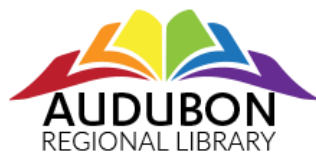




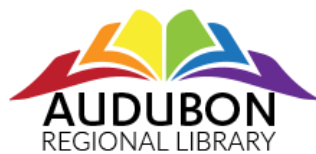
# Audubon Regional Library Policy Manual

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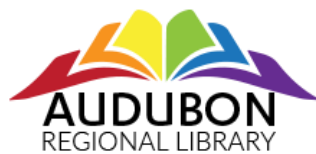
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# Audubon Regional Library Policy Manual

## Section 1 – Introduction

The Audubon Regional Library is a public entity formed by the East Feliciana Policy Jury and the St. Helena Police Jury. The Library Board acts as a public servant to provide through Audubon Regional Library information, educational, recreational, and cultural services to benefit the citizens of the parishes of East Feliciana and St. Helena. The services include books, magazines, newspapers, media, research tools, technology and technology programs, classes and other professional activities.

The Library Board understands the need for a written statement of policies to guide the Director and staff. The policies and procedures in this manual are intended to be guides to management and descriptions of suggested procedures to be followed. They *are not to be construed as contractual commitments*.

The Library Board reserves the right to revoke, change or supplement guidelines at any time without notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by statements in this book.

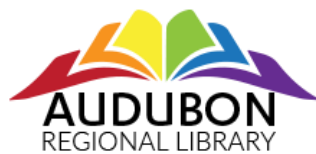
The Library Board cannot anticipate all situations that may arise. The Library Director shall have authority to make decisions on personnel and policy matters that are not formally covered by the manual when a need for such a decision arises. *Such decisions should not be in conflict with existing policy and should be reported to the Library Board promptly. Such decisions made under this section are temporary only until the next Library Board meeting, when it must be confirmed, modified, or rescinded by the Library Board. Staff through the procedure defined in the guidelines may appeal decisions made through this procedure.*

To provide satisfactory library service, the Library Board realizes the need for competent professional and clerical staff whose well being must be of Library Board concern. They oversee suitable housing and bookmobiles to provide the library's resources to the people of East Feliciana and St. Helena Parishes economically, efficiently, and effectively. Because the Library Board understands the need for a written statement of policies to guide the Director and staff, *members* have agreed upon the following policies and procedures.

## Section 2 – Library Board

A. The responsibility for the library is vested in the Audubon Regional Library Board by the East Feliciana and St. Helena Police Juries. East Feliciana and St. Helena Police Juries appoint Library Board members to a regional board, and *members* do not favor their local communities in their guidance of the Regional Library program.

B. The Library Board meets and conducts its affairs in accordance with its adopted by-laws. Board members serve in a volunteer capacity receiving no *per diem*. *The Library Law of Louisiana (Act 36 of 1926)* provides no *per diem* to members for attendance at board meetings. It is the



responsibility of the Library Board to:

1. Determine policy for the library.
2. Obtain funds adequate for a progressive, expanding library program.
3. Select and appoint the Director.
4. Appoint other staff upon the recommendation of the Director.
5. Promote library interests.

C. Library Board members confer with an employee and listen to employee complaints only with the knowledge of the Director.

D. Library Board members are not concerned with library day-to-day operation, such as selecting individual books or giving employee assignments. As secretary for the Library Board, the Director is present at *Board* meetings.

E. Library Board members will work for the success of the library's adopted policies, even when those policies have not been unanimously adopted. Any discussion that takes place in Executive Session will be completely confidential, in accordance with legality.

F. Director

The duties of the Director include the following:

1. Acts in advisory capacity as a professional expert to the Library Board
2. Recommends policies and programs
3. Prepares the agenda for the Library Board meetings
4. Carries out the decisions of the Library Board as they affect both staff and the public
5. Prepares and follows the annual budget and plans the expenditure of funds
6. Determines internal policies
7. Hires, trains, supervises and as needed terminates, employees
8. Represents the library to the public
9. Represents the employees to the Board
10. Oversees selection of books and other materials
11. Cares for library buildings and equipment.
12. Attends all board meetings and acts as secretary

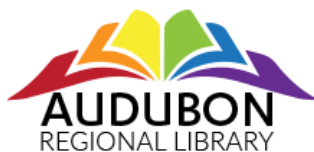
## Section 3 – Relation to the Louisiana State Library

The Library Board appreciates the money, time and effort expended by the Louisiana State Library in assisting with the development and continuance of this library. Here it declares its wish that a close association will continue, believing that the association will profit the library's growth.

A. Representatives of the State Library are welcome in the library. The Library Board or the Director shall request an annual visit from the State Library field staff, made in sufficient length to examine library operations at all branches and at the library headquarters and to evaluate.

library services. The Library Board or Director will request from the available service written comments on problems and progress.

B. Audubon Regional Library makes its patrons aware of the special services provided by the State Library. Those services offered by the State Library include tapes/recorders for the blind, visually



impaired, physically handicapped or reading disabled. Recorders and books on tape are mailed free of charge to the home of patrons by the State Library. Patrons are provided with free return mail label. Brochures explaining these services are available in all branches of the Audubon Regional Library.

C. Interlibrary loan of material not owned by Audubon Regional Library is available for adult patrons with cards in good standing.

## Section 4 – Service

A. The aim of all library activity is service to the community. The library employees greet the patrons, help them locate materials and aid them if necessary in using materials. The collection is maintained for such service. Cataloging work is carried on to facilitate service; buildings and equipment provide the physical venue for it; and library employees are hired to handle the services.

B. The library collects the materials needed to be of service to individuals and to groups in its community. It organizes these resources so that they are convenient and easy to use.

C. The library should provide a collection of books to cover the interests of the patrons, including special interests such as local history; special non-print materials of communication, such as educational films and musical recordings; information and bibliographic tools to locate facts and specialized resources as needed; a program of service which locates information, guides reading, organizes and interprets resources for people of various backgrounds, stimulates thinking and discussion and aids community enterprises that need resources; and employees able to access library holdings. Technology and its resources are important aspects of the information age. Access to technology, the world-wide-web and databases can greatly enhance the patrons' resources.

D. Hours and days the library is open are based upon present and potential use.

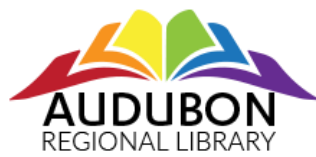
E. The library exists to provide materials that communicate experience and ideas. The information and views communicated encompass the whole range of human life and may be expressed in a myriad of ways devised by creative talent.

Physically, the materials cover a variety of forms such as books, magazines, pamphlets, newspapers, videocassettes, CDs, computer programs, and recordings. Together, they provide a reservoir of knowledge for those patrons in search of such knowledge.

F. Non-book materials should be an integral part of the collection and, within limits of availability and usefulness, should be provided to the same degree of range and inclusiveness as books. Non-book materials may be acquired to supplement book resources, to substitute for books when such are not available on a given topic and in preference to books if these are preferred. Materials for children and young people are important since their use of books is largely determined by accessibility. For young adults, there should be a collection, including both recreational and informational interests, that introduces these readers to the larger world of books.

## Section 5 – Bookmobile

A. The Audubon Regional Library offers bookmobile service to reach citizens who are not in close proximity to a branch library in East Feliciana and St. Helena Parishes. The bookmobile serves children, the elderly, veterans, nursing homes, and any handicapped patrons who are not physically able to use the branch libraries.



B. The bookmobile handles interlibrary loan requests, audio-visual requests, reference questions, summer reading club information and special programs available through the State Library. The bookmobile offers reader service with collections continuously rotated. All of these services are offered at community stops as determined by the Director.

C. The bookmobile is the only contact many parish residents have with the library. All efforts should be made to ensure that the Bookmobile meets its regularly scheduled routes every day, weather permitting.

## Section 6 – Library Cards

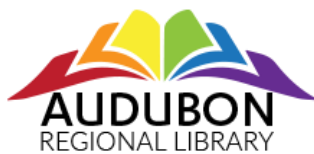
Any individual wishing to borrow materials from Audubon Regional Library must present a valid Audubon Regional Library card at the time of check-out. To obtain a library card, an individual must meet the qualifications of their determined borrower type listed below.

### General Requirements:

- There is no charge for the initial (first) library card issued.
- All borrower types must fill out a “Library Card Application” form when applying for a library card.
- A fee of \$2.00 is charged for a replacement card in the event the card is damaged, lost, or stolen.
  - The replacement fee can be waived under the following conditions:
    - The damage occurred as part of an act of nature (house fire, tornado, flood, hurricane, etc.) and proof is provided (insurance claim, police/fire report, etc.).
    - The card is stolen as part of a reported theft and a copy of the police report, newspaper clipping, or other official source documenting the theft is provided.
    - Damage due to long term use - for example, older cards which are severely faded or cracked.

1. **Adult (A)** – For parish residents aged 18 and above living in East Feliciana Parish or St. Helena Parish or citizens who own a property in East Feliciana Parish or St. Helena Parish. Requirements for an adult library card are as follows:
  - a. A Louisiana driver’s license bearing the individual’s current mailing address OR
  - b. Other valid picture identification (Louisiana I.D., school I.D., etc.) showing current mailing address.
    - i. If this identification does not list a mailing address, any of the following forms of I.D. are acceptable to supplement:
      1. Checkbook with current mailing address
      2. Mail with date cancellation showing mailing address
      3. Receipt for payment of rent or utility charges within parish
      4. Lease agreement showing current address in parish





- c. For citizens who reside outside of East Feliciana Parish and St. Helena Parish but own property in either parish, a copy of the most recent tax bill along with a valid government issued I.D. must be presented.
  
2. **Young Adult (YA)** – For minors aged 13 to 17 living in East Feliciana Parish or St. Helena Parish. Requirements for a young adult library card are as follows:
  - a. Parent or legal guardian (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor’s signee.
  - b. A responsible party must have a library card account in good standing.
  - c. Young Adult library card patrons may show a valid form of ID when registering; however, this does not negate the requirements listed in 2a. of this section.
    - i. Aged 15-17: Louisiana driver’s license bearing the individual’s current mailing address OR
    - ii. Other valid picture identification (Louisiana I.D., school I.D., etc.) showing current mailing address.
    - iii. Aged 14 and below: Parent, legal guardian, or other responsible party (aged 18 or above) must present identification as listed in IV.1.a proving status as a current East Feliciana Parish or St. Helena Parish resident.
  
3. **Juvenile**– For minors aged 12 or under living in East Feliciana Parish or St. Helena Parish. Requirements for a juvenile library card are as follows:
  - a. Parent, legal guardian, or other responsible party (aged 18 or above) must present identification as listed in IV.1.a proving status as a current East Feliciana Parish or St. Helena Parish resident.
  - b. Parent, legal guardian, or other responsible party (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor’s signee.
  - c. A responsible party must have a library card account in good standing.
  
4. **Young Adult Print (YAP)** – For minors aged 13 to 17 living in East Feliciana Parish or St. Helena Parish who will only have access to print collections. Requirements for a young adult print library card are as follows:
  - a. Parent or legal guardian (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor’s signee.
  - b. A responsible party must have a library card account in good standing.
  - c. Young Adult library card patrons may show a valid form of ID when registering; however, this does not negate the requirements listed in 2a. of this section.
    - i. Aged 15-17: Louisiana driver’s license bearing the individual’s current





mailing address OR

ii. Other valid picture identification (Louisiana I.D., school I.D., etc.) showing current mailing address.

iii. Aged 14 and below: Parent, legal guardian, or other responsible party (aged 18 or above) must present identification as listed in IV.1.a proving status as a current East Feliciana Parish or St. Helena Parish resident.

5. **Juvenile Print (JP)** – For minors aged 12 or under living in East Feliciana Parish or St. Helena Parish who will only have access to print collections. Requirements for a juvenile print library card are as follows:

a. Parent, legal guardian, or other responsible party (aged 18 or above) must present identification as listed in IV.1.a proving status as a current East Feliciana Parish or St. Helena Parish resident.

b. Parent, legal guardian, or other responsible party (aged 18 or above) must sign for the card with the understanding that they are responsible for materials borrowed. Any damaged or lost materials become the fiscal responsibility of the minor's signee.

c. A responsible party must have a library card account in good standing.

6. **Senior Citizen** - For adults aged 65 or older who meet the criteria for an adult library card.

7. **Reciprocal Borrower** – For individuals, adults and minors, who reside in neighboring parishes: West Feliciana, East Baton Rouge, Livingston, and Tangipahoa. Requirements for a reciprocal library card are as follows:

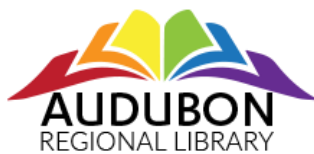
a. For adults aged 18 and above and minors

i. Individuals or caregivers of minors must present identification as listed in IV.1.a showing a current mailing address in their home parish  
AND

ii. Individuals must provide a "Patron in Good Standing" form completed and signed by the Louisiana parish library system that serves the individual's home mailing address. A "Patron in Good Standing" form can be obtained from any location of the Audubon Regional Library.

1. If the individual's home library system offers a similar document, this document may be submitted in place of the "Patron in Good Standing" form if completed and signed by the individual's home library.

The use of a library card by any of the above-mentioned borrower types signifies the cardholder's agreement to the circulation terms set forth in this policy. The cardholder assumes responsibility for the good care of library materials in their possession. The cardholder is fiscally responsible for any damage to or loss of library materials while the materials are checked out to their library card. Any other borrower



types created are for administrative use only.

## Library Cards and the Rights of Parents

The Audubon Regional Library as an institution (nor the staff as individuals) does not and cannot act in place of the parent or legal guardian in the selection of library materials for minors visiting the library. It is up to the parent or legal guardian of minor library card holders to set the guidelines and instruct their children as to the limits of what is acceptable to read and study for that individual.

## Confidentiality of Library Records

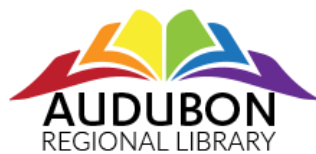
1. As directed in La. Revised Statute RS 44:13, the circulation records of the Audubon Regional Library and other records identifying the names of users and material used by them are and shall be confidential.
2. Records will not be made available to any agency of federal, state or local government, or to any group or individual, for whatever purpose except pursuant to such process, order, or subpoena as may be authorized by law.
3. Immediately upon receipt of such process, order, or subpoena a consultation will be held with legal counsel to determine if said item is in good form, and if there is a showing of good cause for its issuance.
4. If said process, order or subpoena is not in good form, it shall be refused until such time as it is put in proper form.
5. Any threats or unauthorized demands (i.e., those not supported by a process, order or subpoena) concerning circulation or other library records shall be reported immediately to the Board of Control and the District Attorney.
6. Any employee found to have violated this policy of privacy of records shall be liable to immediate dismissal from employment.
7. Any request for library records of any kind but especially circulation of material to/by a patron shall be referred to the Director immediately or in his/her absence to the Administrative Manager.

## Library Card Expiration and Renewal

Library cards expire five (5) years from the date of issuance for all borrower types and are renewed for additional five (5) year terms unless specified otherwise. The borrower keeps the physical library card originally issued.

Cards can be renewed in person at any library location. To renew a card in person, the patron must meet the following requirements:

1. The patron's account does not have a balance that exceeds the fine and fees limits detailed in Circulation Blocks.
2. The patron does not have 2 or more overdue items on their account.
3. The patron continues to meet all requirements for an Audubon Regional Library card based on their borrower type as detailed in IV 1 – 5.



## Lost or Stolen Library Cards

Lost or stolen library cards must be reported immediately for card cancellation and to prevent charges against the card by an individual other than the assigned cardholder.

A patron will not be responsible for material checked out on a card that has been reported missing if the report is recorded before the date the material was checked out.

Each time a library card has to be replaced, the previously held library card number becomes invalid for further use and must be destroyed if found.

## Circulation Blocks

Library cardholders may be blocked from borrowing further materials if any of the following conditions are met:

1. Library card is expired – A patron must renew their library card as detailed in Library Card Expiration and Renewal.
2. Excessive fines and fees
  - a. Patrons with outstanding fines exceeding \$10.00 will be asked to pay the amount owed in full or to pay the amount sufficient enough to lower the amount owed to \$10.00 or less. Only upon payment will they be able to utilize associated account benefits.
  - b. Patrons with outstanding fees for lost or damaged items will be asked to return the items and/or pay the money owed to the library before they can check out, if the amount exceeds \$10.00.
  - c. Patrons with outstanding fines exceeding \$10 cannot be designated as responsible for other patrons' accounts.

## Section 7 – Library Fees and Fines

- A. The Audubon Regional Library is open to the public without any membership charge.
- B. The library does not charge patrons to register for library cards or to borrow materials. However, some materials (civil service books, etc.) do require a deposit, but the deposit is returned in full when the material is returned on time.
- C. Fees and fines will be charged for late, damaged and lost material.
- D. There is no charge to patrons using the workstations and accessing library information therein; however, patrons shall assume printing costs.
- E. Fees and fines are posted at all libraries.
  - a. Black and white copies are ten cents per page.



- Front and back are counted as separate pages.
- b. Color copies are fifty cents per page.
- c. Cover sheets and fax fees are \$1.00 per page. These fees apply to sending faxes and receiving faxes.
- d. Computer use in the library is blocked on accounts which owe over \$15.00.

## Section 8 – Library Policies

The Library Board determines the policy of the Audubon Regional Library. Members meet *as stated in the by-laws* to receive the Director's reports, to discuss the library's activities, and to decide upon the general principles of management. The Director, as technical adviser and executive officer to the Library Board, carries out the Board's policies in the operation of the library.

In practice the Library Board and the Director share the task of establishing and changing policies. Once policies are approved, the Library Board delegates the administration to the Director *who becomes* accountable. Both have the responsibility of effective public relations in interpreting the library's programs for the public.

## Section 9 - Financial Policies

Audubon Regional Library supports and operates under the 'Best Practices' established by the Louisiana State Legislative Auditor's office. As a result, Audubon Regional Library has adopted the most current Statewide Agreed Upon Procedures (SAUP) from the Louisiana Legislative Auditor into its Financial Policies, as follows:

### Budgeting

*Including preparing, adopting, monitoring, and amending the budget, along with investment of funds beyond the annual budget.*

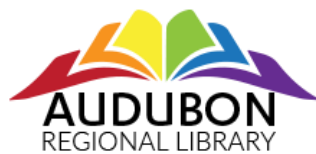
The annual Audubon Regional Library Budget is adopted at the November board meeting of the Audubon Regional Library Board of Control. The Library Board of Control adopts the annual budget as outlined by law, and the approved budget is a public document.

Audubon Regional Library is supported by a property tax, which is paid by all property owners in the parishes of East Feliciana and St. Helena. Miscellaneous funds collected by the library are paid into the library fund and are handled in the same manner as tax funds. Electronic transfers required by federal or state law are authorized. The Board retains an accountant to track and report on all funds and to generate the general fund checks.

The books are audited annually by a Certified Public Accountant, who gives a full report to the Board and to the Legislative Auditor as required by state law. Based upon the advice of the accountant, the Board has adopted specific procedures for the proper handling of money.

#### 1. Budget Preparation:

- a. The Library Director defines the budget period aligning with the fiscal year.
- b. The Director gathers financial data, historical trends, and input from relevant departments and the library's accountant to determine realistic allocations. S/he analyzes funding and economic trends and considers whether budget increases or decreases are necessary. The Director shall consult the previous year's budget in order to make a determination of areas

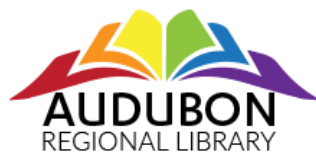


that need to be changed for the upcoming budget. The Director shall also consult with the Assessor's office in each parish and obtain a predicted ad valorem quote for the upcoming year. These figures shall be used as a beginning basis to establish the yearly budget. The Director shall work with the accountant to create a final budget.

- c. The Director works with the Administrative Manager and accountant to establish a budget framework, including revenue projections, expense categories, and any specific budget guidelines or targets.
- d. Funds are assigned based on priorities, needs, and strategic goals. Managers may submit budget requests at least 90 days prior to the budget completion deadline.
- e. The Director prepares a detailed budget document that includes beginning fund balances, estimated end-of-fiscal-year fund balances, revenue estimates and expense line items. Estimated and actual revenues are itemized by source, then function. Percentage changes are listed per each item.
- f. 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 less in a fiscal year, the proposed budget will be made available at the Clinton Branch of the Audubon Regional Library for public inspection no later than 15 days prior to the beginning of the fiscal year. (See R.S. 39:1306 and R.S. 39:1308)
  - If total proposed expenditures are \$500,000 or more in a fiscal year (from the general fund or any special revenue funds), the public will be afforded an opportunity to participate in the budgetary process prior to adoption of the budget (See R.S. 39:1307).
    - If total proposed expenditures are \$500,000 or more, a notice will 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. The public hearing must be held no sooner than 10 days after publication (of notice that budget is available for public inspection).
  - If applicable, the library will certify completion of public participation in the budget process by publishing a notice in the official journal (R.S. 39:1307).

## **2. Budget Adoption:**

- a. The Director presents the proposed budget to the Audubon Regional Library Board of Control to seek approval during the November board meeting.
- b. The Director provides a comprehensive overview of the budget, highlighting key revenue sources, expense allocations, and budget priorities.
- c. Budget planners facilitate discussions, address questions, and seek input or recommendations from the board members.
- d. The budget is revised as necessary based on the Board's feedback.
- e. The Director seeks final, formal approval and adoption of the budget by the Audubon Regional Library Board of Control. After the public board meeting, the Director certifies completion of the budget adoption process in a public notice.
- f. Upon adoption, copies of the budget and adoption instrument will be provided to the Director and maintained on file as required by state law [R.S. 39:1309(D)].



### **3. Budget Monitoring:**

- a. The Director regularly monitors the library's financial performance by comparing actual results to the budgeted amounts.
- b. Administration collects and provides the accountant with financial data on a monthly basis to be included in a report showing budget-to-actual comparisons for each funding area.
- c. The accountant prepares reports that show actual revenue, expenses, and variances compared to the budgeted amounts; the Director reviews the reports for adherence to the budget and determines solutions to eliminate negative trends if present.
- d. The Director reviews and discusses the reports presented by the accountant with the Library Board members. If revenues or expenditures exceed 5% thresholds, as established by the Local Government Budget Act - R.S. 39:1301-1315 (LGBA), the Director notifies the Library Board. If the beginning fund balances fail to meet the estimated beginning fund balances by 5% or more, and the balances are used to fund current year expenditures, the Director will notify the Library Board. The Director will investigate the above deviations and any other significant departures from the budget to pinpoint the cause(s) and implement corrective actions as needed to meet budget goals.
- e. Administration meets with the accountant to conduct official quarterly reviews of the budget to assess its effectiveness and make necessary amendments.

### **4. Budget Amendment:**

- a. Administration conducts a formal review of the budget on a regular periodic basis.
- b. Assess the need for budget amendments based on changes in financial circumstances, emerging priorities, or unforeseen expenses. If the Library Board has been notified of a 5% variance as mentioned above, or if any other changes in operations upon which the budget was initially drafted have occurred, the Director must amend the budget accordingly and seek approval of the amendment from the Library Board. This amendment must be adopted at a public meeting with an agenda posted previously per regulation. Amendments to the adopted budget must be done through ordinance and in accordance with the provisions of the Local Government Budget Act.
- c. The Director prepares the budget amendment proposals that outline the proposed changes, including revised revenue and expense figures.
- d. The Director presents the budget amendment proposals, with assistance of the accountant as needed, to the Library Board for review and approval.
- e. The Director implements approved amendments and updates the budget documentation accordingly.

### **5. Investment of Funds Beyond Budget:**

- a. Funds accrued by the library beyond the library's current annual budget may be invested to realize an insured return.
- b. Savings may be used to provide funds for an emergency situation to continue operations and to provide funds to assist the library in long term development projects requiring matching funds.





- c. Funds shall only be deposited with institutions insured by the FDIC. Those institutions shall provide the library with information on the securities pledged to cover the library investments and that information shall be reviewed by the bookkeeper or accountant. Copies of the security information shall be kept by the library for the length of the investment.
- d. In the case funds accrued beyond the current annual budget are invested, local banks in both parishes shall be asked for current best interest rates, and every effort shall be made to diversify the library's investments, to aid in realizing the largest possible return.
- e. All investments shall be clearly identified as to possible dedication of funds and restrictions on use.
- f. Interest may be reinvested in the designated fund that earned the interest. The Library Board shall receive reports on all funds at all regular Board Meetings from the Director as part of the fiscal report.

## Purchasing

*Purchasing, including (1) how purchases are initiated, (2) how vendors are added to the vendor list, (3) the preparation and approval process of purchase requisitions and purchase orders, (4) controls to ensure compliance with the Public Bid Law, and (5) documentation required to be maintained for all bid and price quotes.*

### 1. Initiating Purchases:

- a. The need for a purchase is identified by the requesting department.
- b. The requester fills out a Purchase Requisition Form, providing details such as item description, quantity, estimated cost, and required delivery date.
- c. To best ensure accountability in purchasing and disbursements, the Library Director and Administrative Manager will share involvement in the process. Both parties will work together to verify that purchases are 1) reasonable and necessary, 2) budgeted, 3) documented and approved, 4) received and safeguarded, and 5) used solely for the public purposes/functions of East Feliciana and St. Helena Parish.

### 2. Adding Vendors to the Vendor List:

- a. Administration maintains a Vendor List, which includes approved vendors.
- b. To add a vendor to the list, Administration performs a vendor evaluation, considering factors such as quality, experience, reputation, pricing, and government contract coverage as applicable.
- c. The evaluation results are documented, and if the vendor meets the criteria, they are added to the Vendor List.

### 3. Purchase Requisition and Purchase Order Process:

- a. The completed Purchase Requisition Form is submitted to Administration for review and written approval. For major acquisitions, Administration will confirm with the accountant that adequate funds are budgeted and available. The Library Director will also confirm, if applicable, that the purchase is in compliance with the *Louisiana Public Bid Law* [Louisiana Revised Statute (R.S.) 38:2211 et. seq.].





- b. If the requested purchase meets the organization's policies, budgetary guidelines, and any regulatory standards, the designated staff member makes the purchase. Administration tracks any online orders and keeps documentation on each purchase. The Director approves each vendor and purchase and can give approval for purchasers to make repeating purchases from certain vendors.
- c. Any purchase above the discretionary limit must be submitted to the Library Board of Control for review and written approval.

#### **4. Controls for Public Bid Law Compliance:**

- a. For purchases subject to the Public Bid Law, Administration guarantees compliance by following the established guidelines and regulations.
- b. Audubon Regional Library maintains an open, competitive atmosphere by initiating and advertising the call for public bid. Written bids/quotes are sought out for purchases that exceed dollar thresholds as stated in *Louisiana Public Bid Law*. The bids received are evaluated based on predefined criteria, such as price, quality, delivery time, and vendor qualifications.
- c. For "piggyback" purchases using another agency's contract, Administration will seek out documentation from the other agency that shows the contract was bid properly and is viable. The price paid by the agency will be the same as the contract's bid price.
- d. During a request for proposals (RFP) review period, Administration will set fair and balanced scoring criteria and maintains a record of its evaluations.

#### **5. Documentation Requirements for Bid and Price Quotes:**

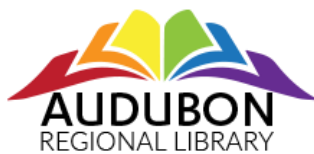
- a. Bid documentation, including but not limited to solicitation letters, advertisements, bids/quotes, tabulation sheets, selection documents, and minutes, is kept on record by the library to demonstrate compliance. Any documents from the bid process required to be shared publicly will be posted for freely accessible viewing.
- b. All bid invitations and associated correspondence are recorded, including the date of issuance and a list of vendors invited.
- c. Bid responses and price quotes received from vendors are documented, including the date of submission and a breakdown of costs.
- d. Evaluation sheets used to assess bids are retained, along with any clarifications or negotiations conducted with vendors.
- e. The final selection documentation, including the rationale for the vendor chosen, is recorded and stored for future reference.

## **Disbursements**

*Including processing, reviewing, and approving.*

### **1. Disbursement Processing:**

- a. Administration collects all relevant disbursement information from received mail, departments, or individuals. Bills, or disbursement requests, submitted for payment to the



library will be date stamped upon receipt and approved for payment by the Administrative Manager or Director.

- b. Any supporting documentation such as invoices or receipts are attached to the request.
- c. Disbursement requests are classified based on their nature.
- d. Administration calculates any applicable taxes, deductions, or discounts, if necessary.

## **2. Disbursement Review:**

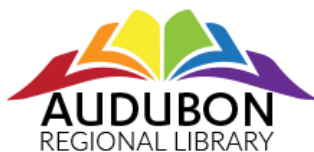
- a. Requests are given to the Director. The Director verifies the accuracy and completeness of the requests, ensuring that all necessary information is provided and that there are no errors, inconsistencies, or overcharges. Required supporting documentation must be found valid and authorized.
- b. The Administrative Manager double-checks the requests for accuracy and completeness. Any discrepancies or issues found during review must be resolved before approval.
- c. The Director cross-checks disbursement amounts against budget allocations to ensure sufficient funds are available.
- d. If required, Administration will seek additional clarification from relevant parties, such as department heads or finance managers.
- e. The Director documents the review process, including any comments or recommendations for improvement.

## **3. Disbursement Approval:**

- a. The Director will carefully assess the disbursement requests, considering factors such as budget availability, compliance with policies, and business necessity.
- b. The Director may approve the requests as-is, request modifications or additional information, or reject the requests if they do not meet the required criteria.
- c. If modifications or clarifications are requested, Administration will notify the relevant department or individual and provide clear instructions for resolution.
- d. Administration will maintain a log or record of all disbursement approvals, including the date, approver's name, and any supporting comments or conditions.

## **4. Disbursement Execution:**

- a. After receiving the necessary approvals, Administration proceeds with executing the disbursements.
- b. The payment process is initiated, following the approved payment method (e.g., check, electronic funds transfer). All checks must have two authorized signatures. Administration and Board Members may act as signatories.
- c. Once checks are signed, the signatories review the invoices and sign the summary indicating that they have approved the bills.
- d. Administration will ensure that disbursements are processed within the defined timeframe to meet vendor or employee payment obligations.
- e. The Administrative Manager records the disbursements in the financial system, updating the appropriate accounts and ledgers and notifying the accountant.



- f. Administration will retain copies of all disbursement documentation, including payment confirmations or receipts.

## **5. Disbursement Reconciliation and Reporting:**

- a. The Accountant and Director will regularly reconcile disbursements with bank statements or financial records to identify any discrepancies or errors.
- b. Discrepancies found during the reconciliation process will be investigated immediately and resolved.
- c. The Director will present a copy of the bank statements to the Library Board as part of the Board Meeting documents. At each Library Board meeting, a Library Board Member shall sign the reconciliation report. This report will be filed under Bank Statements.
- d. The Director will analyze disbursement data to identify trends, patterns, or areas for improvement.

## **Receipts/Collections**

*Including receiving, recording, and preparing deposits.*

### **1. Receipts/Collection Receiving:**

- a. Administration will establish at branch locations designated collection points or counters where library patrons or staff can submit payments or donations. Each branch will keep a small amount of cash, determined by the Director, on hand to issue change when patrons pay fines or fees.
- b. Staff will clearly communicate the accepted forms of payment and any specific instructions for making payments.
- c. Trained staff members at the collection points will receive payments and issue receipts.
- d. Receiving staff will verify the accuracy and completeness of each received payment, ensuring that all necessary information is provided.
- e. Receiving staff will cross-check the received amount against the stated purpose or reference, such as amount or account identifiers.
- f. Cash and checks are to be handled securely, following established protocols to prevent loss or theft. No personal checks will be cashed out of the branch cash stores. Money must never be taken from branch cash stores for any personal reason. Any employees caught taking money from branch cash stores for personal reasons can be subject to immediate dismissal.
- g. When applicable, acknowledgment letters or thank-you notes will be issued to acknowledge donations or significant contributions.

### **2. Receipts/Collection Recording:**

- a. The transaction recording software will capture essential details for each receipt, including the date, payment method, payer information, purpose of payment, and amount.
- b. Receipts are classified in the financial record-keeping system based on their nature and revenue types.



- c. Staff will enter the receipt information into the dedicated collection management software.
- d. Branch Managers will complete a weekly deposit based on an income report for each day the library was open during the preceding week.
- e. Receiving staff, Branch Managers, and Administration will ensure compliance with internal policies, accounting standards, and legal requirements.
- f. The integrity and confidentiality of the receipt records will be safeguarded by staff.

### **3. Deposit Preparation:**

- a. Branches will accumulate received payments for a defined period of one week to consolidate them and send to Administration for deposit. Payments from large funding resources such as ad valorem, state aid, and grants will be deposited within 24 hours of receipt, if possible.
- b. Bill payments submitted to the library will be date stamped upon receipt and approved for payment by the Library Director or Administrative Manager. As Library checks are signed, the signatories will review the invoices and sign the summary indicating that they have approved the bills.
- c. The Administrative Manager will reconcile the recorded transactions with the actual cash or check amounts to ensure accuracy. The Director will double-check the final figures.
- d. The Administrative Manager will prepare deposit slips, accurately detailing the total amount to be deposited and any breakdown by payment method. The Director will review the deposit slips with the deposit money to verify the amounts per payment type.
- e. The physical cash, checks, or other payment instruments will be safely stored until the deposit is made.
- f. Administration will follow appropriate security measures during the deposit preparation process, such as segregation of duties.

## **Payroll/Personnel**

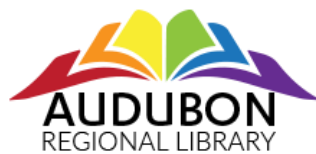
*Including (1) payroll processing, (2) overtime and leave, (3) reviewing and approving time and attendance records, (4) approval process for employee rates of pay or pay rate schedules, (5) performance appraisals, (6) hiring processes, (7) personnel files, (8) and discrimination/harassment*

## **Payroll Controls**

Payroll duties are handled in such a way that no employees under Administration level have the ability to process or grant approval of actions that affect their own pay. Employees at branch level cannot create employees, change employee pay information, or input manually their hours worked. Administration will periodically review payroll system computer access rights (read access and write access) for all employees and determine whether access to payroll and personnel data is appropriate to each employee's job duties and responsibilities. Access is for business need only.

### **1. Payroll Processing:**

- a. Administration shall establish a payroll schedule outlining the biweekly frequency and timeline for processing payroll.
- b. Employees will keep accurate and complete timesheets within the payroll tracking software, notifying management of any needed corrections or leave requests for the pay period.



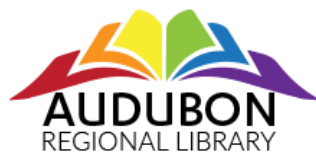
- c. Branch Managers will verify the recorded hours worked, ensuring compliance with labor laws and organizational policies.
- d. The payroll software will calculate gross wages, considering regular hours, compensatory time, shift differentials, and any other applicable pay factors.
- e. The payroll software will be set up to deduct authorized withholdings, such as taxes, benefits contributions, and voluntary deductions.
- f. Payroll reports will be produced through the software, including detailed breakdowns of earnings and deductions for each employee. Direct deposits will be made to employees' accounts by the Friday after the end of the pay period.

## **2. Overtime and Leave:**

- a. Branch Managers will approve and/or assign leave, differentiated by type (e.g. sick, annual, administrative) per policy earned and used by each employee. The payroll software will track leave balances, including leave earned and taken.
- b. Leave will not be advanced to employees before it is earned, as this may violate the Louisiana Constitution Article 7, Section 14, which prohibits the donation, loan, or pledge of public funds.
- c. The Administrative Manager will review the leave hours recorded in each employee's bank within the payroll software at the beginning of each year. If errors are found, necessary corrections will be made to leave balances and the employee(s) will be informed of the changes. The Director will double-check these figures and approve leave hours after any needed corrections are completed.
- d. Leave requests will be submitted by employees through the payroll software, to be approved by the direct supervisor. If any revisions to the request are necessary before approval, the employee will be informed and will need to revise and resubmit. When the employee is unreachable, a direct supervisor may need to account for time with leave but will notify the employee in writing. This shall be noted in the request. Direct supervisors will assign special leave, such as holiday leave, per policy.
- e. In accordance with the Fair Labor Standards Act, time and a half will be provided for time worked in excess of 40 hours/week, either paid or compensatory time, for non-exempt employees. Compensatory time is limited to 240 hours, and any amounts over this will be paid out to the employee.
- f. The Family Medical Leave Act (FMLA) provides for 12 weeks of unpaid leave for eligible employees for a serious health condition within a 12-month period. The Act also provides for an additional 26 weeks of unpaid leave relating to military service.

## **3. Reviewing and Approving Time and Attendance Records:**

- a. Branch Managers are responsible for reviewing and approving employee time and attendance records.
- b. Branch Managers will verify that employee leave usage, including vacation, sick leave, personal time, and other applicable types of leave is applied properly.
- c. Any overtime worked is appropriately documented by the Branch Manager, with the employee's knowledge, and supported by proper authorization from Administration.



- d. The Administrative Manager will review timesheets for completeness, accuracy, and compliance with established policies. The Director will double-check afterward and give final approval of timesheets before submittal.
- e. Branch Managers will work with employees to resolve any discrepancies or inconsistencies identified during the review process.
- f. Administration will maintain a record or log of the review and approval actions taken for future reference or audits.

#### **4. Approval Process for Employee Rates of Pay or Pay Rate Schedules:**

- a. The Director will establish a formal approval process for setting employee rates of pay or pay rate schedules.
- b. Criteria and factors are set by the Director, approved by the Board of Control, and considered when determining pay rates, such as job responsibilities, experience, qualifications, or market benchmarks.
- c. Direct supervisors will prepare and conduct annual performance evaluations for employees, including management, upon Administrative approval. These evaluations provide a basis for awarding merit raises. The performance evaluation process is established by the Director per legal and industry standards. Employees must sign acknowledgment of the performance evaluation.
- d. The Director will be responsible for reviewing, and having approved by the Board of Control, pay rate changes or new pay rate schedules.
- e. The Director will document the approval process, including any supporting documentation or justifications for pay rate decisions.
- f. Administration maintains accurate records of employee pay rates and pay rate schedules, ensuring they are up to date and accessible.
- g. The Director will regularly review pay rates to ensure they remain competitive, fair, and compliant with applicable laws or regulations.
- h. Pay rate changes or updates will be shared with affected employees in a timely and transparent manner.
- i. Periodically, the Director will evaluate, propose to the Board of Control, and adjust pay rate schedules to account for changes in job responsibilities, market conditions, or internal equity considerations.

#### **5. Performance Appraisals:**

- a. Direct supervisors will conduct annual performance evaluations for employees, including management. These evaluations will address merit raise consideration, training opportunities, and/or disciplinary issues.
- b. New employees will be evaluated at the end of a 3-month probationary period.
- c. The Director will adopt a process that passes all legal requirements, and may seek legal counsel and/or human resources consultation as needed.
- d. The performance evaluation form will be signed by the direct supervisor and the employee.
- e. The employee will receive a copy. The branch will keep a copy on file, and a copy will be kept in the employee's personnel file at Administration.
- f. Evaluations are considered an ongoing process, not a one-time review.





## **6. Hiring Processes:**

- a. The Director will be advertised, interviewed, and hired by the Board. For all other positions, Administration will assess the need for a new staff member. The assessment includes consideration of whether existing employees' job duties can be adapted to cover any vacant positions.
- b. The Director will prepare a job description with minimum qualifications, responsibilities, and pay scales before posting the position. Applicants will receive a clearly understandable listing of job duties and responsibilities from the job description.
- c. Administration will establish a protocol for receiving resumes or applications, interviewing applicants, performing background checks, and verifying credentials.
- d. Administration's focus during hiring will be on candidate qualifications, and the person interviewing cannot ask the candidate about religion, marital status, childcare arrangements, or sexual orientation. Management cannot disqualify a candidate based on race or gender.

## **7. Personnel Files:**

- a. Personnel files will be maintained for each employee and include the following, as applicable:
  - Employment application form, including the employee's name, address, date of birth, and emergency contact information, and work experience
  - Education documentation
  - Employment acceptance letter with starting salary and anniversary date
  - Job description, signed by employee
  - Authorized salary/pay rate and increases/decreases
  - Promotion documentation
  - Employee authorized deductions
  - Direct deposit form
  - Retirement system forms
  - Income tax withholding forms, including the W-4
  - Completed I-9 United States Immigration and Naturalization Form
  - Performance evaluations
  - Annual certification forms
  - Disciplinary action documentation, if necessary

## **8. Discrimination/Harassment:**

- a. The library has an established policy against harassment. The policy includes procedures for reporting a claim, investigation/resolution, and prohibiting retaliation.
- b. Under the laws enforced by the Equal Employment Opportunity Commission, it is illegal to discriminate against an applicant because of that person's race, color, religion, sex, national origin, age, disability or genetic information.
- c. Staff will not retaliate against a person because that person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.





- d. Job applicants will not be harassed because of sex. This includes “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.
- e. Harassment is illegal and unacceptable when it is so frequent or serious that it creates a hostile or offensive work environment or when it results in a negative employment decision, such as termination or demotion.
- f. Allegations of discriminatory harassment will be investigated thoroughly and, if substantiated, will be met with appropriate corrective and/or disciplinary action commensurate with the seriousness of the offense(s), and in accordance with state and federal law.
- g. Supervisors, co-workers, and outside parties such as patrons or consultants are all subject to the harassment policy.

## Contracting

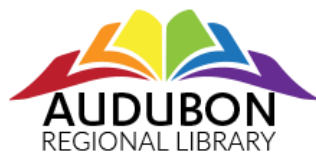
*Including (1) types of services requiring written contracts, (2) standard terms and conditions, (3) legal review, (4) approval process, and (5) monitoring process.*

### 1. Types of Services Requiring Written Contracts:

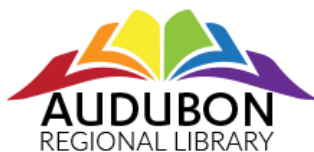
- a. Audubon Regional Library will identify the types of services that require written contracts based on their nature, scope, or financial implications.
- b. Examples of services that typically require written contracts include construction projects, major renovations, software development, security services, or long-term vendor agreements.
- c. Before entering into/renewing a contract, Administration will determine whether or not a needs assessment is necessary. In such case, the needs assessment will be documented in writing and filed with the contract.
- d. For public works and materials/supplies, Administration will follow the provisions of the Public Bid Law and/or Louisiana Procurement Code (if adopted), as applicable. All documentation related to compliance with these provisions will be in writing and filed with the contract.
- e. Though Public Bid Law is not required for professional service contracts, Administration will establish a process to evaluate whether professional service fees are reasonable.

### 2. Standard Terms and Conditions:

- a. Administration will seek contracts in which the following are covered and in the best interest of the library:
  - Scope of Work:
    - Clearly defined scope of services or deliverables to be provided by the contractor.
    - Descriptions of the specific tasks, responsibilities, and timelines associated with the project or service will be established.
    - Exclusions or limitations in the scope of work will be specified.
  - Payment Terms:
    - Payment schedule, including the timing and method of payment.
    - Currency type, along with any applicable taxes or fees, will be determined.



- Provisions for invoicing, payment milestones, and penalties for late payment or non-payment will be included.
- Duration and Termination:
  - Start date and end date of the contract or define the conditions for termination.
  - The notice period required for termination or non-renewal will be specified.
  - Provisions for termination due to breach of contract or unsatisfactory performance will be established.
- Intellectual Property Rights:
  - Terms and conditions will address ownership and usage rights of intellectual property created or provided during the contract.
  - Whether the library will retain ownership of any intellectual property developed as part of the contract will be specified.
- Confidentiality and Data Protection:
  - Provisions to protect the confidentiality of sensitive information shared during the contract period.
  - Terms and conditions will ensure compliance with applicable data protection laws and regulations.
  - The handling and storage of personal data will be addressed accordingly, if applicable.
- Indemnification and Liability:
  - Terms and conditions will specify the extent of liability for each party and any limitations of liability.
  - Provisions for indemnification, protecting each party from claims arising from the contract, will be included.
- Dispute Resolution:
  - The mechanism for resolving disputes, such as negotiation, mediation, or arbitration, will be defined.
  - Governing law and jurisdiction applicable to the contract will be listed.
- Insurance:
  - Appropriate insurance coverage, such as general liability insurance or professional indemnity insurance, maintained by the contractor.
  - Terms and conditions to specify the minimum insurance limits and require provision of evidence of insurance coverage.
- Force Majeure:
  - A force majeure clause to address unforeseen events or circumstances beyond the control of either party that may affect contract performance.
- Amendment and Waiver:
  - Process for amending the contract, including any requirements for written agreement.



- Conditions under which a party can waive or release rights under the contract will be addressed.
- b. The Director will verify that the standard terms and conditions align with applicable laws, regulations, and organizational policies.
- c. The Director will periodically review the standard terms and conditions to verify that they reflect any changes in legal requirements or industry best practices.

### **3. Legal Review:**

- a. As needed, the library will seek legal advice on a contract's language, terms, and potential legal implications.
- b. Administration will address any concerns or recommended changes provided by the legal advisor before proceeding with the approval process.

### **4. Approval Process:**

- a. The Director or Library Board of Control are the appropriate parties who have the authority to approve contracts based on their financial and decision-making powers.
- b. Contract documents will be reviewed, signed, and dated by the above-mentioned parties as required by policy or law. Administration will ensure that all required approvals are obtained before the contract is executed. Any amendments to the contract will be allowable under the original terms and will be in writing and signed by all applicable parties.
- c. The approval process will be documented, including the names and positions of approvers, dates of approval, and any conditions or notes associated with the approval. Contract documents will be maintained on file by the Library's Administrative office.

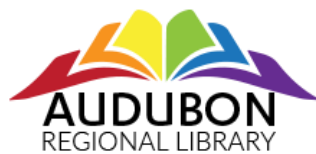
### **5. Monitoring Process:**

- a. For each contract or change order, a contract manager (typically the Director) will monitor the contract and the service provided. The contract manager, with assistance from the Administrative Manager, will be accountable for 1) tracking budgets, 2) comparing invoices and charges to contract terms, 3) verifying and accepting/rejecting deliverables, 4) withholding vendor payment until deliverables are met, 5) approving invoices, 6) maintaining all documentation supporting payments to the vendor, and 7) closing out the contract.
- b. Administration will periodically review contract documentation to ensure that library policies and procedures, as well as legal requirements, are followed.
- c. Payments to vendors will be made after verifying that related goods or services have been received or performed in accordance with the terms of the contract.

## **Travel and Expense Reimbursement**

*Including (1) authorization, (2) claims for expense reimbursement, (3) transportation guidelines, (4) business meals and lodging allowances, and (5) registration costs.*

Travel will be conducted in the most economical means to accomplish library business. Travel will be reasonable, not excessive, and done only for the benefit of the library. Staff who do not comply with this



policy may be subject to delay or withholding of reimbursement and/or disciplinary action.

### **1. Authorization:**

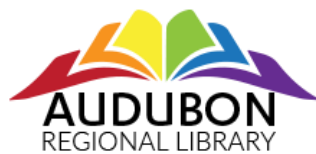
- a. Business travel, including travel for training purposes, must be approved in advance in writing by the Director. The Director's travel will be approved by the Board and follow policy. Business travel by Board members will be approved by the Board and in compliance with policy. All travel costs will be within the approved budget.

### **2. Claims for Expense Reimbursement:**

- a. Dollar thresholds for reimbursement are established by the current state rate per policy.
- b. Documentation requirements to support expense reimbursement requests are governed by the Louisiana Travel Policy.
- c. Claims for reimbursement of business travel expenses must be submitted on the travel expense form. The form must be completed and signed in ink by the staff member travelling and be approved in writing by the direct supervisor and Director.
- d. The travelling staff member must attach to the form original copies of receipts supporting all expenditures and documentation of the business purpose.
- e. Any person who submits a claim and who willfully makes a claim which s/he does not believe to be true and correct that is fraudulent or is false shall be guilty of official misconduct. Whoever receives an allowance or reimbursement by means of a false claim is subject to severe disciplinary action as well as being liable within the provisions of state law.

### **3. Transportation Guidelines:**

- a. Airfare – Commercial air travel will be reimbursed at the coach/economy class rates unless such rates are unavailable. The difference between coach/economy class and first class will be paid by the travelling staff member if s/he chooses to upgrade to first class. If space is not available in economy class in time to make travel arrangements, the travelling staff member will secure certification from the airline verifying this. The certification must be attached to the expense report.
  - Staff travelling on behalf of the library may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.
- b. Library-Owned Vehicle – Vehicles owned by the library may be used for business travel. Personal use is strictly prohibited. Any fuel purchases made on library credit cards must be signed for by the travelling employee making the purchase. The vehicle associated with the purchase must be listed on the receipt. Receipts must be turned in promptly to the Administrative Manager.
- c. Personally Owned Vehicle – If a personal vehicle is used for business purposes, the employee must document the business purpose and submit the number of miles traveled for business. Claims for mileage reimbursement will be paid in accordance with the mileage allowance authorized in the State of Louisiana's Travel Guide in effect on the dates of travel.



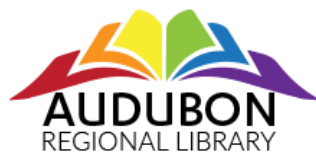
- d. Rental Vehicle – Rental vehicles must be approved in advance and only upon showing that the rental is the only or most economical means by which the purpose of the trip can be accomplished. Only the cost of a compact model is reimbursable unless 1) non-availability is documented; 2) the vehicle must accommodate more than 2 people; or 3) the cost of a larger model is no more than that of a compact. Detailed receipts and documentation of the business purpose are also required for reimbursement.
- e. Taxis, etc. – Receipts are required for reimbursement of the actual cost of public transportation used during business travel.
- f. Parking/Tolls – Parking and toll expenses, including charges for hotel parking, incurred by Personnel travelling on library business will be reimbursed. The costs of parking tickets, fines, valet service, etc., are the responsibility of library staff and will not be reimbursed. Airport parking is reimbursed for library conference trips. It is recommended that the travelling staff park in the appropriate area at the lowest rate.

#### **4. Business Meals and Lodging Allowances:**

- a. Business meals purchased during single day travel with no overnight stay are not eligible for reimbursement.
- b. Business meals, including tax & tip, incurred during overnight travel will be reimbursed according to meal allowances authorized in the State of Louisiana’s Travel Guide (in effect at the date of travel) for that location. Meal receipts are not required but the dates and meals claimed (e.g. breakfast), including the business purpose for the meals must be documented in the expense form.
- c. Lodging incurred on business travel will be reimbursed according to the lodging rate authorized in the State of Louisiana’s Travel Guide (in effect at the date of travel) for that location, plus tax and any mandatory surcharge. Detailed receipts are required for reimbursement. The Board’s approval must be provided to allow lodging expenses to be billed directly to the library.
- d. The Board has the authority to approve the actual cost of conference lodging for employee-only use of a standard room, when the traveling employee is staying at the designated conference hotel. The Board’s approval must be provided to allow lodging expenses to be billed directly to the library. Detailed lodging receipts are required to be gathered by the traveling employee and submitted to the Administrative Manager upon return. No reimbursements are allowed for the costs of attending functions unrelated to the conference (i.e. tours, golfing, etc.).

#### **5. Registration Costs:**

- a. Costs are reimbursed in full with a copy of the registration form/receipt and evidence that payment was made.
- b. The Board’s approval must be provided to allow the cost of registration to be direct billed to the library. A copy of the registration form/receipt is required.



## Credit and Purchase Cards

*Including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, and (4) required approvers of statements/monitoring card usage (e.g., determining the reasonableness of fuel card purchases).*

### 1. Card Control:

- a. The Board of Control will formally approve each new card account before it is opened by Administration. Such accounts will be opened and cards issued in the library's name using the tax identification number. Accounts requiring an annual fee will not be used. The number of cards will be restricted to only those necessary to conduct business.
- b. The Director and Administrative Manager, along with other purchasers designated in writing, are authorized to hold and use credit and purchase cards on behalf of the library.
- c. The Administrative Manager will prepare and maintain a centralized card inventory to track the issuance, activation, and deactivation of cards. This inventory will include the following information:
  - Card issuer name and telephone number
  - Account name on card
  - Card account number
  - Card expiration date (if applicable)
  - 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)

The Administrative Manager will update the inventory for any changes throughout the year, including changes in authorized card holders and card holder employment terminations. At the end of each year, Administration will take inventory of all cards and investigate any differences between the physical inventory and the centralized inventory list.

- d. Cards while not in use will be stored in a locked location under control of Administration. The card will be returned to the locked location as soon as possible after use.
- e. Card holders must immediately notify Administration if a credit card is lost or stolen while in their care. The Administrative Manager is responsible for notifying the Director and immediately canceling the card. If a card is stolen, the Director is to notify law enforcement. The Director is also responsible for notifying the Board, the district attorney and the Legislative Auditor of any misappropriation of funds or assets of the library, as required by law.

### 2. Allowable Business Uses:

- a. The following purchases are not allowed:
  - Any personal purchase (including purchases that are subsequently reimbursed)
  - Cash advances
  - Alcohol or tobacco
  - Prescriptions and drugs
  - Donations





- b. Examples of acceptable expenses may include:
  - Purchases of library materials, supplies, or equipment necessary for operations
  - Travel-related expenses, including airfare, accommodation, meals, and transportation
  - Professional development expenses, such as conference registration fees or training materials
  - Membership dues or subscriptions directly related to library services
- c. Cards will not be used for purchases that are subject to the requirements of the Louisiana Public Bid Law. Purchases must also not be split into multiple transactions to avoid Bid Law thresholds.
- d. Personal uses of cards may constitute a violation of Article 7, Section 14 of the Louisiana Constitution, which prohibits the loan, pledge, or donation of public funds.

### **3. Documentation Requirements:**

- a. 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 will contain the names of all persons participating and the business discussed. All documentation will be given to the Administrative Manager upon return of the card, and the Administrative Manager will review and notify the employee if any documentation is missing.
- b. If a card holder loses a receipt, s/he will attempt to obtain a duplicate receipt from the vendor or otherwise demonstrate that the nature and amount of the purchase is proper. The Director will review the available documentation and approve in writing.
- c. All purchase requisitions, itemized receipts, card summary reports, and any other supporting documentation will be submitted with card statements to the Administrative Manager. After the Administrative Manager's review, the Director will give final approval of supporting documentation.

### **4. Required Approvers of Statements/Monitoring Card Usage:**

- a. The Director is responsible for reviewing and approving card statements after the Administrative Manager's initial review for accuracy and adherence to policy. The monthly statement will also be reviewed by the Accountant prior to payment.
- b. For cards used during staff travel, the Administrative Manager will review any related travel reimbursements to verify that the card holder did not have card charges for which the employee was also reimbursed.
- c. The Administrative Manager will initial and date each monthly statement upon completion of review. Review and approval of card statements will be performed prior to the payment due date to prevent late payments and related late charges and fees.
- d. The Director will address any discrepancies or concerns identified during monitoring, taking appropriate action such as investigations, corrective measures, or additional training.





## Ethics

*Including (1) the prohibitions as defined in Louisiana Revised Statute (R.S.) 42:1111-1121, (2) actions to be taken if an ethics violation takes place, (3) system to monitor possible ethics violations, and (4) a requirement that documentation is maintained to demonstrate that all employees and officials were notified of any changes to, and agree to comply with, the entity's ethics policy.*

### 1. Prohibitions:

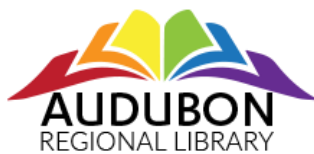
- a. The library will participate in the State ethics training program that provides employees and officials with a comprehensive understanding of the prohibitions outlined in Louisiana Revised Statute (R.S.) 42:1111-1121. These prohibitions are to be considered as a part of Audubon Regional Library's Staff Code of Conduct.
- b. The library will require yearly ethics training sessions for all employees and officials of at least one hour, ensuring that new hires and newly elected/appointed individuals receive training within a defined timeframe.
- c. Administration, Board Members, and all other employees will complete the online Ethics training offered through the State of Louisiana. Upon completion, a certificate copy shall be given to Administration and placed in the participant's file.
- d. Administration will emphasize the importance of upholding high ethical standards in all aspects of library operations.

### 2. Ethics Violation Response:

- a. Administration will report potential ethics violations through a designated reporting mechanism to the Louisiana Board of Ethics. In addition, Administration will cooperate in connection with any investigation or hearing conducted by the Ethics Board.
- b. The Director will implement disciplinary measures and corrective actions based on the severity and nature of the ethics violation as determined by the Louisiana Board of Ethics.

### 3. Monitoring of Ethics Violations:

- a. The Director periodically will screen all employees to ascertain that such employees are needed to perform the work of the library and will promptly act to adjust the number of employees to a sufficient or satisfactory number required.
- b. The Director regularly will review financial disclosures, conflict-of-interest forms, and other relevant documents to detect potential conflicts or violations.
- c. The library will provide mechanisms for employees and officials to seek guidance or clarification regarding potential ethical dilemmas, such as seeking an opinion from the Louisiana Board of Ethics.
- d. The library will encourage open communication and a culture that values ethical behavior, allowing employees and officials to raise concerns without fear of reprisal.
- e. Administration will take seriously any complaints received from the public or from within the library and investigate. Investigative procedures will be fair and thorough, and any corrective action will be in accordance with policy.
- f. The Director will periodically assess the effectiveness of the monitoring system and make improvements as needed.



#### **4. Documentation of Policy Notifications:**

- a. Administration will maintain documentation to demonstrate that all employees and officials were notified of any changes to, and agree and comply with, the library's ethics policy.
- b. Administration will document any training sessions conducted to inform employees and officials about changes to the ethics policy.
- c. Signed acknowledgment forms or other evidence of receipt and understanding of the ethics policy updates will be retained.

## **Debt Service**

*Including (1) debt issuance approval and (2) debt service requirements.*

### **1. Debt Issuance Approval:**

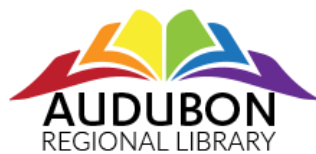
- a. Debt issuance approval is an automated process occurring through the Audubon Regional library's integrated library system.
- b. The library will document the debt issuance approval process and maintain records of all debt transactions through the integrated library system software.

### **2. Debt Service Requirements for Fines and Lost Items:**

- a. Administration will define the debt service requirements for fines and lost items, ensuring consistency and transparency in the library's fee structure.
- b. For Fines, the library will take the following actions:
  - Establish the fine rate for overdue items, such as \$0.10 per day.
  - Set a grace period (e.g., five days) during which fines are not charged.
  - Communicate the fine policy to library patrons through signage, library website, or other means.
  - Utilize the library's integrated library system software to automate fine calculations and tracking.
  - Ensure fines are applied to the patron's account and recorded in the financial system.
- c. For Lost Items, the library will take the following actions:
  - Determine the timeframe after which an item is considered lost, such as 45 days overdue.
  - Calculate the replacement cost of lost items, including any associated processing fees.
  - Automatically charge the patron's account for the lost item cost and processing fees using the library's integrated library software system.
  - Keep records of lost item charges and related transactions in the integrated library software system.

## **Information Technology Disaster Recovery/Business Continuity**

*Including (1) identification of critical data and frequency of data backups, (2) storage of backups on- and off-site, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.*



### **1. Identification of Critical Data and Frequency of Data Backups:**

- a. Administration, with the guidance of the IT consultant, will identify the critical data and systems necessary for the library's operations.
- b. Data will be categorized based on its importance and impact on the library's functions.
- c. Administration and IT will determine the frequency of data backups based on the criticality of the data and the rate of data change.
- d. A backup schedule will be established that includes regular, automated backups of critical data.

### **2. Storage of Backups On- and Off-Site:**

- a. During on-site backups, snapshots will be taken of the entire virtual machine and stored locally on a storage device on the library network where it is encrypted at rest. Backups to servers will be completed each night and will be retained for 31 days.
- b. Off-site copies will be created from nightly backups. These backups will be transferred via the internet and stored in the cloud. All cloud jobs are performed on a daily cycle beginning at noon and going for 24 hours and retained for 14 days.
- c. The IT consultant will be responsible to ensure the storage location provides appropriate environmental controls and safeguards against unauthorized access or damage.
- d. Encryption and/or other security measures will be implemented to protect sensitive data during storage and transmission.

### **3. Periodic Testing/Verification that Backups Can be Restored:**

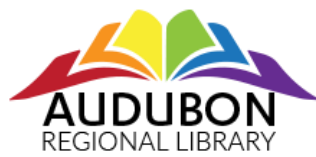
- a. Individual file restores will be regularly validated using on-site and, when necessary, off-site copies of the backups.
- b. The IT consultant, in cooperation with Administration, will review and update the backup and recovery procedures based on the test results.

### **4. Use of Antivirus Software on All Systems:**

- a. The IT consultant will install and regularly update antivirus software on all library systems, including servers and workstations.
- b. The centralized management portal will check every 24 hours to ensure application and definition versions are current. System scans will be performed daily.

### **5. Timely Application of All Available System and Software Patches/Updates:**

- a. Administration and IT will work together to develop and implement a patch management strategy to ensure timely deployment while minimizing disruption to library services. All servers will be patched with available system and security patches once a week during off hours using a management agent.



- b. The IT consultant will stay apprised of vendor releases, security advisories, and industry sources for available patches and updates.

## **6. Identification of Personnel, Processes, and Tools Needed to Recover Operations after a Critical Event:**

- a. Administration and IT will identify and document the key personnel responsible for coordinating and executing the IT disaster recovery and business continuity plan.
- b. Roles and responsibilities of each team member during a recovery situation will be established.
- c. Administration, with the cooperation of IT, will establish communication protocols and contact lists to ensure effective coordination among the IT team and other stakeholders.
- d. The IT consultant will identify and maintain a list of tools, software, and resources required for system recovery and restoration.
- e. Administration will periodically review and update the personnel, processes, and tools documentation to reflect changes in the library's IT environment and technology landscape.

## **Prevention of Sexual Harassment**

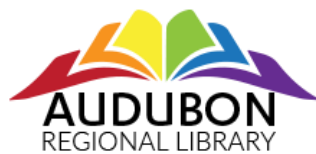
*Including R.S. 42:341-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.*

### **1. Agency Responsibilities and Prohibitions:**

- a. The library emphasizes to all employees that sexual harassment is prohibited behavior. Depending on the circumstances, verified violations of this policy will result in corrective action up to and including discharge.
- b. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature when:
  - Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, to obtain employment.
  - Submission to, or rejection of, such conduct or communication by an individual is used as a factor in any employment decision.
  - Such conduct or communication has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive work environment.

This includes unsolicited verbal statements, vulgar or obscene photographs, drawings, jokes, texts, email messages, or comments, gestures, or physical contact of a sexual or gender-based nature which is unwelcome. Any supervisor or other employee who uses implicit or explicit coercive sexual behavior to control, influence or affect the career, salary, job or working environment of an employee is engaging in sexual harassment.

- c. The Equal Opportunity Commission (EEOC) has issued guidelines setting forth the commission's interpretation regarding sexual harassment as a violation of Title VII of the Civil Rights Act of 1964. These guidelines are consistent with the library's policy.
- d. Any employee who is affected by sexual harassment is directed to report the incident following the chain of command. Complaints will be handled confidentially and impartially. If an employee reasonably believes that anyone's attentions, actions or statements violate this



policy or such activity makes the working situation uncomfortable, s/he should advise the Branch Manager, Administrative Manager, or the Library Director. The recipient of the complaint shall report the matter for appropriate inquiry.

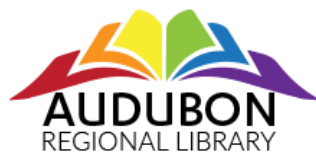
- e. All managerial and supervisory personnel shall be responsible for enforcing this policy and shall have particular responsibility for ensuring that the work environment under their supervision is free from sexual harassment and its effects. Failure of a manager or supervisor to comply with this responsibility may result in disciplinary action.
- f. All managerial and supervisory personnel who receive sexual harassment complaints will be responsible for immediately forwarding such complaints to Administration.
- g. The library will address all complaints. This may involve an investigation including interviews with the complaining employee, any witnesses, and the individual or individuals accused of violating this policy. Every effort will be made to keep the complaint confidential and only those with a need to know will be informed about the complaint. The individuals involved in the complaint will be notified of the results of the investigation or the complaint's resolution.
- h. If a violation of this policy is determined to have occurred, the library will take steps to promptly correct the situation. Violations of this policy may result in corrective or disciplinary action up to and including discharge. No employee will be subjected to discrimination or retaliation for making a complaint or reporting a possible violation of this policy.

## **2. Annual Employee Training:**

- a. All Library employees, including supervisors, managers, and other personnel will complete the online Sexual Harassment Training offered through the State of Louisiana.
- b. Training will cover the key elements of sexual harassment, its effects on individuals and the workplace, and the library's policies and procedures for reporting and addressing complaints.
- c. Administration will discuss examples of prohibited behavior and provide guidance on creating a respectful and inclusive work environment.
- d. Records of completion of the annual training sessions will be retained in an employee's personal file.

## **3. Annual Reporting:**

- a. The Director will prepare an annual report on sexual harassment prevention efforts, in accordance with Louisiana Revised Statutes 42:342-344.
- b. The report will include information on the library's policies, procedures, and training programs related to sexual harassment prevention.
- c. Statistics will be kept on the number of reported sexual harassment complaints, investigations conducted, and actions taken.
- d. The annual report will be submitted to the appropriate authority or agency, as required by Louisiana Revised Statutes 42:342-344.f



## Section 9 – Book Selection Policy

### A. Purpose of Policy

The purpose of a policy on book selection is to guide the selection of materials and to inform the community of the principles upon which selections are made.

The goal of the Audubon Regional Library is to be of service to all people in the community, including individuals and groups who vary by age, education, philosophy, occupation, economic level, ethnic origin and human condition.

### B. Responsibility for Materials Selection

Final responsibility for selection of books and library materials is and shall be vested in the Director. However, the Director may delegate to qualified staff members the authority to interpret and guide the application of the policy in making day-to-day selections. Unusual problems shall be referred to the Director for resolution. Any books and library materials so selected shall be held to be selected by the Library Board.

### C. Criteria for Selection

Priorities are set forth by the Director, with special attention to collection needs and weaknesses, patron requests, updated information, and contemporary book titles.

Certain factors that influence the selection of library materials include:

- Community Standards
- Author's reputation and significance as a writer
- Importance of subject matter to the collection
- Availability of material in the system, in other libraries or in print
- Timeliness or permanence of the book
- Authoritativeness, validity
- Inclusion in standard bibliographies or indexes
- Cost commensurate with need and appropriate format (type, legibility, binding)
- Potential of user appeal

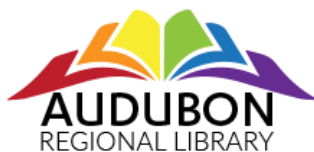
### D. Scope of the Collection

The library recognizes its obligations to provide reference and research material for the direct answering of specific questions and for continuing research. It is especially important to note the availability of sources that are accessible via the world-wide-web and to maintain a balance in purchasing with that consideration in mind.

The library acknowledges a particular interest in local and state history; therefore, it will seek to acquire general works relating to the State of Louisiana or works written by and about Louisiana authors. The library is not under any obligation to add to its collection everything about Louisiana or everything produced by authors, printers, or publishers with Louisiana connections if it does not seem to be in the interest of the community or the library patrons.

The Audubon Regional Library Board will honor the history of East Feliciana and St. Helena Parishes by maintaining in excellent order a collection of historical and genealogy materials





relating to the two parishes.

E. Gifts

The Library Board welcomes gifts to the library, with the understanding that the library may make such disposition of gifts as is best suited to library purposes. Unconditional gifts, donations, and contributions to the library may be accepted by the Director on behalf of the Library Board. No gifts or donations can be conditionally made without the approval of the Library Board. Generally, collections of books will not be accepted with restrictions that necessitate special housing or which prevent integration of the gift into the general library collection. The same standards of selection will govern the acceptance of gifts as govern purchase by the library. If material is useful but not needed, it may be disposed of at the discretion of the Director.

F. Collection Maintenance

Systematic withdrawal of materials no longer useful is necessary in order to maintain relevant resources. The same criteria will be used in weeding materials from the collection as are used in their acquisition. The decision to withdraw library material shall be based on the physical condition, use of material as determined by last date of loan or by the number of loans within the last five years; and age of material as a misinformation factor, especially in the area of sciences. library staff members are to be thoroughly instructed with regard to the necessity for discarding books and library materials.

G. Censorship

The selection of library books and materials is predicated on the library patron's right to read and similarly his/ her freedom from censorship by others. Many books are controversial, and any given item may offend some patrons. Selections for the library will not solely be made based on anticipated approval or disapproval but will consider the merits of the materials in relation to the building of the collection and to serving the interest of readers.

These policies are dedicated to a selection of those materials of the highest quality in order to assure an objective collection appropriate for the residents of East Feliciana and St. Helena Parishes. The selection of materials is to be based upon principle rather than opinion, reason rather than prejudice, and judgment rather than censorship.

## Section 10 – Resolution for Challenged Materials

Despite the time spent in the writing of a selection policy and the actual selection of library materials, occasionally a patron may have a concern regarding a particular library holding. The procedure for dealing with such a concern maintains respect for the patron and at the same time defends the principle of intellectual freedom. The procedures to be followed in such circumstance include:

- The patron contacts the library staff to express a concern about a library's holding.
- The patron is encouraged to complete and submit a Request for Reconsideration of Library Material Form and return it to any Audubon Regional Library location.
- The request will be submitted to the Director.
- The Director will forward all requests to the Library Board for consideration.
- The Board will notify the patron in writing about their request approval or denial, and the records will be kept with the Library Board Minutes, with any personal identifying information redacted.





- When the Board has, through majority vote in an open meeting, identified a juvenile or teen collection holding as containing sexually explicit material pursuant to a request for reconsideration, it will be removed or moved to a collection restricted to adult circulation.

See Appendix I for *Reconsideration Request of Library Material Form*

## Section 11 – Community Bulletin Boards

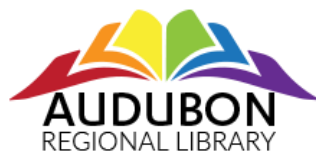
Community bulletin boards serve as a valuable resource for disseminating information, promoting community engagement, and sharing relevant announcements with library patrons. This policy aims to establish guidelines and ensure the appropriate use of the community bulletin boards, fostering a welcoming and informative environment for all visitors.

Each library will have a bulletin board for community announcements located in a designated central area. Limited space is available at each library location for handouts and postings. Therefore, use of this space is prioritized as follows:

1. Top priority is given to brochures, handouts, posters, and like materials produced by the library as promotion and/or dissemination of information about services, programs, or events sponsored by the library.
2. Non-profit or non-commercial materials produced by parish organizations engaged in the cultural, educational, intellectual, or charitable activities of the parish
3. Materials produced by parish government bodies that advertise and/or promote services for parish residents and are of a non-partisan, non-political nature
4. Materials and informational products of the local parish school boards that disseminate information for the public

The following guidelines will assure that announcements submitted for posting will be given fair consideration and ample time, and that the bulletin board will be kept current and attractive:

- The library will post notices of educational, cultural, and recreational events or services which are sponsored by non-profit organizations. Exceptions may be made to promote community events, and non-political/non-profit fundraising initiatives.
- Commercial announcements, advocacy messages, endorsements of any political candidate or party, personal notices, “for sale” or “for hire” notices, any commercial or advertising notices, flyers, promotional packages, ads, product samples, coupons, business cards, or any other materials with a commercial, for-profit, or political nature will not be permitted.
- Only library staff may place materials on display once approved. Any materials found on display or left for free distribution that have not been approved by the library will be removed and discarded.
- The library reserves the right to remove any materials at any time without prior notice.
- The library will determine the length of time announcements will be displayed based on space available.
- Posted materials shall be no larger than 8 ½” X 14” in size.
- The library assumes no responsibility for the preservation, protection, possible damage, theft, or return of any item displayed on the bulletin board.
- The library does not advocate or endorse the viewpoints, beliefs, or activities of any organization or event that is publicized on the community bulletin board and assumes no responsibility for the accuracy or content of materials posted on the bulletin board by outside organizations or



individuals.

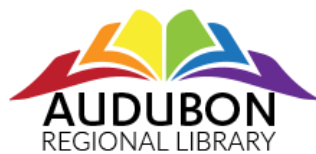
- The library reserves the right to refuse to display materials. Submitting display materials for review does not constitute approval.
- Any concerns or appeals regarding the bulletin board policy should be directed to the Library Director or designated staff member responsible for overseeing the bulletin board.

By adhering to this community bulletin board policy, we create an inclusive and informative environment that benefits the library patrons and the community as a whole.

## Section 12 – Electronic Resources Access Policy

Electronic resources contain a wealth of valuable information. Information and resources on the Internet enhance those already held in the library and often go beyond what is locally available. However, users should be aware that some information might be inaccurate, outdated, or offensive. Use of these resources carries with it a responsibility to evaluate the quality of information accessed.

- A. E-mail is an asset to the Audubon Regional Library and to its patrons. Although the library does not make a practice of monitoring e-mail, the library reserves the right to retrieve the contents of e-mail for legitimate reasons, such as to find lost messages, to comply with investigations of wrongful acts, or to recover from system failure.
- B. Using public access computers is a privilege accorded patrons of the library with library cards in good standing. Guests may be accorded this privilege at the discretion of the staff. Because of the limited number of computer workstations, time limits may be imposed when demand is high. The time limit during peak periods will not exceed one half hour. However, no time limit will be imposed if no patrons are waiting to use the computer.
- C. Rules of appropriate content apply to all forms of Internet use, including e-mail. Patrons are expected to use good judgment when deciding to open files. Obscenity and pornography will not be tolerated on public access computers.
- D. It shall be the responsibility of members of the staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. [Pub. L.No. 106-554 and 47 USC 254(h)]. The library staff will assist patrons with Internet use as time permits but will not offer personal instruction or assistance. Formal classes on the use of the Internet may be offered by the library at designated times. Users are encouraged to take advantage of the Internet.
- E. Children under the age of 13 may use a library computer connected to the Internet only when a caregiver is sitting next to the child. The library defines a caregiver as parent, legal guardian, sibling of majority age, or other adult appointed by the parents. The library defines majority age as 18 years old. (According to Acts 1987, No. 125, §1, eff. Jan. 1. 1988 of LA Civil Code 29, majority is attained upon reaching the age of eighteen years.) The library does not have the right nor will it accept responsibility to act in loco parentis. As parents have the ultimate responsibility for their children, parents must monitor the use of these resources by their children.
- F. It is the policy of the library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct



electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

G. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet, or other forms of electronic communications and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled only for bona fide research or other lawful purposes.

H. Prohibited use of computers will result in the loss of workstation privileges. Illegal use of library computers will be reported to law enforcement agencies and the library will prosecute such action. Appeals for the loss of workstation privileges should be made to the Director in accordance with the library's general policy.

1. Examples of Acceptable Uses

Patrons are encouraged to use the workstations for the following purposes:

- Researching and reading educational information.
- Surfing sites of interest appropriate for a public setting and for honing computer usage skills.
- Printing from full-text databases.
- Downloading of public domain software on disks provided by and purchased from the library.

2. Examples of Unacceptable Uses

- Transmitting obscene, profane, or offensive material over any library communication system. This includes, for example, accessing erotic materials via forums.
- Messages, jokes, or any other communications that violate the harassment policy or create an intimidating or hostile environment.
- Accessing copyrighted information in a way that violates the copyright.
- Breaking into the system or using a password or mailbox without authorization.
- Participating in an illegal scheme to defraud.

I. Managers have the flexibility to modify these policies as situations arise if they have received prior written permission from the Director.

J. To the extent practical, steps shall be taken to promote the safety and security of users of the online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

K. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called hacking, and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

L. Supervision and Monitoring

It shall be the responsibility of members of the staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's



Internet protection Act.

- M. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director or designated representatives.
- N. Audubon Regional Library is committed to user confidentiality. The confidentiality of library records is a core part of library ethics. Under Louisiana Law, LA R.S. 44 Chapter 13, library patrons are guaranteed privacy and confidentiality of their library activities including records sought or received, and materials consulted, borrowed, and include database search records, reference interviews, circulation records, interlibrary loan transactions, registration records, and all other personally identifiable uses of library materials, facilities, or services. Audubon Regional Library does not sell, lease, or otherwise distribute or disclose patron name, email address, postal address, telephone number, or other personal information to outside parties.
- O. Definition of Terms  
Technology Protection Measure means a specific technology that blocks or filters Internet access to visual depictions that are obscene as defined in section 1460 of title 18, United States Code; Harmful to minors means any picture, image, graphic image file, or other visual depiction that, taken as a whole with respect to minors, appeals to, depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated act or contact, actual or simulated normal or perverted acts, and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## Section 13 – CIPA Policy

### Audubon Regional Library CIPA Compliance/Internet Safety Policy

#### Introduction

It is the policy of Audubon Regional Library to: 9a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254 (h)].

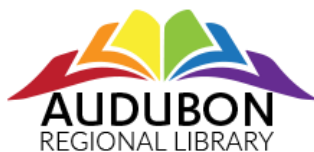
#### Definitions

Key Terms are as defined in the Children’s Internet Protection Act.

#### Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deems obscene or child pornography, or to any material deemed harmful to minors.



Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Audubon Regional Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes (a) unauthorized access including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

## Education, Supervision and Monitoring

It shall be the responsibility of all members of the Audubon Regional Library staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director or designated representatives.

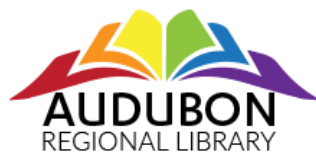
*This Internet Safety Policy was adopted by the Board of Audubon Regional Library at a public meeting, following normal public notice, on December 11, 2019.*

## **Section 14 – Videoconference Participation for Patrons with Americans with Disabilities Act-Recognized Disabilities**

This policy outlines the procedure for individuals with ADA-recognized disabilities or their caretakers to participate in Audubon Regional Library open meetings through videoconferencing. To request participation, individuals must submit a formal request with the necessary medical documentation, and upon approval, the library will provide a secure videoconference link for remote participation while ensuring the confidentiality of submitted disability-related information. This policy is designed to facilitate inclusive and accessible participation for all patrons.

### 1. Request Process:

Members of the public with ADA-recognized disabilities or their caretakers who wish to participate in Audubon Regional Library open meetings via videoconference must submit a formal request to the library at the email address listed on public meeting agendas and on the library's website.



2. Required Documentation:

To process the request, the library will require medical documentation that demonstrates the individual's ADA-recognized disability. This documentation should be submitted along with the request.

3. Participation Method:

Once the request is approved, the library will provide a secure videoconference link or access information for the specified meeting.

Members of the public with ADA-recognized disabilities will be able to participate in the meeting remotely via the provided videoconference link.

4. Notice and Public Information:

The library will provide information on this policy and the process for requesting videoconference attendance on the library's website and in public announcements.

5. Confidentiality:

The library will maintain the confidentiality of any medical or disability-related information submitted during the request process.

## Section 15 – Patron Behavior Policy

The Audubon Regional Library is a public agency providing materials and services to the public in an atmosphere that allows research, study and use of library materials and services without disruption.

The purpose of the Patron Behavior Policy is to provide guidelines for behavior to protect the rights and safety of library patrons and staff, and to preserve and protect library materials, facilities and property. These guidelines shall apply to all buildings and the bookmobile serving the Audubon Regional Library, and to all persons entering Library premises. Violation of the following rules of behavior may result in eviction from the library and the temporary or permanent suspension of library privileges.

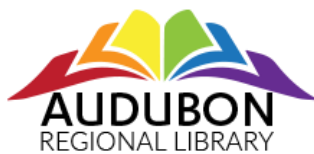
### Guidelines for behavior are as follows:

1. Committing or attempting to commit any activity that would constitute a crime or a violation of federal, state or local law.
2. Selling, distributing, or using any dangerous weapon upon the library premises or using or threatening the use of any other object in such a manner that it may be considered a weapon.
3. Gambling is not permitted in library facilities or on library computers.
4. Engaging in any physically intimidating or assaultive behavior; making any threats of violence or unlawful activities toward library staff or other library patrons; using threatening, abusive, or obscene language. The library has a policy of zero tolerance for threats and acts of violence. Any person engaging in such behaviors will be immediately ejected from the Library Premises.





5. Possessing, selling, distributing, consuming, or appearing under the influence of any intoxicating beverage or controlled substance.
6. Trespassing by entering or remaining on the library premises after having been notified by an authorized individual not to do so and entering or remaining on the library premises during the time in which an individual's library privileges have been suspended.
7. Refusing to follow the directions of library staff.
8. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library patrons or staff including without limitation stalking, prolonged staring at or following another with the intent to annoy, or intentionally behaving in a manner that could reasonably be expected to annoy or disturb other patrons.
9. Leaving children under the age of thirteen (13) unattended on the library premises.
10. Engaging in any sexual contact, activities or conduct including without limitation the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.
11. Inappropriate display of affection, including without limitation intimate physical contact, is not permitted.
12. Selling, soliciting, surveying, distributing written materials, panhandling, or canvassing for any political, charitable or religious purposes inside a library building or on the library premises without prior authorization of the library director or designee.
13. Smoking or other use of tobacco products including electronic cigarettes and chewing tobacco anywhere within the library.
14. Eating while using library computers or in spaces designated as free from food.
15. Sleeping, lying down, or napping on any bench, table, or seat on the library premises.
16. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs library staff or customers, including but not limited to, talking loudly, arguing, yelling, cursing.
17. Using personal electronic equipment including, but not limited to, stereos, cellular telephones, portable computers and tablets at such a volume or making ongoing noise that is unreasonably disturbing to other library patrons.
18. Conduct that involves the use of abusive or threatening language or gestures.
19. Conduct that creates unreasonable noise or conduct that consists of loud or boisterous physical behavior or talking.
20. Emitting strong pervasive odors, including odors caused by perfume or cologne that unreasonably interferes with library user or staff comfort.
21. Dressing inappropriately for a public building including attire that does not sufficiently cover those parts of the body considered private; failing to wear shoes or a shirt inside a library building.
22. Dressing inappropriately for a public building used by children including attire that displays profane language and/or curse words.
23. Using library materials, equipment, furniture, or buildings in a manner inconsistent with the customary use thereof; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury to themselves or others.
24. Interfering with the safe and free passage of library staff or patrons on the library premises, including without limitation the placement of objects in hallways, aisles, flooring or elsewhere in a manner that impedes the free passage of such persons inside the library premises.
25. Leaving an animal tethered and unattended on the library premises.
26. Bringing bicycles or other similar devices inside library buildings, including, but not limited to, vestibules or covered doorways.
27. Impeding access to the library premises or otherwise interfering with the free passage of library staff or customers in or on library premises, including without limitation placing objects such as bicycles, skateboards, backpacks or other items in a manner that interferes with free



- passage of patrons.
28. Placing personal belongings on or against library buildings, furniture, equipment or fixtures in a manner that interferes with library staff or patron use of the library facility or leaving personal belongings unattended.
  29. Entering nonpublic areas of the library premises without permission.
  30. Using library restrooms or facilities improperly for purposes such as bathing, shaving, washing hair or changing clothes.
  31. Taking any library materials into restrooms.
  32. Bringing fireworks or other dangerous substances on the library premises
  33. Engaging in any other activities that are inconsistent with those activities normally associated with the use of public library facilities that include without limitation reading, studying, and using library materials or computers or attending programs.
  34. Violating the library's rules for acceptable use of the internet and library public computers.
- Copies of these rules will be made available by staff upon request.

## BANNING AND APPEALS PROCESS

Library staff members may ask a patron to leave the premises with or without warning, depending upon the seriousness of the violation of the guidelines for behavior. The length of the eviction shall depend upon the nature and seriousness of the offense that required removal, the extent of damage or disruption, any history of prior infractions of library policies, and other relevant circumstances.

When possible, any patron who has been evicted and/or prohibited from returning to the library shall be provided with written notification indicating the reasons for the ban, the period of the ban, and the appeals process. When a minor has been banned for 30 days or more, the library director may attempt to contact the child's parent or legal guardian by telephone and/or send a certified letter to the child's parent/guardian.

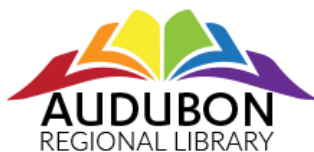
Any patron whose library privileges have been suspended has the right to appeal the decision to the library director. The director may shorten, modify, or terminate the banishment period if the information submitted by the individual warrants such modification. The director will respond in writing and notify the individual of the decision and of the patron's right to appeal that decision. Until such time as the determination has been reviewed and/or modified by the director or reversed on appeal by the Audubon Regional Library Board, a banned individual may not enter or remain on library premises.

The director's written determination may be appealed to the Audubon Regional Library Board. Such notice shall be filed with both the library director and the library board president, c/o Audubon Regional Library, P.O. Box 8389, Clinton LA 70722.

The board shall hold a hearing within 30 days after the patron's notice has been filed. The appellant shall be notified at least 10 days before the hearing. Failure to appear on the assigned day of the hearing without prior notification to the library board president will result in the denial of the appeal.

The president of the Audubon Regional Library Board shall conduct the hearing. At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses.

Within 30 days of the completion of the hearing, the board shall issue a written decision stating the reasons therefore. The board shall have the power to affirm or reverse the written determination or to



remand it to the library director with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

## NONCOMPLIANCE WITH EVICTION OR BAN

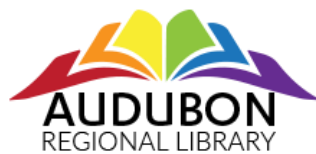
Any person who is asked to leave the library as a result of the violation of these guidelines and refuses to do so shall be considered to be trespassing and may be subject to permanent exclusion from the library and/or to arrest. Any person who enters or remains on library premises during the period of banishment from the library will also be subject to arrest and prosecution for trespassing.

## Section 16 – Minors in the Library

The library welcomes children into the library and recognizes the developmental importance public libraries provide through information access and available resources. However, the library does not place upon the staff of the library the role of caretaker for unsupervised children.

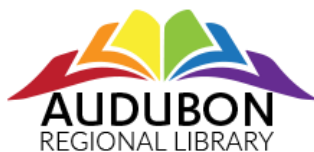
- The library defines caregiver as parent, legal guardian, sibling of majority age, or other adult appointed by the parents.
  - The library defines majority age as 18 years old. (According to Acts 1987, No. 125, §1, eff. Jan. 1, 1988 of LA Civil Code 29, majority is attained upon reaching the age of eighteen years.)
6. The library as an institution and the staff individually are not and shall not be responsible for the welfare of children left unsupervised in the library for any period.
  7. Children under the age of thirteen (13) years must be accompanied by a caregiver. The library as an institution and the staff as individuals do not assume the role of caretaker, nor childcare provider for minor children.
  8. Caregivers shall maintain a clear line of sight and supervise minor children while they are in the public areas of the library.
  9. Caregivers are responsible for the actions of all minors on library property regardless of whether parent or legal guardian is present.
  10. Minors who remain at the library at the close of the business day will be allowed to utilize the library phone to arrange transportation prior to the building's closing.
  11. If children remain in or outside the library beyond the close of the public service day, the civil authorities shall be notified and said children shall be remanded into their custody. Two or more staff members should remain until a deputy arrives. No staff member shall escort minors off the premises under any circumstances.

## Section 16 – Community Spaces



There are community spaces available at two locations of the Audubon Regional Library: Clinton Library and St. Helena Branch. The primary purpose of the community spaces is to provide an area for activities and programs related to the library's mission, vision, and purpose. When not required for library purposes, these areas may be scheduled free-of-charge by patrons, non-profit community organizations and parish governmental agencies, subject to the approval. All meetings shall follow and adhere to La. Const. Art 11, Sec. 4, and La. R.S. 18:1465.

1. Audubon Regional Library programs and sponsored events have priority in the use of community space.
2. Use of library community spaces are limited to the following uses by the public:
  - a. Governmental activities
  - b. Non-profit or not-for-profit groups, organizations, or individuals (with proof of non-profit status)
  - c. Individual citizens (or groups of citizens) which have a non-business/not-for-profit nature.
3. No solicitation may take place during use of a community space. Special permission must be sought for the following.
  - a. Classes or programs that require a small fee to cover supply expenses.
    - i. However, not payment for services, such as payment for a speaker.
  - b. Classes or programs which require advanced registration due to limited availability.
    - i. Registration must remain open to the public.
  - c. Authors/book signings not sponsored by Audubon Regional Library.
4. Community spaces cannot be used as a primary meeting place for groups or individuals or a place to conduct business. Community spaces cannot be used for tutoring or any other activities for which fees are charged in advance, off site, or on site.
5. Use of the community space by various organizations and groups does not constitute endorsement by Audubon Regional Library of the policies, views, or beliefs expressed by a group as a whole or by individual participants in the meetings.
6. Community spaces are scheduled daily on a first come, first serve basis.
7. No reservations are allowed.
8. Usage is limited to two (2) hours per day if no one is waiting for a space. Time may be extended by one-hour increments until another group or individual wants to use the room. Staff will explain the conditions for the extension or if users ask in advance if the time can be extended.
9. Community space events must be held during Library hours but may not be scheduled within the first and last half hour of the branch's regular hours of operation. Community spaces should be clear of all individuals 30 minutes prior to branch closing.
10. Individuals requesting a community space must be at least 18 years of age and possess a valid Audubon Regional Library card. The individual initiating the request must be present during the period of usage.
11. All activities must be free and open to the public.
12. The library is not responsible for accidents, injury, loss, or damage to the private property of individuals or organizations, including laptops, purses, and wallets.



13. Items left unattended will be considered lost and placed in the library's Lost and Found located at the circulation desk.
14. The area must be left in clean and neat condition.
  - a. Groups approved to use the community space are responsible for set-up and take-down of the area.
  - b. All components of an event, including set-up and take-down, must take place within the time limit booked for the event.
  - c. Users may not move tables and chairs into or remove them from a Community Space.
  - d. No items shall be taped or tacked to painted walls or windows.
  - e. Upon take-down, the Community Space must be restored to the same orderly fashion as before the meeting's set-up.
15. The registering patron will be held financially responsible for any damage to the community space or furniture.
16. Users must observe the library's Patron Behavior Policy
17. Failure to follow this policy may result in denial of future use.

## Publicity on Meetings Held at the Library

Groups must notify the library if they are advertising the meeting in the newspaper, on radio or television, or through posted announcements.

Copies of all publicity that your organization sends to the print, radio, or television media about any meetings to be held at the library should be sent to:

Administration  
PO Box 8389  
12220 Woodville Street  
Clinton, LA 70722

## Groups Allowed to Use the Spaces

During the operating hours of the library, if not needed for library purposes, community spaces may be reserved free-of-charge by community-based civic, corporate, cultural, educational, professional, political, recreational, and religious organizations, alumni planning groups, and organizations sponsoring public hearings, as well as agencies of the city-parish government, subject to approval.

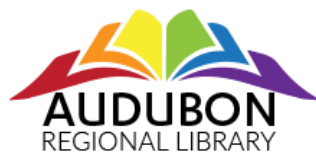
Groups or individuals who wish to reserve a room for private, social, commercial, or promotional use may contact library administration to request the use of library facilities; such use is limited to specific locations and circumstances and rental fees will be assessed.

Such non-traditional use will be decided on a case-by-case basis and will depend on the library's capacity to manage the event as well as how closely the event parallels the library's mission.

## Process to Reconcile Issues Relating to Non-Profit Status

### Determination

Determination of Non-Profit Status: In the event of a question as to the Non-Profit Status of a group wishing to meet in the library, the group will be asked to provide Library administration with a copy of



their Letter of Determination as sent by the IRS.

## Fee Schedule for Non-Traditional Use of Library Meeting Rooms

### **Non-Traditional Use by Non-Profits:**

Use of community spaces for traditional meetings and events scheduled by non-profit groups during regular Library hours is free. The library reserves the right to charge a non-profit a \$50 per hour fee for set-up time, as well as \$50 per hour for any necessary clean-up time.

### **Non-Traditional Use by Individuals, Social or Commercial Groups:**

The library may, on occasion, allow very limited use of community spaces for commercial use and events taking place during regular library hours. Groups or individuals will be charged the following fees for use of a library meeting room.

- \$50 per hour for the actual event
- \$25 minimum at ½ hour increment for set-up, if requested
- \$25 minimum at a ½ hour increment for clean-up

Private and social events such as weddings, graduations, reunions, and parties are not allowed.

Commercial Events approved for occasional bookings:

- Informational seminars
- Training meetings for staff of a commercial business
- Depositions

## Section 17 – Emergency Policy

### A. Telephone Numbers Available

The branch manager should have a posted laminated card at the circulation desk listing telephone numbers for:

- Fire Department
- Sheriff's Office
- Demco or Entergy
- Director
- 911

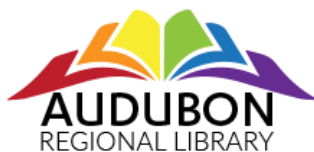
### B. Fire Extinguishers

1. The Laminated card should also indicate the location of all fire extinguishers. The computer fire extinguisher should be clearly marked.
2. The fire extinguishers must be examined by a professional service once a year and updated as needed.

### C. Fire

1. Staff should immediately initiate the calm and orderly evacuation of the Branch. Try to take cell phones.





2. The branch manager should appoint (self or staff) one person to check stacks, rest room or any storage area.
3. Call 911 or Fire Department on any suspicion of fire. NOTE: If there is fire, do not open any door that is warm to touch or where there is evidence of smoke.
4. A staff member should be assigned to obtain names and contact information for minor children (under 18) and when possible, notify the parent or guardian. Keep them together until guardian comes.

#### D. Thread of Violence

1. Whenever there is a threat of violence on site, whichever staff member observes or is aware of the threat will call 911 and notify the Supervisor, who will inform the Director.
2. Evacuate the building, make sure rest rooms and stacks and staff areas are checked and cleared.

#### E. Hurricane

1. If a hurricane is predicted, the library will be closed.
2. Prior to closing, all windows will be secured with visqueen and computers will be covered with large plastic bags. Visqueen will be used in areas vulnerable to leaks.
3. Branch managers will stay in touch with the Director by cell phone. All branch managers will update cell phone numbers and contact information at the beginning of each hurricane season.
4. Branch managers will inspect and report to the Director as soon as the danger to get to the library is past and roads are accessible.

#### F. Bomb Threat

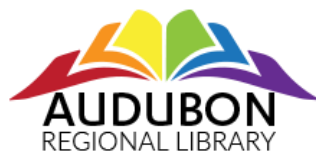
The recommendation is the Branch will not be immediately evacuated for a bomb threat; instead have staff search the building, but do not approach, touch or move any suspicious package or item. If a suspicious package is discovered, notify law enforcement, evacuate the building, and have law enforcement examine the package. Staff should notify law enforcement if a call that appears to be credible is received.

*See Appendix IV for Telephone/Bomb Threat checklist including questions to try to ask.*

#### G. SHELTER IN PLACE PROCEDURE

If the library is aware of a situation which warrants the lockdown of a branch:

- A Hazmet spill or plant release of hazardous substance occurring nearby,
- A sudden extreme weather event, or
- A police emergency occurs in the immediate vicinity and it is not safe to exit the building.



Staff should lock down the library.

Once the library is locked, the staff should follow these procedures:

1. If there are patrons in the building, provide for their safety by asking them to stay- not leave. **Remember, they cannot be forced to stay.** When authorities request individuals to shelter-in-place, they want everyone to take these steps immediately, at their present location, and not drive or walk out of doors.
2. Staff should assist patrons in notifying emergency contact that they are safe. Close and lock all windows, exterior doors, and any openings to the outside. Place a sign on the interior of the door, with notation facing outside, that the library is closed due to a shelter-in-place emergency.
3. If there is danger of explosion or tornado, close the window shades or blinds (to catch glass) and direct patrons to the interior portions of the library.
4. Turn off fans, heating, and air conditioning systems.
5. Use duct tape and plastic sheeting to seal all cracks around the door(s) and any vents where appropriate.
6. Record the names of everyone in the room and report this information to the Director.

## Section 18 – Records Retention Policy

The Audubon Regional Library has adopted the records retention policy mandated by state law and developed by the State Library of Louisiana. This policy will be filed with the policy and procedure manual as Appendix VI.

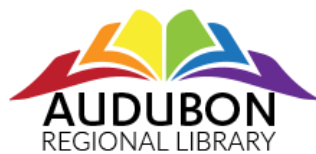
Records will be retained permanently or for a set time determined in the policy.

## Section 19 – Employee Policy

In order to provide adequate services to the public, the Library Board recognizes the need to provide employees who are competent and professional and whose welfare must be a matter of Library Board concern.

All employees are to be courteous, friendly and professional. Employees must be willing to greet the public with a pleasant and helpful manner. At all times, employees must remain alert and approachable, making sure that library work is their primary goal while on duty. Prompt attention to all requests is important.

Many types of people use the library. All should be treated in the same manner and with equal fairness. Tact and patience are sometimes needed when dealing with the public. When a person files a suggestion or complaint, the employee on duty must listen attentively. If unable to resolve the complaint, the employee should refer the person or the complaint to the Library Director or branch manager.



Each library activity and responsibility should be executed in a professional manner. Any breach in decorum to the public or to a co-worker should be promptly reported to the Director. The Director shall report to the Board.

The total library program and its growth and progress should be an active focus area for each employee. Employees should not partake in public criticism of the library's program, operation or staff.

## EMPLOYMENT CLASSIFICATIONS

There are four classifications of library employees as follows:

- A Full-Time Employee is an individual who works a thirty-four or more hour workweek and is hired for an indefinite period.
- A Part-Time Employee is an individual who works less than a twenty-eight hour workweek and is hired for an indefinite period.
- An As Needed Employee is an individual who is irregularly scheduled to work less than a twenty-eight hour workweek and is hired for an indefinite period.
- A Temporary Employee is an individual who is scheduled to work on specific needs of the library. The employee will not receive any benefits unless specifically authorized in writing. The employee is non-exempt and compensated on an hourly basis.

## ANNIVERSARY DATE

An employee's anniversary date is defined as the first full-time day on the job with Audubon Regional Library.

## EQUAL OPPORTUNITY POLICY

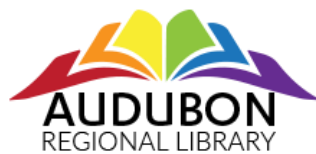
Equal opportunity is Audubon Regional Library policy. It is policy to select the best- qualified person for each position in the system.

Audubon Regional Library has adopted an Affirmative Action policy which means that the library will aggressively seek out, hire, develop, and promote qualified members of protected groups as defined by federal and state laws.

No employee of Audubon Regional Library will discriminate against an applicant for employment or a fellow employee because of:

- Race
- Creed
- Color
- Religion
- Sex
- National origin
- Ancestry
- Age
- Mental handicap
- Physical handicap
- Veteran status

The policy applies to all employment practices and personnel action.



## RECRUITMENT OF EMPLOYEES

Audubon Regional Library recruits with an affirmative action policy to attract top-caliber employees to fill positions at all levels of the organization. Many positions may be filled by promotions. Others will be assigned to new employees who are recruited or who apply directly to the library. Recruitment may be conducted through advertising, schools, employee referrals, or technical and trade referrals. All recruitment shall be conducted in an ethical, professional, non-discriminatory manner. Before filling any approved position vacancy, the library will give current employees who apply equal consideration for transfer or promotion. Refer to the policy, *Announcement of New Positions*.

## ANNOUNCEMENT OF NEW POSITIONS

The library believes that the best candidates to fill job openings may well be present employees. Therefore, employees who carry out their current responsibilities in a productive manner and exhibit the potential to handle more demanding and technical assignments are encouraged to apply for open positions. Announcements of all new positions will be made within the library prior to any outside recruitment. All open positions will be announced on the library website. Present employees are encouraged to review requirements for each position and apply if interested and qualified.

## EMPLOYMENT OF RELATIVES

Relatives of Board Members will not be employed. Relatives of Audubon Regional Library employees may be employed. Relatives will not be allowed to supervise or evaluate each other. Relatives will not work in the same department or under the same supervisor or manager. A relative is defined as any person related in the following degrees: parent, child, spouse, grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin. (La. Revised Statutes 1102 (13)).

## EMPLOYEE SELECTION PROCESS

Audubon Regional Library practices the following procedures in employment:

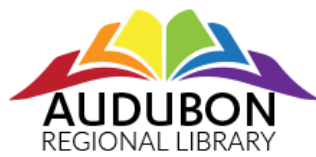
Advertisements are placed on all bulletin boards in all branches in the system. As time allows or to increase the number of qualified applicants, advertisements may be placed in the local newspapers in community where the job opening exists.

All applicants are expected to complete application forms. They should submit character references. Applicants are welcome to complete an application whether or not a specific job is open at the time, and the application will be considered if a job opens within the following six months.

Selection is based on merit, as determined by educational and technical qualifications. Factors that carry no weight in an appointment are pressure from any group or individual, or any applicant's relationship to the Library Board members or library staff.

Personal interviews are always conducted before a job is offered to a qualified applicant.

Before extending an employment offer and upon the applicant's prior agreement that inquiries may be made, at least two applicant references must be checked. Inquiries are to be made in a professional manner requesting only factually verifiable and job-related information. The reference information is



used only as supplemental information for the hiring decision. With permission of the applicant, a law enforcement officer will conduct a background check.

After candidate interview, verification of employment history, and reference inquiries, the Director is responsible for the employment offer.

After the verbal offer has been made and the candidate has agreed to the essential terms of the offer (typically position, salary or rate, and starting date), a written offer will be prepared by the Director and submitted to the candidate in person or by mail. The written offer will confirm the verbal offer and will include the essential terms of the verbal offer as agreed to by the candidate. The candidate will be required to sign and date an acceptance of the written offer which will state as follows:

*The undersigned accepts the above employment offer and agrees that the offer contains the terms of employment with Audubon Regional Library and that there are no other terms express, or implied. It is understood the employment is subject to verification of identity and employment eligibility. It is further understood that employment is subject to the approval of the Audubon Regional Library Board.*

## NEW HIRE

Once the candidate has accepted the employment offer, he/she will be required to provide documentation of identity and employment eligibility in accordance with federal law. The I-9 form shall be used for this purpose.

The PROBATION period is the first three months of service, during which time the appointee is trained for effective job performance. The library is not obliged to retain an employee throughout this period if his/her performance is below par and if there is little evidence that further training will benefit.

Successful completion of the introductory period does not guarantee employment for any period of time thereafter. All employment is *at-will*

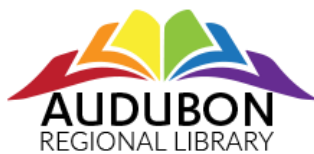
The Audubon Regional Library Director is responsible for having the new employee complete all pre-employment forms, benefit applications, and enrollment forms and for providing, on the employee's first day of work, basic information on pay policy, leave policy, benefits, parking and working hours. Within the first week of employment, a new employee orientation will be conducted by the Director or the employee's immediate supervisor.

*See Appendix II for Form for New Employee.*

## EMPLOYEE ORIENTATION

All new employees will be provided with an orientation during the first week of employment with the library. The employee orientation goals are as follows:

- To establish good employee-employer communication
- To reduce the anxieties of a new environment and new responsibilities
- To build teamwork spirit
- To inform the employee of the library's mission, goals and achievements
- To provide the full-time employee with information about the library benefit package and to explain the participation eligibility dates for the various plans available.



## SALARIES AND PAY PERIODS

Salaries are based upon ability, education, experience and the job classification of the employee. Beginning salaries and step increases are determined by the Board upon the recommendation of the Director of a schedule and system.

- Employees of the library are paid by check bi-weekly.
- Tax reporting forms for the prior year shall be distributed before the last working day of January of each year.

## PAYROLL DEDUCTIONS

The following mandatory deductions will be made from every full-time and part time employee's gross wages:

- Federal income tax
- State income tax
- Medicare
- Social Security

Full-time employees under the age of 55 at employment must participate in the Louisiana Parochial Employees Retirement System. Membership is canceled only by death, termination of employment, or retirement.

CONTRIBUTIONS, RETIREMENT ELIGIBILITY, VESTING, REFUNDS and REPAYMENT OF REFUNDS are subject to the guidelines as set forth by the Louisiana Legislature in the regulations of the Louisiana Parochial Employees Retirement System.

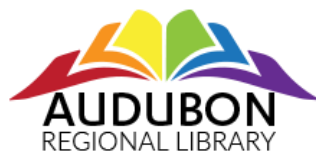
Every employee must complete and sign a federal withholding allowance certificate (IRS Form W-4) on or before his/her first day on the job. This form must be completed in accordance with federal regulations. The employee may fill out a new W-4 at any time when his/her circumstances change. Employees who paid no federal income tax for the preceding year and who expect to pay no income tax for the current year may fill out an Exemption Form Withholding Certificate (IRS Form W-4E). Employees are expected to comply with the instructions on the W-4. Questions regarding the propriety of claimed deductions may be referred to the IRS in certain circumstances.

## COMPENSATION AND OVERTIME

Employees who are required to work more than 40 hours to provide needed services to the library will be compensated by either time and a half pay or time and a half compensation time as required by law. This overtime must be approved in advance by the Director or reported to her by the branch manager immediately for approval.

Overtime is expensive for the library, and is only to be used in a case of emergency to provide necessary service to keep the library open. Overtime is not to be authorized to catch up on routine work that should be done during regular hours.





The Board may authorize pay for travel. (SEE TRAVEL p? for details and forms) library employees will receive compensation for attending Library Board meetings only when they are required to attend.

## EMPLOYEE PRIVACY

Audubon Regional Library believes that nothing should be placed in an employee's personnel file unless there is a clear business reason. The employee privacy philosophy is further reflected in the following statements:

- Personnel files will include only job related information
- Employees may see information in their personnel files. If an employee disagrees with the information, he or she may submit written comments that will be attached to the information
- When asked to do so by an employee, the library will explain its need for certain personal information
- Personnel files are open only to library personnel on a business-related, "need to know" basis unless the library is legally required to release them by court order or subpoena. Strict confidentiality must be maintained at all times.
- Employees must give their written permission before there will be external disclosure of their personal information, with the exception of the following information:
  - Verification of dates of employment, positions held when requested by the employee's prospective employer.
  - Personal information that the library is legally required to reveal by court order or subpoena.
- If confidentiality is breached, appropriate action will be taken after consultation with the library's legal advisor.

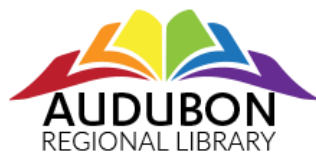
## GARNISHMENTS

Audubon Regional Library system accepts garnishments against its employees with appropriate court proceedings. However, the library encourages employees to act as quickly as possible to relieve the library of this administrative burden. , *Legislative Act # 536 of 1982,*

## HOLIDAYS

Audubon Regional Library Board determines holidays for the year at the December meeting. The library is officially closed on holidays. The following may be considered as holidays:

New Year's Dates	Juneteenth (Observed)
Martin Luther King Jr. Day	Independence Day
Mardi Gras	Labor Day
Presidents' Day	Thanksgiving Dates
Good Friday	Christmas Dates
Memorial Day	



- All staff that are regularly scheduled to work on any of the days listed above shall be given leave with pay, based upon their regular scheduled work hours.
- Should other public offices, schools and stores close in observance of a particular holiday or to commemorate a local event, the library may close at the discretion of the Director, with prior notification to the Library Board.
- An employee on leave of absence without pay status on a holiday shall not be entitled to receive pay for the holiday.

## Section 20 – Leave Policy

### VACATION LEAVE

#### Full-Time Employee

Staff members who regularly work 34 hours or more per week are considered full time. Only full-time employees earn vacation leave. Full-time employees with the exception of the Director will earn Vacation Leave as follows:

- Full-time employees will accrue 7.5 hours of vacation per month. Vacation leave will be available to use after the first full year of employment.
- 90 hours of unused Vacation Leave may be carried from one year to the next.
- Vacation requests must be submitted no later than fourteen (14) working days before the first day of the leave requested. Leave will be approved or rejected based upon the staffing needs of the library.
- Employees will be compensated for a maximum of 180 hours of accrued, unused Vacation Leave upon termination or retirement.
- Each employee must monitor his/her own use of leave time.

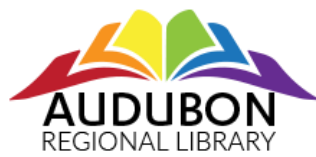
### SICK LEAVE

#### General Information

It is in the best interest of an employee who is ill or injured that he/she does not remain at work. It is the supervisor's or Director's responsibility to send the employee home if the employee is incapacitated or contagious.

Any employee unable to report for work due to an illness must notify the library at or before the beginning of the workday. Exceptions to this include a serious accidental injury, hospitalization, or advanced knowledge that the employee will be absent for a certain period.

- A. A doctor's note is to be submitted to the library for review before the employee returns to work in the following situations:
- When an employee misses 3 (three) consecutive workdays or a total of 3 (three) workdays per payroll period and claims sick leave.
  - When an employee reports late on three consecutive or separate occasions in one payroll period due to sick leave.
  - When the employee has been unable to work after the time of the injury (In all



cases of work-related injury).

B. Full-Time Employee

- Only full-time employees earn sick leave.
- The rate at which sick leave is accrued is 1/20th of the hours worked. Sick leave is earned during the probationary period of 3 months; however, it cannot be used during the probationary period. Sick leave is not earned while an employee is on a leave of absence. Sick leave ends when an employee leaves and any accrued, unused sick leave is not compensated.

C. If any employee uses all his/her accumulated sick leave and must continue to be away from work, he/she may use accumulated annual leave time or request that this time be calculated as leave without pay.

D. To return to work after a lengthy (five days or more) absence utilizing sick leave, an employee must obtain a release statement from his/her attending physician.

E. Medical leave may be used by an employee for the illness of that employee or immediate family members:

- a. Spouse
- b. Child/Stepchild
- c. Parent
- d. Parent of Spouse
- e. Grandchild
- f. Sibling

Employees who abuse medical leave may be subject to disciplinary action including discharge.

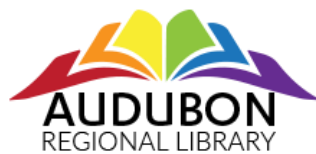
## FUNERAL LEAVE

1. Upon the death of an immediate family member of an employee, a maximum of three (3) days leave with pay may be granted for attending memorial services of:

- a. Spouse
- b. Child/Stepchild
- c. Parent of employee or spouse
- d. Grandparent of employee or spouse
- e. Grandchild

2. Two (2) days leave shall be granted to attend the funeral of the following:

- a. Sister of an employee
- b. Brother of an employee
- c. Niece or Nephew of Employee
- d. Niece or Nephew of Spouse
- e. Brother-in-law or Sister-in-law of Employee
- f. Aunt of Employee
- g. Uncle of Employee
- h. Aunt of Spouse
- i. Uncle of Spouse



To attend a funeral other than those listed above, an employee must request to use his/her annual leave time.

Funeral leave must be applied for and approved prior to being taken when possible.

## MILITARY LEAVE

Military leave will be granted based on federal and state law.

## ADMINISTRATIVE ABSENCE WITH PAY

The Director may grant administrative absence with pay not to exceed five calendar days a year. The actual amount of time granted for administrative leave with pay shall be based on the specific facts of each individual case. In exceptional cases, with the approval of the Library Board, an employee may be granted more than five days of administrative absence in a calendar year. The following circumstances are possible reasons for administrative absence with pay:

### Jury Duty

Time off for mandatory jury duty is excused and paid at full salary, provided that proof of duty is verified by the employee's supervisor. There will be no adjustment in the employee's salary for receipt of jury pay, witness fees, or expenses. The employee is expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep his or her supervisor/manager periodically informed about the amount of time required for jury duty or court appearances.

### Natural Disaster

An employee may be paid his/her regular salary for absence due to extremely severe weather, such as hurricanes, tornadoes or floods, or other natural disasters that pose a definite threat to the safety and welfare of the employee or his/her family. The employee shall make every effort to notify the Director. See Emergency Closing

### Blood Donations

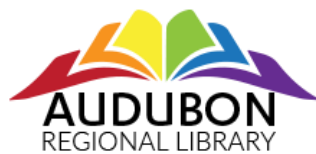
An employee will not be subject to loss of pay for time missed for donating blood to a co-worker, friend or relative. Except in the case of an emergency, time for such absence will be at the discretion of the Director.

## ADMINISTRATIVE ABSENCE WITHOUT PAY

### Medical Leave

The Audubon Regional Library supports the Family Medical Leave Act (Board Meeting, 11/13/2006). The procedure for Medical Leave adopted by the Audubon Regional Library follows:

- An unpaid absence of up to 12 weeks per twelve-month period with job protection and no loss of accumulated service in compliance with the Family Medical Leave Act (FMLA) is provided to all qualified employees. The twelve-month period is defined as a "rolling" 12 months measured backward from the beginning date of the employee's current request for FMLA leave.
- Employees are required to use all accrued sick and annual leave under this policy. After the depletion of paid leave, the rest of the 12-week FMLA time off will be unpaid.
- To qualify for an FMLA Leave of Absence, an employee must have been employed for at



least 12 months and for at least 1250 hours during the 12 months preceding the start of the leave.

A. FMLA Leave Will Be Granted for the Following Reasons:

- a. For the birth of a child
- b. For the placement of a child for adoption or foster care
- c. For the care of a child, spouse or parent who has a serious health condition
- d. For an employee who is unable to perform the essential functions of the job because of a serious health condition.

B. Advance Notice and Medical Certification

The employee will be required to provide advance notice when leave is foreseeable, and to provide medical certification of the cause of leave. Use of leave may be denied if requirements are not met.

- a. To request leave, a request form for Family Medical Leave must be submitted in writing to the Library Director no later than 30 days in advance of the leave, except in emergency situations. If in an emergency, notice must be given as soon as possible.
- b. The library will require a medical certification to support a request for leave and may require a second or third opinion at the library's option. Employees are allowed 15 days to provide certification to support a request for leave. If certification is not provided, employees may be considered absent without leave and subject to dismissal.
- c. The library will require a fitness to return to work medical certification for employees taking FMLA leave for their own health conditions.

C. Job Benefits and Protection Under FMLA:

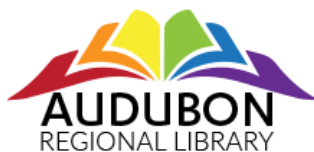
- a. Upon return from FMLA leave employees must be restored to their equivalent positions with equivalent pay, benefits, and employment terms.
- b. The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave.
- c. For the duration of FMLA leave, the library will maintain the employer's share of the premium under the library's group health plan, if the employee is so enrolled prior to the application for FMLA. The employee is responsible for the employee premiums. If any employee elects not to return to work upon the completion of a leave of absence granted under this policy, the library may recover from the employee the cost of any payments made to maintain the employee coverage during leave.

This policy is intended to ensure compliance with the FMLA. Regardless of whatever language within, the language is intended to comply fully with the FMLA but is not intended to give the employee any more rights than they would have under the FMLA. Audubon Regional Library reserves all rights employers have under the FMLA.

## PERSONAL LEAVE OF ABSENCE

Leave of absence is time off in a non-pay status. In cases covered by the Family Medical Leave Act, the library policy on the Family Medical Leave will apply. See separate section.

In addition to those cases covered by the Family Medical Leave Act, the library may grant a leave of



absence for personal reasons. An employee must submit a request for leave of absence in writing to the Director. The Director will forward the request for final approval to the Library Board. The employee is expected to request leave of absence with as much advance notice as possible. Annual leave should be used for such absences before paid leave.

The employee has the responsibility to keep the Director advised of the leave situation and to contact his or her supervisor at least two weeks prior to the expiration of the approved leave to discuss returning to work and so inform the Director in writing. An employee on leave of absence who fails to return to work on the designated day will be terminated effective his or her last day of work or paid annual leave.

If the employee desires voluntary termination, this should be reported as soon as possible. Unless the employee on approved leave has informed the library that he/she does not intend to return to work, the job must be held open for his/her return on the same basis as jobs held open for employees on sick or disability or leave for other reasons. The library will make a reasonable effort, consistent with good business practices and needs, to reinstate an employee to the same position he/she previously occupied, or to a similar position, following a leave of absence.

When an employee does not return to work at the expiration of the period of leave without pay, the employee shall be automatically considered as having resigned his/her position.

Any unauthorized absence from normal working hours shall be considered a leave of absence without pay and may be subject the employee to suspension or dismissal, except in the event of a natural disaster or family emergency. The need for such leave must be reported promptly.

## MATERNITY LEAVE

Maternity Leave is covered by the Family Medical Leave Act.

Each employee who desires to request such leave must submit a physician's statement regarding the anticipated delivery date.

The judgment of the employee's physician will determine the length of time that an employee can work before delivery. The employee may work as long as she is capable of performing full and normal duties, with no qualifications. The library reserves the right to place an employee on maternity leave if it is in the best interest of the library, i.e., in the event the employee cannot adequately perform her duties because of pregnancy.

## PROFESSIONAL LEAVE

Time with pay, including travel time, is allowed staff members to attend library conferences and other professional meetings. As far as possible, the privilege of attendance at such meetings is rotated among staff members. Active participation in such meetings, such as preparing papers or participating in committee work, merits priority. The Director must approve all activities of this type. The library contributes toward the expense of the officially designated representatives of the library.





The library will pay for the following expenses if attendance is approved: registration fees, travel costs, lodging, and meal expenses not covered by registration. Time off for attendance and travel during normal working hours will be paid at the normal rate of pay according to the approved travel policy. Compensation time will be given for travel time that exceeds the normal workday.

## Section 21 – Employee Performance

### EVALUATIONS

The Director is responsible for the annual performance evaluation of each employee. The employee evaluation form is used to determine competencies and weaknesses of the employee, develop clear expectations, and open communication about general library work. The evaluation process allows for open dialogue between the Director and the employee to discuss the relationship of the employee to the Audubon Regional Library system and its success. Immediate supervisors will be a part of an employee's evaluation process.

Additional evaluations during the year may be made and documented by the Director for specific incidents. All written evaluations will be shared with employees and filed in the employee's personnel file.

### CORRECTIVE COUNSELING AND PERFORMANCE IMPROVEMENT

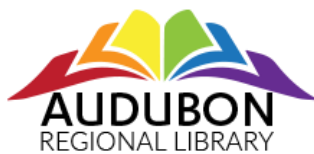
Corrective counseling may be initiated when Audubon Regional Library management believes that an employee's performance problem can and will be resolved through adequate counseling. Corrective counseling is completely at the discretion of the Director. The library desires to protect its investment of time and expense devoted to employee orientation and training whenever that goal is in the library's best interests. The library expressly reserves the right to discharge "at will". Even if corrective counseling is implemented, it may be terminated at the discretion of management. Management in its sole discretion, may warn, reassign, suspend, or discharge any employee "at will", and at any time. However, in accordance with state law, the Board is responsible for any management action when it ratifies such action.

It is essential that all disciplinary action be adequately and appropriately supported by written documentation to protect both the rights of the library and the rights of the employee. The Library Board requires that the disciplinary action be signed by the Director or supervisor and that employee signs the document to indicate receipt of the written explanation.

The Director, with the assistance of the employee's branch manager, will determine the course of action best suited to the circumstances. The steps in corrective counseling and performance improvement are as follows:

The Director may skip one or more of these steps when appropriate.

- Verbal counseling – As a first step in correcting undesirable performance or behavior, the Director should review pertinent job requirements with the employee to ensure his or her understanding of them. The Director should consider the severity of the problem, the employees' previous performance appraisals and all of the circumstances surrounding the particular case. If the problem continues, the manager should define the problem in more specific terms and work with the employee to identify the requirements for performance improvement or change of conduct that will serve as a solution to the problem. As a second step, the seriousness of the



performance or misconduct should be indicated by stating that a written warning, probation, or possible termination could result if the problem is not resolved. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. Immediately after the second step in verbal counseling, the Director should document the verbal counseling for future reference.

- Written counseling –If the undesirable performance or behavior continues, the next step should be a written warning. Also, circumstances such as violation of a widely known policy or safety requirement may justify a written warning without first using verbal counseling. The written warning defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written warning shall indicate that probation or termination or both, may result if improvement is not observed. Written counseling becomes part of the employee’s personnel file, although the Director may direct that the written warning be removed after a period of time, under appropriate circumstances.
- Probation – If the problem has not been resolved through written counseling, and/or the circumstances warrant it, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the probationary period.

The Director and the employee’s supervisor, after review of the employee’s corrective counseling documentation, will determine the length of probation. Typically, the probation period should be at least two weeks and no longer than 60 days, depending on the circumstances. A written probationary notice to the employee is prepared by the Director. The letter should include a statement of the following:

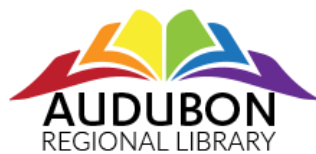
- The specific unsatisfactory situation
- A review of oral and written warnings
- The length of probation
- The specific behavior modification or acceptable level of performance
- Suggestions for improvement
- A scheduled counseling session or sessions during the probationary period and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation.

*Further action* may include but is not limited to re-assignment or demotion.

The Director should personally meet with the employee to discuss the probationary letter and answer any questions. The employee should acknowledge receipt by signing the letter. If the employee should refuse to sign, the Director shall sign attesting that it was delivered to the employee and identifying the date of delivery. The probationary letter becomes part of the employee’s personnel file subject to a later decision by the Director to remove it.

On the defined probation counseling date or dates, the employee and Director will meet to review the employee’s progress in correcting the problem that led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee and the Director.

At the completion of the probationary period, the Director will meet with the employee to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.



- Suspension – A two- or three-day suspension may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. In addition, and with prior approval of the Director, suspension without pay for up to three consecutive working days may be imposed for such proven misconduct as intentional violation of safety rules, fighting, or drinking on the job. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances, such as the need to investigate a serious incident. In implementing a suspension, a written counseling report should set forth the circumstances justifying the suspension. Such a report may become part of the employee's personnel file.
- Involuntary Termination – The involuntary termination notice is prepared by the Director with concurrence of, and review by, the Library Board President. The employee is notified of the termination by the Director, who will have termination paperwork ready.

The following definitions and classification of violations, for which corrective counseling, performance improvement, or other disciplinary action may be taken, are merely illustrative and not limited to these examples. A particular violation may be major or minor depending on the surrounding facts or circumstances.

Minor violations—violations that have some effect on the continuity, efficiency of work, safety, and harmony within the library. They typically lead to corrective counseling unless repeated or when unrelated incidents occur in rapid succession. Some examples of minor violations are as follows:

- Excessive tardiness
- Unsatisfactory job performance
- Interfering with another employee's job performance
- Excessive absenteeism
- Failure to observe working hours such as the schedule of starting time, quitting time, rest and meal periods
- Performing unauthorized personal work on library time
- Failure to notify the Director of intended absence either before or within 15 minutes after the start of a shift except in the case of extraordinary circumstances
- Unauthorized use of the library telephone or equipment for personal business

Major Violations – deliberate or willful infraction of library rules. These violations may result in termination of an employee. Following are some examples of major violations:

- Fighting on library premises
- Being insubordinate
- Repeating minor violations depending upon the severity of the violation and the circumstance
- Endangering the safety or lives of others
- Departing library premises during working hours for personal reasons without permission of the Director
- Bringing firearms or weapons onto the library premises
- Stealing, destroying, abusing, or damaging library property, tools or equipment, or the property of another employee or visitor
- Disclosing confidential library information
- Disregarding willfully library policies or procedures
- Falsifying any library records



- Failing to report to work without excuse or approval of management for three consecutive days.

## EMPLOYEE GRIEVANCE

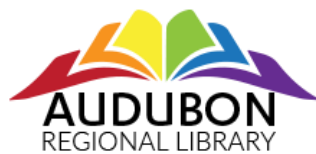
- The Audubon Regional Library Employee Grievance Policy is applicable only to current employees of Audubon Regional Library.
- Employees are encouraged to air any grievance that they may have regarding their treatment or conditions on the job.
- Punitive action shall not be taken against any employee for submitting a grievance in good faith.

The Grievance Procedure Shall Be as Follows:

- All grievances shall be taken to the employee's immediate Supervisor. A grievance form must be completed by the employee.
- If a satisfactory resolution cannot be reached, the employee may appeal his/her grievance to the next highest supervisory level.
- If a satisfactory resolution cannot be reached at that level, the employee may appeal his/her grievance to the Director, or if the Director was the last officer to hear the grievance, then to the Board of Control.
- The Board of Control shall appoint a personnel committee from its members to hear employee appeals.
- The findings of the Board of Control shall be final.

## SEPARATION FROM SERVICE

1. Retirement benefits under the parochial retirement plan operating in Louisiana parishes are based upon guidelines set forth by the Louisiana Parochial Retirement System.
2. Resignations are submitted in writing to the Director. One month's notice is required under ordinary circumstances for professional positions and two weeks' notice for non-professional positions.
3. Termination without prejudice may result from a financial emergency or the discontinuance of an activity. Employees so affected will be determined by the Director and the Board, for the best operation of the library. Every possible assistance for finding other employment is given to the employee who leaves in good standing.
4. Dismissals are made by the Director for cause in accordance with the employee performances policies. The employee may request a hearing before the Library Board and Director if the employee is past the probationary period. All employment is *at-will*. Staff members shall be notified in writing of the charge and the date of a hearing that shall be before the Library Board and the Director. If the decision that follows is one of dismissal, immediate termination of the service of the employee may be required for the good of the library.



## REHIRE

Applications received from former employees will be processed using the same procedures and standards that govern all direct applications. The Director will review the former employee's performance records and the circumstances surrounding termination of previous employment with the library. This information will be used for screening and interviewing applicants.

## REINSTATEMENT

Employees who are reinstated into the library system will retain credit for their earlier years of employment within Audubon Regional Library

## Section 22 – Staff Needs

### STAFF NEEDS

It is important for the well-being of the library that complete understanding exists between the administration and the individual members of the staff on policies and programs of the library. Toward this end, staff meetings are held as needed. The Director or manager will request such meetings.

- To present and explain matters of policy
- To discuss professional problems, new trends, techniques and procedures
- To consider matters involving the staff and its interests
- To promote progress in the library profession

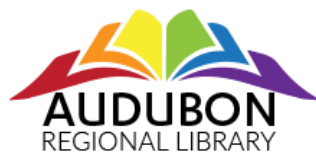
Encouragement of further education is a policy of the library. The administration is willing to arrange leaves of absence, adjustments of time, or special assignments in order that employees may take advantage of opportunities for special study, as long as this does not diminish the physical efficiency of the individual or the effective operation of the library.

Activities and affiliations are encouraged. Staff members are urged to become members of civic, educational and professional groups and to participate in the work of such organizations to as great an extent as library duties will permit.

### STAFF CODE OF CONDUCT

This Staff Code of Conduct outlines the expectations and guidelines for all employees of Audubon Regional Library to uphold professional conduct, ethics, and integrity while performing their duties. This Code is designed to complement and reinforce the prohibitions as defined in Louisiana Revised Statutes (R.S.) 42:1111-1121, which covers standards of conduct for public servants. As representatives of the library, all staff members are required to adhere to these principles to maintain the public's trust and ensure a safe, respectful, and inclusive environment for library patrons and fellow colleagues.

- **Conflict of Interest:**  
All employees are prohibited from engaging in any activities or actions that create a conflict of interest or compromise the impartiality of their roles as public library staff members. This includes but is not limited to accepting gifts, favors, or benefits that may influence their decisions, or participating in transactions with library vendors or contractors in which they have a personal interest.



- **Financial Transparency:**  
Staff members must maintain complete and accurate records of all financial transactions related to their duties. Misappropriation or misuse of library funds or assets is strictly forbidden, and employees should promptly report any suspicious activities to their supervisor or the appropriate authorities.
- **Gifts and Benefits:**  
Employees must not solicit or accept gifts, loans, or other benefits from library patrons, vendors, or contractors that may create a perception of bias or compromise their professional integrity. Modest tokens of appreciation (e.g., thank-you notes) with no monetary value are generally acceptable, but any gifts with a substantial monetary value should be declined and reported to a supervisor.
- **Confidentiality and Privacy:**  
Library staff members must respect the confidentiality and privacy of all patron information in accordance with relevant laws and regulations. Personal information, borrowing history, and other records should only be accessed and used for legitimate library purposes.
- **Respectful and Inclusive Behavior:**  
All employees are expected to treat patrons and colleagues with respect, courtesy, and fairness, regardless of their background, race, ethnicity, religion, gender, sexual orientation, or any other characteristic. Discrimination, harassment, or bullying of any kind will not be tolerated.
- **Responsible Internet Usage:**  
Library staff members should use library resources and internet access responsibly, adhering to all relevant policies and guidelines related to internet usage. Accessing inappropriate or illegal content is strictly prohibited.
- **Professionalism and Dress Code:**  
Employees are expected to maintain a high standard of professionalism in their appearance and conduct. Dress code policies must be followed, and staff should refrain from engaging in any behavior that might compromise the library's reputation.
- **Reporting Violations:**  
Any staff member who becomes aware of a violation of this Code of Conduct or Louisiana Revised Statutes (R.S.) 42:1111-1121 must promptly report it to their supervisor or an appropriate authority within the library or local government.
- **Consequences of Violations:**  
Violations of this Code of Conduct may result in disciplinary action, up to and including termination of employment, as well as potential legal consequences as defined by Louisiana Revised Statutes (R.S.) 42:1111-1121.

## ATTENDANCE AND TIME

### A. Schedule

The Director establishes work schedules. Schedules are set with the business interests of the library as priority, and may be changed by the Director. The Board must be notified of changes in permanent work schedules and reassignment of positions.





Individual work efforts and adequate staffing at all times are critical to the library's ability to serve the public. Employees are to report to work regularly and at the agreed time. If an employee has knowledge that he/she will be absent or late for work, notification to the Director must be made as soon as possible. Non-emergency time off may not be approved when attendance is needed. Failure to work one's regular schedule without pre-approval of non-emergency absences is grounds for corrective action up to and including dismissal.

B. Reporting

Employees are required to notify immediate supervisors or the Director as much in advance as is possible when absent for any reason, but no more than 15 minutes after the beginning of scheduled shifts except in the most unusual and extreme circumstances. Calling in one's absence more than 15 minutes after one's shift begins is considered a failure to report, a fact which may result in corrective action. Two failure to report incidents within a six month period can result in termination of employment. When a staff member cannot report for work because of illness or other reasons, the Library Director is to be notified as soon as possible. It is the responsibility of the employee to contact the Director. Family members should not make such calls unless in emergency situations.

C. Recording Time

Employees are responsible for maintaining an accurate daily log of time that is worked. Honesty is an important aspect of recording time. The supervisor must sign and approve each time sheet. Time sheets are reviewed by the Library Director, Accountant and/or Auditor.

D. Arrival and Departure

Paid time begins when an employee actually begins working. Employees are expected to arrive early enough to remove coats and put away belongings prior to beginning work at the time designated on schedules. Employees are expected to be at their work desks and prepared to begin work when scheduled.

E. Tardiness

Occasional tardiness may be unavoidable, but repeated tardiness is inexcusable and unacceptable. Whenever employees are late, they must report to an immediate supervisor and arrange to make up the time by staying late that same day. If an employee will be 15 minutes or more late, a phone call must be made to notify the immediate supervisor. Time lost may only be made up with permission of the branch manager. Excessive tardiness may result in disciplinary action or a reduction in pay.

F. Rest Period

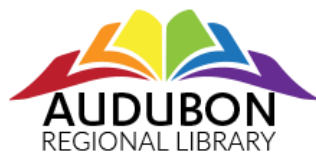
Employees may take a rest period of 15 minutes when working four or more consecutive hours, and a second 15-minute break when working seven or more hours in the same day. Rest periods are work time and are considered a privilege to be enjoyed.

G. Lunch Period

Lunch periods are normally one-half hour. The library's needs always come first in setting the length and time of lunch periods. A supervisor may change the time, but not the length, of a lunch period when required by the workload. The lunch period begins as soon as work is discontinued and ends when work is resumed.

H. Meal Period

The normal workday is eight hours, with one-half hour unpaid lunch period. Bookmobile employees receive 30 minutes unpaid lunch period.



#### I. Excessive Absences

A doctor's note is required for absences exceeding three days or at any other time when absences for illness are deemed excessive.

## DRESS CODE

Employees are expected at all times to present a professional, business-like image to patrons, vendors, and the public. Management reserves the right to make the final determination of what constitutes professional appearance; however, the personal appearance of all library employees is governed by the following standards:

- Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Jeans are permitted but must be in good condition without frays or tears. The wearing of suggestive attire, athletic clothing, shorts, T-shirts, tank tops, baseball hats and similar items of casual attire are not permitted.
- Employees are allowed to wear summer reading or library themed T-shirts or hats during special events and as allowed by the Director.
- Hair should be clean, combed and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Facial hair shall be neatly trimmed.
- Jewelry, cosmetics and perfume shall be suitable for the business environment. Employees engaged in positions which require lifting or other physical exertion shall dress in order to assure personal comfort and safety but must dress as neatly and business-like as working conditions permit.
- The excessive use of cologne or perfume is not allowed, as are odors that are disruptive or offensive to others, or may cause allergies.
- Closed toe shoes are recommended for job safety.
- No political buttons, advertisements, or other such messages/insignias, other than a label or designer logo, are to be worn by library employees while on duty at the library.

## WORKDAY

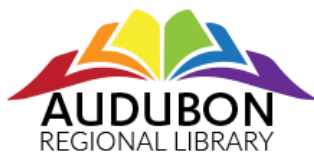
All staff members are expected to be on the job at the scheduled time and to leave at the scheduled time, providing that the building and workspace are made ready for closing.

Patrons should be alerted fifteen minutes prior to closing. It shall be the responsibility of all staff members to assist in keeping all library work areas neat and clean.

## CARE OF LIBRARY FUNDS

Procedures for handling money recommended by the accountant and approved by the Library Board (July 12, 2006) are the following:

- (*ad valorem*, state aid, grants) will be deposited within 24 hours of receipt, if possible.



- Each branch will keep petty cash on hand to issue change when patrons pay for fines, printing costs All money collected by the library at the circulation desks in cash or check for fines, lost books, donations, copies, faxes, etc. will be recorded in receipt books available for audit.
- No personal checks will be cashed out of the cash drawer or any library petty cash account.
- The Director will determine the amount of cash on hand. Overage will be deposited into the general fund at least once a week. The libraries will not keep large amounts of cash on hand.
- All large checks and/or overdue fees. All withdrawals from this fund will be receipted and notated on a daily log. It will also be entered into the library automation system for statistical purposes.
- Money must never be taken from petty cash for personal reasons. Any employees caught taking money from petty cash can be subject to immediate dismissal.
- Each branch will make a weekly deposit of any monies collected over \$20. This deposit will be picked up and/or sent to the main office each week.
- Bills submitted for payment to the library will be date stamped upon receipt and approved for payment by the Library Director or Business Manager.
- As library checks are signed, the signatories review the invoices and sign the summary indicating that they have approved the bills.

## HARASSMENT

Audubon Regional Library will not allow any form of harassment, sexual or otherwise, or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This includes harassment because of personal dislike or hidden agendas, or harassment by patrons.

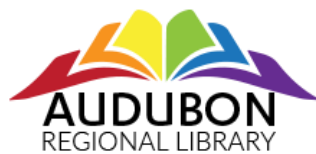
Such conduct, when experienced or observed, should be reported to the Director. The Director will investigate and will be required to report the findings to the Library Board. The privacy of the employees shall be respected at all times. All employees are entitled to report harassment directly to the Library Board. The report should be in writing and will be given complete confidentiality.

Any intentional sexual harassment is considered to be a major violation of library policy and will be dealt with accordingly by corrective counseling and/or suspension or termination depending upon the severity of the violation. At the conclusion of the Board action, the event should be documented for the personnel file.

It is the intent of Audubon Regional Library to provide a work environment free from verbal, physical and visual (signs, posters, or documents) forms of sexual harassment. All employees are expected to be sensitive to the individual rights of their co-workers.

## CONFLICT OF INTEREST

No employee of the library shall maintain an outside business or financial interest, or engage in any outside business or financial activity, which interferes with his or her ability to fully perform job responsibilities. For example, and not by limitation, if an employee's job responsibilities include purchasing, and the employee is in a position to influence such purchases, the employee should have



no proprietary or financial interest in any business that furnishes products, materials, or services to the library or in any related transaction.

Nor may any employee benefit directly or indirectly from a third party who furnishes products, materials, or services to the library. Violation of this policy will result in immediate dismissal.

Employees who have employment outside regular library hours must let the Board know what their hours of extra employment are and must not allow outside employment to interfere with their duties at the library.

## EMERGENCY CLOSINGS

The Director makes decisions concerning keeping the library open during times of bad weather. Factors used in making such a decision include the safety of the public and staff. The Director or branch manager usually depends on the safety officials for guidance in making the decision to close. The Director will notify each branch head when the libraries are to be closed. Only very severe problems justify a library closure. If the Director must close the library, the Board President should be notified immediately by a telephone call.

An employee may choose to stay home and use a leave day or leave without pay if concerned about driving safety during times of bad weather. An employee may appeal the Manager's decision to the Library Board at the next regular meeting. The employee, to place an appeal on the agenda, must notify both the Director and the Library Board President one week before the meeting.

When libraries are closed, employees will be paid for regularly scheduled hours that are missed due to the closing.

## TELEPHONE USE

A large percentage of the library's business is transacted by telephone. The telephone equipment of the library provides service to patrons; therefore, it is necessary to limit personal calls to an absolute minimum number. Personal calls should only be made in case of absolute necessity or emergency. Non-emergency personal calls must be made at break or lunch period. No long distance personal calls may be made on library phones.

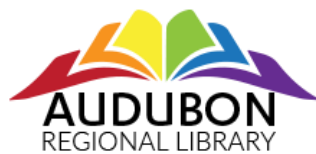
Personal cell phones should be placed on vibrate or turned off.

Employees are not permitted to use library phones for personal business during work hours. library-provided cell phones (bookmobile) are for library use, but they may be used for personal business in cases of dire emergencies.

## POLITICAL ACTIVITIES

In recognition of its responsibilities as a business citizen Audubon Regional Library encourages its employees to accept the personal responsibility of good citizenship, including participation in civic and political activities in accordance with their interests and abilities.

Audubon Regional Library accepts without reservation the basic democratic principle that all employees are free to make their own individual decisions in civic and political matters. Therefore, no employee's status with the library will be affected, in any way, whatsoever, because of participation or non-participation in lawful civic and political activities.



Participation in civic and political activities is considered to be a personal matter and, as such, is to be carried on outside of normal working hours. No political activities or solicitations will be carried on within library premises. Publicly speaking for or against a candidate for office or wearing political paraphernalia is prohibited at the library. An employee has the right privately to express his/her opinion.

Political activities are defined for purposes of this policy as activities in support of any partisan political issue or activities in support of, or in concert with, any individual candidate for political office, or a political party, which seek to influence the election of candidates to federal, state, or local offices. The definition includes employees who are or may be candidates for political office.

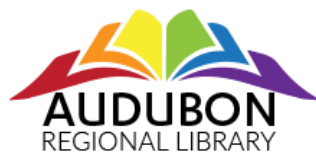
The library reserves the right to deny time off for political activities where the activities, in the opinion of the library, would unduly interfere with the employee's fulfillment of any obligations to the library.

## RESPONSE TO POLICE INQUIRY

- Staff members who are approached by a law enforcement officer(s) (including an FBI agent) will immediately ask for identification and then contact the Director to alert him/her of the officer's presence. Staff members will then refer the officer to the Director. Staff members will treat the officer with courtesy and respect.
- The Director will immediately contact the library's legal counsel and request that counsel be present to assist during any search. The Director will contact the Board if appropriate.
- The Director will meet with the officers and library counsel or another colleague in attendance.
- If the officer presents a court order compelling the production of records or equipment, the Library's Director will ask the legal counsel to review the legality of the document. The counsel will inform the officer of this procedure.
- If the officer does not have a court order compelling the production of records or equipment, the Director and/or legal counsel will explain the library's confidentiality law (La.R.S.44:13). The Director will inform the agent or officer that users' records are not available except when a proper court order in good form has been presented to the library. Note: Without a court order, neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions, other than the name and address of the person speaking to the agent or officer.
- Should the press inquire about the officer's visit, the response will be "No comment."
- No mention may be made about the FBI inquiries, warrants and subjects in question. Federal Prison or suit filed for invasion of privacy by subject in question may result from divulging this information.

## SAFETY

- Safety is the responsibility of both the Director and individual employees. It is their responsibility to make certain that all safety procedures and practices are observed. Appropriate disciplinary action shall be taken, at the discretion of the Director, when an employee is found negligent in



equipment operation resulting in either damage to the equipment or to patrons or employees.

- The safe performance of all work assignments without injury is the Library Board's primary safety concern. Only through the determined elimination of the causes of accidents can the frequency of accidents be reduced.
- Any accident occurring during normal working hours shall be reported at once to the Director, who will complete a record.
- Upon notification of an accident involving employees, the Director shall complete an Employer Report of Injury/Illness form, which must be forwarded to the Workers Compensation Coverage Agency no later than forty-eight (48) hours after the accident in order that an employee may be covered under Workers Compensation Insurance.

## SMOKING POLICY

Staff members will be allowed to smoke during their morning or afternoon breaks but must go outside the building to do so. The Director will set aside a place outside each building for this purpose.

## STAFF TELECOMMUNICATIONS POLICY

The telecommunications policy which applies to patrons also applies to employees. In addition to those guidelines, employees should abide by rules specific to employees.

Personal use of e-mail by employees should not interfere with or conflict with library use. Employees should exercise good judgment regarding the reasonableness of personal use. Employees are responsible to maintain the security of their account and their password.

Efficient use of the e-mail system suggests that messages should be concise and directed to individuals with an interest or need to know. General notice bulletins may be sent to public groups, local news groups, or specific work groups.

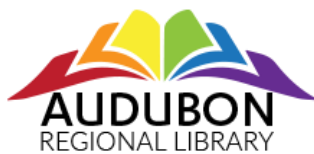
Misuse of e-mail can result in disciplinary action up to and including termination. Examples of misuse include the following:

- Transmitting obscene, profane or offensive material over any library communication system. This includes, for example, accessing erotic materials via news groups. Also, messages, jokes, or forms that violate the harassment policy or create an intimidating or hostile work environment are prohibited.
- Using library communications systems to set up personal businesses or sending chain letters.
- Forwarding confidential messages meant only for personnel to locations outside the library.
- Accessing copyrighted information in a way that violates the copyright
- Breaking into the system or using without authorization a password/mailbox
- Broadcasting unsolicited personal views on social, political, religious, or other non- business related matters.
- Soliciting to buy or sell goods or services
- Using the internet for personal reasons on library time

## WORK PRODUCTS

The products of an employee's work become the property of the library and shall remain with the library.





## SUBSTANCE ABUSE

Audubon Regional Library recognizes that substances such as alcohol and drugs are used by individuals, sometimes to an extent that their abilities and senses are impaired. The Board's position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved.

The policy is implemented because Audubon Regional Library Board believes that the impairment of any library employee due to the use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as patrons or business guests.

*Impairment or being impaired* means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of library rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on library premises or in any Audubon Regional Library parking lot, storage area, or job site is prohibited; and violations are subject to severe disciplinary action.

Employees who are taking prescription drugs are under a duty to report this to the Librarian. This is for the protection of the employee and for safety purposes in case of an adverse reaction to the drug while at work, or so the employee is not falsely accused of taking an illegal substance.

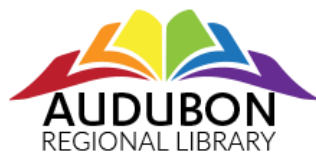
When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, Audubon Regional Library may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the Director and the Library Board.

Audubon Regional Library is aware that substance abuse is a complex health problem that has both physical impact and an emotional impact on the employee, his or her family, and social relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

A branch manager who suspects a substance abuse case should discuss the situation immediately with the Director. Because each case is usually different, the handling and referral of the case must be coordinated with the Director and the Library Board.

Audubon Regional Library has resources available to assist an employee who requests help with substance abuse. The employee must ask for help. The library will not require it. Should disciplinary action be pending against an employee who asks for help, Audubon Regional Library will assist to the extent of its resources assuming that the employee remains employed. Nonetheless, regular disciplinary action will proceed. **If** the employee is terminated, Audubon Regional Library will be unable to continue any program. Voluntary, successful participation in a recovery or rehabilitation program by an employee may be a mitigating factor in any disciplinary action depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending a successful completion of a recovery program.

Employees who are placed on a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or to



change their performance or behavior.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment with Audubon Regional Library as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on Audubon Regional Library premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any Audubon Regional Library business meeting. No alcoholic beverages should be served at any Audubon Regional Library event.

Audubon Regional Library is concerned with its employees' privacy, especially where matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, Audubon Regional Library shall maintain employee medical and personal information in confidence and release this information to authorized library personnel on a "need to know" basis. An exception to this policy is where the employee signs a release for the transfer of such information to designated persons or agencies.

## TRAVEL REIMBURSEMENT

### A. Mileage Reimbursement

Employees of Audubon Regional Library who use their personal vehicle for library purposes will be reimbursed at state rate for mileage. The reimbursement rate is intended to compensate the employee for all costs related to the operation of his/ her personal vehicle on library business. The employee assumes liability for his/her personal vehicle in work related travel.

Travel expenses between home and work location are not reimbursable. Most library related travel will originate from the library location. But in those cases where it is advantageous (time and distance considered) to leave directly for one's place of residence, the request for reimbursement should be based upon total miles traveled for the library less normal daily mileage to and/or from the work location.

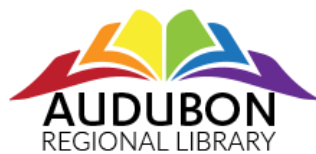
If travel extends after employee's regularly scheduled working hours, employees shall be granted compensation time.

Employees who must purchase supplies are asked to plan in an effective manner and thereby shop only on a weekly basis.

Requests for reimbursement of business-related travel should be submitted to the Director for approval.

Reimbursement requests will include the following:

- Date of travel
- Travel destination
- Number of miles traveled on library business
- The reason for library travel



The expense report must be signed and dated by the employee and initialed by the Director.

**B. Meals Reimbursement**

Meals will be reimbursed at the current state rate. Receipts will be required for reimbursement. Payment will be made for the following meals:

- Breakfast will be paid when travel begins by 6:00 a.m. on the first day of travel or extends beyond 9:00 a.m. on the last day of travel and for any intervening days.
- Lunch will be paid when travel begins by 10:00 a.m. on the first day of travel or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.
- Supper will be paid when travel begins by 4:00 p.m. on the first day of travel, or extends beyond 8:00 p.m. on the last day of travel and for any intervening days.

**C. Lodging Reimbursement**

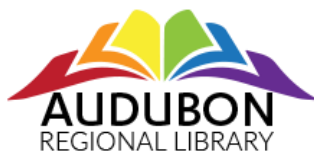
The cost of a room will be reimbursed at state rate.

## TRAVEL MONEY REQUESTED FOR TRAVEL APPROVED BY LIBRARY BOARD

In the event that the Library Board approves participation at a state or national conference for the Library Director or other staff members a *Request for Expenses Form* may be filed in advance for money to support such endeavors. Upon completion of the form by employee and approval by the Library Board President, money will be provided for expenses prior to the conference. A complete expense report must be filed within one week upon return from the Conference at which time further money will be reimbursed if necessary or the employee will relinquish extra money not necessary to support attendance at said conference.

*See Appendix III for Travel Expense Account Form.*

*The Policies and Procedures Manual* was adopted by the Library Board on July 10, 2008, and may be changed by the Library Board at any time.



# Appendix I

## REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

*Please complete this form and return it to any of our locations. Your request will be considered, and you will be notified of the library's decision.*

*We sincerely thank you for your concern and continued support.*

Author \_\_\_\_\_

Title \_\_\_\_\_

Publisher (if known) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Complainant represents

\_\_\_\_\_her/himself \_\_\_\_\_  
\_\_\_\_\_(name organization) \_\_\_\_\_  
\_\_\_\_\_(identify other group) \_\_\_\_\_

1. What brought this material to your attention?  
\_\_\_\_\_
2. To what in the book do you object? (Please be specific: cite pages.)  
\_\_\_\_\_
3. What concerns you about the material? (Use other side or additional page if necessary.)  
\_\_\_\_\_
4. For what age group would you recommend this material?  
\_\_\_\_\_
5. Is there anything good about this material?  
\_\_\_\_\_
6. Did you read the entire book? \_\_\_\_\_ What parts? \_\_\_\_\_
7. What would you like the library to do about this material?  
\_\_\_\_\_

Signature of Patron: \_\_\_\_\_



# Appendix II

Form for New Employee

Audubon Regional Library

To: \_\_\_\_\_

From: \_\_\_\_\_  
Director

Re: Employment

Dear \_\_\_\_\_

You have been selected to fill the position of \_\_\_\_\_ in \_\_\_\_\_, Louisiana for the Audubon Regional Library. Your selection is subject to the approval of the Library Board. Their next meeting is \_\_\_\_\_. Your interview portrayed you as \_\_\_\_\_.

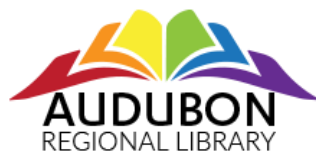
The terms of employment are the following:

- Work week of \_\_\_\_\_ hours
- Starting salary: \$ \_\_\_\_\_ an hour.
- The first three months will be an evaluation/probationary period. At the end of this period your performance will be evaluated and a decision concerning continued employment will be made. You will report for work on \_\_\_\_\_; this date will be considered to be your anniversary date.
- Benefits include retirement, vacation time and medical insurance (if you qualify). The employee is eligible for coverage on the 1<sup>st</sup> day following a full calendar month of employment

\_\_\_\_\_

The undersigned accepts the employment offer and agrees that it contains the terms of employment with the Audubon Regional Library and that there are no other terms express or implied. It is understood that employment is subject to verification of identity and employment eligibility. It is further understood that employment is subject to the approval of the Audubon Regional Library Board.

\_\_\_\_\_ Date: \_\_\_\_\_



# Appendix III

## TRAVEL EXPENSE ACCOUNT

NAME \_\_\_\_\_

### EXPENSE SUMMARY

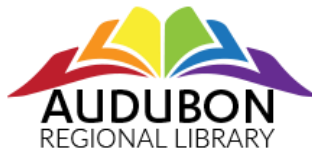
AUTOMOBILE:	Lump Sum Allowance	\$
Subsistence:	Per Mile Cost	
	Mi. @	\$
	Mi. @	\$
	Lodging	\$
	Meals	\$
Tolls & Parking		\$
Tips		\$
Other Expenses		\$
Total Costs		\$

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*Signed by Payee* *Title* *Date*

Remarks:





# Appendix IV Bomb Threat Procedure

## BOMB THREAT CALL PROCEDURES

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

### If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

### If a bomb threat is received by handwritten note:

- Call \_\_\_\_\_
- Handle note as minimally as possible.

### If a bomb threat is received by email:

- Call \_\_\_\_\_
- Do not delete the message.

### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

### DO NOT:

- Use two-way radios or cellular phone; radio signals have the potential to detonate a bomb.
- Evacuate the building until police arrive and evaluate the threat.
- Activate the fire alarm.
- Touch or move a suspicious package.

## WHO TO CONTACT (select one)

- Follow your local guidelines
- Federal Protective Service (FPS) Police  
1-877-4-FPS-411 (1-877-437-7411)
- 911

## BOMB THREAT CHECKLIST

Date:  Time:

Time Caller Hung Up:  Phone Number Where Call Received:

### Ask Caller:

- Where is the bomb located? (Building, Floor, Room, etc.) \_\_\_\_\_
- When will it go off? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- What will make it explode? \_\_\_\_\_
- Did you place the bomb? Yes No \_\_\_\_\_
- Why? \_\_\_\_\_
- What is your name? \_\_\_\_\_

### Exact Words of Threat:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Information About Caller:

- Where is the caller located? (Background and level of noise) \_\_\_\_\_
- Estimated age: \_\_\_\_\_
- Is voice familiar? If so, who does it sound like? \_\_\_\_\_
- Other points: \_\_\_\_\_

### Caller's Voice

- Accent
- Angry
- Calm
- Clearing throat
- Coughing
- Cracking voice
- Crying
- Deep
- Deep breathing
- Disguised
- Distinct
- Excited
- Female
- Laughter
- Lisp
- Loud
- Male
- Nasal
- Normal
- Ragged
- Rapid
- Raspy
- Slow
- Slurred
- Soft
- Stutter

### Background Sounds:

- Animal Noises
- House Noises
- Kitchen Noises
- Street Noises
- Booth
- PA system
- Conversation
- Music
- Motor
- Clear
- Static
- Office machinery
- Factory machinery
- Local
- Long distance

### Threat Language:

- Incoherent
- Message read
- Taped
- Irrational
- Profane
- Well-spoken

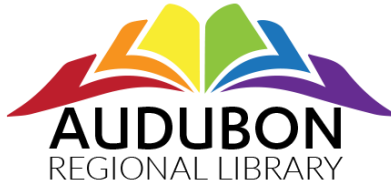
### Other Information:



Homeland Security



## Appendix V



# Employee Grievance

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Statement of Grievance:

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Action Desired by Employee:

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Signature of Employee

Date

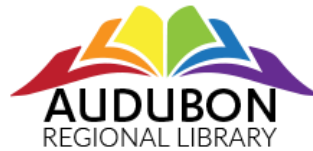
Signature of Supervisor

Date



# **Appendix XI**

## **RECORDS RETENTION SCHEDULE**



## Records Retention Schedule

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 Division of Archives, Records Management and History  
 Post Office Box 94125, Baton Rouge, LA 70804

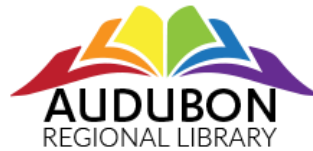
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<b>Remarks</b>	

Agency No	Agency Division Section	Security	Archival	State Records Center	Vital	Remarks			
19009001.000	Library Board, Parish of East Feliciana Board & Governing Body								
Item Number	Records Series Title						Retention Period		
		In Office	In Storage	Total Retention					
1.	Parish Library Board Bylaws	PERM	0	PERM	P	R	N	V	
2.	Policy Manuals	PERM	0	PERM	P	R	N	V	Keep one edition of each version
3.	Parish Library Board Meeting Minutes	PERM	0	PERM	P	A	N	V	
4.	Parish Library Board Meeting Recordings	ACT + 3 CY	0	ACT + 3 CY	P	S	N	U	ACT = Until the end of the CY in which the meeting was held.
5.	Annual Reports to the State Library	PERM	0	PERM	P	R	N	I	

<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent LOA = Life of the Agency	<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful	<b>Agency Abbreviations</b>
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## Records Retention Schedule

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<b>Remarks</b>	

Agency No	Agency Division Section	Security	Archival	State Records Center	Vital
19009001.000	Library Board, Parish of East Feliciana Administrative Records				
Item Number	Records Series Title				
		In Office	In Storage	Total Retention	
6.	Correspondence – Routine	ACT + 1 CY	0	ACT + 1 CY	M S N U
7.	Correspondence – General (subject related)	ACT + 2 CY	1 CY	ACT + 3 CY	M S N U
8.	Correspondence – Policy - related	PERM	0	PERM	P R N V
9.	Complaint Records	ACT + 1 CY	2	ACT + 3 CY	M S N U
10.	Patron Accident, Incident and Disciplinary Files	ACT + 5 CY	0	ACT + 5 CY	C S N U
11.	Planning Documents – Final Approved	PERM	0	PERM	P R N U
12.	Internal Staff Meeting Files	ACT + 1 CY	1 CY	ACT + 2 CY	P S N U
13.	E-Rate files	ACT + 10 CY	0	ACT + 10 CY	P S N V
14.	Grant Files	ACT + 3 FY	0	ACT + 3 FY	P S N V
15.	Other Federal Grants	ACT + 5 FY	0	ACT + 5 FY	P S N V

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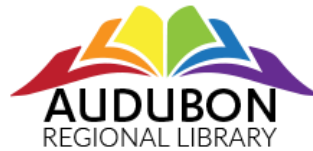
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Agency No	Agency Division Section	Retention Period			Security	Archival	State Records Center	Vital
Item Number	Records Series Title	In Office	In Storage	Total Retention				
19009001.000	Library Board, Parish of East Feliciana Personnel – Employee Records							
16.	Application for Employment – Not hired	ACT + 2 CY	0	ACT + 2 CY		S	N	U
17.	Employment Selection Records (Interviews)	ACT + 2 CY	0	ACT + 2 CY		S	N	U
18.	Employment Announcements (Receipts, ads)	ACT + 2 CY	0	ACT + 2 CY		S	N	U
19.	Applications for Employment – Hired	ACT	5 CY	ACT + 5 CY		S	N	V
20.	Employee Disciplinary Reports	ACT	5 CY	ACT + 5 CY		S	N	V
21.	Employee Training and Educational Records	ACT	5 CY	ACT + 5 CY		S	N	V
22.	Employment Eligibility (I-9)	ACT	3 CY	ACT + 3 CY		S	N	V
23.	Employee Benefits – Insurance	ACT	5 CY	ACT + 5 CY		S	N	V
24.	Employee Benefits – Non-Insurance	ACT	5 CY	ACT + 5 CY		S	N	V
25.	Performance Appraisals	ACT	5 CY	ACT + 5 CY		S	N	V

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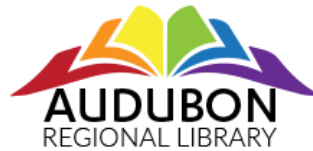
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Agency No	Agency Division Section				Security	Archival	State Records Center	Vital	Remarks
	Item Number	Records Series Title	In Office	In Storage					
19009001.000	Library Board, Parish of East Feliciana Personnel – Payroll Records								
26.	Employee Deduction Authorizations	ACT	4 CY	ACT + 4 CY	C	S	N	V	ACT = Until the end of the CY in which the authorization is superseded, terminated or employee separates. * May be kept by governing authority.
27.	Employees Earning Records (changes in rate of pay & job title)	ACT + 70 CY	0	ACT + 70 CY	P	S	N	V	ACT = Until the end of the CY in which the employee separates or is terminated. * May be kept by governing authority
28.	Federal Tax Records (W2, 1099, FICA, etc.)	ACT	4 CY	ACT + 4 CY	C	S	N	V	ACT = Until the end of the CY created or received. * May be kept by governing authority
29.	W-4	ACT	4 CY	ACT + 4 CY	C	S	N	V	ACT = Until the end of the CY in which record is superseded, terminated or employee separates. *May be kept by governing authority
30.	Direct Deposit Authorization	ACT	4 CY	ACT + 4 CY	C	S	N	V	ACT = Until the end of the CY in which the authorization is superseded, terminated or employee separates. * May be kept by governing authority
31.	Deferred Compensation Records	ACT	5 CY	ACT + 5 CY	C	S	N	V	ACT = Until the end of the CY in which record is superseded, terminated or employee separates. * May be kept by governing authority
32.	Patient Protection & Affordable Care Act (proof of insurance offer, employee answer & related reports)	ACT + 7 CY	0	ACT + 7 CY	C	S	N	V	ACT = Until the end of the CY in which the offer was made. * May be kept by governing authority

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Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
19009001.000	Library Board, Parish of East Feliciana Personnel Records								
33.	Time & Attendance Records (includes time & recap sheets, vacation & leave, comp. time)	ACT + 2 CY	3 CY	ACT + 5 CY	M	S	N	V	ACT = Until the end of the CY in which the record is created or received.
34.	Employee Injury Records	ACT	30 CY	ACT + 30 CY	C	S	N	V	ACT = Until the end of the CY in which the employee separates from the agency; maintained separate from personnel file; *May be kept by governing authority;
35.	Workers' Compensation Files	ACT	30 CY	ACT + 30 CY	C	S	N	V	ACT = Until the end of the CY in which claim is settled - litigation maintained in separate file; *May be kept by governing authority
36.	Grievances	ACT	5 CY	ACT + 5 CY	C	S	N	I	ACT = Until the end of the CY in which the matter is closed.

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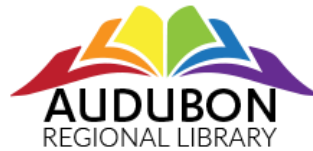
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Agency No	Agency Division Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
19009001.000	Library Board, Parish of East Feliciana Financial Records								
37.	Journal Entries / General Ledger	ACT + 1 CY	4 CY	ACT + 5 CY	M S N V	ACT = Until the end of the CY in which the audit is complete. *May be kept by governing authority			
38.	Balance Sheet	ACT + 1 CY	4 CY	ACT + 5 CY	P S N V	ACT = Until the end of the CY in which the audit is complete.			
39.	Deposit Slips and Cancelled Checks	ACT + 3 CY	0	ACT + 3 CY	M S N V	ACT = Until the end of the CY in which the audit is complete.			
40.	Invoices	ACT + 3 CY	0	ACT + 3 CY	P S N V	ACT = Until the end of the CY in which the audit is complete.			
41.	Bank Statements and Reconciliations	ACT + 3 CY	2 CY	ACT + 5 CY	M S N V	ACT = Until the end of the CY in which the audit is complete.			
42.	State Tax Returns	ACT + 1 CY	4 CY	ACT + 5 CY	M S N V	ACT = Until the end of the CY in which the audit is complete.			
43.	Budgets – Original	PERM	0	PERM	P R N V				
44.	Audits	PERM	0	PERM	P R N V				
45.	Accounts Payable / Receivable	ACT + 3 CY	0	ACT + 3 CY	P S N V	ACT = Until the end of the CY in which the audit is complete.			
46.	Postal Records	ACT + 3 CY	0	ACT + 3 CY	M S N V	ACT = Until the end of the CY in which the audit is complete.			

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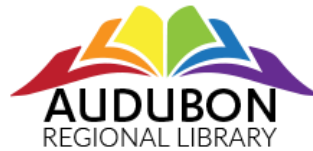
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Agency No	Agency Division Section	Security	Archival	State Records Center	Vital	Remarks			
Item Number	Records Series Title						Retention Period		
							In Office	In Storage	Total Retention
19009001.000	Library Board, Parish of East Feliciana Building & Equipment Records								
47.	Requests for Bid, Proposals, RFPs (unsuccessful)	ACT + 4 CY	0	ACT + 4 CY	P S N I	ACT = Until the end of the CY in which the audit is complete.			
48.	Contracts / Agreement for Services (includes winning bid, proposal & RFP)	ACT	5 CY	ACT + 5 CY	P S N I	ACT = Until the end of the CY in which the contract expires or is terminated.			
49.	Purchases / Order Records	ACT + 3 CY	0	ACT + 3 CY	P S N V	ACT = Until the end of the CY in which the audit is complete.			
50.	Inventory and Depreciation Schedules	ACT + 1 CY	4 CY	ACT + 5 CY	P S N V	ACT = Until the end of the CY in which the audit is complete.			
51.	Insurance Policies	ACT	5 CY	ACT + 5 CY	M S N V	ACT = Until the end of the CY in which the policy expires or is terminated.			
52.	Blueprints / Plans	PERM	0	PERM	C R N V				
53.	Appraisals, Surveys, Reports	ACT	5 CY	ACT + 5 CY	P S N U	ACT = Until the end of the CY in which project is complete and work is accepted. *Consider for historical retention.			
54.	Maintenance History	ACT + 2 CY	0	ACT + 2 CY	P S N U	ACT = Until the end of the CY in which the equipment is no longer in service.			

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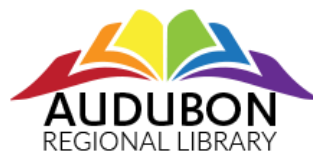
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Agency No	Agency Division Section	Security	Archival	State Records Center	Vital			
Item Number	Records Series Title					Retention Period		
						In Office	In Storage	Total Retention
19009001.000	Library Board, Parish of East Feliciana Library Records							
55.	Patron Registration Files	C	S	N	U	ACT = Until end of the CY in which patron registration expires or patron discontinues use of the library.		
56.	Computer Sign-in Sheets	C	S	N	U	ACT = Until end of the MO usage statistics are recorded		
57.	Program Exhibit Files	P	S	N	U	ACT = Until the end of the CY in which program offered or program is suspended.		
58.	Program Registration Records	C	S	N	U	ACT = Until the end of the CY in which administrative use ends.		
59.	Circulation Record	C	S	N	U	ACT = Until the end of the DY in which items are returned		
60.	Training / Workshop (Staff Presentations & Workshops Materials)	P	S	N	U	ACT = Until the end of the CY in which workshop is included in curriculum		
61.	Interlibrary Loan Records	C	S	N	U	ACT = Until the end of the CY in which the request is made.		
62.	Overdue Files	C	S	N	U	ACT = Until the end of the DY in which account is paid in full or issue is resolved		
63.	Acts of Donation	P	S	N	U	LOA = Until the end of the CY in which the agency ceases to exist.		
64.	Donations Gifts	P	S	N	U	ACT = Until the end of the CY in which there is no further administrative value.		
<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent LOA = Life of the Agency		<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful		<b>Agency Abbreviations</b>		



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Indicate Use of Form
<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE

Agency No	Agency Division Section	Retention Period			Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention					
19009001.000	Library Board, Parish of East Feliciana Library Records								
65.	Release Forms	ACT	5 CY	ACT + 5 CY	C	S	N	U	ACT = Until the end of CY in which administrative needs ends
66.	Meeting Room Requests	ACT + 1 CY	0	ACT + 1 CY	P	S	N	U	ACT = Until the end of the CY in which the meeting room was requested.
67.	Reference Requests	ACT	0	ACT	C	S	N	U	ACT = Until the end of the DY in which the request was made.
68.	Video Surveillance	ACT + 30 DY	0	ACT + 30 DY	C	S	N	U	ACT = Until the end of the day in which the recording is made.

<b>Permitted Retention Period Abbreviations</b> ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week (Mon-Sun) DY - Day(s) PERM – Permanent LOA = Life of the Agency	<b>Security Status Codes</b> P – Public Record M – May Contain Confidential Information C – Confidential Information  <b>Archival Processing Codes</b> A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	<b>State Records Center Use</b> Y – Yes N - No  <b>Vital Record Identification Code</b> V= Vital I = Important U= Useful	<b>Agency Abbreviations</b>
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