

1100 | Library Board of Control

Revised December 10, 1992 by DeSoto Parish Library Board of Control

1100.1 | Library Board Meetings

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Meetings of the board shall be held quarterly. Special meetings may be called by the Secretary at the direction of the President or at the request of three members of the Board, and the notices for such special meetings shall state the objects for which they are called².

1101.2 | Library Board Quorum

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At all meetings five (5) members of the Board shall constitute a quorum³.

1101.3 | Library Board Financial

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Financial oversight of the library is the responsibility of the entire Library Board of Control with administrative assistance from the Library Director and Public Administrator. The President shall preside at meetings. The Finance Committee Chairman shall approve all bills to be paid from library tax money by the Police Jury⁴. In the absence of the Finance Committee Chairman, the President shall approve all bills or appoint a replacement⁵. The President shall name and appoint the Budget Committee. This committee shall be composed of not less than three (3) members and the Librarian may serve as one member of the committee. This committee shall serve for a period of one (1) year⁶.

Public Administrator prepare financial reports, maintain accurate payroll and benefits records, does financial forecasting, review bank statements and investment reports, assist with budget preparation, reviews monthly financial reports and check registers and verify that transfers have been made as authorized, review monthly investment reports from the Financial Planner, participates in the budgeting process and assist the auditors. Administrative Assistant prepare checks for payroll and payables and records financial transactions. The Librarian shall be held responsible to the Board for the proper management of the library, for the preservation and care of its property, for the discipline and efficiency of its service, and for the keeping of the financial accounts of the library⁷. The Library Board employs a certified financial planner to maximize investment of the Library's building bond fund and operating tax income.

² Library Board of Control By-Laws. DeSoto Parish Library Operations Manual, Article 2, Section 1, p. 25.

³ Library Board of Control By-Laws. DeSoto Parish Library Operations Manual, Article 2, Section 2, p. 25.

⁴ Library Board of Control By-Laws. DeSoto Parish Library Operations Manual, Article 1, Section 4, p. 25.

⁵ Library Board of Control By-Laws. DeSoto Parish Library Operations Manual, Article 1, Section 5, p. 25.

⁶ Library Board of Control By-Laws. DeSoto Parish Library Operations Manual, Article 1, Section 6, p. 25.

⁷ Library Board of Control By-Laws. DeSoto Parish Library Operations Manual, Article 4, Section 1, p. 26.

1101.4 | Library Board and Signing Authority

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The Library Board of Control authorizes the issuance of checks for payment of goods or services upon the signature of one of the authorized board signers. Library checks are normally signed by the authorized board member signer. The same persons will be authorized signers for bank transfers and investment accounts.

The Library Board authorizes the Library Director to be the authorized signer for the employer's quarterly state and federal income tax returns and the employer's contribution and wage reports. The Library Director is designated as the library's Parochial Retirement Employee System authorized agent.