: NA*

The Bylaws may be altered, amended, or repealed by the affirmative vote of two-thirds of the membership of the Board at the regular meeting provided the notice of such meeting shall have contained a copy of the proposed alteration, amendment, or repeal.

## **Section 123. Confidential Employee Communications**

*Effective Date: 2/9/2021*

*Revision Date: NA*

### **A. Scope of This Section**

These procedures relate to concerns or complaints relating to any matters including, without limitation, the following: accounting procedures; fraud or deceit; violations of Library policy, rules, or procedures; or violations of parish, state, and/or federal law.

### **B. Confidentiality**

Any employee of the St. Tammany Parish Library shall have the right to communicate confidentially in writing with the Board to report a potential problem or request an investigation. All communications shall be mailed directly to the Board President. In order for a proper investigation to be conducted, as much information as possible is to be included in the written communication to the Board President. The information is to include where and when the incident occurred, names and titles of the individuals involved or present, and a description in as much detail as possible of the concern or complaint being reported to the Board President. The employee reporting the concern or complaint does not have to identify themselves in the confidential written communication. The investigation process would be aided if the identity of the employee is included in the confidential written communication. The address of the Board President can be found on the State Library webpage (<http://www.state.lib.la.us>).

### **C. Retaliation**

The Board will not permit any negative or adverse actions to be taken against any employee or individual who, in good faith, reports a possible violation of law or Library Policy, including any concerns regarding questionable accounting or auditing matters, even if the report may be mistaken, or against any employee or individual who assists in the investigation of a reported



violation. The Director shall not discharge, demote, suspend, threaten, harass or in any manner discriminate against any employee in the terms and conditions of employment based upon any lawful actions of an employee with respect to good faith reporting of any concerns or complaints. Retaliation by any employee in any form shall not be tolerated. Any act of alleged retaliation should be reported immediately to the Board President and will be promptly investigated.

## Chapter 2. Public Use of Library Facilities

### Section 201. Mission

*Effective Date: TK*

*Revision Date: TK*

It is the mission of the Board, to collect, preserve and make available books and other information to the citizens of St. Tammany; to provide a haven for study and contemplation; to be a quiet repository of knowledge. It is not the mission to provide a forum for assembly and speech.

It is the policy of the Board, as part of its information mission, to provide information through both displays and exhibits provided by the library's own collections and/or services or through those of other cultural, educational, and civic organizations. Though the library may be providing space for a display or exhibits, this shall not necessarily indicate that the Board endorses the position promoted by the exhibit or display.

### Section 202. Privacy Policy

*Effective Date: TK*

*Revision Date: TK*

A. It is the policy of The St Tammany Parish Public Library to protect the privacy of those who use the Library. To receive borrowing privileges, the library must obtain certain information about a borrower in order to provide a library account. All staff members shall protect information about Library borrowers, their requests for information, materials, any online sites and resources they access, and their loan transactions, and shall not transmit such information to any individual or to any private or public agency without an order from a court of competent jurisdiction, or as otherwise required by law (*See below for Louisiana Revised Statute 44:13 Registration Records and other Records of use Maintained by Libraries.*)

B. Users may conduct only legal activities while using library resources and services. Nothing in this statement prevents the library from exercising its right to enforce its rules, protect its facilities, and network and equipment from harm, or prevent the use of library facilities and equipment for illegal purposes. Staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers and the network. This includes contacting law enforcement authorities and providing information that may identify the individual(s) perpetrating a violation.

#### **Louisiana Revised Statute [44:13](#) Registration Records and other Records of use Maintained by Libraries**

A. Notwithstanding any provisions of this Chapter or any other law to the contrary, records of any library which is in whole or in part supported by public funds, including the records of public, academic, school, and special libraries, and the State Library of Louisiana, indicating which of its documents or other materials, regardless of format, have been loaned to or used by an identifiable individual or group of individuals may not be disclosed except to a parent or custodian of a minor child seeking access to that child's records, to persons acting within the scope of their duties in the administration of the library, to persons authorized in writing by the individual or group of individuals to inspect such records, or by order of a court of law.

B. Notwithstanding any provisions of this Chapter or any other law to the contrary, records of any such library which are maintained for purposes of registration or for determining eligibility for the use of library services may not be disclosed except as provided in Subsection A of this Section.

C. No provision of this Section shall be so construed as to prohibit or hinder any library or any business office operating jointly with a library from collecting overdue books, documents, films, or other items and/or materials owned or otherwise belonging to such library, nor shall any provision of this Section be so construed as to prohibit or hinder any such library or business office from collecting fines on such overdue books, documents, films, or other items and/or materials.

D. No provision of this Section shall be so construed as to prohibit or hinder any library or librarian from providing information to appropriate law enforcement officers investigating criminal activity in the library witnessed by an employee or patron of the library and reported by the administrative librarian to the appropriate law enforcement officials.

(1) The term "criminal activity in the library", as used in this Subsection, shall mean an activity which constitutes a crime, or otherwise constitutes an offense or violation of any law or ordinance, occurring:

*(a) Within any library building,*

*(b) Upon any library property, or*

*(c) Near a library and the proximity of such activity to a library or library property constitutes an element of the offense.*

(2) The term "information", as used in this Subsection shall include but not be limited to electronic data files, security surveillance video tapes, or other records or materials which may constitute evidence which would assist law enforcement officers in identifying the individual or group of individuals who may have committed criminal activity in the library.

Added by Acts 1983, No. 523, §1; Acts 1991, No. 938, §4; Acts 2001, No. 528, §1.

## **Section 203.Meeting Rooms**

*Effective Date: TK*

*Revision Date: 10/24/2017*

### **A. Purpose of Meeting Rooms**

The primary purpose of library meeting rooms is to provide space for library meetings and programs that promote the mission of the St. Tammany Parish Library. When the rooms are not being used by the library or its affiliate groups, they will be available for use by other groups for lawful, non-commercial uses.

### **B. Accepted Uses**

St. Tammany Parish Library meeting rooms may be used for: educational, governmental, cultural, intellectual, community meetings, forums, presentations, and similar activities.

### **C. Unacceptable Uses**

St. Tammany Parish Library meeting rooms may not be used for:

1. Any purpose that interferes with the operation of the library.
2. Programs involving sales, advertising, solicitation of goods and services, or promotion of commercial products or services, except for book sales by Friends of the Library group and Library sponsored programs such as book signings.
3. Social gatherings such as company parties, family reunions or birthday parties. Weddings and wedding receptions are also not allowed.
4. Any illegal acts.
5. Any gaming activities such as bingo, card clubs or the like.
6. Legal depositions

### **D. General Provisions, Rules, and Policies**

1. All meetings shall be open to the public.
2. Any use of the St. Tammany Parish Library meeting room that is contrary to the mission of the library is strictly prohibited.
3. Money or anything of value cannot be exchanged as an attendance fee or inducement to attend an event in the St. Tammany Parish Library meeting room. This includes before, during, or after a meeting, both on and off of library property.
4. All weapons and tobacco products are strictly prohibited on library property. Alcohol is prohibited, except in specifically approved library functions approved by the Library Director.
5. Meeting rooms are only available during normal library hours. All meeting rooms must be cleared 15 minutes prior to library closing time. Exceptions may be made at the discretion of the Director upon receiving a written request from affiliated groups and occasionally for non-affiliated groups in special circumstances.
6. Set up of meeting rooms may not occur until the regularly scheduled opening time. Exceptions may be made at the discretion of the Director.
7. Normal operation of the library is not to be disrupted by users of the meeting room.
8. Meetings will not be publicized in a manner that suggests library sponsorship or affiliation. The library does not disseminate information for non-library sponsored meetings or sign up participants for non-library sponsored meetings. Exceptions

may be made at the discretion of the Director for information from affiliated groups for inclusion on the STPL website.

9. Meeting rooms will be reserved only to adults. Youth groups are welcome to use the meeting rooms if a responsible adult reserves the room and supervises the group at all times.

10. Chairs and tables are available for meeting room use. It is the responsibility of the group using the meeting room to set up or take down chairs and tables. Library staff cannot assist with this task.

11. Groups are welcome to bring their own equipment. A drop down screen is available in the meeting rooms at the Slidell, South Slidell, Causeway, Madisonville and Covington Branches. All meeting rooms have a dry erase board available.

12. Meeting rooms shall be left in an orderly condition. All furniture shall be put back in its original position. All trash must be removed from the meeting room before the group leaves.

13. Materials are not to be attached to walls, windows, doors or furnishings.

14. A responsible group member will take a headcount of all persons in attendance. The headcount should be given to a staff member at the circulation desk so the number can be recorded for administrative purposes.

15. Any breakage or damage to library building or property shall be paid for by the group using the meeting room. The person signing the meeting room application will be held responsible.

16. Failure to comply with meeting room policies and rules will result in the immediate termination of meeting room privileges.

### **E. Reservation of Meeting Room**

Meeting rooms are scheduled on a first-come, first-served basis. Meeting rooms are for groups of 5 or more.

An application is made on the form provided by the library and is submitted by a primary representative of the applicant group. This representative is responsible for the conduct of the group and adherence to meeting room rules.

An inquiry of availability or completed meeting room application does not constitute a reservation. A room is reserved only after the Branch Manager has approved the application in writing.

Applications shall be made no further than sixty (60) days in advance, or no later than three (3) working days before the meeting date.

Meeting room use by non-library sponsored groups is for specific events rather than for regularly scheduled, ongoing meetings, except for affiliated groups at the discretion of the Director

### **F. Cancellation of Meeting Room Reservation**

Library staff shall be notified of meeting cancellations by the representative of the organization.

The library reserves the right to cancel reservations if the room is needed for library programming. The Library will make every effort to avoid cancellations but does reserve that right.

Meeting room use may also be canceled with no notice due to circumstances beyond the library's control including inclement weather, acts of God, vandalism, or needed emergency repairs.

## **Section 205. Materials Display**

*Effective Date: TK*

*Revision Date: 06/05/2023*

### **A. Displays**

#### ***1. Public***

- a. Public displays shall consist of cultural, educational or civic materials which are designed primarily to promote interest in the use of library materials and information services;
- b. displays shall not include the price of objects;
- c. only the exhibitors contact information can be made available to the public;
- d. requests shall be considered by the branch manager in the order in which they are received;
- e. the library reserves the right to limit the size, number of items, schedules of any display and the frequency with which the artist or organization shall have a display;
- f. a request for a display focusing on a public issue shall indicate that all aspects of the issue will be presented in an equal manner;
- g. all displays must be approved by the branch manager.

#### ***2. Staff***

Staff curate Library displays to further the mission and goals of Library programming and services. Library displays are curated by staff at each branch location under the direction of the Branch Manager, a Department Manager, or occasionally, Administration. All staff displays shall be approved by the Branch Manager.

Library displays created by staff shall feature STPL services, collections, and/or programs which may consist of infographics, book/resource lists, images, decorations, Library materials and resources, Library technologies and services, interactive elements, and third-party information resources.

The Library curates and maintains displays of information and resources at its branch outlets and online in Library discovery and engagement platforms.

Displays in the Children's and Teen's areas of the Library shall be age appropriate for the patrons likely to encounter such displays in those areas.

## **B. Handouts**

1. The library acts as a distribution point for handout materials for public awareness. These items are allowed to have diverse points of view.
2. The library, at its discretion, will provide reasonable space for announcements and notices of programs and activities sponsored by cultural, educational and civic groups.
3. The library will serve as a community information and distribution center for non-partisan political information.
4. Most materials shall be displayed for one month only. When display space is limited, preference shall be given to the library and library affiliated organizations.

## **C. Petitioning or distribution of literature**

Petitioning, solicitation or distribution of literature or leaflets, canvassing, or similar types of appeals by members of the public shall not be allowed in libraries.

## **D. Posting of Flyers**

1. Posting of flyers does not constitute endorsement by the Library Board or the St Tammany Parish Library. Library flyers have priority. All other approved flyers will be posted as space permits for a period of one month or the expiration of the event.
2. All flyers must be approved by the Branch Manager.
3. The Library will not post flyers with commercial advertisement, job openings other than St Tammany Parish Library openings., and offers of items for sale, rent, free or swap. Personal announcements, personal solicitations for charitable contributions and fee for service advertisements are not allowed.
4. Flyers posted without permission will be removed and discarded. Library staff cannot return flyers that have been approved and displayed once the posting period has expired.

5. Flyers publicizing events of nonprofit organizations may show a reasonable fee for admission. Examples would be school plays, church plays, local community theaters and other similar events.

6. Approved flyers should show contact information for organizations or event coordinators and be of professional quality.

## **Section 209. Limits of Library Use**

*Effective Date: TK*

*Revision Date: 10/24/2017; 09/28/2023*

Use of the library by all the citizens of St. Tammany Parish is assured and assumed; however, the following limits must be in place to guarantee the control of public property.

### **A. Borrowing, Circulation and Library Cards**

Any individual has access to library assets, devices, and programs on the premises. In order to have circulation privileges, be able to check out materials, a citizen shall register as a borrower and obtain a library card.

All items must be checked out on a library card in order to be used outside of the library buildings.

Parents have the right and responsibility to guide and direct the reading, listening, and viewing choices of their minor children. Parents and guardians are required to choose a library card type for their minor child, ages 5-17 years old.

Minor library card types and levels of access:

#### **Juvenile Full Restriction Card without Digital Resource Access**

- Cardholders may only check out any book, audiobook, music CD, magazine, or DVD in the Children's Collections: Picture Books, Holiday Books, Board Books, Beginning Readers, Juvenile Fiction, Juvenile Non-Fiction, Juvenile Kits, Juvenile Audiobooks, Juvenile DVDs, Juvenile Music, and Juvenile Magazines.
- Cardholders may not check out any materials in the YA Fiction or YA Non-Fiction collections or any Adult collections, including magazines.
- Materials in the Children's Collections shall not contain sexually explicit material as defined by LA R.S. 25:225.
- Cardholders may not have access to digital resources available from the library.

#### **Juvenile Full Restriction Card with Digital Resource Access**

- Cardholder may have the same level of access as a Juvenile Full Restriction Card.
- Cardholder may have access to digital resources available from the library.
- Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.



#### Juvenile Semi Restriction Card without Digital Resource Access

- Cardholders may check out any book, audiobook, music CD, magazine, or DVD in the children's collections: Picture Books, Holiday Books, Board Books, Beginning Readers, Juvenile Fiction, Juvenile Non-Fiction, Juvenile Kits, Juvenile Audiobooks, Juvenile DVDs, Juvenile Music, and Juvenile Magazines.
- Cardholders may also check out books in the YA Fiction and YA Non-Fiction collections.
- Materials in the YA Fiction and YA Non-Fiction collections shall not contain material that has been deemed sexually explicit by the Library Board of Control as defined by LA R.S. 25:225.
- Cardholders may not check out any materials in any Adult collections, including Adult Fiction and Adult Non-fiction items that have a YA sticker or magazines in the Adult collection.
- Cardholders may not have access to digital resources available from the library.

#### Juvenile Semi Restriction Card with Digital Resource Access

- Cardholder may have the same level of access as a Juvenile Semi Restriction Card without access to digital resources available from the library.
- Cardholder may have access to digital resources available from the library.
- Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.

#### Juvenile Card

- Cardholders may check out any book, audiobook, music CD, or magazine in the library from the Children's, Young Adult, or Adult Collections.
- The Adult Collections may contain material that has been deemed sexually explicit by the Library Board of Control as defined by LA R.S. 25:225. The Adult Collections may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.
- Cardholders may check any DVDs except R-rated. Cardholders may not check out R-rated DVDs.
- Cardholders may have access to digital resources available from the library. Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.

#### Juvenile Unrestricted Card

- Cardholders may check out any book, audiobook, music CD, or magazine in the library from the Children's, Young Adult, or Adult Collections.
- The Adult Collections may contain material that has been deemed sexually explicit by the Library Board of Control as defined by LA R.S. 25:225. The Adult Collections may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.
- Cardholders may check any DVDs including R-rated with parental permission.

- Cardholders may have access to digital resources available from the library. Materials in the Digital Resources collection may contain material that could be considered sexually explicit as defined by LA R.S. 25:225.

## **B. Overdue fees**

Any patron having overdue materials shall be prohibited from checking out additional materials until the overdue materials are returned and fines addressed or paid.

Fines: 3-day grace period—if items are returned within the 3 days. On the fourth day, fines begin inclusive of the 3 day grace period.

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

## **C. Other Fees**

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

- 1.. B & W printing from PCs, Internet, Microforms. 10/per page
2. Color printing from PCs, Internet, Microforms. 50 per page
3. Each patron is given .50 per day towards 5 B&W prints or one color print.
4. Fax cost: Sending and receiving faxes are .10 cents per page. Cover sheets are not required but are .10 cents if used.

## **D. Rules of Behavior**

The library Board of Control shall be responsible for determining the rules of behavior necessary to protect the rights of individuals who use library materials and services, to protect the rights of library employees to conduct library business without interference, and to preserve library materials and facilities.

The St. Tammany Parish library welcomes and encourages the use of its facilities and services by all library patrons. The library shall be open to the public for the purpose of reading, studying, using library materials, attending programs, and using meeting room facilities. The St. Tammany

Parish Library endeavors to ensure that the public shall be permitted to pursue those purposes without encountering unreasonable nuisances at its facilities.

1. Firearms or weapons of any kind shall be prohibited in the library except when carried by law enforcement officials while on duty.
2. Eating and drinking shall be prohibited in the library and under any covered entrance areas. The only exceptions shall be designated in staff areas or at group meetings when permission has been requested in advance as specified in the meeting room rules and regulations.
3. Use of tobacco products shall be prohibited in the library. Use of chewing tobacco and possession of hand-held spittoons shall be prohibited in the library.
4. Consumption of alcohol products of any kind shall be prohibited on library property at any time. Exceptions shall be made by the Library Director when pertinent to the library program.
5. No animals, except guide dogs, shall be permitted in the library except during library approved educational programs.
6. Sleeping shall be prohibited in the library.
7. Any behavior that disturbs library users or staff, hinders others from using the library or library materials, or has the potential of damaging library equipment and property shall be prohibited. Such disruptive behavior shall include, but shall not be limited to, fighting, loitering, running, throwing objects, harassing others, misusing or abusing library equipment, furniture, and landscaping, and playing audio equipment at a level that disturbs others. Loud or boisterous behavior and conversation that is above an acceptable noise level shall be considered disruptive and shall be prohibited.
  - a. Fighting and roughhousing shall be prohibited in the library and on library property. All patrons involved shall be made to leave the premises.
  - b. Loitering or lingering of groups on walkways at entrances shall be prohibited. Individuals or groups who loiter or meander aimlessly in the library or on library grounds shall be asked to leave or to disburse, so that others shall not be hindered and/or intimidated in entering the library.
  - c. Running shall be prohibited.
  - d. Throwing or tossing objects such as balls of paper, paper airplanes, or other objects shall be prohibited.
  - e. Misusing or abusing library equipment, furniture and/or landscaping shall be prohibited. This includes, but shall not be limited to, pounding on

computer keyboards, disregard for instructions on machines, placing feet on furniture and damaging furniture, fixtures, and landscaping.

f. Harassing others, either verbally or physically shall be prohibited.

Harassment shall include initiating unwanted conversations with other library users or staff, impeding access to the building, or following another person about the library to the annoyance of the followed person.

g. Playing audio equipment at a disturbing level, as determined by the library staff, shall be prohibited. Use of audio equipment with headphones at a level that is disturbing to staff or patrons shall be prohibited.

h. Loud or boisterous behavior shall be prohibited. This includes, but shall not be limited to, crying babies, tantrums, loud or disruptive behavior. Parents may be asked to calm or temporarily remove their child from the building in order to maintain a quiet, orderly library atmosphere.

8. Solicitation for profit or charitable purposes and the distribution of leaflets shall be prohibited on library property. This shall include selling anything, such as raffle tickets or candy, for personal or for a charitable cause, begging, panhandling, taking surveys, or circulating petitions. Used book sales are allowed

9. All library users shall wear shoes and appropriate outer clothing. Patrons shall be prohibited from entering the building without shoes and appropriate outer clothing. Swimsuits shall be covered. Wet swimsuits shall be prohibited.

10. Use of roller-blades, roller skates, skateboards, or other sports equipment in the library or on the library property shall be prohibited. For the safety of patrons and staff and the protection of library landscaping and property, use of these items shall be prohibited at anytime on library property.

11. The library shall not be responsible for personal belongings left unattended. Patrons shall not leave valuables unattended at anytime.

12. The library reserves the right to limit the number of people who may sit at a computer carrel, or study table. There shall be a limit of four persons per study table, one person per carrel, and one person per chair. Exceptions shall be made at the discretion of the library staff on duty in the case of a special project or permit scheduled group's access to particular library materials.

a. Groups may arrange to attend starred special programs on library flyers; however, registration is required. Attendance is limited and based on availability. Groups who arrive without prior registration run the risk of being turned away due to capacity restrictions. This policy is in place to ensure a fun and comfortable environment for all children and also follows fire code regulations. Groups are encouraged to attend one special program

in June and one in July as availability allows. Failure to appear at a group pre-registered program without prior notice or just cause may cancel that group's privileges for the season.

13. Cell-phone use is prohibited in the library at all times. Beepers and phones need to be on vibrating only while on premises.

14. Violation of federal and/or state law or local ordinances on library property shall be prosecuted.

## **Section 210. Child Protection**

*Effective Date: TK*

*Revision Date: TK*

### **A. Unattended Children**

The St. Tammany Parish Library welcomes the use of its facilities and services by children of all ages. Our services and programs are offered to make the library enticing to children, to encourage them to visit the library and to develop a love of books, reading and libraries.

The safety and welfare of young children left alone in the library is a serious concern of Library Board of Control and the administration. Young children, left unattended, often become frightened and anxious. Even older children, though they may be able to occupy their time for a short while, often become bored, hungry, and disruptive, disturbing the enjoyment of the library by others.

It is not desirable to have unattended children in the library. The library is a public building and staff cannot know if the children are leaving the building with parents or strangers or even by themselves. Parents are responsible for their children's care and behavior at all times while in the library. The library staff cannot be responsible for children left alone without proper supervision.

For the protection and well being of children who enjoy our libraries and to prevent undue disruption of normal library activities, the St. Tammany Parish Library Board of Control has adopted the following rules. Library supervisors and staff have been authorized to enforce these rules and procedures, effective March 10, 1997.

### **B. Rules**

1. Children age 9 and younger may not be left unattended in any branch of the St. Tammany Parish Library. They must be accompanied by a responsible person - an adult or mature adolescent (16 years of age or older). Responsible parties not attending children's program with children age 9 and younger must remain inside the library facility.
2. The parents, guardians and assigned chaperons are responsible for their children's behavior while in the library and while attending library programs.
3. Children age 10 and older may use the library unattended, but must display acceptable library behavior, conduct, and demeanor.

4. Staff members are not allowed to assume responsibility for any child in the absence of an adult or assigned chaperon, even for a very short time.

## **B. Sex Offender Regulation**

In accordance with its Rules and Regulations the Library Governing Board of St. Tammany Parish has adopted on this 27th day of November, 2012 the following (regulation/ordinance/policy) for the purpose of:

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

### ***Regulation:***

1. Effective January 1, 2013, persons who have been convicted of sex offenses where the victim was under the age of 13 (referred to as “sex offenders” for purposes of this policy/regulation) are restricted in their access to public library property, as follows:
  - a. Children’s Areas—No sex offender shall be physically present in any area of the library designated as a “children’s area” or “young readers’ area”
  - b. No sex offender shall be physically present on public library property during major children’s programming events. A schedule will be posted on-line and at the entrance of the library branch.
  - c. Loitering within 1,000 feet—No sex offender shall loiter within 1,000 feet of public library property.
  - d. Employment—No sex offender shall apply for, work for, or otherwise provide services to a library branch as an employee, contractor, sub-contractor, or volunteer
2. Exceptions to these restrictions are:
  - a. Police station/courthouse/polling station—There shall be no violation of this regulation if the sex offender is reporting to a police station, courthouse, or polling station that is within the restricted area.
  - b. With special permission—There shall be no violation of this regulation if the sex offender has requested and has been granted written permission to be physically present on public library property from the library director or his designee, and the sex offender complies with any special restrictions contained within the permission.

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

- a. Background checks—Implement procedures to provide that library employees, contractors, sub-contractors, and volunteers who will interact with children or will be required to work in the restricted areas may be subject to criminal background checks.
- b. Configuration—To the extent possible, each library branch shall be arranged in a manner to ensure that areas devoted to children and young readers may be easily supervised by library staff, and such areas are segregated from other library resources and facilities.
- c. Notice—Implement procedures to ensure adequate public notice of each library branch's times and dates of children's programming. Adequate notice may include posting such information in a prominent location near the library's entrance and on the library's website.
- d. Surrogate—Implement procedures to allow sex offenders to authorize a surrogate to check out library materials using the sex offender's library card.
- e. Enforcement—Implement procedures to update policies, where necessary, and enforce policies regarding unattended children.

4. The Library Director and members of the public are invited to make recommendations to the Library Board to improve this regulation or suggest legislative changes that will allow public libraries to more effectively achieve the public purposes set forth herein.

**Authority Note:** Act 693 of the 2012 Regular Session of the Louisiana Legislature amended and re-enacted R.S. 14.91.2. The effective date of the Act is January 1, 2013.

## **Section 211. Electronic Resources**

*Effective Date: TK*

*Revision Date: TK*

### **A. Electronic Resources, General**

The Library's electronic resources are intended for research and educational purposes. Internet resources contain much valuable information, but the user should be aware that material found on the Internet may be inaccurate, incomplete, outdated or offensive (i.e., material that may be considered indecent, obscene, pornographic, violent or otherwise inappropriate for the user.)

### **B. Responsibility of the User, Parent(s) or Legal Guardian(s)**

It shall be the responsibility of the user to evaluate the quality of the information accessed through the Internet. Although Filtered Internet service is available at the Library, the user, not the Library,

shall be responsible for any site that the user accesses or otherwise views at the workstation. The Library does not monitor or control information which is accessed through the Internet and shall not be responsible for any of its contents, for changes in the content of the linked sources, or for the content of any source accessed through secondary links. Parents or legal guardians, not the Library, shall be responsible for the material accessed on the Internet by their children who are below the age of eighteen (18) years old.

### **C. Workstation Use and access to the Internet**

1. Any patron below the age of ten (10) years old may be allowed to use a workstation, but only when accompanied and under the direct control and supervision of a parent or legal guardian of the subject patron.
2. Any patron between the ages of ten (10) and seventeen (17) years old, inclusive, may be allowed to independently use any work station, but may access the Internet only to the extent that is set forth in an approved Internet user consent form which is executed in person at the Library by the subject patron's parent or legal guardian.

### **D.Schedule and Time Limits**

The staff of the Library shall be authorized to, and shall post and maintain a schedule of use for each and every work station.

### **E.Printing Fee**

Although there is no charge for the use of any workstation, there shall be a .10 per page fee for black and white prints and & .50 per page fee for color prints whenever the user prints any electronic resource material.

### **F.Prohibited Uses of Electronic Resources and Work Stations**

Every work station (and its computer equipment and appurtenances), irrespective of its configuration or placement within the Library, and all of the area in proximity thereto, shall be considered open to, and open to the view of the public. It shall be prohibited for a user to access and/or display any material that may be considered indecent, obscene, or pornographic. Other prohibited uses of the work station shall include, but shall not be limited to, the following:

1. Using or occupying the work station not in accordance with the Library's schedule of use for the work station.
2. Attempt to alter software configuration, install or download any software.
3. Violating any copyright law or software license agreement.
4. Damaging or altering in any manner whatsoever any computer equipment, software configuration, or file which belongs to the Library, any other user, or any external network.



5. Using the Internet or the work station for any activity that violates any local, state, or federal law, ordinance, or rule and regulation.

6. Effecting or causing any act or failure to act which impairs the efficiency or effectiveness of the Library or any of its services.

Whenever any staff member of the Library determines that the user violated or breached any provision herein above, the staff of the Library shall be authorized to, and shall immediately terminate the patron's use of the work station. If the user refuses to leave a site upon request of the staff, the user's Internet privileges shall be prohibited for one week. After a second refusal violation, the user's privileges shall be prohibited for one month; a third refusal violation will result in privileges revocation at the discretion of the Library Director.

#### **G. Other Prohibitions**

1. No patron shall annoy, harass, disturb, or infringe upon in any manner whatsoever any user of any work station.

2. No patron or user shall consume any food or beverage of any type at any work station.

### **Section 213. Information Usage by Patrons**

*Effective Date: TK*

*Revision Date: TK*

#### **A. General**

The St. Tammany Parish Library assumes no responsibility for the way in which a patron uses information obtained at the library.

#### **B. Appropriate patron Assistance**

Library staff should assist patrons in locating information. However, the interpretation of any information is solely the responsibility of the library patron. The library staff is neither competent nor permitted to provide legal, medical, business, tax or other similar professional services or advice. Library staff does not provide secretarial or clerical services or supplies.

#### **C. Online transactions**

The library assumes no responsibility for the security, correctness or successful completion of online transactions, downloads or electrical connections. Due to the sensitive nature of personal and financial information, library staff may not assist patrons with filling out paper or electronic forms requiring financial or personal information. The library staff also may not assist patrons with any activities, online or on paper, involving credit cards, debit cards, bank accounts, and social security numbers, credit reports, government applications for benefits or similar activities.

### **Section 215. Wireless Access**

*Effective Date: TK*

*Revision Date: TK*

## **A. General**

The St Tammany Parish Library provides wireless access as a public service. Patrons must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet. All Library rules and policies will apply to wireless access. Wireless access is only available during normal operating hours.

## **B. Release of Liability**

1. It is the user's sole responsibility to protect computers and information from all risks associated with using the Internet, including any damage, loss, or theft that may occur as a result of the use of the library's wireless access.
2. The library staff members cannot configure laptops nor install wireless cards. The library assumes no responsibility for any alterations or interference with a laptop's configuration, operation, or data files resulting from connection to the wireless network.
3. The library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times and may only use electrical outlets designated by the library as long as they do not create a safety hazard or interfere with library operations and/or other customers use of the library. The library is not responsible for any damage resulting from plugging into a library electrical outlet.

## **Section 216. Social Media Patron Policy**

*Effective Date: TK*

*Revision Date: TK*

### **A. Purpose of the Policy**

Online social networks such as Facebook, Twitter, YouTube, and Pinterest are valuable tools to create relationships with library users, disseminate information, and promote library materials and events. St. Tammany Parish Library's use of social media will be directed by these goals.

Participation in St. Tammany Parish Library social networking sites implies agreement with the Terms of Use of each third party site and St. Tammany Parish Library Internet and Social Media policies.

### **B. Rights of Use**

The St. Tammany Parish Library reserves the right to use comments made on social media sites in other promotional activities. Only the first name of the poster will be used unless permission is granted to include more identifying information.

The library also reserves the right to edit or modify any post or comment for space or content while retaining the intent of the original post.

The library will not be held responsible for posts made by social media users and assumes no liability regarding any event or interaction on a social media site.

### **C. Unacceptable Uses**

All St. Tammany Parish Library social media sites will be monitored and the following removed:

- Racial, libelous, or obscene comments
- Postings which violate or potentially violate local, state, or federal laws.
- Commercial promotions
- Political or religious activities
- Violations of copyright, trademark, or intellectual property rights of a third party
- Topics unrelated to the content of the forum
- Photos or images that fall in the above categories
- Posts in violation of library policy

## **Section 217. Security Camera Policy**

*Effective Date: 11/27/2018*

*Revision Date: 11/27/2018*

### **A. General**

The St. Tammany Parish Library strives to offer a welcoming environment where patrons can use the Library's resources in safety and comfort. Security cameras are in use at the Library for the narrow purpose of enhancing the physical security of the Library, its property, staff and patrons. The purpose of this policy is to establish guidelines for the placement and use of the cameras, as well as the access and retrieval of recorded images.

### **B. Purpose of Security Cameras**

1. Security cameras will be used in public places to document events involving the safety and security of patrons, staff, and Library property. Cameras will not be installed in areas of the Library where individuals have a reasonable expectation of privacy, such as restrooms, private offices, or staff break rooms. Cameras will be placed in indoor and outdoor areas.
2. Cameras will not be positioned to identify a person's reading, viewing, or listening activities in the Library. Audio will not be recorded.
3. Signs are posted at the Library entrances informing the public and staff that cameras are in use.
4. Cameras are not installed for the purpose of monitoring staff performance and will not be used for the purpose of routine staff performance evaluations.
5. Cameras are not continuously monitored and therefore individuals should continue to take appropriate precautions for their safety and for the security of their personal property.

6. Camera locations will not be changed without permission from the Director or designee.

### **C. Use and Disclosure of Video Records**

1. Digital records may be used to identify the person or persons responsible for Library policy violations, criminal activity, damage or destruction of Library property or actions disruptive to normal Library operations.

2. Data from the cameras is recorded and stored on an onsite DVR. Recorded data is considered confidential and secure. Access to recorded data is limited to the following Library staff: Library Director or the Director's designated appointees. Authorized individuals may review recorded data in order to identify those responsible for suspected Library policy violations or criminal activity on Library property.

3. Digital security records are not to be used to identify the activities of individual Library patrons except as viewed in relation to suspected criminal activity, suspected violation of the Library's Policies or incidents where there is reasonable basis to believe a claim may be made against the Library for civil liability.

4. The Director or his/her designee may use a still shot or selected portions of recorded data to request law enforcement review of a specific individual or for investigating a crime on Library property.

5. A copy of digital security data will be made available to law enforcement upon request and with the approval of the Director or his/her designee. Recorded data will be accorded the same level of confidentiality and protection provided to Library users by Louisiana state law and the Library's policies.

6. Confidentiality and privacy issues prevent the Library from allowing the public to view security camera footage. If the Library receives a request from the general public to view recorded camera footage, the public will be advised to file a police report.

7. Video images are stored digitally and retained for a minimum of 30 days.

8. In the event of a suspected crime or incident, still shots or selected portions of the recorded data will be maintained until resolution of the specific incident.

9. Occasional spot-checking of images and recordings will occur to assure proper operation of security equipment.

10. Live viewing of data may occur to alert staff to patrons in an unstaffed public area of the Library or in cases of suspected criminal activity.

11. Recordings shall not be used or disclosed other than as specifically authorized by this policy. Staff who misuse this data will be subject to disciplinary action.

## **Chapter 3. Financial Administration**

### **Section 301. Financial Practices**

*Effective Date: 3/22/2022*

The St. Tammany Parish Library, in accordance with sound financial practices, strives to ensure compliance with applicable Generally Accepted Accounting Principles (GAAP) and or standards set by the Governmental Accounting Standards Board (GASB); ensure adequacy of support for all transactions and financial statements; and ensure internal control activities are properly designed and implemented.

The fiscal year of the Board shall begin the first day of each year and shall end on the last day of December of the same year (as per Section 117 of the Board Bylaws).

### **Section 302. Transactions**

*Effective Date: 3/22/2022*

The following list includes the types or transactions that the Library does and does not participate in. Specific policies regarding each type of transaction can be found later in this chapter.

#### **A. Petty Cash**

The Library shall not maintain a petty cash account. Material and equipment purchase orders are to specify inside delivery to facilitate this policy.

#### **B. Checks and ACH**

The Library prefers to pay expenses by check and automated clearing house (ACH). All efforts will be made to place orders in a way that allows the Library to be invoiced to pay in this manner.

#### **C. Cash**

Although the Library does not pay for expenses using cash, the Library collects cash at branch libraries for the payment of fines and fees.

#### **D. Credit Cards**

Credit cards are used for expenses when no other form of payment is accepted. The Library accepts credit card payment for fines and fees.

## **Section 303. Audit**

*Effective Date: 3/22/2022*

The Library shall be audited by an independent Certified Public Accountant at the end of each operating year. The Audit shall be distributed to:

- Legislative Auditor (1 copy provided electronically by the Auditor)
- St. Tammany Parish Council Office (1 copy)
- St. Tammany Parish President (1 copy)
- St. Tammany Parish Office of Finance (1 copy provided electronically by the Auditor)
- Members of the Board (8 copies)
- Assistant Directors (2 copies)
- Library Director (1 copy)

## **Section 305. Record Retention**

*Effective Date: 3/22/2022*

Library records will be kept in accordance with the most current Records Retention Schedule as laid out by the Louisiana Secretary of State Division of Archives, Records Management and History. See Appendix B for full schedule.

## **Section 307. Budgeting Process**

*Effective Date: 7/25/2017*

*Revision Date: 3/22/2022*

The Library Director has the overall responsibility for preparing, presenting, and administering the annual budget for the general fund and all special revenue funds in accordance with Louisiana Revised Statutes (R.S.) [39:1301-1315](#).

Furthermore, the Director shall have the duty and power to prepare and submit an annual operations budget for the Library to the Board in accordance with the provisions of [R.S. 25:211 et seq.](#) and any other supplementary laws or ordinances.

The Board is responsible for adopting budgets and amending budgets on a timely basis.

Copies of the adopted budget, budget adoption instrument, budget amendments, supporting schedules, and correspondence related to the budgets are to be retained in the Director's office and the Business Manager's office

### **A. Timing**

The Director will present the proposed annual budget with a proposed adoption instrument to the Board no later than 15 days prior to the beginning of the fiscal year (see Section 117). Also, the proposed budget must be made available for public inspection no later than 15 days prior to the beginning of the fiscal year in accordance with state law. (See [R.S. 39:1306](#) and [R.S. 39:1308](#) for when and where to post the budget.)

The Board is responsible for adopting the budget in an open meeting before the end of the prior fiscal year.

Before the adoption of the budget, if the Library has total proposed expenditures of \$500,000 or more from the general fund and any special revenue funds in a fiscal year, the public must be given an opportunity to participate in the budgetary process in accordance with state law. No proposed budget shall be considered for adoption or otherwise finalized until at least one public hearing has been conducted on the proposal. The Library must comply with the notice, publication, and public hearing requirements as required by state law ([R.S. 39:1307](#)).

## **B. Budget Preparation**

The Director is to prepare a comprehensive budget presenting a complete financial plan for each fiscal year for the general fund using the following guidelines:

- ***Revenue Projections:*** Budgeted by fund and based on historical data and known trends. Trends are analyzed for all sources of revenue to consider whether any increases or decreases are warranted.
- ***Expenditure Projections:*** Budgeted by fund and/or department and based on actual costs and reasonable estimates. The Director meets with Library Administrators and Department Heads to receive/discuss budget requests for the year. Using the side-by-side comparison, the current year line-item expenditures shall be analyzed to identify costs that can be reduced or eliminated and those that may increase. The total of proposed expenditures shall not exceed the total of estimated funds available for the ensuing fiscal year, i.e. the beginning fund balance and any anticipated revenues.
- ***Fund Balance:*** Maintain a minimum general fund balance of between 40% and 60% of operating revenues or no less than five to eight months of operating expenditures.

The Director prepares a proposed budget for the general fund and each special revenue fund that includes the following as required by state law ([R.S. 39:1305](#)):

- Clearly presented side-by-side detailed comparison of information for the current year;
- Estimated fund balance at beginning of year;
- Year-to-date actual receipts and revenues received;
- Estimated revenues/receipts itemized by source;
- Estimates of all receipts and revenues to be received the remainder of the year;
- Year-to-date actual expenditures;
- Estimates of all expenditures to be made the remainder of the year itemized;
- Recommended expenditures itemized by department, function, and character;
- Other financing sources and uses by source and use;
- The year-to-date actual and estimated fund balance at end of fiscal year;
- The percentage change for each item of information as required by state law ([R.S. 39:1305\(C\)\(2\)\(a\)](#)).

The Director prepares the budget adoption instrument to adopt and implement the budget document as required by state law ([R.S. 39:1305\(D\)](#)).

The Director prepares and signs a budget message that contains a summary description of the proposed budget, policies and objectives, assumptions, budgetary basis, and a discussion of the most important features as required by state law ([R.S. 39:1305\(C\) \(1\)](#)).

### **C. Budget Availability, Presentation, and Adoption**

Before the adoption of the budget, the budget must be made available for public inspection ([R.S. 39:1306](#)).

If total proposed expenditures are \$500,000 or more, it is mandatory that a notice be published in the official journal stating that (a) the proposed budget is available for public inspection (no later than 15 days prior to the beginning of the fiscal year); (b) a public hearing on the proposed budget will be held; and (c) the date, time, and place of the hearing. [Note: The notice must be published at least 10 days prior to the date of the first public hearing.]

The Board conducts at least one public hearing on the proposed budget before it is adopted ([R.S. 39:1307](#)). Library Administration certifies completion of public participation in the budget process by publishing a notice in the official journal ([R.S. 39:1307](#)).

The Director presents the proposed budget document (i.e., budget message, resolution, and budget statement) to the Board no later than 15 days prior to the beginning of the fiscal year in accordance with state law ([R.S. 39:1306](#)).

The budget is adopted in an open meeting before the end of the prior fiscal year in accordance with state law ([R.S. 39:1309\(B\)](#)). [Note: The adopted



budget must be balanced with approved expenditures not exceeding the total of estimated funds available.]

Upon adoption, copies of the budget and signed adoption instrument are provided to the Director and maintained on file as required by state law ([R.S. 39:1309\(D\)](#)).

#### **D. Budget Monitoring**

The Director will administer and monitor the budgets and provide the Board with monthly financial statements and budget-to-actual comparisons, including any warnings of any corrective action needed.

The Director prepares monthly budget-to-actual comparison statements and formally presents these to the Board for review/monitoring purposes.

The Director must advise the Board ([R.S. 39:1311](#)) when:

- a. Total revenue and other sources plus projected revenue and other sources for the remainder of the year, within a fund, are failing to meet total budgeted revenues and other sources by 5% or more.
- b. Total actual expenditures and other uses plus projected expenditures and other uses for the remainder of the year, within a fund, are exceeding the total budgeted expenditures and other uses by 5% or more.
- c. Actual beginning fund balance, within a fund, fails to meet estimated beginning fund balance by 5% or more and fund balance is being used to fund current year expenditures.

#### **E. Budget Amendment**

The Board adopts a budget amendment (using the appropriate adoption instrument) in an open meeting upon receiving notification of a 5% variance or a change in operations upon which the original budget was developed.

### **Section 309. Financial Reporting**

*Effective Date: 7/25/2017*

*Revision Date: 3/22/2022*

Financial reporting is the primary tool used by Library Administration to monitor income and expenditures and to make decisions. The Library, as a public body, is accountable for the manner in which funds are spent. It is essential to monitor actual progress against the budget (financial plan for the year) to ensure that the desired fiscal result will be achieved.

An accounting system is maintained that provides timely information and an

accurate picture of the Library's financial condition. Accounting practices are in accordance with generally accepted accounting principles (GAAP) and generally accepted government auditing standards (GAGAS). Furthermore, Library Administration ensures there is an adequate separation of functions to ensure assets are safeguarded and the potential for errors in the records are minimized.

### **A. Monthly Reporting**

The Director is responsible for overseeing the preparation of the monthly financial statements, including budget-to-actual comparisons, on all funds (e.g., general fund, utility fund, special revenue fund, etc.) of the Library. If necessary, the Library may contract with an external accounting firm to provide assistance to ensure the preparation of timely and accurate financial statements.

The Director is to formally present the monthly financial statements and budget comparisons to the Board, including any warnings of corrective/remedial action needed (e.g., amend the budget). Discussion of the monthly financial statements and budget comparisons should be on the meeting agenda, and the written minutes should reflect such discussion.

### **B. Annual Reporting**

Annual financial reporting provides accountability and is required by state law ([R.S. 24:513](#)). Annually, the Board is to approve the engagement of an independent certified public accountant to perform the Library's audit, which is also subject to the approval of the Louisiana Legislative Auditor.

State law requires that the auditor be provided with all the books and records needed to perform the audit, and [R.S. 24:518](#) provides penalties for failure to do so. The audit must be completed and submitted to the Legislative Auditor no later than six months after the close of the fiscal year (see [R.S. 24:513\(A\)\(5\)\(a\)\(i\)](#) and Section 117). However, under the provisions of [R.S. 29:724\(B\)\(1\)](#), the Library may have an extension at any time after a disaster or emergency is declared that prevents the Library from completing its report within six months of the close of the fiscal year.

## **Section 311. Bank Reconciliation**

*Effective Date: 7/25/2017*

*Revision Date: 04/26/2022*

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: 3/01/2017*

*Revision Date: 9/01/2017; 04/26/2022*

### **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.

### **A. 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.

## **B. 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.

## **C. 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.

## **D. 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

#### **E. 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.

#### **F. 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: 9/22/2015*

*Revision Date: 3/01/2016; 4/26/2022*

#### **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: 5/26/2015*

*Revision Date: 5/26/2015; 4/26/2022*

### **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: 5/26/2015*

*Revision Date: 5/26/2015; 5/31/2022*

### **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:

- a. Alcoholic beverages
- b. Tobacco products
- c. 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; 5/31/2022*

### **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.

### **Section 323. Capital Assets**

*Effective Date: 07/25/2017*

*Revision Date: 5/31/2022*

Capital assets, which include property, vehicles, furniture and equipment, computers, and building improvements, are reported in the government-wide financial statements.

Capital assets are recorded at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation.

Depreciation of all exhaustible capital assets is charged as an expense against the Library's operations. In the fund financial statements, capital assets are accounted for as capital outlay expenditures upon acquisitions.

The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related fixed assets, as applicable. The Library capitalizes equipment in excess of \$2,500 and improvements in excess of \$25,000. The Library capitalizes all books and other items except for periodicals and reference materials.

The following estimated useful lives and methods are used to compute depreciation:

Books	5 years	Straight Line
Vehicles	5 years	Straight Line
Furniture and Equipment	5-10 years	Straight Line
Computers	5 years	Straight Line
Building Improvements	20-30 years	Straight Line

### **Section 325. Disbursement**

*Effective Date: 11/28/2017*

*Revision Date: 5/31/2022*

All disbursements are made by paper check or automated clearing house (ACH). Cash payments

are prohibited.

Checks are printed weekly for payment. ACH payments are drafted on schedule or as needed.

The supply of blank/unused checks are maintained under lock and access is restricted to only the Director, Assistant Directors, and Bookkeeper/Office Manager.

All bills are given to the Bookkeeper/Office Manager who stamps each bill received with the date.

Bills are then approved by the initials of the department head or administrative staff member who made the order—certifying the items were received along with a packing slip. All

documentation supporting a disbursement should be attached together. The Bookkeeper/Office Manager then enters each bill into the accounting software to be paid.

Checks and invoices are then sent to the Director/designee for signatures and verification. The Director/designee must verify that check and invoice amounts match. Once the checks and invoices are matched, the Director/designee must then sign the check. Two signatures are required.

After checks are signed,

- Invoices and checks are returned to the Administrative Associate who detaches each check stub and attaches it to the invoice.
- The Administrative Associate then places the check and payment receipt in the appropriate envelope.
- Payments are then taken by the Administrative Associate to the Post Office and mailed.
- Invoices with attached check stubs are then filed in appropriate folders.

In the case of an ACH, when a paper check is not prepared,

- The invoice is stamped with a location for the two required signatures.
- Once signed, the Bookkeeper initiates a transfer and the Director releases it.
- For scheduled drafts the Bookkeeper verifies all information prior to the draft date.

Invoices are then filed in appropriate folders.

## **Section 327. Contracts**

*Effective Date: 7/26/2022*

*Revision Date: TK*

### **A. Contracts**

Contracts are required for professional services, leases, and purchases of property. Contracts are also required for materials and supplies in excess of \$30,000 and public works projects over \$250,000 and follow the provisions of the Louisiana Public Bid Law (R.S. 38:2211, et seq.

All documentation related to compliance with these provisions should be documented in writing and maintained in the contract file.

Administration must ensure that:

- An open and competitive atmosphere is to be provided
- Contracts with related parties (family and business interests) are strictly prohibited in accordance with the Louisiana Code of Governmental Ethics, La. R.S. 42:1101, et seq.

## Rules and Regulations of the St. Tammany Library Board of Control

- Payments are made in accordance with the terms and conditions of the contract with funds appropriated for that purpose
- Contracts and related documentation are maintained in an organized manner at the administrative office.

### **B. State Contracts and Piggybacks**

The Library will utilize state contracts or “piggyback” on another parish library system’s contract whenever possible. These contracts have been competitively bid and are therefore advantageous to the Library.

### **C. Standard Terms and Conditions**

Contract terms and conditions should be clearly stated and in the best interests of the entity, and include the following:

- Specific goods/services to be performed and costs;
- Timing of service delivery;
- Period covered by the contract;
- Clearly defined performance standards and measurable outcomes;
- How vendor performance will be evaluated/monitored;
- If and how the contract may be amended (change orders) within the scope of the contract or terminated;
- Consequences for failure to meet contract requirements.

### **D. Review and Approval Process**

Before any contract can be executed, the contract must be reviewed by the Director or an Assistant Director to ensure that standard terms and conditions are in place and that Louisiana Public Bid law is followed. The reviewer must recommend the contract approval in writing. Evidence of review should be documented and maintained in the contract file. Legal review for contracts is provided by the Civil Division of the District Attorney’s office in novel situation. Evidence of the District Attorney’s review should be maintained and documented in the contract file.

All contracts the Library enters into will be listed in the Director’s Report at the next meeting of the LBOC. Contracts for the following require Board approval before execution:

- leased library facilities
- purchases of real property
- materials, supplies, and equipment of \$30,000 or more
- services (professional and nonprofessional) of \$100,000 or more

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- public works projects of \$250,000 or more

All other types of contracts shall be executed by library administration after proper review.

Any additions or modifications of existing contracts shall be reviewed by the Director and if necessary by Legal Counsel. All modifications or additions to existing contracts will be listed in the Director's report at the next meeting of the LBOC. Any significant modifications or additions to contracts meeting the thresholds described in this section will require approval by the LBOC.

### **E. Monitoring Process**

For each contract (including change orders), Administration should designate a contract manager with the authority and knowledge to monitor the contract and related project/service.

### **F. Payment**

Payments to vendors should only be made by the Purchasing function after verifying with the contract manager that the related goods or services have been received or performed in accordance with the terms of the contract.

## **Section 329. Purchasing**

*Effective Date: 7/26/2022*

*Revision Date: TK*

Good controls over purchasing and disbursements require appropriate checks and balances; therefore, more than one individual should be involved in purchasing and disbursement functions. Any personal use or misappropriation of assets of the St. Tammany Parish Library will result in termination of employment and possible legal action. Related party transactions are strictly prohibited (i.e., transactions with any individual(s) or business that is "related" to a municipal official or employee). Administration must always provide an open and competitive atmosphere and ensure that written bids/quotes are solicited for purchases (including recurring purchases) that exceed the applicable dollar thresholds provided in the Louisiana Public Bid Law (R.S 38:2211-2226). All purchasing policies and procedures follow the best practices outlined by the Louisiana Legislative Auditor. The following is an overview of the various methods of procurement that are utilized by the Library.

### **A. Quotes**

Purchases of materials, supplies, or equipment less than \$10,000 require one quote and must be a commercial product or service priced and sold in substantial quantities to the general public. There is no requirement for competition, and reasonableness of cost will be determined by Administration based on experience with similar or like transactions. This type of procurement is conducted by the submission of a Request for Order in the

procurement software by the requesting department, approval, and the issuance of a Purchase Order (PO) by the Department Manager or Administration.

At least three (3) quotes are required for the following types of purchases based on estimated cost of the purchase. There is a requirement for competition. Quotes may be written, emailed, or faxed. Quotes can be directly solicited and/or publicly advertised.

- Materials, Supplies & Equipment - \$10,000 to \$29,999
- Services (Professional & Non-Professional) – \$10,000 to \$99,999
- Public Works Projects – Any amount up to \$249,999

The lowest responsive and responsible quote provider who best meets all requirements shall be awarded the job.

## **B. Bids**

The purpose and intention of a bid is to obtain goods and services at the lowest prices by stimulating competition and by preventing favoritism. Bids are required for:

- Materials, supplies, and equipment - \$30,000 or more
- Services (Professional & Non-Professional) - \$100,000 or more
- Public works projects - \$250,000 or more
- Contracts for routine maintenance are not required to be publicly bid unless the contract exceeds two years in duration

Bids require advertising in the official journal to ensure adequate competition.

Advertising in other larger circulation newspapers or venues may be suggested and/or required. All specifications, performance requirements, and contract terms must be included in the bid solicitation documents.

Bids shall be submitted in a sealed envelope and are then publicly opened and read aloud on the appointed day and time as stated in the advertisement. The lowest responsive and responsible bidder who best meets all requirements shall be awarded the bid.

## **C. Request for Proposals**

The Request for Proposals (RFP) method of procurement can be used for highly technical equipment or complex services. However, this procurement method can also be used for a wide variety of services. Some examples include, but are not limited to: consulting services, construction Administration services, maintenance/repair services, software programming, computer mainframes, etc. RFPs cannot be used for procurement of Architectural and Engineering (A&E) design services.

Evaluation criteria must be established and included in the RFP. Evaluation criteria includes “price” as one criterion. All documentation of evaluation and scoring must be retained. In addition, RFPs state that rates are subject to negotiation. If an agreement



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cannot be negotiated with the top ranked firm, negotiations will begin with the next ranked firm.

The RFP process will follow the steps below.

1. After the RFP has been opened, an evaluation team will rate each of the proposals according to the written criteria and rank the proposals according to the firm's ability to meet or exceed those criteria.
2. The Director makes a recommendation for award to the Library Board of Control based on the overall rankings by the evaluation team. The evaluation scoring sheets and score tabulation sheet shall be provided to LBOC along with the Director's recommendation. The Director shall also identify factors, terms, or rates which should be negotiated. If the top ranked firm is not recommended or selected, a written explanation shall be kept in the procurement file.
3. The LBOC will consider the director's recommendation, and upon approval, the Director will begin contract negotiations.

### **D. Piggy Back**

A piggy back purchase is one where the Library procures goods using another public entity's contract prices. The Library is required to obtain documentation from the other public entity that clearly demonstrates the contract was secured properly and is a viable contract. The price paid by the public entity must be the same as the contract's price. Piggy back purchases can only be used for materials, supplies, and equipment.

For purchases to be made under an existing public entity's contract, Administration must document that the Library is bypassing the requirements of the Public Bid Law and is adopting the requirements of the *Louisiana Procurement Code* (R.S. 39:1551 – 1755) to make such purchases. Administration must monitor and ensure that such purchases are made in compliance with those requirements.

Administration will:

4. Obtain written authorization from the public entity to use its contract (when applicable);
5. Obtain documentation that the other entity's contract was properly procured (ex. copy of the public entity's contract, copy of the bidding documents, etc.);
6. Notify the requesting department to submit a Request for Order; and
7. Generate a PO and place the order with the vendor/service provider awarded the public entity's contract on which the Library intends to piggy back.

### **E. Sole Source Procurement**

Sole source procurements are those procurements where two or more offers or quotes are not obtained due to: lack of response to adequate advertising, lack of qualified firms to

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provide the good or service, or the necessity of having the original equipment manufacturer perform the work (equipment repairs and maintenance).

Sole source procurements require a “Sole Source Justification” narrative which explains the conditions and/or circumstances leading to the sole source procurement and shall be kept on file. Sole Source Justification shall be prepared by the requesting department and provide (at a minimum) the following information:

- The efforts taken by the Library to attract more than one vendor (i.e. number of times advertised and publication name, number of vendors directly solicited, etc.);
- The need for the original equipment manufacturer to perform the work or provide the good/supply/part;
- The original price offered;
- Negotiation procedures conducted and results of negotiation, if applicable.

### **F. Emergency Purchases**

Emergency is defined as unforeseen mischance bringing with it destruction, damage, or injury to public health, safety, or welfare or the imminent threat of such destruction or injury; or as a result of an order from the Director or designee to take immediate action. Every effort shall be made to follow all purchasing procedures including using the approval process and Purchase Orders for all procurements when feasible. The emergency procurements shall be limited only to those supplies, materials, equipment, and services, or major repairs necessary to meet the emergency.

There are two types of emergencies under Public Bid Law: emergency or extreme emergency for both public works, including labor and materials, and for purchases of materials or supplies. In the event of an emergency or extreme emergency, the Public Bid Law may be waived provided that notice was given to the public by publishing in the official journal within 10 days of declaring such public emergency or as soon as practicable thereafter. The Director will include a written statement outlining the reasons for declaring the emergency in the purchase documentation.

### **G. Purchase Orders**

The Purchase Order (PO) is a legal document authorizing the purchase of and subsequent payment for materials, supplies, equipment, construction, repairs and services. The PO number is the control and reference number. Purchases shall not be made without an approved PO being issued. Service providers shall not be given approval to initiate work by a department or Administration unless a PO has been issued and provided to the requesting department. All purchases require approval by the Administrative staff or the Department Manager who oversees the budgeted account.

Purchases are initiated by a Requester creating a Request for Order (RFO) in the procurement system. Any written quotes, invoices, or other documentation should be

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attached to the RFO. The RFO includes the items and quantities requested, the price, the account code, the designated Approver, and the vendor information. The Requester should also indicate if the purchase is monthly recurring.

Authorized Approvers are the Director, the Assistant Director of Support Services, the Assistant Director of Branch Services, the Administrative Assistant, and appointed Department Managers.

Requesters are designated for each branch and department by the Administrative staff.

The Approver will evaluate the purchase request and approve or deny the request based on whether the purchase is reasonable and necessary, budgeted, and used solely for the public purposes/functions of the St. Tammany Parish Library.

Designated Department Managers and Administration staff approve purchases up to \$999.

Library Director or Assistant Directors approve purchases between \$1000–\$29,999.

The Library Director approves purchases over \$30,000.

After approval, the designated Administrative staff, Department Manager, or designated staff creates a Purchase Order.

Upon receiving purchases or services, the Purchase Order is received by any staff member in the procurement software. Receipts, packing lists, and other documentation shall be attached. Bid documentation (e.g., solicitation letters, advertisements, bids/quotes, tabulation sheets, minutes, etc.) demonstrating such compliance is to be maintained and filed in an organized manner.

Purchases related to homeland security must be made from the federal General Services Administration (GSA) supply schedules. Administration is required to ensure strict compliance with all applicable GSA requirements.

## Chapter 4. Collection Development

### Section 401. Purpose

*Effective Date: TK*

*Revision Date: TK*

The purpose of these rules and regulations is to facilitate the building of a diversified library collection of merit and significance that reflects the interests and needs of the community.

### Section 403. Criteria for Selection

*Effective Date: TK*

*Revision Date: 10/23/2023*

The Library Director shall consider several factors follows in making selections. Not all the following factors apply to every book or material format to be considered. Works of imagination are judged on different factors than are works of information or opinion.

- Purpose: use of material, factual information, general knowledge or information.
- Authorship: professional and literary significance of the author.
- Authority: especially inclusion in indexes, bibliographies, other professional references for all material formats.
- Opinions: attention to critics, reviewers and the public.
- Scope: comprehensiveness and depth of treatment.
- Content: objectivity, clarity, accuracy and logic of presentation.
- Presentation: presentation in a manner appropriate for the intended audience.
- Suitability of subject and style for the intended audience.
- Suitability of physical format for library use.
- Timeliness: present and potential relevance to community needs representation of important movement, genre, or trend of culture.
- Relation to existing library collection and other materials on the subject and availability of materials in the surrounding geographic area.
- Cost: budget guidelines, stability and needs.
- Publisher: reputation and sustained presence in the marketplace.
- Gift materials shall be accepted using the same criteria as purchased material.

Community standards for St. Tammany Parish shall be considered when acquiring library material that would be accessible to a minor through donation or purchase.

The library uses a number of metrics to determine community standards:

- Usage statistics gathered from the Integrated Library System, including circulation numbers and number of holds for specific items
- Patron requests
- Feedback from branch staff
- Titles assigned to students in the public and parochial school systems
- Parish demographics

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The Library shall follow all Louisiana laws and St. Tammany Parish ordinances that pertain to the purchasing and placement of library materials. Materials cataloged in the children's (Juvenile) and teen's (Young Adult) collections shall not contain sexually explicit material, textual, visual, or audio, produced in any medium, that depicts or describes sexual conduct as defined by La. R.S. 25:225B(3) or the most recent version which is adopted herein by reference.

### **Section 405. Additional Criteria for the Selection of Non-Book and Special Materials**

*Effective Date: TK*

*Revision Date: TK*

A. Audio cassettes/CDs for adults and juveniles shall be selected on the same criteria standards as books and other library material.

B. Compact discs shall be selected on importance of composers, performing organizations, conductors and quality of reproduction.

C. A collection of literacy materials shall be maintained to cooperate with local efforts to teach literacy skills to beginning readers.

D. Newspapers provide a valuable, current source of local and regional information and shall be selected first upon their local value and secondly upon space availability.

E. Pamphlets shall be selected using the same criteria that are used for books.

F. Paperbacks or soft cover books which supplement the hardcover book collection of the library shall use the same selection criteria as for hardcover materials.

G. Periodicals are often the most current source of information that has yet or may never appear in book form. An important consideration shall be the availability of content through indexes, abstracts and bibliographies.

H. Textbooks are selected only when no other material in a given field is available. Students' demand for textbooks should be satisfied by attending schools/colleges.

#### **I. Audio Visuals**

1. Audio visuals collection shall concentrate on self-education, self-improvement, informational, recreational, and general entertainment videos.

2. To serve all levels of the public, Audio Visuals have no restrictive time frame for purchase.

J. Electronic Databases shall be selected on many of the same factors as used for print materials.

## **Section 407. Statements of Concern about Library Resources**

*Effective Date: 12/13/2022*

*Revision Date: 10/23/2023*

### **A. General**

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

### **B. Process**

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

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

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

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

3. The committee members shall:

- a. Review the material in its entirety.
- b. Create and consider a resume of the material which can include:
  - A brief synopsis

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- Reviews in standard evaluation guides
- Topical information concerning the material
- Circulation information
- Information about holdings in other public libraries
- Awards received
- Biographical information about the author/producer
- Library of Congress Subject Headings
- Publisher, vendor, and/or reviewer audience recommendations
- Indication that purchase was made per patron request, if that information is available
- Number of copies sold in the United States, if that information is available

c. Consider the suitability for age level of current placement

d. Consider present and potential relevance to community needs

e. Conduct a discussion to reach a decision

f. Submit a written report to the Director with the decision made based on the result of the committee's efforts.

4. The Director shall notify the complainant in writing of the committee's decision and their right to appeal that decision to the Library Board of Control, except as provided in La. R.S. 25:225C(2)(d)(ii). A copy of the decision will be mailed to each member of the Library Board of Control.

5. Pursuant to La. R.S. 25:225C(2)(d)(ii), any Statements of Concern of a library material that may include sexually explicit material available to minors shall be reviewed by the Library Board of Control under the procedures outlined in Subsection C(2-5) of this Section.

### C. Right to Appeal

1. The complainant may appeal to the Library Board of Control by contacting the Assistant Director within 30 days of mailing of the committee's decision and requesting to be placed on the agenda of the next available scheduled board meeting. The Assistant Director must notify the Library Board of Control of the appeal being placed on the agenda.
2. A complainant will have five minutes to address the Library Board of Control about the specific challenged material on the original Statement of Concern form.
3. A period of public comment will precede any action taken by the Board.
4. The Library Board of Control shall vote to affirm, modify, reject, or take under advisement the committee's decision. Matters taken under advisement shall be renoticed for a future meeting. Upon modification or rejection of the decision of the committee, the Board shall decide what action will be taken in response to the

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Statement of Concern. The decision of the Board shall be rendered by a majority vote. In the event there is a tie, the committee's decision is affirmed.

5. The complainant(s) will be notified in writing of the decision of the Library Board of Control.

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

### **Section 409. Access to Library Materials by Minors**

*Effective Date: 12/13/2022*

*Revision Date: TK*

The St. Tammany Parish Library does not, to its knowledge, have any materials in its collection that are "obscene" or "pornographic" by legal definition.

The Supreme Court of the United States (SCOTUS) has determined that "public libraries must have broad discretion to decide what material to provide to their patrons."

Based on a review of case law by the St. Tammany Parish District Attorney's office,

1. Public libraries do not have the legal right or responsibility to act in the place of parents or legal guardians in deciding what material their minor children are permitted to read.
2. But public libraries may restrict access to materials by minors, as long as the motives for these restrictions are not unconstitutional.
3. On the basis of findings by SCOTUS, it is proper and constitutional to restrict minors' access to public library materials if they are "pervasively vulgar."
4. However, to remove or restrict access to books on the grounds of religious beliefs, politics, nationalism, or any other matters of opinion would constitute viewpoint discrimination and not be considered constitutional.

Therefore, it is the policy of the St. Tammany Parish Library Board of Control to restrict access by minors to individual books and materials that are found to be inappropriate, i.e. "pervasively vulgar" for minors.

Pending a determination that an item that is the subject of a Statement of Concern is "pervasively vulgar," according to the standard established by SCOTUS, access to the item will be restricted. These items will be available to all patrons 18 years or older and to those minors whose parents or legal guardians have given them permission.





## Chapter 5. Library Operations

### Section 501. Ethics Policy

*Effective Date: 10/24/2019*

*Revision Date: 10/24/2019*

*Passed with Form 1. Acknowledgment and Receipt of St. Tammany Parish Library Ethics Policy*

#### **A. Purpose**

Employees and Board Members will maintain the highest ethical standards in the conduct of all Library affairs. Intent of this policy is that each Employee and Board Member will conduct Library business with integrity and comply with all applicable laws in a manner that excludes considerations of personal advantage or gain. At all times, Employees and Board Members will place public interest above individual, group, or special interests. Employees and Board Members shall consider their jobs as an opportunity to serve the Library. Employees and Board Members will not have any material or financial interest in any private business or professional activity that would be in conflict with their job responsibilities. Employees and Board Members will not engage in any business activity or professional activity that would appear to be in conflict with their job responsibilities or that would tend to impair independence of judgement or action in the performance of official duties.

Employees and Board Members (or their family members) will not accept any personal gift, favor, service, money, or anything of value from the public which might reasonably tend to influence or might reasonably be inferred to tend to influence the impartial discharge of duties.

The following is a [summary of the Code of Governmental Ethics](#) with respect to gifts, favors, entertainment, and payments given or received by Employees; potential conflicts of interest; and other related matters. The complete Code of Ethics can be found in [Louisiana Revised Statutes 42:1111-1121](#).

#### **The Code of Governmental Ethics prohibitions:**

*A. 1111A - Receipt of a thing of economic value from a source other than the governmental entity for the performance of official duties and responsibilities.*

*B. 1111C (1) (a) - Receipt of a thing of economic value for the performance of a service substantially related to public duties or which draws on non-public information.*

*C. 1111C (2) (d) - Receipt of a thing of economic value by a public servant for services rendered to or for the following:*

*(1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency;*

*(2) persons who are regulated by the public employee's agency; or*

*(3) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.*

*These same restrictions apply to the public servant's spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.*

*D. 1115 – Elected officials and public employees are prohibited from soliciting or accepting a gift from the following persons:*

*(1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant's agency; or*

*(2) persons who are seeking, for compensation, to influence the passage or defeat of legislation by the public servant's agency.*

*Public employees, not elected officials, are also prohibited from soliciting or accepting a gift from the following persons:*

*(1) persons who conduct operations or activities regulated by the public employee's agency; or*

*(2) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee's official duties.*

*The prohibition against soliciting or accepting a gift from certain persons extends to officers, directors, agents, or employees of such person.*

*The gift prohibition does not prohibit food or drink consumed as the personal guest of the person providing the food or drink, including reasonable transportation and entertainment incidental thereto. The person providing the food and drink may not provide a public servant more than \$61 of food and drink per single event. The \$61 limit does not apply to a gathering held in conjunction with a meeting of a national or regional organization or a statewide organization of government officials or employees, or to a public servant of a post-secondary education attending a private fundraiser for the post-secondary institution.*

*The gift prohibition does not prohibit the receipt of promotional items having no substantial resale value (i.e.: cups, hats, or pens with a company's logo).*

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*Section 1123(26)(b) allows teachers and other school employees to accept gifts valued at \$25 or less and \$75 as a total in one calendar year from or on behalf of students or former students.*

*E. 1111E - Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.*

*F. 1112 - Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest:*

*(1) the public servant;*

*(2) any member of his immediate family;*

*(3) any person in which he has an ownership interest that is greater than the interest of a general class;*

*(4) any person of which he is an officer, director, trustee, partner, or employee;*

*(5) any person with whom he is negotiating or has an arrangement concerning prospective employment;*

*(6) any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his economic interests.*

*An elected official may participate in the debate and discussion of a matter which could violate this provision, but only if he discloses the nature of the conflict on the record of his agency prior to his participation in the debate and discussion, and prior to any vote taken on the matter. The elected official is not allowed to vote on the matter and he must recuse himself. R.S. 42:1120.*

*Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must recuse themselves from all participation. R.S. 42:1112D.*

*Other public employees who are not sole decision makers can be disqualified from transactions that would violate this prohibition. A mechanism for disqualification is found in the rules promulgated by the Board. R.S. 42:1112C.*

*G. 1113A – For public servants, other than legislators or appointed members of boards and commission, bidding on or entering into any contract, subcontract or*

*other transaction under the supervision or jurisdiction of the public servant's agency. This restriction also applies to the immediate family members of the public servant and to legal entities in which the public servant and/or his family members own an interest in excess of 25%.*

- *• 1113B - Appointed members of boards and commissions are not only prohibited from bidding on or entering into such contracts, subcontracts or transactions under the supervision or jurisdiction of their board, but also being in any way interested in them. Also, the restriction applies to their immediate family members and legal entities in which they or their immediate family members have a substantial economic interest.*
- *• 1113C – Legislators are prohibited from bidding on, entering into or being in any way interested in contract, subcontracts or other transactions that are under the supervision or jurisdiction of the legislative branch of government. This restriction also applies to the immediate family members of the legislator and to legal entities in which the legislator and/or his family members own an interest in excess of 25%.*
- *• 1113D - Additional prohibition applicable to legislators, certain executive branch officials, their spouses or legal entities in which either owns an interest in excess of 5% from entering into a contract with any branch, agency, department or institution of state government, with a few exceptions.*

*H. 1116 - A public servant's use of the authority of his office to compel or coerce a person to provide himself or someone else with a thing of economic value that they are not entitled to by law or the use of the authority of his office to compel or coerce a person to engage in political activity. Also, a regulatory employee is prohibited from participating in any way in the sale of goods or services to persons regulated by his agency, if a member of his immediate family or if a business enterprise in which the regulatory employee or members of his immediate family own in excess of 25%, receives or will receive a thing of economic value by virtue of the sale.*

*I. 1117 - It is prohibited for a public servant or other person to make a payment, give, loan, transfer, or deliver or offer to give, loan, transfer or deliver a thing of economic value to a public servant when the public servant is prohibited by the Ethics Code from receiving such a thing of economic value.*

*J. 1119 - Nepotism*

*(1) Members of the immediate family of an agency head may not be employed in the agency.*

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*(2) Members of the immediate family of a member of a governing authority or the chief executive of a governmental entity may not be employed in the governmental entity. The term governing authority includes parish councils, police juries, school boards, town councils, boards of aldermen, etc.*

*(3) Note that the application of this restriction is not affected by whether the agency head, chief executive or governing authority member has authority over or actually participates in the hiring decision - such family members are simply ineligible for employment.*

*(4) Exceptions:*

*(a) persons employed in violation of this rule continuously since April 1, 1980;*

*(b) a person employed for one year prior to their family member becoming an agency head;*

*(c) employment of a school teacher who is a member of the immediate family of the superintendent or a school board member as long as the family member is certified to teach or is temporarily authorized to teach while pursuing certification. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day, with a maximum penalty of \$1,500, may be imposed;*

*(d) employment as a healthcare provider, of an immediate family member of a hospital service district board member or of a public trust authority board member, as long as the family member is a licensed physician, allied health professional, or a registered nurse. Annual disclosure is required and forms are available from the Ethics Administration Program office. If the required disclosure is not timely filed, a late fee assessment of \$50 per day may be imposed, with a maximum penalty of \$1,500; or*

*(e) persons employed as volunteer firefighters.*

### *K. 1121- Post Employment*

*(1) During the two year period following the termination of public service as an agency head or elected official, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.*

*(2) During the two year period following the termination of public service as a board or commission member, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by*

*that board or commission. The Board has interpreted Aboard or commission to include a collective body that shares responsibility for its actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.*

*(3) During the two year period following the termination of public service as a public employee, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his former public employer, any service he provided while employed there.*

### **B. Policy Violations**

Any violations of this policy will subject the Employee to disciplinary action. Employees and Board Members shall be subject to the penalties described in the Louisiana Governmental Code of Ethics.

Any Employee having knowledge of any violation of this policy shall promptly report such violation to their immediate supervisor and /or Library Administration. Board members shall report violations to the Library Director. Each supervisor shall be responsible for compliance in his or her area. When questions arise regarding this policy, please contact the Library Director who will review the Louisiana Governmental Code of Ethics in its entirety.

### **C. Training**

Upon hire or appointment, each Employee or Board Member shall complete an ethics training course during orientation. Every year thereafter, all Employees and Board Members shall attend one (1) ethics training session or complete online training administered through the Louisiana State Board of Ethics. The Library Director shall maintain attendance records for all ethics courses offered to Employees and Board Members. If the course is taken online, the Employee must print the certificate as proof of completion and submit it to their supervisor. If the course is taken in person, the Employee or Board Member must provide proof of completion and submit it to their supervisor. Board Members will submit their proof of training to the administrative office.

### **D. Adherence to the Louisiana Code of Ethics**

Upon hire of Employees or upon appointment of Board Members and every calendar year thereafter, each Employee or Board Member shall complete the Acknowledgment and Receipt of the Ethics Policy. Employees will submit the acknowledgement to their supervisor, and Board Members will submit this acknowledgement to the Library administrative office.

In addition all Board Members shall complete a financial disclosure yearly. This financial disclosure can be found here: <http://ethics.la.gov/PersonalFinancial.aspx>

### **E. Noncompliance**

Failure to submit an annual signed attestation or documentation of training will subject the Employee to disciplinary action. Noncompliant Employees and Board Members shall be subject to the penalties described in the Louisiana Governmental Code of Ethics.

Failure of Board Members to file annual financial disclosure forms may result in penalties described in the Louisiana Governmental Code of Ethics ([R.S.42:1124.4](#)).

## **Section 502. Harassment**

*Effective Date: 12/03/2019*

*Revision Date: 12/03/2019*

*Approved with Form 2. Acknowledgment and Receipt of St. Tammany Parish Library Sexual Harassment Policy and Training*

This policy is intended to ensure an environment that respects the dignity and worth of each individual and is free from all forms of unlawful discrimination, including sexual harassment and harassment because of race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, political affiliation or belief or activity, or any other protected characteristic or protected activity prohibited by law. Workplace harassment, including sexual harassment will not be tolerated. This policy applies to all harassment occurring in the work environment whether on Library property or elsewhere. Harasser(s) and victim(s) may include Employees, Board Members, or anyone they interact with while representing the Library. This policy covers all Employees and Board Members of the St. Tammany Parish Library. This policy will be made available on the Library Website.

### **A. Sexual Harassment**

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment; or
2. Submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of what may constitute sexual harassment are: threatening or taking adverse employment actions if sexual favors are not granted; demands for sexual favors in exchange for favorable or preferential treatment; unwelcome and reported flirtations, propositions, or advances; unwelcome physical conduct; whistling, leering, improper gestures, or offensive remarks, including unwelcome comments about appearance; sexual jokes or inappropriate use of sexually explicit or offensive language; and the display in the workplace of sexually suggestive



objects or pictures. Widespread favoritism in the workplace of a paramour based on the granting of sexual favors may create an illegal “hostile work environment.” The above list is not intended to be all-inclusive.

### **B. Other Prohibited Workplace Harassment**

For purposes of this policy, other prohibited workplace harassment is defined as either verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, sexual orientation, gender identity, age, ancestry, disability, or any other characteristic or activity protected by law and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance.

Some examples of such harassment include but are not limited to: using epithets or slurs; threatening, intimidating, or engaging in hostile acts that focus on a protected characteristic, including jokes or pranks; or circulating in the workplace written or graphic material that denigrates or shows hostility or aversion to a person or group because of a protected characteristic.

### **C. Reporting Harassment**

The Library requires the prompt reporting of all incidents of workplace harassment. If an Employee or Board Member believes they are being harassed or have observed harassment, they should promptly notify any supervisor, Assistant Director, or the Library Director.

When a report of harassment is made, the Library will undertake a prompt and thorough investigation as may be appropriate under the circumstances. The steps to be taken during the investigation will vary depending upon the nature of the allegations. Confidentiality will be maintained throughout the investigatory process to the extent practical and consistent with the Library's needs. Upon completion of the investigation, the outcome will be communicated to the aggrieved party and the person(s) accused, and remedial action will be taken, if appropriate. All actions taken on the complaint shall be documented, and documentation will be maintained in the Library Administrative Office.

Individuals who report harassment or are involved in the investigation of a harassment complaint will not be subject to reprisal or retaliation. Retaliation is regarded as a very serious violation of this policy and should be reported immediately.

The managers and supervisors of the Library will be held accountable for adhering to this policy, for reporting promptly any incident of harassment, and for maintaining a positive and productive work environment. If any manager or supervisor receives a report of harassment or believes they have observed harassment, the manager or supervisor is required to promptly notify one of the

individuals listed above. Failure to make the required notification may subject the manager or supervisor to discipline, up to and including discharge.

#### **D. Whistle Blower Policy**

The Library strives to conduct its business with the utmost integrity and in strict accordance with all applicable federal, state, and local law. Accordingly, Employees and Board Members are encouraged to bring to the attention of the Library any improper actions of its Employees and Board Members. The Library shall not retaliate against any Employee or Board Member who makes such a disclosure in good faith.

Employees and Board Members are encouraged to utilize the administrative "chain of command" in reporting these actions. Should the Employee or Board Member feel intimidated or otherwise uncomfortable with such an approach, they should request a personal meeting with either the Library Director, an Assistant Director, or a Board Member before proceeding with such an issue to any agency or entity outside the Library system.

#### **E. Training**

Upon hiring or appointment, each Employee or Board Member shall complete a sexual harassment training course during orientation. Every year thereafter, all Employees and Board Members shall attend one (1) sexual harassment training session or complete online training. Supervisors and Board Members are required to take the additional state-required supervisor training. The Library Director shall maintain attendance records for all sexual harassment courses offered to Employees and Board Members. If the course is taken online, the Employee or Board Member must print the certificate as proof of completion and submit it to their supervisor. If the course is taken in person, the Employee or Board Member must provide proof of completion and submit it to their supervisor. Board Members will submit their proof of training to the Library Administrative Office. All Employees and Board Members will sign an annual attestation that they have read and understand this policy.

Failure to provide proof of training or a signed policy acknowledgement will result in disciplinary action for library Employees.

#### **F. Federal and State Laws**

Sexual harassment violates the Equal Employment Opportunity Commission Guidelines, Section 703 of Title VII of the Civil Rights Act of 1964 as amended, the Louisiana Employment Discrimination Law, and [R.S. 42:341-345](#).

### **Section 505. Disaster Recovery/Business Continuity**

*Effective Date: 12/03/2020*

*Revision Date: 12/03/2020*

### **A. Purpose**

The St. Tammany Parish Library identifies the following as critical electronic data to be protected: financial and accounting data, network data, email server, patron and transaction data on the ILS, file servers, and employee data. The purpose of this policy is to establish guidelines and measures to prevent critical electronic data from being compromised by criminal actors including, but not limited to, attacks of malicious software (malware), ransomware, viruses, and worms. This policy also outlines protocols for recovering from such an attack and establishes key personnel involved in the recovery of a breach.

### **B. Prevention**

**1. *Software and Controls:*** To protect data, the St. Tammany Parish Library employs embedded firewall management at the system gateway, embedded router/level-3 switches at branch gateways, advanced malware protection for endpoints on PCs and servers, and cloud email security.

Access controls, including file, directory, and network share permissions, are managed on the principle of least privilege: no users should be assigned administrative access unless absolutely needed; and those with a need for administrator accounts should only use them when necessary.

Macro scripts are disabled from office files transmitted via email.

Software Restriction Policies and other controls prevent programs from executing from common ransomware locations such as temporary folders

Remote Desktop Protocol is disabled when not being used.

Systems can only execute programs that are known and permitted by security policy.

Networks and data are separated physically and logically for different organizational units.

Information Technology (IT) staff is responsible for identifying critical data and executing prevention measures.

**2. *Data Backup:*** Static servers (data rarely changes, and is at 30 days since last modification) are fully backed up monthly.

Dynamic servers (data changes daily) get full system backups twice a week.

Rapidly changing data files, including financial data and transactions, are backed up daily on a dual system. Daily the data is saved to one of the local drives, to an external drive, and to a separate tape system.

Full server system back up tapes are stored in a safety deposit box at the bank.

## Rules and Regulations of the St. Tammany Library Board of Control

IT staff is responsible for backing up data on schedule. Library Administration will deposit back up tapes at the bank on a regular basis.

**3. *Software and Hardware Updates:*** A live inventory of network devices is maintained.

A systems management appliance is used to maintain an active and ongoing inventory of patches and patch level for all applications and programs for all computers including laptops, PCs, and servers.

IT staff is responsible for updating all systems and software patches as they become available.

**4. *Testing:*** A test of the restoration process is conducted every 90 days. A penetration test and vulnerability assessment is conducted annually. IT staff is responsible for testing the restoration process and performing other vulnerability assessments. The Assistant Director of Support Services will ensure that these tests and assessments are administered. The IT staff will notify the Assistant Director of Support Services of the outcomes of the tests and assessments.

**5. *Training:*** Staff receive ongoing training on best practices in internet safety including recognizing phishing emails and ransomware. Training is given through speakers, brochures, webinars, and education/testing products. Assistant Director of Support Services are responsible for training staff.

### **C. Recovery**

Essential personnel involved with recovery operations after a critical event include the Systems Administrator, the Network Services Coordinator, the Desktop Specialist, and Library Administration. The recovery team also may include representatives of the telecom carriers, the network appliance company, and hardware companies.

The St. Tammany Parish Library also has access to a “Breach Coach” in the event of a data breach for immediate triage assistance through the Library’s CyberRisk Insurance Policy. The Library’s will maintain a CyberRisk Insurance Policy that includes at the minimum: liability, breach response, cyber crime, and business loss.

The Systems Administrator and the Assistant Director of Support Services hold copies of the Key Personnel Contact Info document. This document includes work and home phone numbers for staff listed above, contact information for telecom carriers, the network appliance company, and hardware companies. This document also includes the Network Address Translation Table and the server list. A copy of this document is also in the Library’s Safe Deposit box.

Security and network diagnostic software and hardware are readily available for a rapid assessment.

## Rules and Regulations of the St. Tammany Library Board of Control

Compromised systems will be identified by running quick tests of connectivity and response for DNS, data transmission lines, and email as well as alerts coming from the cloud-based security system.

Once a system is compromised it will be isolated by immediately turning off all branch routers to provide network level lockdown. At a local level, all hubs and switches will be turned to restrict the servers to machine only access.

Any comprised device, server, or computer will have the hard drive(s) erased. Tape/cloud-based backups will proceed.

The St. Tammany Parish Library's policy is to make no attempt at malware/threat removal. All drives will be erased and rebuild completely clean.

The type of compromise will be determined by working with our cyber security team provided by our security subscriptions.

Once the compromise is identified as virus/coding/malware, the appropriate updates will be made to all cloud based and software-based security systems.

The updates will be applied at a network level, and at the local computer level.

Tests will be run to verify the compromise cannot return.

**Form 1**

**ACKNOWLEDGMENT AND RECEIPT OF ST. TAMMANY PARISH  
LIBRARY ETHICS POLICY**

I have received and reviewed a copy of the St. Tammany Parish Library Ethics Policy and the Louisiana Code of Governmental Ethics. I understand that I am responsible for reading, understanding, and adhering to the policy and regulations.

I understand that it is my responsibility to adhere to the policy and regulations and that if I become aware of any violation of the policy or regulations I will promptly notify library administration.

I also further understand that if I violate any provision or fail to report a violation of which I have knowledge I could be subject to disciplinary action.

As a Board Member I attest that I will file my financial disclosure form by the deadline.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

**Form 2**

**ACKNOWLEDGMENT AND RECEIPT OF ST. TAMMANY PARISH  
LIBRARY SEXUAL HARASSMENT POLICY AND TRAINING**

I have received and reviewed a copy of the St. Tammany Parish Library Sexual Harassment Policy and received and reviewed sexual harassment training for the year \_\_\_\_\_. I understand that I am responsible for reading, viewing, and understanding the policy and principles taught in the training.

I understand that it is my responsibility to adhere to the policy and principles taught in training and that if I become aware of any sexual harassment I will promptly notify my immediate supervisor and/or library administration.

I also further understand that if I violate any provision or fail to report a violation of which I have knowledge I could be subject to disciplinary action including, but not limited to termination of employment.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE