

# **ST. TAMMANY PARISH LIBRARY**

Audit of Financial Statements

December 31, 2017



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## Independent Auditor's Report

To the Board of Control  
St. Tammany Parish Library

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund of St. Tammany Parish Library (the Library), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Library as of December 31, 2017, and the respective changes in financial position for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Management has omitted the management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Accounting principles generally accepted in the United States of America require that the budgetary comparison information on page 31, the supplementary schedules required by GASB Statement No. 68 on pages 32 and 33, and the schedule of funding progress - health insurance plan on page 34 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

## **Other Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Library's basic financial statements. The accompanying information listed as other supplementary information in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements.

Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

**Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated April 30, 2018, on our consideration of the Library's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control over financial reporting and compliance.



A Professional Accounting Corporation

Covington, LA  
April 30, 2018

**BASIC FINANCIAL STATEMENTS  
GOVERNMENT-WIDE FINANCIAL STATEMENTS**

**ST. TAMMANY PARISH LIBRARY**  
**Statement of Net Position**  
**December 31, 2017**

	<b>Governmental Activities</b>
<b>Assets</b>	
Cash	\$ 4,807,620
Intergovernmental Receivable - Ad Valorem Taxes, Net	9,695,088
Intergovernmental Receivable - State Revenue Sharing	251,468
Other Receivables	3,031
Deposits	1,981
Capital Assets, Net of Accumulated Depreciation	<u>3,222,166</u>
<b>Total Assets</b>	<u>17,981,354</u>
<b>Deferred Outflows of Resources</b>	
Deferred Outflows on Pension Obligation	<u>1,768,291</u>
<b>Liabilities</b>	
Accounts Payable	89,414
Accrued Payroll Liabilities	342,734
Claims Payable	19,230
Compensated Absences	329,468
Net Pension Liability	1,318,986
Net Other Postemployment Benefit Obligation (OPEB)	<u>1,589,712</u>
<b>Total Liabilities</b>	<u>3,689,544</u>
<b>Deferred Inflows of Resources</b>	
Deferred Inflows on Pension Obligation	<u>242,662</u>
<b>Total Deferred Inflows of Resources</b>	<u>242,662</u>
<b>Net Position</b>	
Net Investment in Capital Assets	3,222,166
Unrestricted	<u>12,595,273</u>
<b>Total Net Position</b>	<u><u>\$ 15,817,439</u></u>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH LIBRARY**  
**Statement of Activities**  
**For the Year Ended December 31, 2017**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
<b>Governmental Activities</b>				
Library	\$ 10,762,916	\$ 135,327	\$ 34,905	\$ (10,592,684)
<b>General Revenues</b>				
Intergovernmental Revenue - Ad Valorem Taxes, Net				9,759,826
Intergovernmental Revenue - State Revenue Sharing				251,468
Miscellaneous Revenues				48,508
Earnings on Investments				14,816
<b>Total General Revenues</b>				<u>10,074,618</u>
<b>Change in Net Position</b>				(518,066)
<b>Net Position, Beginning of Year</b>				<u>16,335,505</u>
<b>Net Position, End of Year</b>				<u>\$ 15,817,439</u>

The accompanying notes are an integral part of these financial statements.

**FUND FINANCIAL STATEMENTS  
GOVERNMENTAL FUND**

ST. TAMMANY PARISH LIBRARY  
 Balance Sheet  
 Governmental Fund  
 December 31, 2017

	<b>General Fund</b>
<b>Assets</b>	
Cash	\$ 4,807,620
Intergovernmental Receivable - Ad Valorem Taxes, Net	9,695,088
Intergovernmental Receivable - State Revenue Sharing	251,468
Other Receivables	3,031
Deposits	1,981
	<hr/>
<b>Total Assets</b>	<b>\$ 14,759,188</b>
	<hr/> <hr/>
<b>Liabilities</b>	
Accounts Payable	\$ 89,414
Accrued Payroll Liabilities	342,734
Claims Payable	19,230
	<hr/>
<b>Total Liabilities</b>	<b>451,378</b>
	<hr/>
<b>Deferred Inflows of Resources</b>	
Unavailable Ad Valorem Taxes	225,890
	<hr/>
<b>Total Deferred Inflows of Resources</b>	<b>225,890</b>
	<hr/>
<b>Fund Balance</b>	
Committed for:	
Capital Projects	269,158
Assigned for:	
Madisonville Branch Artwork	26,072
Unassigned	13,786,690
	<hr/>
<b>Total Fund Balance</b>	<b>14,081,920</b>
	<hr/>
<b>Total Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	<b>\$ 14,759,188</b>
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The accompanying notes are an integral part of these financial statements.

ST. TAMMANY PARISH LIBRARY  
 Balance Sheet (Continued)  
 Governmental Fund  
 December 31, 2017

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**Reconciliation of the Governmental Fund Balance Sheet to the  
 Statement of Net Position**

Total Fund Balance	\$ 14,081,920
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	3,222,166
Deferred inflows of resources - unavailable ad valorem taxes are not reported on government-wide financial statements.	225,890
Compensated absences are not due and payable in the current period and, therefore, are not reported in the funds.	(329,468)
The Library follows the requirements of GASB Statement No. 68, which provides for the recognition of pension obligations. This includes the recognition of related deferred outflows and inflows.	1,525,629
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Those liabilities consist of:	
Net Pension Liability	(1,318,986)
Net Other Postemployment Benefit Obligation (OPEB)	<u>(1,589,712)</u>
<b>Net Position of Governmental Activities</b>	<b><u>\$ 15,817,439</u></b>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH LIBRARY**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**Governmental Fund**  
**For the Year Ended December 31, 2017**

	<b>General Fund</b>
<b>Revenues</b>	
Intergovernmental Revenue - Ad Valorem Taxes, Net	\$ 10,149,214
Intergovernmental Revenue - State Revenue Sharing	251,468
Fines and Fees	135,327
Donations	23,792
Earnings on Investments	14,816
Grants	11,113
Miscellaneous Revenues	<u>1,200</u>
<b>Total Revenues</b>	<b><u>10,586,930</u></b>
<b>Expenditures</b>	
Library	
Personnel Services	6,576,977
Operating Services	2,890,177
Capital Outlay	<u>701,034</u>
<b>Total Expenditures</b>	<b><u>10,168,188</u></b>
<b>Net Change in Fund Balance</b>	<b>418,742</b>
<b>Fund Balance, Beginning of Year</b>	<b><u>13,663,178</u></b>
<b>Fund Balance, End of Year</b>	<b><u>\$ 14,081,920</u></b>

The accompanying notes are an integral part of these financial statements.

**ST. TAMMANY PARISH LIBRARY**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**and Changes in Fund Balance of the Governmental Fund**  
**to the Statement of Activities**  
**For the Year Ended December 31, 2017**

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<b>Net Change in Fund Balance - Total Governmental Fund</b>	<b>\$ 418,742</b>
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Amounts reported for governmental activities in the statement of activities are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation exceeded capital outlays in the current period.	(120,653)
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental fund:

Change in Unavailable Ad Valorem Taxes	(389,388)
Contributions Made to Retirement Plan by Other Governments	47,308

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund:

Compensated Absences Payable	3,840
Change in the Net Pension Liability and Related Deferred Amounts	(286,235)
Change in the other postemployment benefit obligation (OPEB)	<u>(191,680)</u>

<b>Change in Net Position of Governmental Activities</b>	<b><u>\$ (518,066)</u></b>
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The accompanying notes are an integral part of these financial statements.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies

The accounting and reporting policies of St. Tammany Parish Library (the Library) conform to accounting principles generally accepted in the United States of America (GAAP) applicable to government entities. The following is a summary of significant accounting policies.

#### Reporting Entity

The Library was established by St. Tammany Parish, Louisiana (the Parish) under the provisions of Louisiana Revised Statute (LRS) 25:211. The Library is governed by a Board of Control (the Board), which is appointed by the Parish. Effective January 1, 1989, the administrative and accounting functions for the Library were transferred to the Board of Control under the provisions of Louisiana Revised Statute 25:215(b)(9); these functions were previously provided by the Parish. During 2017, the Library maintained twelve branches, a business resource center, and an administrative facility, which provide citizens of the Parish access to library materials, books, magazines, compact discs, films, and the internet.

The financial reporting entity consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Governmental Accounting Standards Board Statement No. 14, as amended, established criteria for determining which component units should be considered part of the Parish for financial reporting purposes. The basic criterion for including a potential component unit with the reporting entity is financial accountability.

The Library is a component unit of the Parish because the Parish appoints all members of the Library's Board of Control and, as such, is financially accountable for the Library. The accompanying financial statements present information only on the funds maintained by the Library and do not present information on the Parish, the general government services provided by that governmental unit, or the governmental units that comprise the financial reporting entity.

#### Basis of Presentation

The accompanying basic financial statements of the Library have been prepared in conformity with governmental accounting principles generally accepted in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The accompanying basic financial statements have been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments*, as amended by GASB Statement No. 63 in June, 2011.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

#### **Basis of Presentation (Continued)**

The Library's basic financial statements include both government-wide and fund financial statements. The Library currently has only one fund, the General Fund, which is reported as a governmental activity.

#### **Government-Wide Financial Statements**

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on the governmental activities using the full accrual, economic resource basis, which recognizes all long-term assets and receivables, as well as long-term debt and obligations.

The statement of activities demonstrates the degree to which the direct expenses of the Library's primary function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

#### **Fund Financial Statements**

The Library uses funds to maintain its financial records during the year. Fund accounting is designed to demonstrate legal compliance and to aid management by segregating transactions related to certain library functions and activities. A fund is defined as a separate fiscal and accounting entity with a self-balancing set of accounts. The emphasis on fund financial statements is on major funds, each displayed in a separate column. A fund is considered major if it is the primary operating fund of the entity or the total assets, liabilities, revenues, or expenditures of the individual governmental fund is at least 10 percent of the corresponding total for all governmental funds.

The General Fund is the primary operating and sole fund of the Library. It accounts for all the financial transactions and is classified as a governmental fund type. The focus of the governmental fund's measurement is upon the determination of financial position and changes in financial position rather than upon net income.

#### **Measurement Focus / Basis of Accounting**

The government-wide financial statements are accounted for using the economic resources measurement focus. All assets and liabilities (whether current or non-current) are reported.

The government-wide financial statements are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded when the liability is incurred or economic asset used, regardless of the timing of related cash flows.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### **Measurement Focus / Basis of Accounting (Continued)**

The amounts reflected in the governmental fund financial statements are accounted for using the current financial resources measurement focus. With this measurement focus, only current assets and current liabilities are generally included on the balance sheet. The statement of revenues, expenditures, and changes in fund balance reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach is then reconciled, through adjustment, to the government-wide financial statements.

The amounts reflected in the governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). Measurable means the amount of the transaction can be determined and available means collectible within the current period or soon enough thereafter to pay liabilities of the current period. The Library considers all revenues available if they are collected within 60 days after the fiscal year-end. Expenditures are recorded when the related fund liability is incurred, except for interest and principal payments on any general long-term debt, which would be recognized when payment is due, and certain compensated absences and claims and judgments, which are recognized when the obligations are expected to be liquidated with expendable available financial resources.

Ad valorem taxes are considered to be collected when they are collected by the St. Tammany Parish Sheriff. Ad valorem taxes collected after 60 days are recorded as a deferred inflow on the governmental fund balance sheet. State revenue sharing associated with the current fiscal period is considered susceptible to accrual and so has been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Library.

##### **Budget and Budgetary Accounting**

The Board has adopted a budget for the General Fund. The budgetary practices include public notice of the proposed budget, public inspection of the proposed budget, and public hearings on the budget prior to adoption. Any amendment involving increases in expenditures must be approved by the Board. Budgeted amounts included in the accompanying financial statements include all amendments. All budgeted amounts which are not expended or obligated through contracts lapse at year-end. Unspent budgeted amounts will be reallocated in the following year's budget. The General Fund budget is adopted on a basis consistent with accounting principles generally accepted in the United States of America. The Library amended its budget during 2017. These amendments are reflected in the budget comparison schedule of this report.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

#### Cash and Cash Equivalents

Cash includes amounts in interest-bearing demand deposits. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Library may deposit funds in demand deposits, interest-bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

#### Receivables

Receivables are reported net of estimated uncollectible amounts. The allowance for uncollectible amounts was \$356,539, which represents 3% of the total ad valorem tax receivable at December 31, 2017. This estimate is based on the Library's history of collections within this revenue stream.

#### Capital Assets

Capital assets, which include property, vehicles, furniture and equipment, computers, and building improvements, are reported in the government-wide financial statements. Capital assets are recorded at historical cost or estimated cost if historical cost is not available. Donated assets are recorded as capital assets at their estimated fair market value at the date of donation. Depreciation of all exhaustible capital assets is charged as an expense against the Library's operations. In the fund financial statements, capital assets are accounted for as capital outlay expenditures upon acquisition.

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

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

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

Depreciation expense amounted to \$821,687, for the year ended December 31, 2017.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

#### Compensated Absences

The Library's policy allows employees to accumulate unused vacation and sick leave on an unlimited basis. Employees earn annual vacation leave and sick leave based on the number of years of service, as follows:

Years of Service	Annual Time Earned	
	Vacation	Sick
1 to 15 Years	15 Days	12.5 Days
Greater than 15 Years	20 Days	12.5 Days

At the end of each year, employees forfeit unused vacation that exceeds 600 hours. Upon termination of service, employees are entitled to be paid for up to 300 hours of unused vacation leave and one-third of the accumulated sick leave. The remainder of the vacation and sick leave is forfeited upon termination, but will be paid only upon illness while in the employ of the Library. The non-current portion (amounts estimated to be used in subsequent fiscal years) for governmental funds is reported only as a general long-term obligation in the government-wide statement of net position, and represents a reconciling item between the fund and government-wide presentations.

#### Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenditures, and expenses during the reporting period. Actual results could differ from those estimates.

#### Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Parochial Employees' Retirement System (the Plan) and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 1. Summary of Significant Accounting Policies (Continued)

##### Fund Equity

Government-wide net position is divided into three components:

1. *Net Investment in Capital Assets* - Consists of the historical cost of capital assets including any restricted capital assets, net of accumulated depreciation, and reduced by the outstanding balances of any borrowings that are attributable to the acquisition, construction, or improvement of those assets.
2. *Restricted* - Consists of assets that have constraints that are externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation.
3. *Unrestricted* - All other net position is reported in this category.

In the governmental fund financial statements, fund balances are classified as follows:

1. *Nonspendable* - Amounts that cannot be spent either because they are in nonspendable form or because they are legally or contractually required to be maintained intact.
2. *Restricted* - Amounts that can be spent for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.
3. *Committed* - Amounts that can be used only for specific purposes determined by a formal action of the Board. Commitments may be established, modified, or rescinded only through ordinances or resolutions approved by the Board.
4. *Assigned Fund Balance* - Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority.
5. *Unassigned Fund Balance* - All amounts not included in other spendable classifications.

When an expense is incurred for purposes for which both restricted and unrestricted net position is available, the Library's policy is to apply restricted net position first.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 1. Summary of Significant Accounting Policies (Continued)

#### Adoption of New Accounting Principles

During the year ended December 31, 2017, the Library adopted GASB Statement No. 82 (GASB 82), *Pension Issues - an amendment of GASB Statements No. 67, No. 68, and No. 73*. The objective of GASB 82 is to address issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan members) contribution requirements.

#### New Accounting Pronouncements

The GASB issued Statement No. 75 (GASB 75), *Accounting and Financial Reporting for Postemployment Benefits Other than Pensions*, in June 2015. The objective of GASB 75 is to improve accounting and financial reporting by state and local governments for postemployment benefits other than pensions. This Statement will be effective for the Library for the fiscal year ending December 31, 2018.

The GASB issued statement No. 87 (GASB 87), *Leases*, in June 2017. The objective of GASB 87 is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. This Statement will be effective for the Library for the fiscal year ending December 31, 2020.

### Note 2. Cash and Cash Equivalents

The following is a summary of cash and cash equivalents (book balances) at December 31, 2017:

Demand Deposits	<u>\$ 4,807,620</u>
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These deposits are stated at cost, which approximates market.

Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

*Custodial Credit Risk - Deposits.* Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be recovered. The Library does not have a deposit policy for custodial credit risk. As of December 31, 2017, \$4,870,735 of the Library's bank balance was exposed to custodial credit risk. However, these deposits were secured from risk by the pledge of securities owned by the fiscal agent bank.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

#### Note 3. Capital Assets

Capital assets activity for the year ended December 31, 2017, was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
<b>Capital Assets Not Being Depreciated</b>				
Land	\$ 473,285	\$ -	\$ -	\$ 473,285
Construction in Progress	-	35,709	-	35,709
<b>Total Capital Assets Not Being Depreciated</b>	<b>473,285</b>	<b>35,709</b>	<b>-</b>	<b>508,994</b>
<b>Capital Assets Being Depreciated</b>				
Artwork	24,225	-	-	24,225
Books	8,184,398	487,688	(930,080)	7,742,006
Vehicles	241,210	-	-	241,210
Computers	225,453	-	-	225,453
Building Improvements	1,808,982	-	-	1,808,982
Furniture and Equipment	1,337,143	177,637	-	1,514,780
<b>Total Capital Assets Being Depreciated</b>	<b>11,821,411</b>	<b>665,325</b>	<b>(930,080)</b>	<b>11,556,656</b>
<b>Less Accumulated Depreciation for:</b>				
Artwork	(1,730)	(3,461)	-	(5,191)
Books	(7,152,870)	(540,192)	930,080	(6,762,982)
Vehicles	(216,257)	(5,075)	-	(221,332)
Computers	(205,544)	(7,857)	-	(213,401)
Building Improvements	(556,629)	(85,303)	-	(641,932)
Furniture and Equipment	(818,847)	(179,799)	-	(998,646)
<b>Total Accumulated Depreciation</b>	<b>(8,951,877)</b>	<b>(821,687)</b>	<b>930,080</b>	<b>(8,843,484)</b>
<b>Total Capital Assets Being Depreciated, Net</b>	<b>2,869,534</b>	<b>(156,362)</b>	<b>-</b>	<b>2,713,172</b>
<b>Capital Assets, Net</b>	<b>\$ 3,342,819</b>	<b>\$ (120,653)</b>	<b>\$ -</b>	<b>\$ 3,222,166</b>

#### Note 4. Ad Valorem Taxes

Intergovernmental ad valorem taxes for the operations of the Library are normally levied each November on the assessed value listed as of the prior January 1<sup>st</sup> for all real property, merchandise, and movable property located in the Parish. Assessed values are established by the St. Tammany Parish Assessor's Office and the State Tax Commission at percentages of actual value as specified by Louisiana law. A re-evaluation of all property is required to be completed no less than every four years. The last re-evaluation was completed in 2016. Taxes are due and payable by December 31<sup>st</sup> in the year levied and become delinquent thereafter. Taxes are collected by the St. Tammany Parish Sheriff's Office and remitted to the Parish, which passes the dedicated millage through to the Library.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 5. State Revenue Sharing

State revenue sharing is an arrangement whereby local governments are reimbursed by the state for ad valorem taxes not billed due to the homestead exemption. These intergovernmental revenues are received by St. Tammany Parish and passed through to the Library.

The Library recognized revenue from state revenue sharing of \$251,468, for the year ended December 31, 2017. Receivables for state revenue sharing for the year ended December 31, 2017, were \$251,468.

#### Note 6. Risk Management

The Library participates in the self-insurance fund of its primary government, St. Tammany Parish, for coverage of property and contents.

The Library has established a self-insurance medical plan for its employees and their covered dependents. The plan administrator is responsible for the approval, processing, and payment of claims. The plan administrator is also responsible for actuarially determining the needed funding of the plan. The plan provides health benefits up to a \$1,000,000 lifetime maximum per covered person. All full-time employees who are regularly scheduled to work at least 28 hours per week and their eligible dependents are eligible for the plan.

The plan is accounted for in the General Fund of the Library. The cost of claims is recorded as an expense when the claims arise. Claims liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be reasonably estimated and is recorded in the governmental activities in the statement of net position.

Claims liabilities include an amount for claims that have been incurred but not paid as of December 31, 2017. These liabilities are reported at their present value of \$19,230. Changes in the balances of claims liabilities during the years ended December 31, 2017, 2016, and 2015, were as follows:

	2017	2016	2015
Beginning of Year Liability	\$ 36,739	\$ 56,464	\$ 26,357
Claims and Changes in Estimates	879,313	662,749	550,581
Claims Payments	(896,822)	(682,474)	(520,474)
<b>Balance at Fiscal Year End</b>	<b>\$ 19,230</b>	<b>\$ 36,739</b>	<b>\$ 56,464</b>

A stop-loss insurance contract executed with an insurance carrier covers aggregate claims in excess of \$665,635 and claims in excess of \$40,000 per single employee per year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 7. Pension Plan

The Library contributes to a cost-sharing, multiple-employer defined benefit pension plan administered by the Parochial Employees' Retirement System of Louisiana (PERS or the System). Employees of the Library may elect to be members of PERS Plan A. PERS was established by the Louisiana Legislature as of January 1, 1953, by Act 205 of 1952. PERS is administered by a Board of Trustees consisting of seven members. The plan issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to P.O. Box 14619, Baton Rouge, LA 70898-4619, or by calling 225-928-1361.

#### Plan Description

All permanent employees working at least 28 hours per week and who are paid wholly or in part from Library funds shall become members on the date of employment. New employees meeting the age and Social Security criteria have up to 90 days from the date of hire to elect to participate.

Any member can retire providing he/she meets one of the following criteria:

For employees hired prior to January 1, 2007:

1. Any age with thirty (30) or more years of creditable service
2. Age 55 with a minimum of twenty-five (25) years of creditable service
3. Age 60 with a minimum of ten (10) years of creditable service
4. Age 65 with a minimum of seven (7) years of creditable service

For employees hired after January 1, 2007:

1. Age 55 with a minimum of thirty (30) years of creditable service
2. Age 62 with a minimum of ten (10) years of creditable service
3. Age 67 with a minimum of seven (7) years of creditable service

The retirement benefit is generally 1% of the member's final compensation plus \$2 per month for each year of service credited prior to January 1, 1980, and 3% of final average compensation for each year of service after that date. Final average salary is the employee's average salary over the 36 consecutive or joined months which produce the highest average.

Employees who terminate with at least the amount of credited service stated previously, and who do not withdraw their employee contributions, may retire at the age specified previously and receive the benefit accrued to their date of termination. PERS also provides death and disability benefits. Benefits are established by state statute.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 7. Pension Plan (Continued)

##### Funding Policy

Contributions to PERS include one-fourth of one percent of the taxes shown to be collectible by the tax rolls of each parish except Orleans and East Baton Rouge parishes. PERS' members are required to contribute 9.5% of their annual covered salary. The Library is required to contribute at an actuarially determined rate. The current rate is 12.50% of annual covered salary for the year ended December 31, 2017. As provided by LRS 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation of the prior year. The Library's contributions to PERS for the years ended December 31, 2017, 2016, and 2015, were \$499,361, \$492,906, and \$526,629, respectively, which is equal to the required contribution.

##### Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2017, the Library reported a liability of \$1,318,986 for its proportionate share of the net pension liability. The net pension liability was measured as of December 31, 2016, and was determined by actuarial valuation as of that date. The Library's proportion of the net pension liability was based on a projection of the Library's long-term share of contributions to the pension plan relative to the projected contributions of all municipalities, actuarially determined. At December 31, 2016, the Library's proportion was 0.640436%.

For the year ended December 31, 2017, the Library recognized pension expense of \$785,596. At December 31, 2017, the Library reported deferred outflows of resources and deferred inflows of resources related to its pension from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between Expected and Actual Experience	\$ -	\$ 230,810
Changes in Assumptions	250,417	-
Net Difference between Projected and Actual Earnings on Pension Plan Investments	1,023,582	-
Changes in Proportion and Differences between Employer Contributions and Proportionate Share of Contributions		
Changes in Proportion	1,628	531
Differences in Contributions	-	11,321
Library Contributions Subsequent to the Measurement Date	492,664	-
<b>Total</b>	<b><u>\$ 1,768,291</u></b>	<b><u>\$ 242,662</u></b>

In the year ended December 31, 2018, \$492,664 reported as deferred outflows of resources related to pensions resulting from the Library's contributions subsequent to the measurement date will be recognized.

**ST. TAMMANY PARISH LIBRARY**

**Notes to Financial Statements**

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**Note 7. Pension Plan (Continued)**

**Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions (Continued)**

Other amounts reported as deferred inflows of resources and deferred outflows of resources will be recognized in pension expense as follows:

Year Ending December 31,	Amount
2018	\$ 381,389
2019	411,642
2020	267,587
2021	<u>(27,653)</u>
<b>Total</b>	<b><u>\$ 1,032,965</u></b>

**Actuarial Assumptions**

A summary of the actuarial methods and assumptions used in determining the net pension liability as of December 31, 2017, is as follows:

Valuation Date	December 31, 2016
Actuarial Cost Method	Entry Age Normal
Investment Return	7.00% (Net of Investment Expense)
Expected Remaining Service Lives	4 Years
Projected Salary Increases	5.25% (2.75% Merit / 2.50% Inflation)
Cost-of-Living Adjustments	The present value of future retirement benefits is based on benefits currently being paid by the System and includes previously granted cost-of-living increases. The present values do not include provisions for potential future increases not yet authorized by the Board of Trustees.
Mortality	RP-2000 Employee Sex Distinct Table was selected for employees. RP-2000 Healthy Annuitant Sex Distinct Tables were selected for annuitants and beneficiaries. RP-2000 Disabled Lives Mortality Table was selected for disabled annuitants.

## Note 7. Pension Plan (Continued)

**Actuarial Assumptions (Continued)**

The discount rate used to measure the total pension liability was 7.00% for Plan A. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rates and that contributions from participating employers and non-employer contributing entities will be made at the actuarially determined contribution rates, which are calculated in accordance with relevant statutes and approved by the Board of Trustees and the Public Retirement System's Actuarial Committee. Based on those assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a triangulation method which integrated the CAPM pricing model (top-down), a treasury yield curve approach (bottom-up), and an equity building-block model (bottom-up). Risk return and correlations are projected on a forward looking basis in equilibrium, in which best estimates of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These rates are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation of 2.00% and an adjustment for the effect of rebalancing/diversification. The resulting expected long-term rate of return is 7.66%, for the year ended December 31, 2016.

Best estimates of arithmetic real rates of return for each major asset class included in the System's target asset allocation as of December 31, 2016, are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Portfolio Real Rate of Return
Fixed Income	35%	1.24%
Equity	52%	3.63%
Alternatives	11%	0.67%
Real Assets	2%	0.12%
	100%	5.66%
Inflation		2.00%
Expected Arithmetic Normal Return		7.66%

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 7. Pension Plan (Continued)

##### Sensitivity to Changes in Discount Rate

The following presents the net pension liability of the Library using the discount rate of 7.00% as well as what the liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	1% Decrease (6.00%)	Current Discount Rate (7.00%)	1% Increase (8.00%)
Library's Proportionate Share of the Net Pension Liability (Asset)	\$ 3,945,618	\$ 1,318,986	\$ (901,910)

#### Note 8. Deferred Compensation Plan

Certain employees of the Library participate in the Louisiana Public Employees' Deferred Compensation Plan (the Plan) adopted under the provisions of the Internal Revenue Code, Section 457. Complete disclosures relating to the Plan are included in the separately issued audit report for the Plan, available from the Louisiana Legislative Auditor, Post Office Box 94397, Baton Rouge, Louisiana 70804-9397.

#### Note 9. Other Postemployment Benefits (OPEB)

In addition to the pension benefits described in Note 7, the Library provides post-employment healthcare benefits, to employees under 65 years of age who retire from the Library in accordance with criteria listed in Note 7 and, in addition, have at least five years of employment in the Library system, and have participated in the health insurance plan for the three years prior to retirement. The Library will pay a proportionate share of the health insurance cost based on the years of service.

The Library implemented GASB Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. By adopting the requirements of GASB Statement No. 45, the Library recognizes the cost of post-employment benefits in the year when employee services are rendered and provides information useful in assessing potential demands on the Library's future cash flows. Because the Library has adopted the requirements of GASB Statement No. 45 prospectively, recognition of the liability accumulated from prior years will be phased in over 30 years, commencing with the 2008 liability.

## ST. TAMMANY PARISH LIBRARY

### Notes to Financial Statements

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#### Note 9. Other Postemployment Benefits (OPEB) (Continued)

**Funding Policy:** The Library allows qualifying retirees to participate in the employee benefit plan for a specified monthly contribution until Medicare-eligible. Qualifying Medicare-eligible retirees are reimbursed up to 75% of the cost of a Medicare supplement plan, but no more than \$150 per month. The Library finances its plan on a pay-as-you-go basis; therefore, no funds are reserved for payment of future health insurance premiums. For the year ended December 31, 2017, the Library contributed \$7,320 to the plan on behalf of the retirees.

**Annual OPEB Cost and Net OPEB Obligation:** The Library's annual other post-employment benefit (OPEB) is calculated based on the annual required contribution (ARC). The Library has elected to calculate the ARC and related information using the "unit credit actuarial cost method." The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the Library's annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the Library's net OPEB obligation to the plan:

Annual Required Contribution	\$ 151,000
Interest on Prior Year Net OPEB Obligation	48,000
Adjustments to Annual Required Contribution	<u>-</u>
Annual OPEB Cost	199,000
Contributions Made	<u>(7,320)</u>
Increase in Net OPEB Obligation	191,680
Net OPEB Obligation, Beginning of Year	<u>1,398,032</u>
Net OPEB Obligation, End of Year	<u><u>\$ 1,589,712</u></u>

The Library's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the current year were \$191,680, 3.7%, and \$1,589,712, respectively.

**Funded Status and Funding Progress:** As of December 31, 2017, the actuarial accrued liability for benefits was \$1,406,000, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$3,745,040, and the ratio of the unfunded actuarial accrued liability (UAAL) to the covered payroll was 38%.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 9. Other Postemployment Benefits (OPEB) (Continued)

The projection of future benefits for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Amounts determined regarding the funded status of a plan and the employer's annual required contributions are subject to continued revision as actual results are compared with past expectations and new estimates are made about the future.

Actuarial Methods and Assumptions: Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

The following simplifying assumptions were made:

Retirement Age for Active Employees: Active members were assumed to retire as follows:

<b>Age Range</b>	<b>Annual Retirement Age</b>
55 - 59	2%
60 - 64	5%
65 - 69	10%
70	100%

Spouse and Dependent Age Conventions: Dependents are not eligible for postretirement benefits and were not included in the valuation.

Mortality: For retirees, RP-2014 mortality tables; healthy annuitant rate for retirees. For active employees, turnover rates were assumed to include the impact of mortality.

Employee Turnover Rates: 85% of 2003 Society of Actuaries Pension Plan Turnover Study, Basic Age Table. This assumption was selected based on limited information about 2015-2017 turnover in the employee health plan of the Library.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 9. Other Postemployment Benefits (OPEB) (Continued)

Medical Trend Rates: 6.5% per annum in 2017, decreasing by .5% annually to ultimate level of 4.0%. The trend assumption is based on current industry trends.

Discount Rate: 3.4%, based on the Bond Buyer 20-Bond GO Index for week ending December 30, 2017, rounded to the nearest 0.1%.

The Library qualifies to calculate its annual OPEB cost using the alternative measurement method permitted by GASB Statement No. 45 for employers in plans with fewer than one hundred total plan members. Management contracted with an actuary who performed an actuarial valuation of the postemployment benefits offered by the Library as of December 31, 2017.

Benefits are offered at the discretion of the Board and the Plan Document is reviewed annually for necessary amendments based on budgetary projections. It is the intent of the Library to offer healthcare coverage for those eligible retirees as long as the Library offers a healthcare plan to its active employees, but no obligation to pay benefits exists.

### Note 10. Operating Leases

The Library leases the Causeway Branch in Mandeville, its reference center, and its technical services building. These leases have been classified as operating leases and, as such, rental payments have been recorded as operating expenditures. Total rent expense under these leases for the year ended December 31, 2017, was \$259,359. Future minimum lease payments are as follows:

Year Ending December 31,	Amount
2018	\$ 151,094
2019	38,976
2020	38,976
2021	32,976
2022	<u>10,992</u>
Total	<u>\$ 273,014</u>

### Note 11. Compensation of Board Members

No compensation was paid to board members for the year ended December 31, 2017.

# ST. TAMMANY PARISH LIBRARY

## Notes to Financial Statements

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### Note 12. Commitments

On May 1, 2008, St. Tammany Parish approved a resolution to issue Limited Tax Revenue Bonds not to exceed \$5,000,000. These bonds were issued on July 1, 2008 for the purpose of constructing, acquiring, and improving public library facilities, furnishings, and equipment, and paying the costs incurred in connection with the issuance. The bonds range from 4% to 4.25%, with final principal maturing on March 1, 2025. Principal is due annually on March 1<sup>st</sup> beginning in 2009, and interest is due semi-annually on March 1<sup>st</sup> and September 1<sup>st</sup> beginning in 2009. All of the bond proceeds were used to construct and furnish the Madisonville Branch which was completed in 2013.

This debt and any acquired assets are part of the Parish and are not reflected within the accompanying financial statements of the Library. The Parish pledged the Library's dedicated millage for the repayment of these bonds and is reducing ad valorem tax revenue payments to the Library by the amount of the debt service.

The debt service payments are withheld from the Library's ad valorem taxes received by the Parish. Debt service to be withheld in future years is as follows:

<b>Year Ending December 31,</b>	<b>Amount</b>
2018	\$ 417,994
2019	420,494
2020	422,394
2021	423,694
2022	424,165
Thereafter	<u>1,294,156</u>
<b>Total</b>	<b><u>\$ 3,402,897</u></b>

**REQUIRED SUPPLEMENTARY INFORMATION**

**ST. TAMMANY LIBRARY**  
**Schedule of Revenues, Expenditures, and**  
**Changes in Fund Balance**  
**Budget and Actual - General Fund**  
**For the Year Ended December 31, 2017**

	Budget		Actual	Variance with Final Budget Favorable (Unfavorable)
	Original	Final		
<b>Revenues</b>				
Intergovernmental Revenue - Ad Valorem Taxes, Net	\$ 9,715,000	\$ 9,715,000	\$ 10,149,214	\$ 434,214
Intergovernmental Revenue - State Revenue Sharing	210,000	245,000	251,468	6,468
Fines and Fees	166,000	166,000	135,327	(30,673)
Miscellaneous Revenue	150,000	50,000	1,200	(48,800)
Donations	15,000	24,000	23,792	(208)
Earnings on Investments	7,500	14,500	14,816	316
Grants	-	10,500	11,113	613
<b>Total Revenues</b>	<b>10,263,500</b>	<b>10,225,000</b>	<b>10,586,930</b>	<b>361,930</b>
<b>Expenditures</b>				
Library				
Personnel Services	6,633,500	6,767,500	6,576,977	190,523
Operating Services	3,104,000	3,172,100	2,890,177	281,923
Capital Outlay	549,500	494,000	701,034	(207,034)
<b>Total Expenditures</b>	<b>10,287,000</b>	<b>10,433,600</b>	<b>10,168,188</b>	<b>265,412</b>
<b>Net Change in Fund Balance</b>	<b>\$ (23,500)</b>	<b>\$ (208,600)</b>	<b>418,742</b>	<b>\$ 627,342</b>
<b>Fund Balance, Beginning of Year</b>			<b>13,663,178</b>	
<b>Fund Balance, End of Year</b>			<b>\$ 14,081,920</b>	

See independent auditor's report.

**ST. TAMMANY LIBRARY**  
**Schedule of Library's Proportionate Share of the**  
**Net Pension Liability**  
**For the Year Ended December 31, 2017**

	2017	2016	2015
Library's Portion of the Net Pension Liability	0.640436%	0.632207%	0.647096%
Library's Proportionate Share of the Net Pension Liability	\$ 1,318,986	\$ 1,664,151	\$ 176,921
Library's Covered Payroll	\$ 3,745,040	\$ 3,613,937	\$ 3,375,696
Library's Proportionate Share of the Net Pension Liability as a Percentage of its Covered Payroll	35.22%	46.05%	5.24%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	94.15%	92.23%	99.15%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.  
The amounts presented have a measurement date of the previous fiscal year-end.

See independent auditor's report.

**ST. TAMMANY LIBRARY**  
**Schedule of Library's Contributions to**  
**Defined Benefit Pension Plan**  
**For the Year Ended December 31, 2017**

	2017	2016	2015
Contractually Required Contribution	\$ 468,130	\$ 469,812	\$ 489,477
Contributions in Relation to the Contractually Required Contribution	<u>(468,130)</u>	<u>(469,812)</u>	<u>(489,477)</u>
Contribution Deficiency (Excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Library's Covered Payroll	\$ 3,745,040	\$ 3,613,937	\$ 3,375,696
Contributions as a Percentage of Covered Payroll	12.50%	13.00%	14.50%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See independent auditor's report.

**ST. TAMMANY LIBRARY**  
**Schedule of Funding Progress -**  
**Health Insurance Plan**  
**For the Year Ended December 31, 2017**

<b>Actuarial Valuation Date</b>	<b>Actuarial Value of Assets</b>	<b>Actuarial Accrued Liability (AAL)</b>	<b>Unfunded Actuarial Accrued Liability (UAAL)</b>	<b>Funded Ratio</b>	<b>Covered Payroll</b>	<b>UAAL as a % of Covered Payroll</b>
12/31/2017	\$ -	\$ 1,406,000	\$ 1,406,000	0%	\$ 3,745,040	38%
12/31/2016	-	1,323,000	1,323,000	0%	3,613,937	37%
12/31/2015	-	1,267,000	1,267,000	0%	3,375,695	38%

See independent auditor's report.

**OTHER SUPPLEMENTARY INFORMATION**

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of General Fund Expenditures**  
**For the Year Ended December 31, 2017**

<b>Personnel Services</b>	
Salaries and Wages	\$ 4,619,302
Employee Benefits	<u>1,957,675</u>
<b>Total Personnel Services</b>	<b><u>\$ 6,576,977</u></b>
 <b>Operating Services</b>	
Library Resource Acquisitions	\$ 667,872
Maintenance of Property and Equipment	422,588
Building and Equipment Leases	266,209
Utilities	246,573
Non-Book Acquisitions	219,318
Professional Services	211,255
Operating Supplies	198,854
Maintenance of Services (Buildings)	177,980
Insurance	157,465
Communications	135,234
Public Relations/Programming	95,890
Travel and Continuing Education	56,080
Printing, Duplicating, and Binding	19,979
Signage	6,427
Advertising, Dues, and Subscriptions	4,240
Promotional Production	<u>4,213</u>
<b>Total Operating Services</b>	<b><u>\$ 2,890,177</u></b>
 <b>Capital Outlay</b>	
Capital Outlay - Library Resource Acquisitions	\$ 487,688
Capital Outlay - Non-Book Acquisitions	<u>213,346</u>
<b>Total Capital Outlay</b>	<b><u>\$ 701,034</u></b>

See independent auditor's report.

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of Governing Board**  
**December 31, 2017**

<b>Board of Control</b>	<b>Term Expiration</b>	<b>Compensation</b>
Dr. Argiro Morgan, President 103 Brandon Place Mandeville, LA 70471	July 12, 2022	\$-0-
Ann Shaw 404 Twin River Drive Covington, LA 70433	July 12, 2022	\$-0-
Antoinette McClain 40290 Highway 190 East Slidell, LA 70461	January 5, 2020	\$-0-
Mary Reneau, Secretary 102 Augusta Court Slidell, LA 70460	July 12, 2022	\$-0-
Bill Allin 16 Bluebird Road Covington, LA 70433	March 22, 2022	\$-0-
Rebecca Taylor, Vice-President 35621 Garden Drive Slidell, LA 70460	July 12, 2022	\$-0-
John Danjean 36449 Frank Jackley Road Pearl River, LA 70452	July 12, 2022	\$-0-

See independent auditor's report.

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of Compensation, Benefits, and Other Payments**  
**to Agency Head**  
**For the Year Ended December 31, 2017**

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**Agency Head**  
Donald Westmoreland, Director

<b>Purpose</b>	<b>Amount</b>
Salary	\$95,778
Benefits - Insurance	\$3,988
Benefits - Retirement	\$11,972
Benefits - Other	\$0
Car Allowance	\$0
Vehicle Provided by Government	\$566
Per Diem	\$0
Reimbursements	\$0
Travel	\$0
Registration Fees	\$75
Conference Travel	\$0
Continuing Professional Education Fees	\$0
Housing	\$0
Unvouchered Expenses	\$0
Special Meals	\$107

See independent auditor's report.

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON  
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Board of Control  
St. Tammany Parish Library

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of St. Tammany Parish Library (the Library), a component unit of St. Tammany Parish, Louisiana, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated April 30, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered St. Tammany Parish Library's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Tammany Parish Library's internal control. Accordingly, we do not express an opinion on the effectiveness of St. Tammany Parish Library's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether St. Tammany Parish Library's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Library's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Library's internal control and compliance. Accordingly, this communication is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the Louisiana Legislative Auditor as a public document.

A handwritten signature in cursive script that reads "LaPorte".

A Professional Accounting Corporation

Covington, LA  
April 30, 2018

**ST. TAMMANY PARISH LIBRARY**  
**Schedule of Findings and Responses**  
**For the Year Ended December 31, 2017**

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**Part I - Summary of Auditor's Results**

Financial Statements

- |  |            |
|--|------------|
| 1. Type of auditor's report issued:  | Unmodified |
| 2. Internal control over financial reporting and compliance and other matters: |            |
| a. Material weaknesses identified?   | No         |
| b. Significant deficiencies identified?  | No         |
| c. Noncompliance material to the financial statements?                         | No         |
| d. Other matters identified?   | No         |
| 3. Management letter comment provided?   | None       |

Federal Awards

Not applicable.

**Part II - Findings Related to the Financial Statements**

None.

**Part III - Compliance and Other Matters**

Compliance

None.

Other Matters

None.

**AGREED-UPON PROCEDURES REPORT**  
St. Tammany Parish Library

Independent Accountant's Report  
on Applying Agreed-Upon Procedures

**For the Period of January 1, 2017 - December 31, 2017**

To the Board of Control  
St. Tammany Parish Library

We have performed the procedures enumerated below as they are a required part of the engagement. We are required to perform each procedure and report the results, including any exceptions. Management is required to provide a corrective action plan that addresses all exceptions noted. For any procedures that do not apply, we have marked "not applicable."

Management of St. Tammany Parish Library (the Library), a component unit of St. Tammany Parish, Louisiana, is responsible for its financial records, establishing internal controls over financial reporting, and compliance with applicable laws and regulations. These procedures were agreed to by management of the Library and the Legislative Auditor, State of Louisiana, solely to assist the users in assessing certain controls and in evaluating management's assertions about the Library's compliance with certain laws and regulations during the period of January 1, 2017 through December 31, 2017, in accordance with Act 774 of 2014 Regular Legislative Session. The sufficiency of these procedures is solely the responsibility of the Library and the Legislative Auditor. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which the report has been requested or for any other purpose.

Our procedures and results are as follows:

***Board (or Finance Committee, if applicable) Oversight***

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1. Obtain the entity's written policies and procedures over budgeting (or report that the entity does not have any written policies and procedures over budgeting) and report whether those written policies and procedures address preparing, adopting, monitoring, and amending the budget.

Results: The Library's written policies and procedures for budgeting address all items listed above.

Obtain and review the board/committee minutes for the fiscal period, and:

- a) Report whether the managing board met (with a quorum) at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, or other equivalent document.

Results: The Library's managing board met with a quorum for a total of nine times, which is on a frequency in accordance with the board's enabling legislation.

- b) Report whether the minutes referenced or included monthly budget-to-actual comparisons on the General Fund and any additional funds identified as major funds in the entity's prior audit (GAAP-basis).

Results: The Library's minutes included monthly budget-to-actual comparisons on the General Fund.

If the budget-to-actual comparisons show that management was deficit spending during the fiscal period, report whether there is a formal/written plan to eliminate the deficit spending for those entities with a fund balance deficit. If there is a formal/written plan, report whether the meeting minutes for at least one board meeting during the fiscal period reflect that the board is monitoring the plan.

Results: Not applicable as the Library did not have a deficit at any time during the year ended December 31, 2017.

- c) Report whether the minutes referenced or included non-budgetary financial information (e.g., approval of contracts or disbursements) for at least one meeting during the fiscal period.

Results: The Library's minutes referenced non-budgetary financial information for at least one meeting during the fiscal period.

### ***Library Fines/Fees***

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1. Obtain a listing of fines/fees collection locations and management's representation that the listing is complete.

Results: The Library has twelve locations that collect fines and fees: Abita Springs, Bush, Causeway, Covington, Folsom, Lacombe, Lee Road, Madisonville, Mandeville, Pearl River, Slidell, and South Slidell.

2. For each collection location, randomly select five account adjustments, obtain related supporting documentation, and report whether the adjustments were performed according to policy.

Results: Of the sixty adjustments tested, it was noted that seven were not performed according to the policy. These seven adjustments lacked documentation of the reason the adjustment was made.

Management's Response: After last year's audit in March of 2017, the Library performed additional training to ensure all employees understood the policies and procedures over fines and fees collections. The cited examples were from January of 2017 and pre-date this training. We will continue our training and have improved our daily reporting procedures to insure that all transactions have documentation.

3. For each collection location:

- a) Randomly select a week of cash collections from the general ledger or other accounting records during the fiscal period and:
  - i. Using sequentially numbered receipts, system reports, or other related collection documentation, verify that daily cash collections are completely supported by documentation and report any exceptions.

Results: Daily cash collections of books fines and fees were completely supported by system reports. Miscellaneous cash collections for faxes and prints are immaterial in nature and historically have not been tracked through the system. Of the \$2,333 tested, \$474 was related to these miscellaneous charges and could not be supported by documentation to evaluate completeness.

Management's Response: The Library's software system tracks all loaned property and related fines. Due to how the Library allocates charges for faxes and prints, we were previously unable to track these miscellaneous charges through this system. Through the end of 2017, management worked with their vendors and staff to come up with a solution and have been installing it branch by branch. All Library branches will be able to track print and fax costs by July of 2018.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. We were not engaged to perform, and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of St. Tammany Parish Library and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.



A Professional Accounting Corporation

Covington, LA  
April 30, 2018