TANGIPAHOA PARISH LIBRARY
(A COMPONENT UNIT OF TANGIPAHOA PARISH GOVERNMENT)

AMITE, LOUISIANA

ANNUAL FINANCIAL STATEMENTS

AS OF AND FOR THE YEAR ENDED DECEMBER 31, 2025

Tangipahoa Parish Library
Amite, Louisiana
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As of and For the Year Ended December 31, 2025

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Independent Auditor's Report

Dr. Carolyn Roman, Chairperson, and Board of Control
Tangipahoa Parish Library
Amite, Louisiana

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and the general fund of the Tangipahoa Parish Library, Amite, Louisiana (the "Library"), a component unit of Tangipahoa Parish Government, as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and general fund of the Library as of December 31, 2025, 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.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter – Error Correction

As discussed in Note 12 to the financial statements, the Library restated its 2024 financial statements to correct errors in the general fund. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for 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.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.

- Obtain an understanding of internal control relevant to the audit 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 Library's internal control. Accordingly, no such opinion is expressed.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Library's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the budgetary comparison information, schedule of the Library's proportionate share of the net pension liability / (asset), and the schedule of the Library's contributions on pages 29 – 31 be presented to supplement the basic financial statements. Such information is the responsibility of management and, 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 inquires, 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.

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 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.

Supplementary 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 schedule of compensation, benefits, and other payments to agency head and the schedule of board members are presented for purposes of additional analysis and are 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. The 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 schedule of compensation, benefits, and other payments to agency head and the schedule of board members are 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 June 17, 2026, 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, and grant agreements and other matters. The purpose of that report is solely 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 effectiveness of the Library's 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.

James, Lambert, Riggs
& Associates

James Lambert Riggs and Associates, Inc.
Hammond, Louisiana

June 17, 2026

Basic Financial Statements

Tangipahoa Parish Library **Exhibit A**

Amite, Louisiana

Statement of Net Position

December 31, 2025

Assets		
Cash and Cash Equivalents	$	260,549
Investments		5,576,088
Accounts Receivable, Net		4,905,888
Prepaid Insurance		60,356
Restricted Cash and Cash Equivalents		9,275
Net Pension Asset		196,051
Capital Assets, Net of Accumulated Depreciation		2,865,678
Total Assets	$	13,873,885
Deferred Outflows of Resources	$	299,493
Liabilities		
Accounts and Other Payables	$	100,487
Accrued Salaries / Leave		110,191
Deductions from Ad Valorem Tax		181,721
Total Liabilities	$	392,399
Deferred Inflows of Resources	$	176,802
Net Position		
Net Investment in Capital Assets	$	2,865,678
Restricted		9,275
Unrestricted		10,729,224
Total Net Position	$	13,604,177

The accompanying notes are an integral part of this statement.

Tangipahoa Parish Library **Exhibit B**

Amite, Louisiana

Statement of Activities

For the Year Ended December 31, 2025

Expenses:	
Library Services	6,007,898
Total Library Services Expenses	6,007,898
Program Revenues:	
Fees, Fines, and Other Charges for Services	52,458
Total Program Revenues	52,458
Net Program (Expense) / Revenue	(5,955,440)
General Revenues:	
Ad Valorem Taxes	4,948,315
State Revenue Sharing	198,755
Interest Earnings	371,918
Donations	15,216
Miscellaneous Income	4,002
Support Revenue	20,357
Total General Revenues	5,558,563
Change in Net Position	(396,877)
Net Position - Beginning of the Year	14,001,054
Net Position - End of the Year	$ 13,604,177

The accompanying notes are an integral part of this statement.

Tangipahoa Parish Library
Amite, Louisiana
Governmental Fund Balance Sheet
December 31, 2025

Exhibit C

Assets		
Cash and Cash Equivalents	$	260,549
Investments		5,576,088
Accounts Receivable, Net		4,905,888
Prepaid Insurance		60,356
Restricted Cash & Cash Equivalents		9,275
Total Assets	$	10,812,156
Liabilities, Deferred Inflows of Resources, and Fund Balance		
Liabilities:		
Accounts and Other Payables	$	100,487
Accrued Salaries / Leave		110,191
Deductions from Ad Valorem Taxes		181,721
Total Liabilities		392,399
Deferred Inflows of Resources:		
Unavailable Revenue - Ad Valorem Taxes		235,328
Unavailable Revenue - State Revenue Sharing		132,004
Total Deferred Inflows of Resources		367,332
Fund Balance:		
Nonspendable		60,356
Restricted		9,275
Committed		2,959,765
Unassigned		7,023,029
Total Fund Balance		10,052,425
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	$	10,812,156

The accompanying notes are an integral part of this statement.

Tangipahoa Parish Library
Amite, Louisiana
Reconciliation of the Governmental Fund Balance Sheet to the
Government-Wide Statement of Net Position
For the Year Ended December 31, 2025

Exhibit D

Total Fund Balances, Governmental Funds (Exhibit C)	$ 10,052,425
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. These assets consist of:	
Governmental Capital Assets	4,563,278
Less: Accumulated Depreciation	(1,697,600)
Some assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental fund.	
Net Pension Asset / (Liability)	196,051
Unavailable revenues are deferred in the governmental fund but not in the governmental activities.	
Unavailable Revenues	367,332
Deferred outflow and inflows are not financial resources or currently payable. These consist of:	
Deferred Outflows of Resources - Pension	299,493
Deferred Inflows of Resources - Pension	(176,802)
Net Position of Governmental Activities (Exhibit A)	$ 13,604,177

The accompanying notes are an integral part of this statement.

Tangipahoa Parish Library **Exhibit E**

Amite, Louisiana

Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance

For the Year Ended December 31, 2025

Revenues:	
Ad Valorem Taxes	$ 4,896,354
State Revenue Sharing	198,755
Fines and Fees	52,458
Interest Earnings	371,918
Donations	15,216
Miscellaneous	4,002
Total Revenues	5,538,703
Expenditures:	
Personnel Services	2,742,241
Operating Services	185,804
Communications	133,554
Online Subscription Services	59,921
Electronic Books	50,073
Rentals	3,672
Maintenance	219,906
Professional Services	219,595
Insurance	159,363
Material and Supplies	78,696
Travel	10,182
Intergovernmental Expenditures	181,721
Capital Outlay	137,865
Total Expenditures	4,182,593
Excess of Revenues over Expenditures	1,356,110
Other Financing Sources / (Uses):	
Cooperative Endeavor Agreement - Loranger	(1,733,384)
Total Other Financing Sources / (Uses)	(1,733,384)
Net Change in Fund Balance	(377,274)
Fund Balance - Beginning of the Year, as Previously Reported	10,745,070
Error Correction (See Note 12)	(315,371)
Fund Balance - Beginning of the Year, as Restated	10,429,699
Fund Balance - End of the Year	$ 10,052,425

The accompanying notes are an integral part of this statement.

Tangipahoa Parish Library **Exhibit F**

Amite, Louisiana

Reconciliation of the Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance to the Government-Wide Statement of Activities

For the Year Ended December 31, 2025

Net Change in Fund Balance, Governmental Funds (Exhibit E)	$	(377,274)
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlay 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 capital outlays exceeded depreciation in the current period.		23,893
Revenues in the statement of activities that do not provide current financial resouces are not reported as revenues in the governmental fund.		
Change in Deferred Inflows of Resources - Unavailable Revenues		51,961
Revenue in the statement of activities that do not provide current financial resources are not reported as revenues in the governmental fund.		
Contributions from non-contributing entity (GASB 68)		20,357
Some expenses reported in the statement of activities do not require the use of current financial resources; therefore, they are not reported as expenditures in the governmental funds. These differences consist of:		
Stolen, Destroyed, or Obsolete Books		(161,135)
Pension Expense		45,321
Change in Net Position of Governmental Activities (Exhibit B)	$	(396,877)

The accompanying notes are an integral part of this statement.

Notes to the Financial Statements

Narrative Profile

The Tangipahoa Parish Library (the "Library") was established by the governing authority under the provisions of Louisiana Revised Statute (LRS) 25:211. The Library provides citizens of the parish access to library materials, books, magazines, records, and films. The Library is governed by a Board of Control of seven members, which are appointed by the Tangipahoa Parish Government (the "Parish") in accordance with the provisions of LRS 25:214. One member of the Parish serves as an ex-officio member of the Board. The members of the Board of Control serve without pay. Primary financing is provided by ad valorem taxes and state revenue sharing funds.

1. Summary of Significant Accounting Policies

A. Basis of Presentation

The accompanying component unit financial statements of the Library have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

This financial report has been prepared in conformity with GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, issued in June 1999, and as amended in June 2011 by GASB Statement No. 63 *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position.* Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statutes (LRS) and to guides set forth in the Louisiana Governmental Audit Guide and to the industry audit guide, Audits of State and Local Governmental Units.

B. Reporting Entity

GASB Statement No. 14, *The Reporting Entity*, established criteria for determining the identification of a primary government unit for financial reporting purposes.

The Library does not possess all the corporate powers necessary to make it a legally separate entity from the Parish, which holds the Library's corporate powers. For this reason, the Library is a component unit of the Parish, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Library and do not present information of the parish government, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

C. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities and changes in net position) report information on all the nonfiduciary activities of the Library. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The Library's only fund, the general fund, is classified as a governmental type activity.

The statement of activities and changes in net position demonstrates the degree to which the direct expenses of a given function or segment 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.

Separate financial statements are provided for governmental funds and proprietary funds. All individual governmental funds and individual enterprise funds are reported as separate columns in fund financial statements. The Library has no proprietary funds.

D. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are measurable when the amount of the transaction can be determined and available when they are 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 generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. This approach is then reconciled, through adjustment, to a government-wide view of the Library's operations.

Property taxes and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are measurable and available only when cash is received by the government.

The Library reports the following major governmental fund:

The General Fund is the entity's primary operating fund. It accounts for all financial resources of the entity, except those required to be accounted for in another fund.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict with or contradict guidance of the GASB.

Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The Library has no business-type activities or enterprise funds.

Amounts reported as program revenues, if any, include 1) charges to customers or applicants for goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted resources as they are needed.

E. Budget and Budgetary Accounting

Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in one way or another in the process of establishing the annual budgets of state and local governments and have a keen interest in following the actual financial process of their governments over the course of the year. 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.

The Library adopts a budget for the General Fund on the modified accrual basis each year. The budget for the fiscal year ended December 31, 2025, was adopted on December 9, 2024. The budget is monitored by the Board of Control and amended by the Parish as needed at the request of the Board of Control. The budget was not amended for the fiscal year ended December 31, 2025. Unexpended budget balances lapse at year-end.

F. Deposits and Investments

Cash and cash equivalents include cash on hand, amounts in demand deposits, interest-bearing demand deposits, and time deposit accounts. 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, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Library may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents.

Investments for the Library are reported at fair market value. The state investment pool "Louisiana Asset Management Pool" (LAMP) operates in accordance with state laws and regulations. The reported value of the pool is the same as the fair value of the pool shares.

G. Accounts Receivable, Net

Receivables are shown net of an allowance for uncollectible amounts. The allowance is an estimate based on the Library's history of collections within this revenue stream. Uncollectible amounts for property taxes are recorded as a reduction of current revenues.

H. Prepaid Items

The Library recognizes expenditures for insurance and similar services extending over more than one accounting period when paid.

I. Restricted Assets

Certain resources of the Library are set aside for the Hammond branch are classified as restricted assets on the balance sheet because their use is limited by the donor's instructions.

J. Capital Assets

Capital assets are capitalized 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. The Library maintains a threshold level of $500 or more for capitalizing vehicles, furniture, and equipment. A threshold level of $25,000 or more is maintained for leasehold improvements.

Capital assets are recorded in the Statement of Net Position and Statement of Activities. All capital assets, other than the library collection, are depreciated using the straight-line method over the following estimated useful life years

Asset Class	Life Years
Equipment	3 - 10
Furniture and Fixtures	3 - 12
Motor Vehicles	5 - 10
Leasehold Improvements	Shorter of (1) remaining lease term, or (2) useful life of improvement

The Library board has adopted the policy that the library "collection" will be reported on a composite basis by adjusting the total value to reflect increases or decreases in total value.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

K. Compensated Absences

The Library has the following policy relating to vacation and sick leave:

Permanent employees of the Library earn from 9 to 20 days of vacation leave each year, depending on their length of service and job classification. Annual leave may be accumulated up to 1 ½ times the total annual leave, but only ½ of total annual leave may be carried over from one year to another, with minor exceptions. Upon separation, employees are paid at their current rate of pay for accrued leave up to a maximum of 3 weeks. Employees earn 13 days of sick leave each year. Sick leave may be accumulated up to 300 hours but upon separation any accumulated sick leave is forfeited.

In accordance with GASB Statement No. 101, *Compensated Absences*, no long-term liability has been recorded in the government-wide statement of net position as of December 31, 2025. Since sick leave is granted to the Library's employees without consideration of services already rendered, this benefit does not fall under the accrual criteria in GASB Statement No. 101, *Compensated Absences*, and therefore has not been accrued as such.

L. Pension Plans

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the Library's pension plan and additions to / deductions from the plan's fiduciary net position have been determined on the accrual basis, which is 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.

M. Net Position

For the government-wide statement of net position, equity is classified and displayed in three components:

1. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction or improvement of those assets.

2. Restricted – Consists of resources with constraints placed on the use either by (a) external groups such as creditors, grantors, contributors, or laws or regulations of other governments, or by (b) laws through constitutional provisions or enabling legislation.

3. Unrestricted – All other resources that do not meet the definition of "restricted" or "invested in capital assets, net of related debt."

When both restricted and unrestricted resources are available for use, it is the Library's policy to use restricted resources first, then unrestricted resources as they are needed.

N. Fund Equity

Governmental fund equity is classified as fund balance. The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

1. Non-spendable – This classification includes amounts that cannot be spent because they are either not in spendable form or they are legally contractually required to be maintained intact.

   The Library has prepaid insurance in the amount of $60,356 that is classified as Non-spendable Fund Balance.

2. Restricted – This classification includes amounts in which the use of resources is constrained either by (a) external impositions by creditors, grantors, contributors, or laws or regulations of other governments or (b) impositions by law through constitutional provisions or enabling legislation.

   The Library restricted $9,275, which is for the Hammond branch as required by the donors.

3. Committed – This classification includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Library's board, which is the Library's highest level of decision-making authority. These amounts cannot be used for any other purpose unless the Board removes or changes the specified use by taking the same type of action that was employed when the funds were initially committed. This classification also includes contractual obligations to the extent that existing resources have been specifically committed for use in satisfying those contractual requirements.

   The Library board committed $2,959,765 dollars toward the construction of its new Loranger branch.

4. Assigned – This classification includes amounts that are constrained by the Library's intent to be used for a specific purpose but are neither restricted nor committed. This intent should be expressed by the Library's governing body itself or a committee or official to which the governing body has delegated the authority to assigned amounts to be used for specific purposes.

   The Library does not have anything that can be classified as Assigned Fund Balance.

5. Unassigned – This classification is the residual fund balance for the General Fund. It also represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purpose within the General Fund.

When fund balance resources are available for a specific purpose in multiple classifications, the Library will generally use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed. However, the Library's management reserves the right to selectively spend unassigned resources first and to defer the use of other classified funds.

O. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require 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.

P. Deferred Inflows of Resources

The governmental fund balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. Currently, the Library has two items that qualify for reporting in the category on the balance sheet, which are unavailable ad valorem taxes and unavailable state revenue sharing.

Q. Ad Valorem Taxes

Ad valorem taxes attach as an enforceable lien on property as of January 1 of each year. Taxes were levied by the Tangipahoa Parish Assessor in October and billed to the taxpayers in November. Billed taxes become delinquent on January 1 of the following year. Revenues from ad valorem taxes are budgeted in the year billed.

The Tangipahoa Parish Sheriff on behalf of the Library bills, collects, and remits the property taxes using the assessed values determined by the tax assessor of Tangipahoa Parish. The following is a summary of authorized and levied ad valorem taxes:

	Authorized Millage	Levied Millage	Expiration Date
General Fund	3.00	3.00	10/01/28
General Fund	2.81	2.81	10/01/34

2. Deposits and Investments

Cash and cash equivalents and investments as of December 31, 2025, are classified in the accompanying financial statements as follows:

Statement of Net Position:		
Cash and Cash Equivalents	$	260,549
Investments		5,576,088
Restricted Asset - Cash		9,275
Total Cash and Cash Equivalents and Investments	$	5,845,912

Deposits and investments (GASB Statement No. 3, *Deposits with Financial Institutions Including Repurchase Agreements, and Reverse Repurchase Agreements*, as amended) as of December 31, 2025, consists of the following:

Cash on Hand	$	100
Deposits with Financial Institutions:		
Interest-Bearing Demand Deposits		260,449
Investments:		
Louisiana Asset Management Pool		5,585,363
Total Deposits and Investments	$	5,845,912

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. 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.

At December 31, 2025, the Library has $260,561 in deposits (collected bank balances). These deposits are secured from risk by $250,000 of federal deposit insurance with the remaining $10,561 collateralized by pledged securities.

Deposits collateralized by pledged securities are considered to be exposed to credit risk (Category 3) under the provisions of GASB Statement No. 40, *Deposit and Investment Risk Disclosures – An Amendment of GASB Statement No. 3.* Custodial credit risk is the risk that in the event of a bank failure, the Library's deposits may not be returned to it. The Library does not have a deposit policy for custodial risk.
As of December 31, 2025, the Library was in compliance with state law, which requires any uninsured cash balances with the fiscal agent bank to be adequately collateralized by a pledge of securities.

The investment in LAMP is stated at the value of the pool shares, which is the same as the fair value.

In accordance with GASB Statement No. 31, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*, all investments are carried at fair value, with the estimate of fair value based on quoted market prices.

At December 31, 2025, the Library's investment balances are as follows:

	Carrying Amount	Fair Value
Louisiana Asset Management Pool	$ 5,585,363	$ 5,585,363

Louisiana Asset Management Pool (LAMP) is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short-term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LRS 33:2955..
GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, requires disclosure of credit risk, custodial credit risk, concentration of credit risk, interest rate risk, and foreign currency risk for all public entity investments.

LAMP is a 2a7-like investment pool that, to the extent practical, invests in a manner consistent with GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*. The following facts are relevant for investment pools:

Credit Risk: LAMP is rated AAAm by Standard & Poor's.

Custodial Credit Risk: LAMP participants' investments in the pool are evidenced by shares of the pool. Investments in pools should be disclosed, but not categorized because they are not evidenced by securities that exist in physical or book-entry form. The public entity's investment is with the pool, not the securities that make up the pool; therefore, no disclosure is required.

Concentration of Credit Risk: Pooled investments are excluded from the 5% disclosure requirement.

Interest Rate Risk: LAMP is designed to be highly liquid to give its participants immediate access to their account balances. LAMP prepares its own interest rate disclosure using the weighted average maturity (WAM) method. The WAM of LAMP assets is restricted to not more than 90 days and consists of no securities with a maturity in excess of 397 days or 762 days for U.S. Government floating / variable rate investments. The WAM for LAMP's total investments was 31 days as of December 31, 2025.

Foreign Currency Risk: Not applicable.

The investments in LAMP are stated at fair value. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

LAMP, Inc. issues an annual publicly available financial report that includes financial statements and required supplementary information for LAMP, Inc. That report may be obtained by writing to LAMP, Inc., 650 Poydras Street, Suite 2220, New Orleans, Louisiana 70130, or by calling (800) 249-5267.

3. 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 returned to it. The Library does not have a deposit policy for custodial credit risk. As of December 31, 2025, the Library's bank balances of $-0- was exposed to custodial credit risk.

4. Restricted Asset – Cash

On March 24, 2016, the Jewish Endowment Foundation on behalf of the Andree & Sidney Rosenblum family donated $100,000 to be used exclusively for the Hammond branch.

On September 21, 2016, the C&S Wholesale Services donated $1,000 to be used for programs at the Hammond Branch.

On October 17, 2020, the C&S Wholesale Services donated $1,000 to be used for programs at the Hammond Branch.

As of December 31, 2025, $92,725 of these funds have been used and the balance on deposit in the LAMP account is $9,275.

5. Receivables

The following is a summary of receivables at December 31, 2025:

Ad Valorem Taxes	$	4,845,869
State Revenue Sharing		132,004
Due from Others		945
Less: Allowance for Uncollectible Ad Valorem Taxes		(72,930)
Total	$	4,905,888

6. Ad Valorem Taxes

For the year ended December 31, 2025, taxes of 5.81 mills were levied on property with taxable assessed valuations totaling $836,832,066. Total taxes levied were $4,862,000. Ad valorem taxes receivable at December 31, 2025, are recorded net of a 1.5% allowance for uncollectible taxes ($72,930).

7. Capital Assets

Capital assets and depreciation activity as of and for the year ended December 31, 2025, for governmental activities is as follows:

Description	Balance 12/31/24	Additions	Deductions	Balance 12/31/25
Capital Assets Not Depreciated:				
Library Collection	$ 2,658,216	$ 118,053	$ 161,135	$ 2,615,134
Total Capital Assets Not Depreciated	2,658,216	118,053	161,135	2,615,134
Capital Assets Being Depreciated				
Equipment and Furniture	1,671,788	19,812	41,032	1,650,568
Vehicles	70,436	-	-	70,436
Leasehold Improvements	227,140	-	-	227,140
Total Capital Assets Being Depreciated	1,969,364	19,812	41,032	1,948,144
Less: Accumulated Depreciation				
Equipment and Furniture	1,351,028	112,957	41,032	1,422,953
Vehicles	70,436	-	-	70,436
Leasehold Improvements	203,196	1,015	-	204,211
Total Accumulated Depreciation	1,624,660	113,972	41,032	1,697,600
Total Capital Assets Being Depreciated, Net	344,704	(94,160)	-	250,544
Total Capital Assets, Net	$ 3,002,920	$ 23,893	$ 161,135	$ 2,865,678

For the year ended December 31, 2025, depreciation expense totaling $113,972 was charged to Library Services on the Statement of Activities.

8. Pension Plan – Parochial Employees' Retirement System of Louisiana

Part-time employees of the Library are members of the social security system. In addition to employee payroll deductions, Library funds are remitted to match the employee contributions. Aggregate contributions to the social security system for the year ended December 31, 2025, were $44,597 of which $22,298 was contributed by the Library.

General Information about the Pension Plan

Plan Description – Substantially all full-time employees of the Library are members of the Parochial Employees' Retirement System of Louisiana (the "System") – a cost-sharing, multiple-employer defined benefit pension plan administered by a Board of Trustees and established by Act 205 of the 1952 Regular Session of the Louisiana Legislature.

The System issues a publicly available financial report that can be obtained at www.persla.org. The report may also be obtained by writing to the Parochial Employees' Retirement System of Louisiana, 7905 Wrenwood Blvd., Baton Rouge, Louisiana 70809, or by calling (225) 928-1361.

Benefits Provided – The System is composed of two (2) distinct plans, Plan A and Plan B, with separate assets and benefit provisions. All employees of the library are members of Plan A. All permanent employees working at least 28 hours per week who are paid wholly or in part from library funds and all elected parish officials are eligible to participate in the System. New employees meeting the age and social security criteria have up to ninety (90) days from their date of hire to elect to participate.

The System provides retirement, disability, and death benefits. Retirement benefits are determined as 3.0% of the employee's final compensation multiplied by the employee's years of creditable service. Under Plan A the eligibility provisions are as follows:

Hired Prior to January 1, 2007	Hired January 1, 2007 and Later
7 years and age 65	7 years and age 67
10 years and age 60	10 years and age 62
25 years and age 55	30 years and age 55
30 years and any age	

Final average compensation shall be defined as the average of the highest consecutive 60 months' salary for members hired prior to January 1, 2007. For members hired January 1, 2007, and later, final average compensation shall be defined as the average of the highest consecutive 36 months' salary.

Any employee who was a member of the supplemental plan only prior to the revision date (January 1, 1980) has the benefit earned for service credited prior to the revision date on the basis of one percent of final compensation plus two dollars per month for each year credited prior to the revision date, and three percent of final compensation plus two dollars per month for each year credited prior to the revision date, and three percent of final compensation for each year of service credited after the revision date. The retirement allowance may not exceed the greater of one hundred percent of a member's final salary or the final average compensation.

Employees who terminate with at least the amount of creditable service stated above and do not withdraw their employee contributions may retire at the ages specified above and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established by state statute. Under state law, cost of living increases to benefits are allowable only if sufficient funds are available from investment income in excess of normal requirements. Cost of living increases cannot exceed 2% of the retiree's original benefit for each full calendar year since retirement.

Employers shall pay the actuarial cost of leave conversion at the time of retirement for those members enrolled January 1, 2007, and later.

Contributions – Per Act 765 of the 1979 Regular Session of the Louisiana Legislature, contribution rates for employees are established by state law and employer contribution rates are actuarially determined each year by the System's Board of Trustees. Employees are required to contribute 9.50% of their annual pay. The Library's contractually required contribution rate was 11.50% for the period January 1, 2025 through December 31, 2025. Contributions to the System from the Library were $179,745 for the year ended December 31, 2025.

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

At December 31, 2025, the Library reported a liability (asset) of ($196,051) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2024 and the total pension liability (asset) used to calculate the net pension liability (asset) was determined by an actuarial valuation as of that date. The Library's proportion of the net pension liability (asset) 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 participating, governmental entities actuarially determined. At December 31, 2024, the Library's proportion was 0.194954% which was an increase of 0.016726% from its proportion measured as of December 31, 2023.

For the year ended December 31, 2025, the Library recognized a pension expense of ($45,321). At December 31, 2025, the Library reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences Between Expected and Actual Experience	$ 119,641	$ 17,042
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	-	129,099
Changes of Assumptions	-	21,573
Changes in Proportion and Differences Between Employer Contributions and Proportionate Share of Contributions	107	9,088
Employer Contribution Subsequent to the Measurement Date	179,745	-
Total	$ 299,493	$ 176,802

The Library reported a total of $179,745 as deferred outflows of resources related to pensions resulting from Library contributions subsequent to the measurement date which will be recognized as a reduction of the net pension liability (asset) in the year ended December 31, 2025. Other amounts reported a deferred outflow of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year	
2025	$ 68,910
2026	172,503
2027	(201,183)
2028	(97,284)
Thereafter	-

Actuarial Assumptions – The total pension liability (asset) in the December 31, 2024, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation Date	December 31, 2024
Actuarial Cost Method	Entry Age Normal
Investment Rate of Return	6.40% (Net of Investment Expense, Including Inflation)
Projected Salary Increases	4.75%
Inflation Rate	2.30%
Mortality Rates	Pub-2010 Public Retirement Plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females using the MP2021 scale for annuitant and beneficiary mortality. Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females using MP 2021 scale for disabled annuitants.
Expected Remaining Service Lives	4 Years
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.

The mortality rate assumption used in the December 31, 2024 report, was based upon an experience study performed on plan data for the period January 1, 2018 through December 31, 2022. The data was assigned credibility weighting and combined with a standard table to produce current levels of mortality. As a result of this study, mortality for employees was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Employees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale. In addition, mortality for annuitants and beneficiaries was set equal to the Pub-2010 Public Retirement plans Mortality Table for Healthy Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale. For Disabled annuitants mortality was set equal to the Pub-2010 Public Retirement Plans Mortality Table for General Disabled Retirees multiplied by 130% for males and 125% for females, each with full generational projection using the MP2021 scale.

The long-term expected rate of return on pension plan investments was determined using a triangulation method in 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 2.40% and an adjustment for the effect of rebalancing / diversification. The resulting expected long-term rate of return is 7.13% for the year ended December 31, 2024.

Best estimates of arithmetic real rates of return for each major asset class included on the System's target asset allocation as of December 31, 2024, are summarized in the following table:

Asset Class	Target Asset Allocation	Long-Term Expected Real Rate of Return
Fixed Income	37.00%	1.08%
Equity	47.00%	2.82%
Alternatives	15.00%	0.76%
Real Assets	1.00%	0.07%
Total	100.00%	4.73%
Inflation		2.40%
Expected Arithmetic Nominal Return		7.13%

Discount Rate – The discount rate used to measure the total pension liability / (asset) was 6.40% 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 Systems' 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 period of projected benefit payments to determine the total pension liability / (asset) periods.

Sensitivity of the Library's Proportionate Share of the Net Pension Liability / (Asset) to Changes in the Discount Rate – The following presents the net pension liability (asset) of Plan A calculated using the discount rate of 6.40%, as well as what the system's net pension liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (5.40%) or one percentage point higher (7.40%) than the current rate (assuming all other assumptions remain unchanged):

	1.0% Decrease (5.40%)	Current Rate (6.40%)	1.0% Increase (7.40%)
Net Pension Liability / (Asset)	$ 1,000,512	$ (196,051)	$ (1,200,427)

Pension Plan Fiduciary Net Position – Detailed information about the pension plan's fiduciary net position is available in the separately issued System financial report.

Payables to the Pension Plan – As of December 31, 2025, the Library owed $0 to the System for the Library's fourth quarter 2025 payroll contribution.

9. Compensated Absences

At December 31, 2025, employees of the Library have accumulated and vested $41,782 of employee leave benefits, which was computed in accordance with GASB Statement No. 101, *Compensated Absences*. The $41,782 is recorded as an obligation of the General Fund.

10. Litigation

There is no outstanding litigation at December 31, 2025.

11. Risk Management

The Library is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Library attempts to minimize risk from significant losses through the purchase of commercial insurance.

12. Error Correction

During the year ended December 31, 2025, the Library determined that the prior year financial statements for the General Fund omitted deferred inflows of resources related to unavailable ad valorem taxes and unavailable state revenue sharing. As a result, deferred inflows of resources were understated and beginning fund balance of the General Fund was overstated by $315,371 in the Library's 2024 financial statements. The error has been corrected in the accompanying financial statements by restating the beginning fund balance of the General Fund as of January 1, 2025.

The following table summarizes the restatements to the Library's beginning fund balance as a result of the error correction:

	Fund Financial Statements General Fund
Fund Balance - Beginning of the Year, as Previously Reported	$ 10,745,070
Error Corrections Due To:	
Deferred Inflows of Resources - Unavailable Ad Valorem Taxes	(183,367)
Deferred Inflows of Resources - Unavailable State Revenue Sharing	(132,004)
Total Error Corrections	(315,371)
Fund Balance - Beginning of the Year, as Restated	$ 10,429,699

13. Tax Abatements

The Louisiana Industrial Ad Valorem Tax Exemption Program (ITEP) is an original state incentive program which offers attractive tax incentive for manufacturers within the state. The program abates, for up to ten years, local property taxes (ad valorem) on a manufacturer's new investment and annual capitalized additions related to the manufacturer's new investment and annual capitalized additions related to the manufacturing site. This exemption is granted per contract with the Louisiana Department of Economic Development and will specify the buildings and / or personal property items covered by the exemption. There are currently sixteen tax abatements in Tangipahoa Parish, related to nine companies, under the Louisiana ITEP. For the 2025 tax year, the estimated forgone ad valorem taxes due to this abatement program was $28,124.

14. Subsequent Events

Subsequent events have been evaluated by management through June 17, 2026, the date the financial statements were available for issuance. No other events were noted requiring recording or additional disclosure in the financial statements for the year ending December 31, 2025.

Required Supplementary Information (Part II)

Tangipahoa Parish Library
Amite, Louisiana
Budgetary Comparison Schedule (GAAP Basis) – General Fund
For the Year Ended December 31, 2025

Schedule 1

	Original Budget	Final Budget	Actual Amounts - Budgetary Basis	Variance with Final Budget Favorable / (Unfavorable)
Revenues:				
Ad Valorem Taxes	$ 5,500,000	$ 5,500,000	$ 4,896,354	$ (603,646)
State Revenue Sharing	195,000	195,000	198,755	3,755
Fines and Fees	46,000	46,000	52,458	6,458
Interest Earnings	75,000	75,000	371,918	296,918
Donations	5,000	5,000	15,216	10,216
Miscellaneous	3,000	3,000	4,002	1,002
Total Revenues	5,824,000	5,824,000	5,538,703	(285,297)
Expenditures:				
Personnel Services	2,671,000	2,671,000	2,742,241	(71,241)
Operating Services	22,500	22,500	185,804	(163,304)
Communications	241,000	241,000	133,554	107,446
Online Subscription Services	4,500	4,500	59,921	(55,421)
Electronic Books	3,500	3,500	50,073	(46,573)
Rentals	75,000	75,000	3,672	71,328
Maintenance	155,000	155,000	219,906	(64,906)
Professional Services	259,000	259,000	219,595	39,405
Insurance	170,000	170,000	159,363	10,637
Material and Supplies	107,000	107,000	78,696	28,304
Travel	20,000	20,000	10,182	9,818
Intergovernmental Expenditures	140,000	140,000	181,721	(41,721)
Capital Outlay	651,000	651,000	137,865	513,135
Total Expenditures	4,519,500	4,519,500	4,182,593	336,907
Excess of Revenues over Expenditures	1,304,500	1,304,500	1,356,110	51,610
Other Financing Sources / (Uses):				
Cooperative Endeavor Agreement - Loranger	(2,500,000)	(2,500,000)	(1,733,384)	766,616
Total Other Financing Sources / (Uses)	(2,500,000)	(2,500,000)	(1,733,384)	766,616
Net Change in Fund Balance	(1,195,500)	(1,195,500)	(377,274)	818,226
Fund Balance:				
Fund Balance - Beginning of the Year, as Previously Reported	7,259,614	7,259,614	10,745,070	3,485,456
Error Correction (See Note 12)	-	-	(315,371)	-
Fund Balance - Beginning of the Year, as Restated	7,259,614	7,259,614	10,429,699	3,485,456
End of the Year	$ 6,064,114	$ 6,064,114	$ 10,052,425	$ 3,988,311

See independent auditor's report.

Tangipahoa Parish Library
Amite, Louisiana
Schedule of the Library's Proportionate Share of the Net Pension Liability (Asset)
For the Year Ended December 31, 2025

Schedule 2

Fiscal Year	Library's Proportion of the Net Pension Liability	Library's Proportionate Share of the Net Pension Liability / (Asset)	Library's Covered Payroll	Library's Proportionate Share of the Net Pension Liability as a % of its Covered Employee Payroll	Plan Fiduciary Net Position as a % of the Total Pension Liability
2025	0.194954%	$ (196,051)	$ 1,495,183	-13.11%	101.97%
2024	0.178200%	$ 169,802	$ 1,291,741	13.15%	98.03%
2023	0.182079%	$ 700,784	$ 1,231,050	56.93%	91.74%
2022	0.175243%	$ (825,471)	$ 1,175,755	-70.21%	110.46%
2021	0.184042%	$ (322,702)	$ 1,220,381	-26.44%	103.99%
2020	0.165467%	$ 7,789	$ 1,049,187	0.74%	99.88%
2019	0.160739%	$ 713,417	$ 988,163	72.20%	88.86%
2018	0.156865%	$ (116,433)	$ 965,525	-12.06%	101.98%
2017	0.162922%	$ 335,540	$ 966,213	34.73%	94.15%
2016	0.152482%	$ 401,376	$ 874,270	45.91%	92.23%

See independent auditor's report.

Tangipahoa Parish Library
Amite, Louisiana
Schedule of the Library's Contributions
For the Year Ended December 31, 2025

Schedule 3

Fiscal Year	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency / (Excess)	Library's Covered Payroll	Contributions as a Percentage of Covered Employee Payroll
2025	$ 179,745	$ 179,745	$ -	$ 1,563,000	11.50%
2024	$ 171,946	$ 171,946	$ -	$ 1,495,183	11.50%
2023	$ 148,551	$ 148,551	$ -	$ 1,291,741	11.50%
2022	$ 141,571	$ 141,571	$ -	$ 1,231,050	11.50%
2021	$ 144,031	$ 144,031	$ -	$ 1,175,755	12.25%
2020	$ 149,498	$ 149,498	$ -	$ 1,220,381	12.25%
2019	$ 120,657	$ 120,657	$ -	$ 1,049,187	11.50%
2018	$ 113,638	$ 113,638	$ -	$ 988,163	11.50%
2017	$ 120,692	$ 120,692	$ -	$ 965,525	12.50%
2016	$ 125,608	$ 125,608	$ -	$ 966,213	13.00%

See independent auditor's report.

Other Supplementary Information

Tangipahoa Parish Library
Amite, Louisiana
Schedule of Compensation, Benefits, and Other Payments to Agency Head
For the Year Ended December 31, 2025

Schedule 4

Agency Head: Barry Bradford, Director of the Tangipahoa Parish Library

Purpose	Amount
Salary	$ 96,320
Benefits - Insurance	4,029
Benefits - Retirement	10,613
Benefits - Medicare	-
Benefits - Other	1,880
Telephone	-
Car Allowance	-
Vehicle Provided by Government (Taxed on Form W-2)	-
Per Diem	-
Mileage Reimbursements	311
Travel (Hotels, Parking Fees, Lodging, and Meals)	-
Registration Fees	-
Conference Travel (Hotels, Parking, Lodging, and Meals)	-
Housing	-
Unvouchered Expenses	-
Special Meals	-
Memberships	-
Other	315
	$ 113,468

See independent auditor's report.

Tangipahoa Parish Library **Schedule 5**
Amite, Louisiana
Schedule of Board Members
For the Year Ended December 31, 2025

	Term	Term Expires
Wanda McElveen, President 19473 Highway 38 Kentwood, LA 70444 (985) 351-2118	2nd	January 2026
Sandra Capps, Vice President 20309 Pin Oak Road Loranger, LA 70446 (985) 542-8313	1st	April 2025
Myra Jenkins Sharpe 208 West Mulberry Street Amite, LA 70422 (985) 974 - 3372	1st	April 2030
Reginald Sanders, Treasurer 303 East Thomas Street Hammond, LA 70401 (985) 542-3455	1st	October 2026
Dusty Cooper 20035 Sisters Road Ponchatoula, LA 70454 (646) 712-1774	1st	July 2026
Dr. Carolyn Roman P.O. Box 734 Independence, LA 70443 (985) 878-6850	1st	January 2028
Ruth Dunn 44191 Stein Road Hammond, LA 70403 (985) 320-1923	1st	Filling Unexpired Term Expires January 2025
Louis "Nick" Joseph, Ex-Officio Tangipahoa Parish Council Member 279 Highway 40 West Independence, LA 70443 (985) 878-4711	N/A	N/A

See independent auditor's report.

Other Independent Auditor’s Reports and Findings and Recommendations

Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan L. Young, CPA
B. Jacob Steib, CPA
Lauren Kimble Smith, CPA

Dennis E. James, CPA
Lyle E. Lambert, CPA
Michael "Mickey" Simon, CPA

JAMES LAMBERT RIGGS & ASSOCIATES, INC.
CERTIFIED PUBLIC ACCOUNTANTS
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American Institute of CPAs
Society of Louisiana CPAs

Independent Auditor's 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*

Dr. Carolyn Roman, Chairperson, and Board of Control
Tangipahoa Parish Library
Amite, Louisiana

We have audited, in accordance with the 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 general fund of the Tangipahoa Parish Library (the "Library"), as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our report thereon dated June 17, 2026.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Library's internal control over financial reporting (internal control) as a basis for designing 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 the Library's internal control. Accordingly, we do not express an opinion on the effectiveness of the 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 a 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 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 or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the 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 financial statements.

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 entity'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 entity'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.

James, Lambert, Riggs
& Associates

James Lambert Riggs and Associates, Inc.
Hammond, Louisiana

June 17, 2026

Tangipahoa Parish Library
Amite, Louisiana
Schedule of Findings and Responses
For the Year Ended December 31, 2025

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 general fund of the Tangipahoa Parish Library as of and for the year ended December 31, 2025, and the related notes to the financial statements, which collectively comprise the Library's basic financial statements, and have issued our issued our report thereon dated June 17, 2026. Our audit of the basic financial statements resulted in an unmodified opinion.

Section I Summary of Auditor's Reports

1. Report on Internal Control and Compliance Material to the Financial Statements

Internal Control:

Material Weakness	___ Yes	X No
Significant Deficiencies	___ Yes	X No

Compliance:

Noncompliance Material to the Financial Statements	___ Yes	X No

2. Management Letter

Was a management letter issued?	___ Yes	X No

Section II Financial Statement Findings

Internal Control over Financial Reporting

None

Compliance and Other Matters

None

Tangipahoa Parish Library
Amite, Louisiana
Summary Schedule of Prior Audit Findings
For the Year Ended December 31, 2025

Ref.#	Fiscal Year Findings Initially Occurred	Description of Findings	Corrective Action Taken

Internal Control over Financial Reporting

None

Compliance and Other Matters

None

TANGIPAHOA PARISH LIBRARY

STATEWIDE AGREED UPON PROCEDURES

FOR THE YEAR ENDED DECEMBER 31, 2025

Paul M. Riggs, Jr., CPA
J. Bryan Ehricht, CPA
Megan L. Young, CPA
B. Jacob Steib, CPA
Lauren Kimble Smith, CPA

Dennis E. James, CPA
Lyle E. Lambert, CPA
Michael "Mickey" Simon, CPA

JAMES LAMBERT RIGGS & ASSOCIATES, INC.
CERTIFIED PUBLIC ACCOUNTANTS
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Member of
American Institute of CPAs
Society of Louisiana CPAs

Independent Accountants' Report on Applying Agreed-Upon Procedures for the Year Ended December 31, 2025

Barry Bradford, Director
and Members of the Library Board of Control
Tangipahoa Parish Library
Amite, Louisiana

Louisiana Legislative Auditor
Baton Rouge, Louisiana

We have performed the procedures enumerated below on the control and compliance (C/C) areas identified in the Louisiana Legislative Auditor's (LLA's) Statewide Agreed-Upon Procedures (SAUPs) for the fiscal period January 1, 2025 through December 31, 2025. The Tangipahoa Parish Library's (the "Library") management is responsible for those C/C areas identified in the SAUPs.

The Library has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of the engagement, which is to perform specified procedures on the C/C areas identified in LLA's SAUPs for the fiscal period January 1, 2025 through December 31, 2025. Additionally, LLA has agreed to and acknowledged that the procedures performed are appropriate for its purposes. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and associated findings are detailed in Schedule "A."

We were engaged by the Library to perform this agreed-upon procedures engagement and conducted our engagement 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 and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on those C/C areas identified in the SAUPs. 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.

We are required to be independent of the Library and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely to describe the scope of testing performed on those C/C areas identified in the SAUPs, and the result of that testing, and not to provide an opinion on control or compliance. Accordingly, this report is not suitable for any other purpose. Under Louisiana Revised Statute 24:513, this report is distributed by the LLA as a public document.

James, Lambert, Riggs
& Associates

James Lambert Riggs & Associates, Inc.
Hammond, Louisiana

June 17, 2026

1) Written Policies and Procedures

A. Obtain and inspect the entity's written policies and procedures and observe whether they address each of the following categories and subcategories if applicable to public funds and the entity's operations:

i. ***Budgeting***, including preparing, adopting, monitoring, and amending the budget.

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. ***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 bids and price quotes.

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. ***Disbursements***, including processing, reviewing, and approving.

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. ***Receipts / Collections***, including receiving, recording, and preparing deposits. Also, policies and procedures should include management's actions to determine the completeness of all collections for each type of revenue or agency fund additions (e.g., periodic confirmation with outside parties, reconciliation to utility billing after cutoff procedures, reconciliation of traffic ticket number sequences, agency fund forfeiture monies confirmation).

- **Results:** No exceptions were identified as a result of performing these procedures.

v. ***Payroll / Personnel***, including (1) payroll processing, (2) reviewing and approving time and attendance records, including leave and overtime worked, and (3) approval process for employee rates of pay or approval and maintenance of pay rate schedules.

- **Results:** No exceptions were identified as a result of performing these procedures.

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

- **Results:** No exceptions were identified as a result of performing these procedures.

vii. ***Travel and Expense Reimbursement***, including (1) allowable expenses, (2) dollar thresholds by category of expense, (3) documentation requirements, and (4) required approvers.

- **Results:** No exceptions were identified as a result of performing these procedures.

viii. ***Credit Cards (and debit cards, fuel cards, purchase cards, if applicable)***, including (1) how cards are to be controlled, (2) allowable business uses, (3) documentation requirements, (4) required approvers of statements, and (5) monitoring card usage (e.g., determining the reasonableness of fuel card purchases).

- **Results:** No exceptions were identified as a result of performing these procedures.

ix. ***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 the entity's ethics policy.

- **Results:** No exceptions were identified as a result of performing these procedures.

x. ***Debt Service***, including (1) debt issuance approval, (2) continuing disclosure / EMMA reporting requirements, (3) debt reserve requirements, and (4) debt service requirements.

- **Results:** No exceptions were identified as a result of performing these procedures.

xi. ***Information Technology Disaster Recovery / Business Continuity***, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (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.

- **Results:** No exceptions were identified as a result of performing these procedures.

xii. ***Prevention of Sexual Harassment***, including R.S. 42:342-344 requirements for (1) agency responsibilities and prohibitions, (2) annual employee training, and (3) annual reporting.

- **Results:** No exceptions were identified as a result of performing these procedures.

2) Board or Finance Committee

A. Obtain and inspect the board / finance committee minutes for the fiscal period, as well as the board's enabling legislation, charter, bylaws, or equivalent document in effect during the fiscal period, and

i. Observe that the board / finance committee met with a quorum at least monthly, or on a frequency in accordance with the board's enabling legislation, charter, bylaws, or other equivalent document.

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. For those entities reporting on the governmental accounting model, review the minutes from all regularly scheduled board / finance committee meetings held during the fiscal year and observe whether the minutes from at least one meeting each month referenced or included monthly budget-to-actual comparisons on the general fund, quarterly budget-to-actual comparisons, at a minimum, on all proprietary funds, and semi-annual budget-to-actual comparisons, at a minimum, on all special revenue funds. *Alternatively, for those entities reporting on the not-for-profit accounting model, observe that the minutes referenced or included financial activity relating to public funds if those public funds comprised more than 10% of the entity's collections during the fiscal period.*

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. For governmental entities, obtain the prior year audit report and observe the unassigned fund balance in the general fund. If the general fund had a negative ending unassigned fund balance in the prior year audit report, observe that the minutes for at least one meeting during the fiscal period referenced or included a formal plan to eliminate the negative unassigned fund balance in the general fund.

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Observe whether the board / finance committee received written updates of the progress of resolving audit finding(s), according to management's corrective action plan at each meeting until the findings are considered fully resolved.

- **Results:** No exceptions were identified as a result of performing these procedures.

3) Bank Reconciliations

A. Obtain a listing of entity bank accounts for the fiscal period from management and management's representation that the listing is complete. Ask management to identify the entity's main operating account. Select the entity's main operating account and randomly select 4 additional accounts (or all accounts if less than 5). Randomly select one month from the fiscal period, obtain and inspect the corresponding bank statement and reconciliation for each selected account, and observe that:

i. Bank reconciliations include evidence that they were prepared within 2 months of the related statement closing date (e.g., initialed and dated or electronically logged);

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Bank reconciliations include written evidence that a member of management or a board member who does not handle cash, post ledgers, or issue checks has reviewed each bank reconciliation within 1 month of the date the reconciliation was prepared (e.g., initialed and dated or electronically logged); and

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. Management has documentation reflecting it has researched reconciling items that have been outstanding for more than 12 months from the statement closing date, if applicable.

- **Results:** No exceptions were identified as a result of performing these procedures.

4) Collections (excluding electronic funds transfers)

A. Obtain a listing of deposit sites for the fiscal period where deposits for cash / checks / money orders (cash) are prepared and management's representation that the listing is complete. Randomly select 5 deposit sites (or all deposit sites if less than 5).

B. For each deposit site selected, obtain a listing of collection locations and management's representation that the listing is complete. Randomly select one collection location for each deposit site (e.g., 5 collection locations for 5 deposit sites), obtain and inspect written policies and procedures relating to employee job duties (if there are no written policies or procedures, then inquire of employees about their job duties) at each collection location, and observe that job duties are properly segregated at each collection location such that

i. Employees responsible for cash collections do not share cash drawers / registers;

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Each employee responsible for collecting cash is not also responsible for preparing/making bank deposits, unless another employee / official is responsible for reconciling collection documentation (e.g., pre-numbered receipts) to the deposit;

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. Each employee responsible for collecting cash is not also responsible for posting collection entries to the general ledger or subsidiary ledgers, unless another employee / official is responsible for reconciling ledger postings to each other and to the deposit; and

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. The employee(s) responsible for reconciling cash collections to the general ledger and / or subsidiary ledgers, by revenue source and / or custodial fund additions, is (are) not also responsible for collecting cash, unless another employee / official verifies the reconciliation.

- **Results:** No exceptions were identified as a result of performing these procedures.

b. Obtain from management a copy of the bond or insurance policy for theft covering all employees who have access to cash. Observe that the bond or insurance policy for theft was in force during the fiscal period.

- **Results:** No exceptions were identified as a result of performing these procedures.

c. Randomly select two deposit dates for each of the 5 bank accounts selected for Bank Reconciliations procedure #3A (select the next deposit date chronologically if no deposits were made on the dates randomly selected and randomly select a deposit if multiple deposits are made on the same day). *Alternatively, the practitioner may use a source document other than bank statements when selecting the deposit dates for testing, such as a cash collection log, daily revenue report, receipt book, etc.* Obtain supporting documentation for each of the 10 deposits and

i. Observe that receipts are sequentially pre-numbered.

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Trace sequentially pre-numbered receipts, system reports, and other related collection documentation to the deposit slip.

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. Trace the deposit slip total to the actual deposit per the bank statement.

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Observe that the deposit was made within one business day of receipt at the collection location (within one week if the depository is more than 10 miles from the collection location or the deposit is less than $100 and the cash is stored securely in a locked safe or drawer).

- **Results:** For one deposit tested, information was not available to determine that the deposit was made within one business day of receipt.

v. Trace the actual deposit per the bank statement to the general ledger.

- **Results:** No exceptions were identified as a result of performing these procedures.

5) Non-Payroll Disbursements (excluding card purchases, travel reimbursements, and petty cash purchases)

A. Obtain a listing of locations that process payments for the fiscal period and management's representation that the listing is complete. Randomly select 5 locations (or all locations if less than 5).

B. For each location selected under procedure #5A above, obtain a listing of those employees involved with non-payroll purchasing and payment functions. Obtain written policies and procedures relating to employee job duties (if the agency has no written policies and procedures, then inquire of employees about their job duties), and observe that job duties are properly segregated such that

i. At least two employees are involved in initiating a purchase request, approving a purchase, and placing an order or making the purchase;

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. At least two employees are involved in processing and approving payments to vendors;

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. The employee responsible for processing payments is prohibited from adding / modifying vendor files, unless another employee is responsible for periodically reviewing changes to vendor files;

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Either the employee / official responsible for signing checks mails the payment or gives the signed checks to an employee to mail who is not responsible for processing payments; and

- **Results:** No exceptions were identified as a result of performing these procedures.

v. Only employees / officials authorized to sign checks approve the electronic disbursement (release) of funds, whether through automated clearinghouse (ACH), electronic funds transfer (EFT), wire transfer, or some other electronic means.

- **Results:** No exceptions were identified as a result of performing these procedures.

[Note: Findings related to controls that constrain the legal authority of certain public officials (e.g., mayor of a Lawrason Act municipality) should not be reported.]

C. For each location selected under procedure #5A above, obtain the entity's non-payroll disbursement transaction population (excluding cards and travel reimbursements) and obtain management's representation that the population is complete. Randomly select 5 disbursements for each location, obtain supporting documentation for each transaction, and

i. Observe whether the disbursement, whether by paper or electronic means, matched the related original itemized invoice and supporting documentation indicates that deliverables included on the invoice were received by the entity, and

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Observe whether the disbursement documentation included evidence (e.g., initial / date, electronic logging) of segregation of duties tested under procedure #5B above, as applicable.

- **Results:** No exceptions were identified as a result of performing these procedures.

D. Using the entity's main operating account and the month selected in Bank Reconciliations procedure #3A, randomly select 5 non-payroll-related electronic disbursements (or all electronic disbursements if less than 5) and observe that each electronic disbursement was (a) approved by only those persons authorized to disburse funds (e.g., sign checks) per the entity's policy, and (b) approved by the required number of authorized signers per the entity's policy. *Note: If no electronic payments were made from the main operating account during the month selected the practitioner should select an alternative month and/or account for testing that does include electronic disbursements.*

- **Results:** No exceptions were identified as a result of performing these procedures.

6) Credit Cards / Debit Cards / Fuel Cards / Purchase Cards (Cards)

A. Obtain from management a listing of all active credit cards, bank debit cards, fuel cards, and purchase cards (cards) for the fiscal period, including the card numbers and the names of the persons who maintained possession of the cards. Obtain management's representation that the listing is complete.

B. Using the listing prepared by management, randomly select 5 cards (or all cards if less than 5) that were used during the fiscal period. Randomly select one monthly statement or combined statement for each card (for a debit card, randomly select one monthly bank statement). Obtain supporting documentation, and

   i. Observe whether there is evidence that the monthly statement or combined statement and supporting documentation (e.g., original receipts for credit / debit card purchases, exception reports for excessive fuel card usage) were reviewed and approved, in writing (or electronically approved) by someone other than the authorized card holder (those instances requiring such approval that may constrain the legal authority of certain public officials, such as the mayor of a Lawrason Act municipality, should not be reported); and

      - **Results:** No exceptions were identified as a result of performing these procedures.

   ii. Observe that finance charges and late fees were not assessed on the selected statements.

      - **Results:** No exceptions were identified as a result of performing these procedures.

C. Using the monthly statements or combined statements selected under procedure #7B above, excluding fuel cards, randomly select 10 transactions (or all transactions if less than 10) from each statement, and obtain supporting documentation for the transactions (e.g., each card should have 10 transactions subject to inspection). For each transaction, observe that it is supported by (1) an original itemized receipt that identifies precisely what was purchased, (2) written documentation of the business / public purpose, and (3) documentation of the individuals participating in meals (for meal charges only). For missing receipts, the practitioner should describe the nature of the transaction and observe whether management had a compensating control to address missing receipts, such as a "missing receipt statement" that is subject to increased scrutiny.

   - **Results:** One item tested did not have written documentation of the business / public purpose.

D. Using the list of terminated employees obtained in Payroll and Personnel procedure #9C identify those individuals who had access to cards and randomly select 5 terminated employees (or all terminated employees with card access if less than 5) from this population. Observe evidence that the cards have been deactivated for these terminated employees. In cases where a card is shared by multiple users, obtain evidence that the terminated employees' authorization has been removed.

   - **Results:** No exceptions were identified as a result of performing these procedures.

7) Travel and Travel-Related Expense Reimbursements (excluding card transactions)

A. Obtain from management a listing of all travel and travel-related expense reimbursements during the fiscal period and management's representation that the listing or general ledger is complete. Randomly select 5 reimbursements and obtain the related expense reimbursement forms / prepaid expense documentation of each selected reimbursement, as well as the supporting documentation. For each of the 5 reimbursements selected:

i. If reimbursed using a per diem, observe that the approved reimbursement rate is no more than those rates established either by the State of Louisiana (doa.la.gov/doa/ost/ppm-49-travel-guide/) or the U.S. General Services Administration (www.gsa.gov);

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. If reimbursed using actual costs, observe that the reimbursement is supported by an original itemized receipt that identifies precisely what was purchased;

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. Observe that each reimbursement is supported by documentation of the business / public purpose (for meal charges, observe that the documentation includes the names of those individuals participating) and other documentation required by Written Policies and Procedures procedure #1A(vii); and

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Observe that each reimbursement was reviewed and approved, in writing, by someone other than the person receiving reimbursement.

- **Results:** No exceptions were identified as a result of performing these procedures.

8) Contracts

A. Obtain from management a listing of all agreements/contracts for professional services, materials and supplies, leases, and construction activities that were initiated or renewed during the fiscal period. *Alternatively, the practitioner may use an equivalent selection source, such as an active vendor list.* Obtain management's representation that the listing is complete. Randomly select 5 contracts (or all contracts if less than 5) from the listing, excluding the practitioner's contract, and

i. Observe whether the contract was bid in accordance with the Louisiana Public Bid Law (e.g., solicited quotes or bids, advertised), if required by law;

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Observe whether the contract was approved by the governing body / board, if required by policy or law (e.g., Lawrason Act, Home Rule Charter);

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. If the contract was amended (e.g., change order), observe that the original contract terms provided for such an amendment and that amendments were made in compliance with the contract terms (e.g., if approval is required for any amendment, the documented approval); and

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Randomly select one payment from the fiscal period for each of the 5 contracts, obtain the supporting invoice, agree the invoice to the contract terms, and observe that the invoice and related payment agreed to the terms and conditions of the contract.

- **Results:** No exceptions were identified as a result of performing these procedures.

9) Payroll and Personnel

A. Obtain a listing of employees and officials employed during the fiscal period and management's representation that the listing is complete. Randomly select 5 employees or officials, obtain related paid salaries and personnel files, and agree paid salaries to authorized salaries/pay rates in the personnel files.

B. Randomly select one pay period during the fiscal period. For the 5 employees or officials selected under procedure #9A above, obtain attendance records and leave documentation for the pay period, and

i. Observe that all selected employees or officials documented their daily attendance and leave (e.g., vacation, sick, compensatory);

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Observe whether supervisors approved the attendance and leave of the selected employees or officials;

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. Observe that any leave accrued or taken during the pay period is reflected in the entity's cumulative leave records; and

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Observe the rate paid to the employees or officials agrees to the authorized salary / pay rate found within the personnel file.

- **Results:** No exceptions were identified as a result of performing these procedures.

C. Obtain a listing of those employees or officials that received termination payments during the fiscal period and management's representation that the list is complete. Randomly select two employees or officials and obtain related documentation of the hours and pay rates used in management's termination payment calculations and the entity's policy on termination payments. Agree the hours to the employee's or official's cumulative leave records, agree the pay rates to the employee's or official's authorized pay rates in the employee's or official's personnel files, and agree the termination payment to entity policy.

- **Results:** No exceptions were identified as a result of performing these procedures.

D. Obtain management's representation that employer and employee portions of third-party payroll related amounts (e.g., payroll taxes, retirement contributions, health insurance premiums, garnishments, workers' compensation premiums, etc.) have been paid, and any associated forms have been filed, by required deadlines.

- **Results:** No exceptions were identified as a result of performing these procedures.

10) Ethics

A. Using the 5 randomly selected employees / officials from Payroll and Personnel procedure #9A obtain ethics documentation from management, and

   i. Observe whether the documentation demonstrates that each employee / official completed one hour of ethics training during the calendar year as required by R.S. 42:1170; and

      - **Results:** For one of the employees / officials tested, documentation was not available to demonstrate they completed one hour of ethics training during the calendar year.

   ii. Observe whether the entity maintains documentation which demonstrates that each employee and official were notified of any changes to the entity's ethics policy during the fiscal period, as applicable.

      - **Results:** No exceptions were identified as a result of performing these procedures.

B. Inquire and / or observe whether the agency has appointed an ethics designee as required by R.S. 42:1170.

   - **Results:** No exceptions were identified as a result of performing these procedures.

11) Debt Service

A. Obtain a listing of bonds / notes and other debt instruments issued during the fiscal period and management's representation that the listing is complete. Select all debt instruments on the listing, obtain supporting documentation, and observe that State Bond Commission approval was obtained for each debt instrument issued as required by Article VII, Section 8 of the Louisiana Constitution.

   - **Results:** No exceptions were identified as a result of performing these procedures.

B. Obtain a listing of bonds / notes outstanding at the end of the fiscal period and management's representation that the listing is complete. Randomly select one bond / note, inspect debt covenants, obtain supporting documentation for the reserve balance and payments, and agree actual reserve balances and payments to those required by debt covenants (including contingency funds, short-lived asset funds, or other funds required by the debt covenants).

   - **Results:** No exceptions were identified as a result of performing these procedures.

12) Fraud Notice

A. Obtain a listing of misappropriations of public funds and assets during the fiscal period and management's representation that the listing is complete. Select all misappropriations on the listing, obtain supporting documentation, and observe that the entity reported the misappropriation(s) to the legislative auditor and the district attorney of the parish in which the entity is domiciled as required by R.S. 24:523.

   - **Results:** No exceptions were identified as a result of performing these procedures.

B. Observe that the entity has posted, on its premises and website, the notice required by R.S. 24:523.1 concerning the reporting of misappropriation, fraud, waste, or abuse of public funds.

   - **Results:** No exceptions were identified as a result of performing these procedures.

13) Information Technology Disaster Recovery / Business Continuity

Perform the following procedures, **verbally discuss the results with management, and report "We performed the procedure and discussed the results with management."**

A. Obtain and inspect the entity's most recent documentation that it has backed up its critical data (if there is no written documentation, then inquire of personnel responsible for backing up critical data) and observe evidence that such backup (a) occurred within the past week, (b) was not stored on the government's local server or network, and (c) was encrypted.

- **Results:** We performed the procedure and discussed the results with management.

B. Obtain and inspect the entity's most recent documentation that it has tested / verified that its backups can be restored (if there is no written documentation, then inquire of personnel responsible for testing / verifying backup restoration) and observe evidence that the test / verification was successfully performed within the past 3 months.

- **Results:** We performed the procedure and discussed the results with management.

C. Obtain a listing of the entity's computers currently in use and their related locations, and management's representation that the listing is complete. Randomly select 5 computers and observe while management demonstrates that the selected computers have current and active antivirus software and that the operating system and accounting system software in use are currently supported by the vendor.

- **Results:** We performed the procedure and discussed the results with management.

D. Randomly select 5 terminated employees (or all terminated employees if less than 5) using the list of terminated employees obtained in Payroll and Personnel procedure #9C. Observe evidence that the selected terminated employees have been removed or disabled from the network.

- **Results:** We performed the procedure and discussed the results with management.

E. Using the 5 randomly selected employees/officials from Payroll and Personnel procedure #9A, obtain cybersecurity training documentation from management, and observe that the documentation demonstrates that the following employees / officials with access to the agency's information technology assets have completed cybersecurity training as required by R.S. 42:1267. The requirements are as follows:

- Hired before June 9, 2020 – completed the training; and
- Hired on or after June 9, 2020 – completed the training within 30 days of initial service or employment.

  - **Results:** We performed the procedure and discussed the results with management.

14) Prevention of Sexual Harassment

A. Using the 5 randomly selected employees / officials from Payroll and Personnel procedure #9A, obtain sexual harassment training documentation from management, and observe that the documentation demonstrates each employee / official completed at least one hour of sexual harassment training during the calendar year as required by R.S. 42:343.

- **Results:** For one of the employees / officials tested, documentation was not available to demonstrate they completed at least one hour of sexual harassment training during the calendar year.

B. Observe that the entity has posted its sexual harassment policy and complaint procedure on its website (or in a conspicuous location on the entity's premises if the entity does not have a website).

- **Results:** No exceptions were identified as a result of performing these procedures.

C. Obtain the entity's annual sexual harassment report for the current fiscal period, observe that the report was dated on or before February 1, and observe that the report includes the applicable requirements of R.S. 42:344:

i. Number and percentage of public servants in the agency who have completed the training requirements;

- **Results:** No exceptions were identified as a result of performing these procedures.

ii. Number of sexual harassment complaints received by the agency;

- **Results:** No exceptions were identified as a result of performing these procedures.

iii. Number of complaints which resulted in a finding that sexual harassment occurred;

- **Results:** No exceptions were identified as a result of performing these procedures.

iv. Number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and

- **Results:** No exceptions were identified as a result of performing these procedures.

v. Amount of time it took to resolve each complaint.

- **Results:** No exceptions were identified as a result of performing these procedures.

Tangipahoa Parish

LIBRARY

June 17, 2026

Michael "Mickey" Simon, CPA
James Lambert Riggs & Associates, Inc.
401 East Thomas Street
Hammond, LA 70401

Mr. Simon,

This letter is to confirm that Tangipahoa Parish Library Administration is taking steps to correct the following issues found and documented in the Statewide Agreed Upon Procedures Engagement for the Year Ended December 31, 2025. To that end the library will:

- Ensure that all deposit receipts are dated

- Ensure that all monthly statements include original itemized receipts identifying what was purchased, and the business/public purpose of the purchase

- Ensure that all library staff and Board members complete one hour of ethics training each calendar year, and provide necessary documentation

- Ensure that all library staff and Board members complete one hour of sexual harassment training each calendar year, and provide necessary documentation

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