Kentucky Public Library

Trustee Manual

Kentucky Department for
Libraries and Archives

Kentucky Public Library Trustee Manual

Kentucky Department for Libraries and Archives

An agency of the Education and Workforce Development Cabinet

January 2012

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Thanks to everyone who helped with this edition and the previous editions. Previous committee members are listed below. Their efforts set the foundation for this manual.

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Dear Public Library Trustee:

Providing public library service in today's information age is very challenging. Leadership by public library trustees is essential if public libraries are to provide high quality service for their communities. Great public libraries require dedicated trustees.

The purpose of this manual is to provide information and resources that will make your work as a trustee more successful and more rewarding. Just as the role of the library in your community is constantly changing to meet the needs of residents, this manual is designed so that changes can be easily made to better meet the needs of trustees. Your suggestions for additions and recommendations for changes will be welcomed.

Your willingness to undertake oversight of your public library is much appreciated. Trustees have the opportunity to impact their community through education for residents of all ages. We hope this manual provides tools to assist in your work. Congratulations on your appointment to your library's board of trustees and best wishes for continued success in your important work.

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Kentucky Public Library
Trustee Manual

Chapter 1
KDLA Welcomes You

KDLA Welcomes You as a New Public Library Trustee!

The Kentucky Department for Libraries and Archives (KDLA) is the state government agency whose mission is to support and promote access to library services and to ensure that documentation of government activities is created, preserved, and made available for public use. The most visible aspect of KDLA for public libraries is the regional consultant.

There are eight regions in KDLA's regional system. Each region is comprised of 15 counties and is served by KDLA Field Services consultants and staff.

Your regional consultant is a librarian who will be serving your need to know more about the details and varied requirements of your duties and will provide guidance and support as you navigate the complicated arena of contemporary libraries. All of the KDLA team is committed to helping your board, library director, and staff in creating a library that plays a valuable and indispensable role in improving the quality of life in your community.

Ten Things Every New Trustee Needs to Know

NOTE: The statute under which the library district was formed determines which section of the Kentucky Revised Statutes (KRS) applies to the operation of your library. See pages 75-77 for the statute used to create your library.

1. No authority rests in the individual trustee; only in the board taking action as a quorum.
2. A trustee term is four years, unless fulfilling an unexpired term. KRS 173.340; 173.490; 173.730
3. More than three absences from regular monthly board meetings during a term year results in an automatic resignation. KRS 173.340; 173.490; 173.730
4. A quorum, or majority, of trustees needs to be present to take an action (for most libraries this is 3 of the 5 trustees).
5. Boards must meet once each month at a regularly scheduled time. KRS 173.060; 173.350; 173.500; 173.735
6. Board meetings are open to the public and must be held in a public place. KRS 61.800-61.850

7. The library board's minutes, budget, and annual report are subject to open records requests. KRS 61.870-61.884
8. Be familiar with the library's long range or strategic plan, policies, and procedures.
9. Review the contents of the board packet sent out in advance of the monthly board meeting and ask questions if you have them.
10. Be an advocate for the library in your community and with local and state officials!

Getting Started

The library director can provide the following information to help familiarize you with your new position as a library trustee:

- A tour and brief history of the library and introduction to key staff.
- General library information including hours of operation, library calendar and brochures, an overview of programs, services, and facilities
- The date and time of board meetings; length of your appointment; board bylaws and policies; a list of the board members, including their position, term of office, and contact information
- A copy of the most recent annual report, audit, current budget, and strategic plan
- The last six months of board packets which include the minutes, financial statements, and other documents that were considered during the meetings
- A copy of library personnel policies and operation policies

Where to Find Additional Information

KDLA Website:

http://kdla.ky.gov

KDLA Regional Map:

http://kdla.ky.gov/librarians/plssd/Documents/regions020211.pdf

What to Expect From KDLA's Regional Consultant:

http://kdla.ky.gov/librarians/Documents/KDLARegionalConsultants.pdf

and page 73

KY Public Library Trustee Manual:

http://kdla.ky.gov/librarians/Documents/trusteemanual.pdf

Trustee Oath of Office:

http://kdla.ky.gov/librarians/Documents/Oathofoffice.pdf and page 72

How to Go Into Closed Session:

http://kdla.ky.gov/librarians/Documents/ExecutiveSession.pdf and page 86

Your Duty under the Law (July 2008): Receipt of this document is required within 60 days of your appointment.

http://ag.ky.gov/NR/rdonlyres/DDB68390-D61F-4771-96D0-32A3DB794710/0/YourDutyUndertheLaw_708_.pdf

Managing Government Records (July 2008): Receipt of this document is required within 60 days of your appointment.

http://ag.ky.gov/NR/rdonlyres/7729340C-B0FC-4ABF-BBE4-E668020686F8/0/ManagingGovernmentRecordsFinal.pdf

Proof of Receipt: This form is signed and retained on library premises. A copy may also be provided to the County Judge/Executive.

http://ag.ky.gov/NR/rdonlyres/6668F8A3-922D-4D97-91FD-67D2572396A6/0/proofofreceipt.pdf

Kentucky Public Library Standards:

http://kdla.ky.gov/librarians/plssd/Pages/LibraryStandards.aspx

Sample Library Policies:

http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx. A list of recommended policies is on page 67.

Auditor of Public Accounts Recommendations for Public and Nonprofit Boards – 3/4/2010:

http://www.auditor.ky.gov/Public/Audit_Reports/Archive/2010BoardRecommendationsLetter3-4-10.pdf

Kentucky Public Library Statistics:

http://kdla.ky.gov/librarians/plssd/Pages/LibraryStatistics.aspx

National Public Library Statistics:

http://connect.informata.com/

NOTE: You must use Internet Explorer to access this site. Your director can provide the user name and password to access this data.

Stay Updated – E-Resources

Trustee Tip of the Month: Distributed by your regional consultant, the Tip will provide helpful information on topics that are important in fulfilling your duties as a Trustee. Previous Tips are also available online at: http://kdla.ky.gov/librarians/trustees/Pages/TrusteeTips.aspx.

Trustee List: An email discussion list to ask other Trustees questions and to provide and receive notices on important information.

To join the list, send an email with the subject "Kentucky Library Trustees" to Nicole.Frilling@kentonlibrary.org. In the body of the message, list your name and the name of your library. You will receive instructions for posting to this moderated discussion list.

KPLA Listserv®: An email list for anyone interested in public libraries.

To subscribe to the KPLA Listserv®, send an email message to LISTSERV@LSV.UKY.EDU with the following message: sub KPLA-LIST Your Name (example: sub KPLA-LIST Mary Smith).

Kentucky Public Library News Digest: The Digest, published once a day, 4-5 days a week, includes articles and editorials relating to public libraries in Kentucky and other articles of interest to library supporters. To receive the Digest, send an email to Nikole.Wolfe@ky.gov.

Libraries & Archives Monthly: KDLA E-newsletter:

L&AM is sent via email to anyone who wishes to receive it. To subscribe, give your email address to your regional consultant or send an email message to the editor, Paige.Sexton@ky.gov.

Organizations of Interest

Kentucky Library Association (KLA): http://www.kylibasn.org/

Provides leadership and initiatives for continuing improvement of all types of libraries. Holds a fall conference with a focus on general library issues.

Kentucky Public Library Association (KPLA): http://kpla.org/

Provides leadership and initiatives for KY's public libraries. Holds a spring conference with a focus on public library issues.

Kentucky Library Trustee Round Table (KLTRT): http://www.kylibasn.org/rtt676.cfm

Meets at fall and spring conferences to discuss trustee education & initiatives.

American Library Association (ALA): http://www.ala.org/

The oldest and largest national library association in the world, providing leadership for the development, promotion, and improvement of library services to ensure access to information for all.

Association of Library Trustees, Advocates, Friends and Foundations (ALTAFF): http://www.ala.org/ala/mgrps/divs/altaff/index.cfm

ALTAFF provides help to trustees, Friends and foundations for working together at the local, state, and national levels to effectively promote and advocate for libraries.

National Documents of Interest

American Library Association Library Bill of Rights:

http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/lbor.pdf

ALA Issues and Advocacy Resources: Additional information and resources are available on topics and issues of interest at:

http://www.ala.org/ala/issuesadvocacy/index.cfm

ALTAFF Trustee Ethics Sample Policy:

http://www.ala.org/ala/mgrps/divs/altaff/trustees/orgtools/policies/ethics-1.doc

Job Description for Public Library Trustees

"Government is a trust, And the officers of government are trustees; and both the trust and trustees are created for the benefit of the people." Henry Clay (1829)

Public Library Boards Have Five Primary Roles:

1. **Hire and evaluate the library director.** One of the most important decisions that a board will make is in hiring a qualified and effective director. This selection will have a major impact on the future success of the library. The board, speaking as one voice, partners with the director by providing direction through the goals set in the library's strategic plan; by delegating all day-to-day management responsibility, including supervision of all other library staff, to the director; and by monitoring the director's achievement in providing library services to the community. The board evaluates the director's performance on a regular basis—usually annually. This is an opportunity to reflect on the previous year's progress and to plan for the upcoming year. Regular evaluation ensures that the director and board are in agreement on the progress made in providing the excellent library services that every community deserves.

2. **Monitor and evaluate the overall effectiveness of the library.** Boards are entrusted with the responsibility to make sure the library is operating efficiently and effectively. Major areas that the board monitors include the handling of the finances, the director's accomplishments, and the progress on the strategic plan. Careful examination of the financial reports, vouchers, and the library's statistics are important tools for monitoring the wise use of resources. In addition, the Annual Report of Public Libraries and the Kentucky Public Library Standards can also be used in measuring the success of library services. The board should also adopt a tool to monitor its own performance on an annual basis.

3. **Plan for the future of the library.** The library board is ultimately responsible for seeing that the library provides the best possible service to its community. A strategic plan prepares for the library's future. It provides a tool for accountability to the community and makes the job of the board, director, and library staff easier by pulling together all the decisions about budgeting, personnel, capital improvements, and library services in response to the community's needs. The

plan's specific goals and objectives describe how the library will focus its resources and which programs and services the library will provide, giving the board, director, staff, and public a tool for measuring the library's successes.

4. **Set library policies.** The library board spends much of its time on developing policies that reflect the library's philosophy of service. Well-defined and well-written policies guide the trustees and staff in carrying out their duties. Policies ensure conformity to federal, state, and local laws. They allow high quality service and fair treatment of all patrons and staff. Once adopted by the board, library employees carry out the policies on a day-to-day basis. Policies should be reviewed every one to three years to ensure proper oversight and responsiveness to a continually changing environment.

5. **Advocate for the library.** To be a library advocate is to work for the betterment of library services for the community. Advocacy includes working to obtain adequate funding for the library by telling the library's story to taxpayers, donors, and elected officials. As a library advocate, you may pursue opportunities to speak with community groups where you can talk about the library. Some carefully chosen statistics and having some example stories of how people are using and benefiting from the library can make a persuasive impression when speaking to civic groups, legislators, or even your friends and neighbors. Because trustees are citizen volunteers with no direct financial stake in library funding issues, they are in a unique position to be effective in the governmental arena by keeping the library's financial needs in front of elected officials. Boards and trustees can do that by writing, calling, and visiting their elected officials frequently.

Expanded and adapted from: *The Library Trustee: A Practical Guidebook,* edited by Virginia G. Young, American Library Association, Chicago, 1995.

Division of Duties Table

Responsibilities	Board	Director
Daily Operations	None	Responsible for the daily operation of the library.
Library Personnel	Hire, monitor, and annually evaluate library director.	Hire, monitor, and evaluate library staff.
Fiscal Operations	Evaluate and approve a budget that supports library goals. Monitor income and expenditures.	Determine financial needs of library. Expend money accordingly.
Policies	Regularly review and adopt policies.	Recommend new and revised policies.
Strategic Planning	Develop and adopt a Strategic Plan. Monitor annually for progress.	Coordinate planning activities and draft a Strategic Plan.
Advocacy	Participate in organized events to promote support for library funding and issues. Regularly contact community leaders and officials to raise awareness of library impact and needs.	Advise board of library advocacy initiatives and provide statistics and stories for trustees to use. Participate in organized advocacy events.
Continuing Education	Attend forums or educational activities on library issues to become certified.	Advise board of CE opportunities. Manage library staff certification activities.

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Chapter 2
General Duties of Trustees

Overview

Library boards have been created by law to act as the governing body of the library.

Members of the library board are called library trustees and are public officials with powers delegated to them as a public trust. Duties and responsibilities include fulfilling legal responsibilities established by statute as well as establishing policies governing the day-to-day operation of the library. Although the board and director must work closely together in developing a library program, their obligations and responsibilities are entirely different.

Library Board/Director Relationship

Library boards and directors are all interested in ensuring the success of the library and it is the job of both parties to see that the library is run properly and serves its community effectively. The board sets policy and the director carries out the board's vision on a day-to-day basis using the policies as a guide. It is important for the board to avoid involvement in the daily administration of the library. The chart in the previous chapter showed the roles of the board compared to those of the director. Here are more examples of the differences in the roles of the board and the director.

Responsibilities of the Library Board

- Assumes legal responsibility for the library.
- Provides direction and supervision for the director.
- Monitors the administration of the library for effective use of personnel and materials, quality of programs, and maintenance of buildings and grounds.
- Approves library policies, library budget, and strategic plan.
- Encourages the director to apply for grant funds and approves grant applications when required.
- Explores all possible innovative methods for delivery of library services and programs, including electronic resources.

- Monitors usage of library materials and services.
- Acts as an advocate for the library.
- Promotes and supports outreach services.
- Familiarizes self with the services provided by KDLA.

Responsibilities of the Director

- Organizes and administers the daily operation of the library.
- Prepares library policies, a budget and a strategic plan for board approval.
- Keeps the board informed about current trends in service and explores ways of implementing new services.
- Supervises the activities of all library personnel including staff training and development.
- Markets outreach services to appropriate clientele in the service area.
- Prepares or approves written grant applications to improve the quality of materials, services, and facilities.
- Provides statistical reports on usage of library materials, services, and facilities.
- Assesses the library based on the Kentucky Public Library Standards.
- Submits required reports to KDLA and other governmental units.
- Uses the services and programs offered by KDLA.

Library Laws

A trustee can not be expected to be well-versed in the specifics of all laws and cases that apply to public libraries in Kentucky, but it is important to take the time to become generally aware of library law to make sure that the library is in compliance. As the laws are complex and legal compliance is so important, the board should have an attorney to provide legal advice to the board when necessary.

The trustee is legally appointed, with powers and duties set out in the Kentucky Revised Statutes, Chapter 173. All authority for operation of the library resides in the board taking action as a quorum in a public meeting. No authority resides in the individual trustee.

Oath of Office

Each trustee must take an oath of office before assuming his/her position on the board and it must be given within 30 days of his/her appointment or reappointment. KRS 62.010(1) and (2)

The official oath for trustees may be administered by:

- Any state or federal judge, Kentucky jurisdiction;
- Any member of the Kentucky General Assembly;
- Any county judge/executive, notary public, or clerk of a court, within his/her district or county. KRS 62.020(1) and (2)

The Oath of Office is in the appendix or at: http://kdla.ky.gov/librarians/trustees/Documents/Oathofoffice.pdf. A signed copy of the Oath of Office needs to be kept at the library and on file at the County Clerk's Office. KRS 62.020(2)(e)

Duties of a Trustee

When a person becomes a trustee, he/she must assume these general duties and responsibilities:

- Attend all board meetings, participate in discussions, and support board decisions.
- Advocate for the library in the community and advocate for the community as a member of the library board.
- Secure adequate funds for the library.
- Hire a qualified and competent library director and delegate all management responsibilities to him/her.
- Support the library director, but also demand accountability for a high quality library.
- Plan for the future with a written strategic plan and annual action plans derived from the strategic plan.
- Monitor and evaluate the finances, the director's performance, the library's progress toward its goals, and the board's performance.

- Adopt policies for the library.
- Comply with federal, state, and local laws and regulations that pertain to public libraries.

Remember, all authority for operation of the library resides in the board, taking action as a quorum. No authority resides in the individual trustee. Individual trustees do not have power or authority to obligate the library or to speak for the board, unless so authorized on a case-by-case basis.

Liabilities

Trustees are not liable if they are acting within their official capacity, as they are covered by limited sovereign immunity. In Kentucky, limited sovereign immunity means that the entity may not be sued except in instances where the immunity has been waived by the legislature. Limited sovereign immunity does NOT protect the trustee in the following situations and the library, as a local government entity, may also refuse to pay a judgment or settlement in any action against a trustee under certain circumstances. KRS 65.200; 65.2005

These include:

1. The trustee acted or failed to act because of fraud, malice, or corruption.
2. The action was outside the actual or apparent scope of his/her authority.
3. The trustee willfully failed or refused to assist the defense of the cause of action, including the failure to give notice to the executive authority of the library.
4. The trustee compromised or settled the claim without the approval of the governing body of the library.
5. The trustee obtained private counsel without the consent of the library, in which case, the library may also refuse to pay any legal fees incurred by the trustee.

Errors and omissions insurance protects the library from legal fees and a court judgment (KRS 65.2005) assuming the board member was acting properly and within his/her official capacity. Under 1 and 2 in the list above, errors and omissions insurance would also refuse to pay (generally speaking), and may refuse to pay under 3, 4, and 5, depending upon policy terms. Any additional insurance would likely also

refuse to pay under some, if not all, of these circumstances. If library trustees act reasonably, and within the realm of their legitimate duties as defined by statute and local policy (local policy should NOT conflict with statute) they should have little to worry about. However, if they move outside that realm (negligence, criminal acts, etc.) they are placing themselves in jeopardy.

The board as a whole may lessen liability by:

- Assuring the library's records are available to the public.
- Reviewing and approving standard budget forms.
- Reviewing financial statements and vouchers monthly.
- Reviewing fiscal controls and assuring an audit is completed as required by law.
- Conducting the library board's business by generally accepted parliamentary procedures.
- Reviewing library and board policy manuals annually.
- Assuring timely filing of all required reports (Annual Report, UFIR, budget to county clerk, etc; see list of some deadlines in the appendix).
- Maintaining confidentiality in matters of personnel or other matters protected by law.
- Obtaining appropriate liability insurance.

Individual trustees may lessen liability by:

- Being active: attending meetings, studying, questioning, voting on all issues, monitoring progress, and maintaining active committees.
- Reading the minutes and making corrections.
- Reading the financial statements and understanding them.
- Voting against proposed actions if insufficient information is available to make a decision. Absenteeism and abstentions are probably not enough to protect against liability. If a trustee abstains because of insufficient information, he/she should follow up on the issue and let the record show his/her position.
- Voting no if the rest of the board votes to do an illegal or improper act.
- Assuring that the minutes of each meeting are maintained and that votes are

properly recorded.

- Not condoning conflicts of interest on the board, including those involving money, services, or influence. Such conflicts, or the appearance of such conflicts of interest, should be brought to the attention of the entire board.
- Informing the board of a potential or suspected conflict of interest related to oneself.

Terms

Except for the initial establishment or filling unexpired terms, trustees may serve for two consecutive terms (four years each) after which they shall not succeed themselves for at least one year. KRS 173.340; 173.490; 173.730 A term year is the 12-month period from which the trustee's appointment began; it is not necessarily a fiscal year or a calendar year.

Compensation

Library trustees shall not receive compensation for their services, but shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties. KRS 173.340; 173.510; 173.740

Officers and Their Duties

The library board is directed by the Kentucky Revised Statutes to establish and adopt bylaws "for their own guidance." KRS 173.350(2); 173.520(2)(c); 173.745(2)(c)

The bylaws adopted by the board should stipulate the board officers, their duties, responsibilities, and authority. The procedure for nomination and election of officers as well as the procedures for filling officer vacancies should also be included in the bylaws. The bylaws should contain other written rules that define how the board will conduct business and manage its internal affairs.

While most of the specific duties of the board officers are determined by the bylaws and local policy, there are several legal requirements provided for in statute.

According to KRS, officers are to be elected and then serve in that capacity for a term of two years. They may serve consecutive terms, but need to be reelected. The officers identified by KRS to be elected are: president, treasurer, secretary, and other "officers as deemed necessary." KRS 173.350(1); 173.500; 173.735

Although not stated in library statute, OAG 67-458 states that it may be unconstitutional for a trustee to hold two offices simultaneously. Having each of the board offices filled by a different person also provides a clear segregation of duties and a better system of internal controls.

The election of officers is handled according to the bylaws adopted by the board.

President

The president presides, guides, and ensures coverage of all topics during a meeting. The president should strive to facilitate quick coverage of routine business and dispose of minor items as quickly as possible to leave time for discussion of important matters.

The president does not have the authority to act independently for the board. He/she may be authorized by the board, voting in a quorum, to act on their behalf on a specific issue.

Other duties include:

- Prepares, with the director, the agenda for the board meetings
- Starts meetings promptly at the appointed time
- Signs approved payment voucher at each meeting, authorizing payment of bills as stated in KRS 173.540(1); 173.755(1); 173.360(2)
- Signs official board correspondence
- Establishes committees as necessary and appoints all committee members
- Signs all grant applications as required and with approval of board
- Signs approved contracts with approval of the board
- May authorize special meetings

Vice-President

The vice-president serves as the presiding officer in the absence of the president including signing official paperwork. It is not legally required for a board to have a vice-president.

Secretary

The secretary is responsible for recording the proceedings of each meeting (minutes), though the actual task may be delegated.

It is best to distribute the minutes as soon as possible after the meeting so they can be read while the events of the meeting are still fresh in the memory of the participants. The minutes are reviewed at the next meeting, corrected if necessary, and approved (this should be noted in the current meeting's minutes). An example of minutes appears in the appendix.

The approved minutes are the official record of board action. The minutes should be kept in a secure place known to all members of the board and should be readily accessible. Only information recorded in the minutes can be considered official.

At a minimum, meeting minutes should include:

- The nature of the meeting, whether regular or special
- The time, date, and place of the meeting
- The names of those in attendance, noting trustees who are absent, the time of late arrival or early departure of trustees in order to show the existence of a quorum whenever any action is taken.
- Approval of the previous meeting's minutes and the current financial report
- A complete record of official actions taken by the board and the vote of the trustees present
- The record of all motions exactly as stated
- The record of adjournment (no business may be legally transacted following adjournment or at any time when less than a quorum is present)

Other duties include:

- Signs the payment vouchers, along with the president, after they have been approved at each regular monthly meeting as KRS 173.540(1); 173.755(1); 173.360(2) specifies "money shall be paid only upon vouchers approved by the board."
- Notifies, in writing and by certified or registered mail, any trustee that has missed three regular monthly meetings in any one year of his/her term, and is copied to the president. This will serve as a reminder that absence of a trustee from four regular monthly meetings of the board during one year of the trustee's term shall constitute resignation. KRS 173.340; 173.490; 173.730
    - A term year is the 12-month period from which the trustee's appointment began; it is not necessarily a fiscal year or a calendar year.
    - All official correspondence of the board should be written on library letterhead and signed by the president or secretary.

Treasurer

In general, the treasurer has custody of all money, securities, and obligations belonging to the district, and shall disburse money only for the uses and purposes of the district and in the manner prescribed by the bylaws on itemized vouchers allowed by the board, signed by the secretary and countersigned by the president.

The treasurer must:

- Keep a full and accurate account of all receipts and payments as directed by the bylaws or as the board prescribes
- Render statements of library accounts whenever required by the board
- Have all accounts and records for the fiscal year balanced and closed. This must be presented to the board within 90 days following the close of that fiscal year;
- Be bonded in an amount determined by the board

The treasurer is responsible for all fiscal records and controls. The treasurer is the only officer required to be bonded as stated in KRS 173.360(2); 173.540(5); 173.755(5).

The treasurer is responsible for reporting on the state of the finances at the monthly

meetings. Library checks should require two signatures, one of which must be a trustee, preferably the treasurer. Signature cards at all banks should be kept current, with careful attention to removing names once an individual leaves the library board. The treasurer signs checks for disbursements from the library account, upon receipt of a board-approved itemized voucher. KRS 173.360(2); 173.540(1); 173.755(1)

It is recommended that the treasurer chair the budget/finance committee. If there is no budget/finance committee, the treasurer should be involved in preparing the annual proposed budget for board consideration.

Advisory Board

An advisory board may be appointed and serve as specified in the bylaws of the board of trustees. KRS 173.340(2); 173.490(1);173.730(1)

Board Committees

The board may establish an ad hoc committee as necessary. The complex issues on which the library board will be working cannot always be handled efficiently by the full board. Many of those issues may be handed to board committees for study and recommendation to the full board. Such committees may include members that are selected from outside the board so that additional expertise can be utilized. Involving non-board members also builds ownership for the library's mission, opens a new avenue of communication with the community, and provides recruiting and training for potential trustees.

Whatever the name or type of committee, the only purpose it serves is to expedite the work of the board. Committees are not autonomous groups with loose connections to the board, but are simply extensions of the board and always responsible to the full board.

Committees have no power or authority beyond what is granted to them by the full board. The only action committees can take is to study an issue and make recommendations to the full board about the assigned issues.

Each library will have different needs for committees and those needed will vary over time. The same open meetings laws that govern regular board meetings also apply to committees appointed by the board and require the same posting and record-keeping as specified by law. Some typical committees are: building or construction, personnel, policy, planning, and budget.

Nepotism and Conflict of Interest

No board shall newly employ as a member of its library staff any member of the board or any person related closer than a second cousin to any member of the board. KRS 173.340; 173.510; 173.740

No person is eligible to this office who is directly or indirectly interested in the sale to the library of books, magazines, supplies, equipment, materials, insurance, or services for which library funds are expended. KRS 173.340; 173.510; 173.740

Determining a conflict of interest through the sale of books, land, or equipment is simple to determine. Trustees gaining financially through services offered can be more subtle or complex, but nevertheless equally critical to avoid. Examples of "services" are legal counsel, insurance, banking, and accounting assistance. Library boards are encouraged to adopt a code of ethics to avoid potentially damaging situations for the library. For examples, please see the ALTAFF (Association of Library Trustees, Advocates, Friends and Foundations) website: http://www.ala.org/ala/mgrps/divs/altaff/trustees/orgtools/policies/index.cfm

Open Records Act

The Kentucky Open Records Act (KRS 61.870 - KRS 61.884) gives the public access to the library's records. This includes any records, whether electronic or printed, that are prepared, owned, used, possessed, or retained by a public agency, and must be made available upon request. These records include, but are not limited to: financial documents such as annual budgets, audits and monthly expense vouchers, minutes of previous meetings after approval at the next board meeting, and library policies.

Records pertaining to employees are also considered open records, including, but not

limited to: name, position, work station, and salary of employees, reprimands regarding job-related misconduct, letters of resignation, and public employee time sheets. Some information pertaining to employees and library patrons are not considered open information, including: race, gender, home addresses, social security numbers, medical records, and marital status, library staff evaluations, applications and resumes from unsuccessful applicants for jobs, and patron registration and circulation records.

Libraries have three days in which to respond to an open records request; however, the library does not have to furnish the records within the three-day time frame. After the response to the request, libraries should take a reasonable amount of time to gather and prepare the records for inspection. Inspection may be delayed if a detailed explanation of the cause for the delay is given and the place, time, and earliest date on which the public record will be available for inspection is stated.

Exempt information must be removed from the record before it is provided to the requestor. In the case of requested information that contains exempt information, the library should copy the original, masking the protected information on the copy.

A library must make suitable facilities available for exercising the right of inspection of public records. Persons may inspect public records during the library's regular operating hours. A community room or other public space in the library is recommended for inspection. Since libraries are responsible for protecting open records from removal or alteration, the inspection should be supervised by a library employee.

Open records and open meetings laws are covered more completely in *Your Duty Under the Law* and *Managing Government Records*. Newly appointed trustees are required to be given copies of these documents within 60 days of appointment and sign a *Proof of Receipt* form that is then filed in the library and with the county judge/executive's office. KRS 65.055

Your Duty Under the Law:

http://ag.ky.gov/nr/rdonlyres/ddb68390-d61f-4771-96d0-32a3db794710/0/yourdutyunderthelaw_708_.pdf

Managing Government Records:

http://kdla.ky.gov/records/Documents/Managing%20Government%20Records%20-%20Final.PDF

Proof of Receipt:

http://ag.ky.gov/NR/rdonlyres/6668F8A3-922D-4D97-91FD-67D2572396A6/0/proofofreceipt.pdf

Hiring a Library Director

Selecting the library director is one of the most important tasks any library board will undertake. The director the board chooses will set the course for the library's current and future place in the community and be a key determinant in public goodwill. This will in turn, contribute to the funding necessary for the library to grow and prosper.

There are many legal issues to consider during the hiring process. The scope of such an undertaking is too great to cover in a manual designed for general trustee orientation and instruction, but your KDLA regional consultant can provide step-by-step assistance from advertising the opening through conducting a lawful, nondiscriminatory interview through orientation for newly appointed directors. The board should take the time to enlist whatever assistance is needed in making this most important decision.

Here are the basic steps:

- Contact the KDLA regional consultant that serves the library for advice and assistance.
- Find out the minimum certification level set by the state for a director at a library with the population level of the county.
- Write or update the job description.
- Determine whether a professional firm will be used to assist with the search.
- Construct the job ad and post it on KDLA's free Kentucky Library Job List as well as other national library job banks. Allow the ad to be active for about 6 weeks.
- Determine the specific competencies needed in the new director. This should

be discussed by the entire board and a consensus reached on which are the most important ones. Again, the regional consultant can help the board with this.

- Determine the interview questions. It is of utmost importance that the interview committee asks all candidates the same questions and that the committee does not ask any questions that are legally prohibited.
- Determine the interview process.
- Call a special board meeting to review the resumes once all have been received.
- Schedule the interviews.
- Take a few minutes after each candidate to discuss the committee's reactions and impressions.
- Determine the answers to these questions: What will be the process after interviews are completed? Who will send rejection letters in a timely manner? Who will make the job offer? Ideally this will be the board president or secretary.
- Make a decision and make an offer to the appropriate candidate.

Evaluating the Library Director

Conducting an evaluation of the library director is essential to the success of the library. After all, how is the director to know if he/she is doing their job correctly without any feedback? This is not a time to go through a list of mistakes, but a time to look at the achievements of the library, plan for the future, help a director improve job performance, and ultimately improve the library. It is a way the board can provide support, encouragement, and feedback. The evaluation of the library director needs to take place in an open meeting.

Successful evaluations are ones that have been carefully planned and each board will need to determine what evaluation instrument to use. Once determined, the form should be shared with the library director so he/she will know the criteria for assessment. The director needs to be evaluated based on his/her job description, progress towards library goals, sound financial practices, and maintaining a good relationship with the board and staff.

Trustees are entrusted by local tax-payers to provide the best, highest quality library

service. The board functions best when the administration is functioning at its best. Annual evaluations are one tool to ensure the public is getting the best return on its investment.

Library Policies

One of the duties of a trustee is to adopt library policy. Policies provide the structure for creating decision making tools that guide the director and staff in the smooth operation of the library. Well-developed policies ensure consistency in dealing with staff and patrons, encourage the best use of library resources, and inform both the public and staff of guidelines which are to be followed in the daily operation of the library.

Library boards approve policies covering many different issues, but the two main categories of policies include library operations and library personnel. Library board bylaws and policies are also required, but are concerned with the internal operations of the library board itself, not the library in general.

Creating Policy

In most cases, the director recommends policies that need to be adopted by the board. The board discusses the issues, makes changes if needed, and approves the policy. If an issue seems complicated or may have legal ramifications, the board should have an attorney or human resources professional review the proposed policy before adopting it. Once adopted, the director informs the staff and patrons of the new policy and, if necessary, develops procedures to implement the policy. If possible, policies should be reviewed every one to three years to make certain they are still applicable and do not need to be revised.

KDLA has developed a collection of example policies that boards and directors are encouraged to review and adapt to their particular library's situation. These examples can be found on the KDLA website at: http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx

The following basic steps provide for careful development and review of library

policies:

- Director, with staff (and maybe public) input, develops recommended policies.
- Board discusses, revises (if necessary), and approves policies.
- Director makes sure staff and public are aware of policies.
- Board reviews policies on a regular cycle so all policies are reviewed at least every three years. Perhaps use a rolling calendar to ensure that one or two policies are reviewed per meeting so all of the policies have been reviewed, and revised if necessary in the time frame desired.

Strategic Planning

A strategic plan is a management tool used to ensure that the director, staff, and board of the library are working toward the same goals. The strategic plan can identify a library's goals for one to five years. Public libraries should revisit and rethink its strategic plan at least every two years. The strategic plan is an excellent tool to use to judge the performance of the library director during his/her yearly evaluation.

Developing a strategic plan is a process that will require the involvement of trustees, library staff, and community leaders to ensure that the library is using its resources to provide excellent services to the community. Some library boards choose to hire a professional consultant to guide the library through the process.

Excellence is different for every community and is a moving target. Keeping the library's strategic plan updated will ensure that the staff and board are using library resources to provide what matters most to the citizens of the community.

With the rapid change in technology and the economy, it is important that the library review the strategic plan frequently to ensure that it is continuing to provide services that are relevant and essential. Once the goals are developed, it is helpful to create an annual action plan with measurable activities in order to accomplish the library's goals and move in the direction envisioned in the strategic plan.

Through strategic planning the library board is able to:

- Re-evaluate the mission statement to ensure it represents the organization's goals

and objectives.

- Assess and adjust library direction in response to its changing environment.
- Intentionally set goals and develop an approach to achieving those goals.
- Assess library strengths and weaknesses.
- Improve staff morale through clear communications and team efforts to achieve organizational goals.
- Determine how limited resources can be stretched for the maximum benefit of the library.

Recruiting New Trustees

Another of the most important decisions a library board will make is the choice of who will serve on the library board. A well-rounded board working in partnership with the director is essential to the smooth operation of the library and the future of library facilities and services.

Since library trustees by statute may serve for only two consecutive terms of four years each [KRS 173.340(2); 173.490(1); 173.730(1)] and must wait at least one year before being eligible for reappointment, library boards need to have a method for replacing trustees whose terms have expired or for a member who may resign before his/her term expires. For each vacancy on the board, two candidates must be nominated. As either candidate may be chosen for the board, both candidates must possess the qualifications needed for service.

Having a board policy that outlines the method(s) by which new trustees will be chosen is key to the effective recruitment of new trustees. The main goal in this process is to ensure a balanced board of diverse members who can successfully work together to provide the community with the highest-quality library facilities and services. A well-rounded board includes not only people from different areas of the county, but also members of different age-groups, races, genders, and backgrounds with diverse skills and/or community influence.

There are some steps that can be used to help create a well-rounded board:

- Use an evaluation tool to identify gaps in the board's composition and characteristics

to look for in a new trustee.

- Study the strategic plan and the library's Kentucky Public Library Standards rating to assess what skills and areas of expertise might help in reaching future goals.
- Create a trustee job description or brochure outlining the library's mission, goals, trustee duties, and desired characteristics for trustees.
- Begin marketing the open trustee position using a variety of outlets.
- Check your board bylaws and policies and follow the recruiting method as outlined in them.

Whatever method is used to find potential trustees, it is helpful to have them submit an application outlining their experience, skills, and reason(s) for wanting to serve on the library board. The board may appoint a committee to review the applications or they may be reviewed by the entire board. An interview may also be part of the recruitment process. This gives the potential trustee an opportunity to learn more about the "job" of the library trustee and also gives the interviewers an opportunity to get to know a little more about them. The interview may include, but is not limited to: general information about the library; discussion of how the board operates and the time required to fulfill the trustee's duties; the challenges and opportunities that the board faces; an explanation of the trustee recruitment and appointment process.

KY statute [KRS 65.008(1)] requires that the library board provide notice to the appointing authority of an expiring term at least 60 days in advance of the term expiration. To assist library boards in observing this legal requirement, the Kentucky Department for Libraries and Archives will be notifying the library director three to four months in advance of an expiring term. This will give the board time to select two candidates. The two selected names need to be received by KDLA approximately 65 days before the term expiration date. To be prepared to send the required names in advance of the expiration, it is suggested that library boards put new trustee appointments on the meeting agenda six months before a term expires.

Building a Good Board

The most essential components of a strong and vital board are the selection of

a diverse group of talented people and their thorough training about the library. Trustee training is an on going process, and it only works well if the selection has been done well. It is important to look at the entire community for well-connected, dedicated individuals who are willing to volunteer their time to the library. Diversity is important and this doesn't mean simply geographic distribution, gender, ethnicity, age, etc. With only a few members, it is vitally important to have a diversity of skills and community representation.

Approaching prospective trustees should be carefully planned. Since the director is the employee of the board, it should be done by trustees, acting with the full consent of the board, rather than the director. Be honest with the prospective trustees by explaining the time commitment, the responsibilities, and the appointment process. Some libraries advertise board openings in the library, on the library website or in the local paper and then interview the prospective board members to determine the best fit for the board.

To quantify the areas in which the board needs to become more diverse, please refer to the Library Board Profile Worksheet in the appendix. Trying to have a very diverse board with only five members can be difficult, so look at the big picture and plan to have certain strengths during times when they are needed; for example, having a trustee with building experience during a construction project.

Please keep in mind that the removal of a trustee is a difficult process and care must be taken to choose appropriate trustees. A library trustee may be removed only by vote of the legislative body of the respective governmental unit from which he/she was appointed. KRS 173.340(4); 173.490(3); 173.730(3)

KDLA Regional Consultants

KDLA regional consultants attend monthly public library board meetings, coordinates library director meetings, youth services staff meetings and regional workshops, and provide professional guidance to trustees, library directors, and library staff. They are the State Library's representatives in the eight regions defined by KDLA.

One of the services of the regional consultants is the KDLA Monthly Report which

is a combination of timely news items and a Trustee Tip of the Month compiled especially for public library trustees. The complete Trustee Tip of the Month and all previous tips are available at: http://kdla.ky.gov/librarians/trustees/Pages/TrusteeTips.aspx

A list of regional offices is available at: http://kdla.ky.gov/librarians/plssd/Documents/regionalconsultants.pdf

Map of the regions: http://kdla.ky.gov/librarians/plssd/Documents/regions020211.pdf

The duties of the regional consultant are reviewed in: What to Expect From KDLA's Regional Consultants available at: http://kdla.ky.gov/librarians/Documents/KDLARegionalConsultants.pdf and page 73.

Recommended Resources

Trustee trouble: the misadventures of a new library board member. [Cheyenne, Wyo.] : Wyoming State Library, c2008. KDLA Call Number: VC DV 021.82. Available on the web: http://wyominglibraries.org/trusteetrouble.html

Miller, Ellen G. Library board strategic guide: going to the next level. Lanham, Md. : Scarecrow Press, 2007. KDLA Call Number: 021.82 Mill

Reed, Sally Gardner. The complete library trustee handbook. New York : Neal-Schuman Publishers, c2010. KDLA Call Number: 021.82 Reed

Moore, Mary Y. The successful library trustee handbook. Chicago : American Library Association, 2010. KDLA Call Number: 021.82 Moor

Kentucky Public Library
Trustee Manual

Chapter 3
Effective Board Organization

Library Board Meetings

Library boards are required by law to meet once each month. (KRS 173.060; 173.350(1); 173.500; 173.735) Board meetings are the heart of a trustees' job because all library business must take place during these meetings. The information to follow will provide many details, but in general, trustees will approve the meeting minutes and financial statements, hear reports on various library issues and updates, and handle any business that requires a decision for action to be taken.

While most regular meetings will not take an extended amount of time to handle the library's business, there will be times when there are issues or projects that require extra time to absorb detailed reports and permit thoughtful discussion. Construction projects; hiring a new director; adopting, reviewing, and updating policies; strategic planning; trustee training; and advocacy events will require more of the trustee's time – and longer meetings. For some projects, such as new construction, there may be many special meetings required to handle the many decisions that require board approval.

The board meeting is where decisions are made that are central to the smooth and successful operation of the library. Being a trustee is an extremely important job and through the decisions made at board meetings, the library will continue to grow and be an essential community asset.

Building the Agenda

When diligently managed, the agenda is the framework for productive meetings. The president is responsible for the tempo of the meeting, but he/she works in tandem with the library director for a smoothly run business meeting. While the president is responsible for the pace of following the agenda, both the president and the library director should collaborate on creating it. Asking the other trustees for agenda items is recommended.

The typical agenda covers three types of business: what is required by law; information sharing; and decision making. The order is flexible, however, consider putting the required items first (where members are getting acclimated and latecomers are

arriving), the business or decision items in the middle (where attention and productivity are highest), and save the reports or information items for last (where attention starts to fade and early leavers are gone).

Required Agenda Items

Minutes

At each monthly library board meeting, the minutes of the previous meeting are approved and so noted in the current meeting's minutes. It is best if the draft minutes are sent out and read as soon as possible after the previous meeting while memories are fresh. When approved, these minutes are subject to the Open Records Act (KRS 61.872-61.884) and their accuracy is extremely important. Once approved, they become the legal record of the library's business—whether what they say actually happened or not! Minutes must be available to anyone wishing to see them "within a reasonable time" after approval at the next meeting.

A library board is an agency of record, which must act in its corporate capacity and only speaks authoritatively through its minutes (OAG 81-387). This OAG also states that those minutes are an official record of the board's actions once approved. Board minutes are only required to show motions, votes, and actions. To promote brevity, reports of the director, treasurer, regional consultant, and board committees should not be listed in full. A simple sentence such as, "A report was made by the KDLA regional consultant" might be all that is needed. As the treasurer's report becomes an official document once it has been approved, specifics from the report do not need to be repeated in the minutes. Listing the trustees in attendance, including when a trustee comes in late and leaves early, should be in the minutes in order to prove the existence of a quorum and a record of who was present for a vote. Listing the director, public officials, KDLA representatives, etc. might also be helpful.

Financial Reports

The next standard action on most library board meeting agendas is the financial report. What is most critical about this report is that all trustees understand it. Each trustee is responsible for the wise stewardship of the public's money. Kentucky law

require trustees to approve itemized vouchers at each meeting. KRS 173.360; 173.540; 173.755. The libraries established as a taxing district are required to have these vouchers signed by both the president and secretary after approval by the board.

Financial reports that can be used monthly by the board in order to stay abreast of the library's financial status are as follows:

- Vouchers (General Account and Petty Cash Account)
- Financial Statement for current month (Statement of Assets, Liabilities, Revenues and Debts)
- Budget (Monthly and Annual)

Business Items

A helpful agenda will not only list the items, but give some additional information. Either as part of the agenda or on a separate page of notes attached to the agenda, each item needs to be briefly explained. For example, if the agenda item is library security, the agenda might include information such as what security exists now, why it needs changing (if indeed it does), what options are reasonable to consider, how it would impact the budget, and possibly include price quotes or estimates. Trustees need enough information to make an informed decision.

Reports or Information Items

Reports given to the board are usually information sharing, and differ from library to library. The Director's Report and Regional Consultant's Report are standard, but key staff, committees of the board, and Friends of the Library representative often give reports to the board in many libraries.

Public Attendance at Meetings

Libraries should adopt a policy regarding public input during a board meeting. Care must be taken to follow the rules of the Open Meetings Act as well as to maintain an orderly, efficient meeting.

Your Duty Under the Law states "to the extent possible, meeting room conditions should allow for effective public observation of the meetings. No person attending

the meeting can be required to identify himself/herself in order to attend a meeting. The agency cannot place conditions on attendance of the public at a meeting other than the conditions required to maintain order. Since the General Assembly has not established procedural rules for the conduct of meetings and citizen participation, each agency must adopt its own rules of procedure, but those rules cannot conflict with the Open Meetings Act."

Board Packets

Prior to each monthly board meeting, the library director will send each trustee a copy of the agenda, previous meeting minutes, financial reports to be reviewed, copies of correspondence, and any reports or documents that need to be considered at the upcoming meeting.

These board packets may be sent to the trustees either by mail, email, or may be hand-delivered within at least 3-4 days prior to the scheduled meeting. Each trustee should read the materials and be prepared to discuss the issues or make decisions based on the information included in the board packet.

Open Meetings Act

The Open Meetings Act applies to all meetings held by state and local government agencies. All state or local government agencies are covered by the Act, including committees, advisory committees, and ad hoc committees, which are established, created, and controlled by a public agency. Under the Open Meetings Act there are only two kinds of meetings. Regular meetings are governed by the provisions of KRS 61.820 and special meetings are controlled by the provisions of KRS 61.823. All meetings where business of the library is discussed by the board or any committees or subcommittees of the board, shall be open to the public. All meetings must be held at specific times and places which are convenient to the public.

Email and Meetings

Library board meetings, just like all other government entities, are bound by the Open Meetings Act as described in KRS 61.805-61.850. Strictly informational items may be emailed, but discussions by board members about library business cannot be done by email or outside of official board meetings.

All boards of a government entity conduct the public's business every time they discuss any library business. This applies to committees of the board as well as the full board. All emails regarding library business are public record and subject to the Open Records Act, found in KRS 61.870-61.884.

Special Meetings

There are instances when the board may need to meet at a time other than the regularly scheduled monthly meeting. KRS 61.823

The president or a majority of the members of the library board may call a special meeting. This can occur for a number of reasons. Some of the most common include members failing to make a quorum for the regular business meeting, personnel issues, or construction plans. The board must provide written notice of the special meeting consisting of the date, time, and place of the special meeting along with the agenda. Discussion and actions at the meeting must be limited to the items on the agenda.

As soon as possible, written notice must be personally delivered, transmitted by facsimile, or mailed to every member of the agency and each media organization which files a written request to receive notice of special meetings. Notice should be received at least 24 hours before the special meeting.

Written notice of special meetings may be transmitted by email to public agency members and media organizations that have filed a written request with the public agency indicating a preference to receive email notification. The written request must include the email address of the agency member or media organization.

As soon as possible, written notice must also be posted in a conspicuous place in the building where the special meeting will take place, and in a conspicuous place in the building where the agency has its headquarters. Notice should be posted at least 24

hours before the special meeting.

Specific information regarding legal requirements are found in the publication, *Your Duty Under the Law,* published by the Kentucky Office of the Attorney General. This publication, and the accompanying, *Managing Government Records*, that provides information about the Open Records Act, are available on the website of the Office of the Attorney General at: http://www.ag.ky.gov/civil/orom/alert.htm.

As appointed officials, trustees are required to receive a copy of these documents within 60 days of appointment to the board and are required to sign a proof of receipt which is kept on file at the library and the county judge/executive's office.

Going into Closed Session

Infrequently, it is in the best interest of the library to discuss certain items privately. This is legally allowed by going into closed (also called executive) session after notice is given of the general nature of the business to be discussed, the reason and the specific exemption allowing the board to go into closed session, and a motion is made and carried to do so. The most common exemptions for a library board are 61.810(1)(b), (c), and (f): (b) deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property; (c) discussions of proposed or pending litigation involving a public agency; (f) discussions or hearings that might lead to the appointment, dismissal, or discipline of an individual employee, member, or student. However, general personnel matters may not be discussed in private. According to KRS 61.815, a closed session may be held only after a motion is made and carried in open session, and no final action may be taken in closed session; therefore, no minutes are taken during the closed session. The time that the board moved into closed session and returned to open session should be noted in the meeting minutes.

Once back in open session, the board may take action on the item discussed during closed session.

If no action will be taken, the President will state that no action will be taken and that will also be entered in the minutes. No matters may be discussed in the closed session

other than those publicly announced prior to convening the closed session.

Further information is included in the appendix in *How to Go Into Closed Session Quick Reference*.

Bylaws

Bylaws are the rules written and adopted by the library board to provide the structure for how the board will conduct its business. Bylaws are a framework for board operations. They should be direct and factual. Many are based on legal requirements.

The bylaws should include the following:

- General information: name and establishment authority of the organization
- Board information: number of members, appointment procedures, term length, resignation, absences, conflict of interest
- Board officers: offices held, election procedure, duties and responsibilities of each office
- Meetings: meeting frequency, special meeting procedure, meeting notification, order of business, attendance, quorum
- Open Meetings Act
- Finances: fiscal year, bonding of treasurer, audit
- Required reports: distribution method, minutes, financial reports, statistical reports, annual report, standards
- Committees
- Library director: duties and responsibilities
- Parliamentary authority: include which rules of order will be used to govern proceedings and conduct — Robert's, Sturgis', or locally adopted rules of order
- Amendments: process used for amending and/or changing the bylaws

Board Policies

Policies are the rules and guidelines by which the board has determined the library will operate. There are three categories of policies that a board needs to consider:

- board policies which guide the board in its governance
- library personnel policies
- library operations policies

Board policies are statements to staff, patrons, and the public of board intent and belief. Written policies are needed for several reasons:

- Trustees need to know what's expected of them
- The board needs guidelines to make consistent decisions
- Having policies in place prevents crisis policy-making
- The board policy manual should address your board's organization, responsibilities delegated to the director, the board meeting, library finances, board officers and their duties, committees of the board, and facilities. Bylaws and policies ensure continuity during leadership transitions such as when a new director or trustee joins the library. Some of these are mandated by federal and state laws, but many are left to the discretion of the local board.

Each library board needs to write its own policy manual tailored to its needs, but assistance is available from your KDLA regional office. Setting aside a time each month to review a few policies is a very good idea. Each new trustee should receive copies of the bylaws and policies when they are appointed.

How to Make a Motion

1. The board member addresses the board chair.
2. The chair recognizes the member.
3. The member states the motion by stating, "I move that…."
4. Another member seconds the motion by saying, "I second the motion" so that the motion can be considered by the board members.
5. The chair states the motion by stating, "It is moved and seconded that …".

6. The chair then asks "Is there any discussion?"
7. The chair asks the members whether they want to adopt the motion by saying, "All those in favor say, Aye." "All opposed say, No."
8. The chair announces the result after the board members have voted.
9. The chair tells the board members what will happen as a result of the vote.

For example: The library director tells the board members about a new bookmobile program to make ebook readers available to members of the community who find it difficult to get to the library. You think the library foundation and Friends should make a $1000 donation to the public library to support this special bookmobile project, so you address the board chair, are recognized, and suggest your idea by making a motion by saying, "I move that we ask the library foundation and Friends to make a $1000 donation to the library to support the bookmobile ebook reader project." Another member states, "I second the motion." The chair then states, "It has been moved and seconded that we ask the library foundation and Friends to make a $1000 donation to the library to support the bookmobile ebook reader project." The chair then asks "Is there any discussion?" The chair asks the members whether they want to adopt the motion by saying, "All those in favor say, Aye." "All opposed say, No." The chair announces the result after the board members have voted. Finally, the chair tells the board members what will happen as a result of the vote.

Adapted from: Jennings, C. Alan. *Robert's Rules for Dummies*. Indiana: Wiley Publishing, 2005.

Recommended resources to run effective board meetings are all available through Interlibrary Loan. Items with call numbers are in the State Library Collection.

Frank, Milo O. *How to Run a Successful Meeting in Half the Time*. New York: Simon and Schuster, 1989.

Jennings, C. Alan. *Robert's Rules for Dummies*. Indiana: Wiley Publishing, 2005.

Kelsey, Dee and Pam Plumb. *Great meetings! : how to facilitate like a pro*. Portland: Hanson Park Press, 1999. KDLA Call Number: 658.456 Kels

Mosvick, Roger K., and Robert B. Nelson. *We've got to start meeting like this : a guide to successful meeting management*. Indianapolis : Park Avenue, 1996. KDLA Call Number: 658.456 Mosv

Parker, Glenn, and Robert Hoffman. *Meeting excellence: 33 tools to lead meetings that get results*. San Francisco: Jossey-Bass, 2006. KDLA Call Number: 658.456 Park

Pohl, Alice N. *Committees & boards : how to be an effective participant*. Lincolnwood: NTC Business Books, 1990. KDLA Call Number: 060.42 Pohl

Running meetings: expert solutions to everyday challenges. Boston : Harvard Business School Pub., 2006. KDLA Call Number: 658.456 Runn

Kentucky Public Library
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Chapter 4
Fiscal Issues

Taxing District Libraries

Local District Tax

In Kentucky, most public libraries are established as taxing districts under KRS 173.470; 173.710; 65.182; 67.715 and receive the majority of their funding from the taxes collected for them by the sheriff. Official forms and information on the rates available to the board are sent each year by KDLA. Once the legal requirements for setting the chosen rate have been met and the form filed with the appropriate office, the tax is authorized for collection. Most taxing districts receive the majority of their anticipated annual tax revenue in one or two large checks; smaller amounts are collected throughout the year. Funds may be invested in compliance with KRS 66.480 and according to the individual library board's investment policy.

Setting the Tax Rate

Based on information provided by the Property Valuation Administrators in each county, the Kentucky Finance and Administration Cabinet, and the Kentucky Department for Local Government, KDLA sends two proposed tax rates to each library taxing district:

- the Compensating Rate established by statute which "produces an amount of revenue approximately equal to that produced in the preceding year from real property."
- the 4% Rate which is calculated to provide an additional 4% in revenue above that produced from the Compensating Rate.

While districts by law are furnished with these two rates, library districts have the ability to take other rates if they so choose. KDLA encourages library districts to carefully examine their revenue needs and then select a rate which will support a healthy and growing library without placing undue burden on taxpayers. To facilitate this, library districts may request alternate rates for consideration. If a district requests alternate rates, up to nine alternatives will be provided by KDLA. For questions about setting tax rates, please contact your regional consultant or Terry Manuel (terry.manuel@ky.gov) at KDLA.

Non-taxing District Libraries

Barren, Crittenden, Elliott, Fayette, Hardin, and Knott County Public Libraries are established as a unit of local government and Ballard and Carlisle, Carter, Christian, Hickman, Hopkins, and Jefferson County Public Libraries are established under inter-local agreements and receive the majority of their funding from that government's general appropriation.

State Aid

Since 1952, the Commonwealth of Kentucky has provided a state aid grant to Kentucky public libraries. Although the funding formula has changed significantly over the years, public libraries continue to receive state aid funding as appropriated by the Kentucky General Assembly and distributed by the Kentucky Department for Libraries and Archives. The formula is calculated on a base grant plus a per capita amount based on the latest official census data.

Each library's Annual Report of Public Libraries - Application for State Support is also its application for the next funding cycle of state aid. The deadline for filing this application is in August of each year. These funds may be used for local library needs and services.

Grants

KDLA also offers various competitive and/or discretionary grants with funding coming from a variety of sources including the Bill and Melinda Gates Foundation, the federal government (often through LSTA - the Library Services and Technology Act), and the State Legislature. Each grant opportunity is announced in advance of the respective deadline and libraries are encouraged to apply.

While many grants require some percentage of local match, others do not. Subject emphasis may vary from time to time, while others remain stable.

For additional information on grants, check the KDLA website: http://kdla.ky.gov/librarians/funding/Pages/default.aspx

Fundraising

The library board may find that local funding and state support are not sufficient to fund all services and programs of the library. The board can examine other fundraising options. Before starting a major fundraising campaign or establishing an endowment fund or foundation, the library board should consult an attorney to avoid violation of any state or federal laws on soliciting charitable donations.

Many libraries, rather than be directly involved in fundraising events, work with a local Friends of the Library group or library foundation. Such groups, usually with 501(c)(3) status, maintain their own treasury and use their proceeds to fund specific projects at the library.

Model Procurement Code

Public libraries, as governmental entities, are required to bid any expense over $20,000, excluding professional services, or to purchase from vendors on the "State Price Contract" list. The Model Procurement Code is an option open to libraries, but it is not mandatory. It must be adopted by the board as its official method of purchase, and until officially rescinded, remains the procedure which the board must continue to use for its purchasing methods. It is found in KRS 45A.345-45A.460 which spells out in great detail how a government agency may and may not spend funds. The Code also covers selling surplus property under KRS 45A.425.

Adopting the Code allows flexibility in making purchasing decisions; consolidates buying power of state and local governments; increases public confidence; provides alternative methods of source selection; minimizes political influences; provides direction and policy; gives the library director full and final authority to make procurement decisions; allows for an audit trail of purchases; and keeps all procurement matters documented at a centralized location.

Spending Public Funds

Governmental appropriations must be for a "public purpose." Generally, a public purpose has for its objective the promotion of the public health, safety, morals, general

welfare, security, prosperity, and contentment of all, or at least a substantial part of, the inhabitants or residents. Otherwise stated, the test of a public purpose should be whether the expenditure confers a direct benefit of reasonably general character to a significant part of the public, as distinguished from a remote or theoretical benefit.

The use of public funds for the purpose of making a gift or bonus is addressed in the Constitution of the Commonwealth. If the library district were to award a bonus to an employee, the library board would need to be prepared to defend the "gift" or "award" as an expenditure for a "public purpose." This has been accomplished within the case of teacher bonuses because of legislative intent – the legislature clearly intended for the funds to be expended in this manner (OAG 00-2). No such legislative intent exists for utilizing library funds for this purpose.

Auditor of Public Accounts Recommendations for Public and Nonprofit Boards

In 2010, the Auditor of Public Accounts provided 32 recommendations to assist public and nonprofit boards in designing and implementing internal financial controls. These recommendations should assist library boards in providing appropriate financial oversight. The recommendations contain a brief summary of various financial policy areas that board members should consider. After each control area is considered, a policy should be developed to address the specific business model of the organization.

Using this document will enable the library board to demonstrate sound fiscal management and ensure successful completion of an audit. The document is available at the Kentucky State Auditor's website at: http://www.auditor.ky.gov/Public/Audit_Reports/Archive/2010BoardRecommendationsLetter3-4-10.pdf.

Investment Policy

All funds the library receives, from any source, are considered "public funds" as soon as the library takes possession. The investment of donations, interest, bequests, etc., must all be handled under the same guidelines that cover the investment of tax revenue.

A library taxing district may only invest funds in areas specifically allowed in KRS 66.480. Each library board needs to have adopted a written investment policy as described in KRS 66.480(3).

Audit

All taxing districts with either an annual operating budget, funds received, or funds expended over $750,000 in a single year must have an annual audit. All taxing districts with annual funds received, budgeted, or expended of less than $750,000 must have an audit at least every four years. KRS 65.065

Non-taxing districts should be audited as part of the larger governing body.

Summary Financial Statement

All taxing districts are required to publish in the local newspaper, the names and addresses of the members of its governing body and chief executive officer (library director), and either a summary financial statement or the location of district financial records which may be examined by the public within 60 days of the end of the library's fiscal year. KRS 65.070

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Chapter 5
Special Topics

Kentucky Public Library Trustee Certification Program

The Kentucky Public Library Trustee Certification Program has been created to provide trustees with the tools that will enable them to fulfill their legal responsibilities to the library and their community. When a community member becomes a public library trustee, he/she must assume these general duties and responsibilities:

- Attend all board meetings, participate in discussions, and support board decisions.
- Advocate for the library in the community and advocate for the community as a member of the library board.
- Secure adequate funds for the library.
- Hire a qualified and competent library director and delegate all management responsibilities to him/her.
- Support the library director, but also demand accountability for a high quality library.
- Plan for the future with a written strategic plan not to exceed three years' coverage and annual plans derived from the strategic plan.
- Monitor and evaluate:
  - the finances;
  - the director's performance;
  - the library's progress toward its goals; and
  - the board's performance.
- Establish policies for the library.
- Comply with federal, state, and local laws and regulations that pertain to public libraries.

The goals of the certification program are:

- to enable trustees to employ and supervise a qualified library director and evaluate their performance;
- to teach trustees the skills necessary for enabling the library board to function effectively;
- to teach trustees about library finances and how to advocate for the library's needs;

- to enable trustees to assess and adopt policies that will result in the effective operation of the library; and
- to teach trustees about the process of strategic planning and assessing their community's future needs.

Participation in the program is voluntary. There are two ways to get started in the program:

1. Public library trustees whose appointment begins on or after July 1, 2011:
   - Participate in an orientation program conducted by the library director and regional consultant.
   - Apply for temporary certification once the orientation program is completed.
2. Public library trustees whose appointment began before July 1, 2011:
   - Apply for temporary certification.
   - Temporary certification will be valid for two years.

Once temporary certification is achieved, public library trustees may begin work toward the Kentucky Public Library Trustee Certificate.

Trustees will need to complete a prescribed training program that will consist of one contact hour of continuing education credit in each of the five Public Library Trustee Core Skills.

One contact hour is equal to 50-75 minutes of training.

Public Library Trustee Core Skills

Within each of the five core skills, there are specific topics that can be pursued. Other topics will be accepted if they fall within one of the five areas.

- Trustee Core Skill One: the board and the director's position
- Trustee Core Skill Two: effective board organization
- Trustee Core Skill Three: budget and finance
- Trustee Core Skill Four: creating effective library policies
- Trustee Core Skill Five: planning and advocacy

After the training is completed, the Kentucky Department for Libraries and Archives will issue a Kentucky Public Library Trustee Certificate. This initial certificate will be valid for four years.

Public library trustees may renew their certification.

The certificate may be renewed upon completion of eight additional contact hours of continuing education credit in any of the Public Library Trustee Core Skills.

- The renewal certificate is valid for an additional four years.
- Training accepted for recertification includes, but is not limited to:
  - Face-to-face educational sessions provided at local library board meetings by an approved speaker;
  - Regional workshops provided by the regional consultants or other libraries;
  - A statewide library conference or pre-conference;
  - A national library conference or pre-conference;
  - Online workshops or webinars produced for libraries; or
  - Video recordings produced for libraries.

Procedure for Certification

To participate in the Kentucky Public Library Trustee Certification Program:

Mail a completed Certification Application form for temporary certification or certification renewal, and include a $20.00 check with the form, made payable to "Kentucky State Treasurer."

Submit Learning Activity Report forms immediately following all training activities. Trustees will be notified when certification is close to expiring.

Mail Applications and Learning Activity Reports* to:

Continuing Education Consultant
Trustee Certification
Kentucky Department for Libraries and Archives
P. O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537

*Learning Activity Reports may be sent by email or email attachment to KDLA.Certification@ky.gov.

For more information: http://kdla.ky.gov/librarians/trustees/Documents/Kentucky%20Trustee%20Certification.pdf

The Kentucky Public Library Association, Kentucky Library Association, Public Library Association, and the American Library Association conferences are excellent opportunities to learn more about libraries and well worth your time to attend even if you aren't working on trustee certification.

Check with your library director for local procedures regarding trustee certification and training.

Public Library Staff Certification

The Kentucky State Board for the Certification of Librarians, created by the Kentucky General Assembly in 1938, is required by law to issue certificates to qualified library staff. State law requires that public libraries in Kentucky be administered and staffed by appropriately certified personnel. The Certification Board believes that library staff must increase their skills and knowledge through continuing education in order to keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes high quality library service. Thus, the goals of this certification program are:

- to improve library service throughout the state;
- to motivate public librarians to acquire, maintain, and develop their skills through basic and continuing education;
- to recognize public librarians who, on a continuing basis, update their knowledge and skills in order to provide better library service to their patrons;
- to improve the public image of librarians and libraries;
- to provide guidelines for public library boards and supervisors to use in selecting and retaining personnel; and
- to aid in structuring library educational programs to better meet the educational needs of librarians.

Who Needs to be Certified?

- library directors (full-time or part-time)
- assistant directors (full-time or part-time)
- bookmobile librarians (full-time or part-time)
- branch heads (full-time or part-time)
- department heads (full-time or part-time)

All other full-time employees who provide library information service (note: full-time means working more than 100 hours per month).

For more information, please consult the Certification Manual at: http://kdla.ky.gov/librarians/staffdevelopment/Documents/manual.pdf

Kentucky Public Library Standards

According to the introduction of the second edition of Kentucky Public Library Standards, the development of the Standards was guided by the belief that Kentucky's public libraries play a critical role in providing free access to knowledge, information and diversity of ideas, and that all Kentucky residents need and deserve at least a basic level of library service.

The Standards provide not only a measure of basic quality for public library service, but also a guide to excellence in library service. Stressing ongoing planning and evaluation, the Standards provide baseline data and establish a strong foundation from which to develop local goals to address local needs. They are an essential assessment tool to use in evaluating the library's effectiveness and a guide to assist in planning for improved services. The utilization of the Standards can maximize the library's role in the community by focusing resources. The ultimate outcome is heightened visibility and support for the library.

For more information on the Standards, contact your KDLA regional consultant. A copy of the current edition of the Kentucky Public Library Standards is available online at: http://kdla.ky.gov/librarians/plssd/Pages/LibraryStandards.aspx

Library Construction

The construction or remodeling of the library building is one of the most exciting and ambitious projects that a library can undertake. Careful planning is essential to a successful building program.

The library's initial step is the formation of a building team which can draw in a variety of individuals when their expertise is needed. The basic building team usually consists of the library director and key staff, selected board members, appropriate government officials, the architect, and later, the building contractor. If the library has been awarded a KDLA construction debt retirement grant, both the local regional consultant and the KDLA construction consultant must be included on the team. Even if the library is working without any KDLA funds involved in the project, a library is encouraged to ask for advice from KDLA's experienced staff.

The library's building team prepares a carefully written building plan that will become the architect's guidebook for creating the uses and functions that are desired by the individual library. This building plan is a description of the library's:

- mission, goals, and objectives
- service area and population
- service statistics
- existing and projected services and collections
- projected need for space, equipment, and furnishings
- function and area relationships
- technical requirements
- other local needs or requirements

Hiring the right architectural firm is the most critical step in a successful building program. While experience with library design is very important, rapport and the ability to communicate between the architect and the library's building team are also highly desirable. The architect should be free to create an individual design, but should also receive a great deal of input from the building team regarding the library's specific needs.

Financing a new or expanded facility is always a major concern. Some options for

funding include securing a loan, issuing a bond, or community fundraising. Many libraries will face the need to increase the district tax in order to retire the debt. Setting aside part of the library's operational fund each year as a "capital improvement" or "building fund" line item may be a prudent step to take early in the planning to plan stage. KDLA offers construction debt retirement grants, covering a period up to 20 years, as funds are available.

It is not possible to over-prepare for a building project. Building projects can be frustrating and time-consuming, but they allow the library staff and board to take on the exciting challenge of planning for the community's future library service. The rewards, like the challenges, are great.

Intellectual Freedom

Public libraries serve an important role in democracy by providing materials that reflect all viewpoints. Intellectual freedom is a major concern of libraries. Individuals or groups may attempt to censor library materials that they feel are objectionable. The library board has the responsibility of championing the cause of intellectual freedom, including fighting all censorship efforts. This can be a difficult and uncomfortable responsibility, but it is necessary for the proper functioning of libraries.

The selection of library materials is an essential process, which is strongly related to intellectual freedom. The board must adopt a written materials selection policy for the library, which reflects the library's mission and goals. It should also clearly support the right of all members of the community to have access to a wide range of materials, including items which some people might find to be objectionable.

In some cases, persons objecting to library materials may attempt to persuade the library to remove those items. To address these attempts, the library board should adopt a policy and procedure for hearing complaints. KDLA, through its regional office, can provide direction for both the policy writing and the development of a complaint form. Some protests about library materials result in persons appearing at regular board meetings to present their points of view. The Kentucky Open Meetings Act requires boards to give any members of the public the right to attend the board meetings. This is not an unlimited right, however, and a board may adopt reasonable rules to limit the length of presentations.

Handling a censorship attempt can be challenging and the board must be prepared. Trustees should have a good knowledge of the laws regarding intellectual freedom. They should also know about the Library Bill of Rights and the ALA Freedom to Read Statement which are available at: http://www.ala.org/. Board members should be emotionally prepared to withstand the potential heat generated by questions from censors. They should know how to defuse unnecessary conflicts and how to deal with conflicts which cannot be avoided. They need to possess the courage to defend the right to read, even when many angry citizens despise the values reflected by the material under attack—even when they themselves despise those values.

Censorship attempts are on the rise in libraries, and Kentucky is no exception. There have been attempts by individuals and organizations to have library materials removed. Boards must be prepared to assume "trustee" responsibility, including the duty to protect and advance intellectual freedom for ALL of the community's citizens, irrespective of the popularity of any point of view.

Advocacy

Advocacy is a year-round activity at all levels of library service. The library staff who check in and check out the books every day are advocating for their library every time they smile at a patron. The librarian leading a story time is advocating the power of the library to a whole new generation of users. The director hammering through a budget process is making the whole operation run within the funds provided by the community. You, the trustee, have your role as well. Not being a part of the "paid staff" doesn't keep you from approaching your legislators when you see them in the community. You can mention the library to the people you run into every day. You are a part of your library board because you believe that your local library is important. You know the benefits that public libraries bring to communities across the Commonwealth economically, educationally, culturally, and socially. Be an advocate for your library and tell others about what the library can do for them.

The KPLA Advocacy Committee works to bring information to public library trustees and personnel regarding legislation or other initiatives that impact the provision of library services. It also works on various initiatives to tell the library story which

include award-winning public service announcements that are available on the KPLA website. Annually, the Advocacy Committee plans and manages a Library Advocacy Day during the legislative session and asks that library trustees, employees, friends, and supporters attend to impress the legislators of the importance of public libraries in all of Kentucky's communities. As a trustee, this is something that you can attend to advocate for your library and to let your legislators know what the library is doing and accomplishing for the citizens in their communities.

Friends

On February 1, 2009, Friends of Libraries U.S.A. (FOLUSA) and the Association for Library Trustees and Advocates (ALTA) joined forces to become an expanded division of ALA known as ALTAFF, the Association of Library Trustees, Advocates, Friends and Foundations. Through this partnership, ALTAFF unites library supporters to speak out on behalf of library services and free public access to information.

Friends of Kentucky Libraries

Friends of Kentucky Libraries is a nonprofit organization made up of individuals and local Friends chapters who support and celebrate Kentucky's libraries. Membership in Friends of Kentucky Libraries is available to any persons, groups, businesses, libraries, trustees, and staff who want to support Kentucky libraries.

Why be a member? Because it provides:

- A network of library supporters from across the state sharing ideas and news
- Assistance in both creating and revitalizing a local Friends of the Library Chapter
- A unified voice to advocate for your library and all Kentucky libraries

For more information about Friends of Kentucky Libraries contact: contact@friendskylibraries.org or visit on the web at: http://friendskylibraries.org.

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Chapter 6
Acronyms and Definitions

ALA American Library Association

The oldest and largest national library association in the world. Its concern spans all types of libraries: state, public, school and academic libraries, special libraries serving government, commerce and industry, the arts, the armed services, hospitals, prisons, and other institutions. More information may be found at: http://www.ala.org/ala/issuesadvocacy/advocacy/index.cfm

ALTAFF Association of Library Trustees, Advocates, Friends and Foundations

ALTAFF is a national network of enthusiastic library supporters who believe in the importance of libraries as the social and intellectual centers of communities and campuses. Information about continuing education, forming 501(c)(3) nonprofits, library foundations, library Friends groups, and much more can be found at: http://www.ala.org/ala/mgrps/divs/altaff/index.cfm

Annual Report of Public Libraries

The report of library statistics and finances required to be submitted to KDLA and the County each year in August. The Authorization Page which accompanies the Report is also the library's application for continued State Aid.

Certification

Trustee - The Kentucky Public Library Trustee Certification Program provides trustees with the tools that will enable them to fulfill their legal responsibilities to the library and their community. For more information: http://kdla.ky.gov/librarians/trustees/Documents/Kentucky%20Trustee%20Certification.pdf

Staff - The Public Library Staff Certification is a method of assuring qualified staff in public libraries. No library coming under the provisions of KRS 171.230 -173.300 shall have in its employ, in the position of librarian, or in any other full-time professional library position, a person who does not hold a certificate of librarianship issued by the Kentucky State Board for the Certification of Librarians. A Certification Manual

is available at: http://kdla.ky.gov/librarians/staffdevelopment/Pages/certification.aspx

Continuing Education

Continued training is necessary for library staff and trustees to increase their skills and knowledge and keep abreast of developments in the information age. This, in turn, upgrades the library profession, enriches the individual librarian, and promotes quality library service. More information on trustee certification is available at: http://kdla.ky.gov/librarians/trustees/Documents/Kentucky%20Trustee%20Certification.pdf

More information on staff certification is found at: http://kdla.ky.gov/librarians/staffdevelopment/Pages/continuingEducation.asp

District Description

The discriptive information and summary of the library's finances required to be submitted to the County Clerk by August 31 each year. KRS 65.070(1)

E-Rate

A federal program that reimburses libraries for certain telecommunication costs. The Schools and Libraries Program of the Universal Service Fund or "E-Rate" makes discounts available to eligible schools and libraries for telecommunication services, Internet access, and internal connections. The program is intended to ensure that schools and libraries have access to affordable telecommunications and information services. http://www.universalservice.org/sl/ or KDLA's site: http://kdla.ky.gov/librarians/programs/Pages/E-Rate.aspx

FKL Friends of Kentucky Libraries

A nonprofit organization made up of individuals and local Friends chapters who support and celebrate Kentucky's libraries. For more information, visit their website: http://friendskylibraries.org/ or email them at contact@friendskylibraries.org

Friends of Libraries

Local Friends chapters exist nationwide to assist libraries in fulfilling their mandates by fundraising, promotion, and support. Information about creating a library Friends group and 501(c)(3) nonprofit can be found at: http://www.ala.org/ala/mgrps/divs/altaff/index.cfm or contact Friends of Kentucky Libraries at: http://friendskylibraries.org

ILL Interlibrary Loan

A service that allows libraries to borrow materials from other libraries for the use of their patrons.

ILS Intergrated Library Systems

Software that allows the library to use a single database to perform all functions for managing that library records, such as acquisitions, cataloging, circulation, and serials management, and to provide online access to library records.

KAR Kentucky Administrative Regulations

Regulations created by the Executive Branch of the Commonwealth of Kentucky. Available at: http://www.lrc.ky.gov/KAR/frntpage.htm

KDLA Kentucky Department for Libraries and Archives

A state government agency whose mission is to support and promote access to library services and to ensure that documentation of government activities is created, preserved, and made available for public use. For more information go to: http://www.kdla.ky.gov

KLA Kentucky Library Association

A membership organization of persons interested in promoting and improving all types of library service in Kentucky. For more information go to: www.kylibasn.org.

KLTRT Kentucky Library Trustee Roundtable

A part of the Kentucky Library Association and the Kentucky Public Library Association dedicated to trustees and their issues. The commitment of the KLTRT is to provide the opportunity for education and continued training to help the trustee better understand his/her responsibilities, to promote public library services, provide information for trustees, and advance the cause of public libraries in the legislature. KLTRT provides scholarship opportunities to trustees in Kentucky for the KPLA/KLTRT Conference each spring.

KPLA Kentucky Public Library Association

A section of the Kentucky Library Association that addresses the issues and needs of public librarians and trustees. KPLA provides for professional growth through service to the library community and opportunities to share new skills and knowledge in publications and presentations. The Association also produces practical tools to facilitate improvement of public library services and resources, such as the Kentucky Public Library Standards. The KPLA/KLTRT Conference is held each spring and is a great place to get Staff and Trustee Certification training. For more information on KPLA visit: http://kpla.org

KRS Kentucky Revised Statutes

The laws of the Commonwealth of Kentucky. Available at: http://www.lrc.ky.gov/statrev/frontpg.htm

KTBL Kentucky Talking Book Library

The Kentucky Talking Book Library offers service to Kentuckians who are vision impaired or physically unable to hold a book. Services include digital talking books, Braille, and downloadable books. Any resident of Kentucky who has difficulty reading standard print material or who is unable to hold a book and turn the pages is eligible for this service. http://kdla.ky.gov/librarians/talkingbook/Pages/default.spx

KYVL Kentucky Virtual Library

Open seven days a week, 24 hours a day, the Kentucky Virtual Library (KYVL) is dedicated to supplying all Kentuckians with a comprehensive and dynamic collection of information resources. Libraries pay a fee towards this service which helps maintain access to databases, interlibrary loan, and a statewide courier service. http://www.kyvl.org

LSTA Library Services and Technology Act

The overall purposes of the Library Services and Technology Act are to promote improvement in library services in all types of libraries in order to better serve the people of the United States, facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry, and encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public. These funds are appropriated by the U.S. Congress to complement state library funding. For more information on funding: http://kdla.ky.gov/librarians/funding/Pages/default.aspx

MLS/MLIS/MSLS/MSLIS

A graduate degree for professional librarians.

NLW National Library Week

A national observance sponsored by ALA and libraries across the country each April to celebrate the contributions of libraries and librarians and to promote library use and support. http://www.ala.org/ala/aboutala/offices/pio/mediarelationsa/factsheets/nationallibraryweek.cfm

OAG Opinions of the Attorney General

Legal opinions provided on issues of public interest. For more information visit: http://ag.ky.gov/civil/opinions.html

OCLC Online Computer Library Center

OCLC is a worldwide library cooperative, owned, governed, and sustained by members since 1967. It provides a global database of the materials available at member libraries that is used to locate materials for interlibrary loan. http://www.oclc.org/us/en/default.htm

OMD Open Meetings Decision

The Office of the Attorney General issues legally binding decisions in disputes regarding the open meetings laws. http://ag.ky.gov/civil/orom/

OPAC Online Public Access Catalog

The electronic version of the card catalog.

ORD Open Records Decision

The Office of the Attorney General issues legally binding decisions in disputes regarding the Open Records Act. http://ag.ky.gov/civil/orom/

Public Library

Under Kentucky Revised Statutes, a public library is defined as a free public library supported in whole or in part with money derived from taxation, and governed by a board. The Federal-State Cooperative System (FSCS) definition states that a public library is an entity that is established under state enabling laws to serve a community, district, or region and that provides at least the following: an organized collection of printed or other library materials or a combination thereof; paid staff; an established schedule in which services of the staff are available to the public; the facilities necessary to support the collection, staff, and schedule; and is supported in the whole or in part with public funds.

Quorum

Minimum number of members required to conduct business. When a library board has five members a quorum is three members.

Standards

The Kentucky Public Library Standards include criteria developed by KPLA suggesting certain minimums deemed essential for proper operation of libraries. http://kdla.ky.gov/librarians/plssd/Pages/LibraryStandards.aspx

State Aid

Annual payments to the public library from the Commonwealth. This aid has been provided to fulfill the intent of the Kentucky General Assembly to establish a method of providing direct state aid to local public libraries in order to assure their continued existence and to enhance their services for the benefit of the citizens of the Commonwealth (KRS 171.2001). This is in the form of cash grants, as appropriated by the legislature.

Strategic Planning

Strategic planning is a disciplined effort to produce fundamental decisions and actions that shape and guide what a library is, what it does, and why it does it, with a focus on the future.

SRP Summer Reading Program

Kentucky is a member of the Collaborative Summer Library Program (CSLP) which provides an annual summer reading program theme, manuals, and promotional materials. Materials are designed for each library to personalize in providing programming and reading incentives to children during the summer break. http://kdla.ky.gov/librarians/programs/summerreading/Pages/default.aspx

UFIR Uniform Financial Information Report

This report of financial information is required of all taxing districts annually. It is submitted to the Kentucky Department for Local Government by May 1. http://dlg.ky.gov/downloads.htm

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Chapter 7
Appendix

Essential Library Policies for Kentucky Public Libraries

Current, effective library policies are essential components for a strong organization. KDLA has developed a list of sample policies at: http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx. KDLA strongly recommends library boards adopt local policies and procedures on the following topics:

Library Operations Policies:
Building Maintenance
Circulation
Unattended Children
Collection Development
Computer Use
Customer Behavior
Copyright
Displays
Filtering
Genealogy
Gifts and Appraisal
Interlibrary Cooperation
Internet Use
Investment
Library as Polling Place
Material Selection/ Complaints
Meeting Room
Patron Confidentiality
Patron Materials Requests
Problem Patron
Record Retention
Smoking
Weapons in the Library

Personnel Policies:
Absenteeism and Tardiness
Bereavement Leave
Breaks
Conferences and Meetings
Conflict of Interest
Disabilities or ADA
Dress Code
Educational Assistance/ Tuition Reimbursement
Emergency Closing
Employee Privacy
Employment of Relatives
Equal Opportunity Employment
Evaluations/Performance Appraisal
Expense Reimbursement
FMLA
Grievance
Health/Other Insurance
Hiring/Recruitment
Holidays
Inclement Weather
Internet/Email Use
Job Descriptions
Jury Leave
Meal Periods
Mileage Reimbursement
Military Leave
Personal/Other Paid Leave
Overtime
Payroll Deductions
Performance Improvement
Professional Memberships
Retirement
Salary Payment
Salary Increases
Sexual Harassment
Sick or personal leave
Substance Abuse
Termination of Employment
Unpaid Leave
Vacation Leave
Voting Leave
Workplace Violence
Workweek

Board Policies:
Accounting
Audit
Availability of Public Records (Open Records)
Board Bylaws
Board Expense Reimbursement
Board Conflict of Interest
Code of Ethics
Confidentiality of Library Records
Fiscal Responsibility
Handling of Library Funds, Expenses & Oversight
Investment
Procurement/Purchasing
Public Relations
Sponsorship/Partnership
Training or Orientation of Board Members
Whistleblower

Example of an Agenda

XYZ County Public Library
Regular Monthly Board Meeting Agenda
January 12, 20XX
4:00 pm
My Town, Kentucky

Call to order (President of the board or presiding officer)

Public Comment (allows visitors to make comments to board as provided in policy)

The two following agenda items require a motion, second and vote by the board, and can or should be mailed/emailed and read prior to the meeting.

Approval of minutes

Financial report and approval of vouchers (may be given by bookkeeper or treasurer)

Business

Nomination for trustee vacancy	item of relative simplicity
Review of Strategic Plan progress	complex item; detailed discussion
Internet Policy revision	controversial item; debate likely
Minor policy revision	item of relative simplicity

Reports:

Reports (can be mailed and read prior to meeting)
Library Director
Board Committee(s)
Key Staff
Friends of the Library
Regional Consultant

Next meeting date date and time of next meeting

Adjournment requires a motion, second, and vote

(Note: In the actual agenda provided for the meeting, the items of business should have brief descriptors and/or background information to facilitate their discussion. The order reflects a "warm up" item, followed by the ones likely to require the most discussion, and ending a with a "cool down" item. This allows discussion of the important items while everyone is highly engaged and before anyone who must leave early has left the meeting.)

Example of Minutes

XYZ County Public Library
Minutes of the Regular Board Meeting
March 15, 20XX
5:00 pm
My Town, KY

CALL TO ORDER: Lee North called the meeting to order at 5:10 pm.

PRESENT: Lee North, President; Alyce South, Vice-President; Pat East, Secretary; Jim West, Treasurer; Sean Knight, Attorney; Lou Day, CPA; Lily White, Director; and Karen Reid, Regional Consultant.

ABSENT: Chris Woods, Member.

PUBLIC COMMENT: Fred Jones, representing the Civil War Historical Society, requested permission to display Civil War mementos that include several Confederate items. The board will consider this request at the next board meeting.

AGENDA: The March agenda was emailed to board members. Director White requested that the Accountant's Report be moved up to follow the Treasurer's Report. Vice-President South asked to add a discussion of the future of a new branch to the items of business.

 MOTION TO APPROVE THE REQUESTED CHANGES TO THE AGENDA, PAT EAST. SECOND, JIM WEST. APPROVED UNANIMOUSLY.

MINUTES: Minutes of the February meeting were emailed to board members.

 MOTION TO APPROVE THE MINUTES OF THE FEBRUARY MEETING AS RECEIVED, JIM WEST. SECOND, PAT EAST. APPROVED WITH LEE NORTH ABSTAINING DUE TO HIS ABSENCE AT THAT MEETING.

TREASURER'S REPORT: The Treasurer's report for February was emailed to board members.

 MOTION TO APPROVE THE FEBRUARY TREASURER'S REPORT AS RECEIVED, ALYCE SOUTH. SECOND, PAT EAST. APPROVED UNANIMOUSLY.

 MOTION TO APPROVE THE FEBRUARY REPORT OF EXPENDITURES AND TO PAY THE BILLS, PAT EAST. SECOND, ALYCE SOUTH. APPROVED UNANIMOUSLY.

ACCOUNTANT'S REPORT:

Lou Day distributed and reviewed balance statements for February. He reported that the first of the two maturing CDs had been reinvested at First Bank at 3% annual yield. He has requested rate proposals on the second CD.

BUSINESS:

New Branch. Alyce South raised the question of whether and when the board should begin consideration of the location for a new branch. Discussion included changes in the character of Main Street and how they impact the library, development trends in that area of the county, and the process for evaluating and acquiring a branch site. The future availability of suitable land/sites was noted as a concern given the past and anticipated growth of the county.

Board Manual. Copies of the Audit, Budget, and Fixed Asset Management statements were emailed to board members. Accountant, Lou Day and Attorney, Sean Knight confirmed that the statements as provided complied with best practice and with applicable statutes. Director White noted that the capitalization threshold table, previously approved on November 18, 2008, had been revised to include software as a separate asset category.

 MOTION TO APPROVE THE REVISED TABLE AS PRESENTED, ALYCE SOUTH. SECOND, JIM WEST. APPROVED UNANIMOUSLY.

There were no questions and, by consensus, the statements were accepted for the board manual.

FMLA policy revision. The proposed revision was emailed to board members. Director White noted that the changes were essentially statements taken directly from the new federal FMLA legislation and that the library policy served as a general description of employee FMLA rights. The full details of FMLA coverage are available from the HR Manager.

 MOTION TO APPROVE THE REVISED FMLA POLICY AS RECEIVED, ALYCE SOUTH. SECOND, JIM WEST. APPROVED UNANIMOUSLY.

New Trustee Nominating Committee. Pat East and Lee North reported on their nominations for board trustees. Several have confirmed their interest by completing an application. However, there are still some who may apply for the South County seat. All remaining candidates will be asked to submit their applications. A special meeting is scheduled for Tuesday, March 29, 8:30 am at the Library to review all candidates and select the final two candidates for each seat.

ATTORNEY'S REPORT: Sean Knight reported that SB172 was voted out of committee, but was not introduced on the floor. Senator Adams is expected to pursue this in the next legislative session.

FRIENDS OF THE LIBRARY REPORT: There was no report.

LIBRARIAN'S REPORT: Director White reviewed highlights from her report – which she emailed to the board. Also noted:

The KY123 property survey is complete and the architect will begin developing site plan proposals for the new branch.

REGIONAL CONSULTANT'S REPORT: Report was emailed to board members.

NEXT MEETING: 5:00 pm on April 19.

ADJOURNMENT: There being no further business, the meeting was adjourned at 6:20 pm.

 MOTION TO ADJOURN, JIM WEST. SECOND, PAT EAST. APPROVED UNANIMOUSLY.

Minutes taken by Marian Smyth, Library Assistant.

_____ _____

Pat East, Secretary Lee North, President

Oath of Office

I, _____, do hereby solemnly swear that I will support the Constitution of the Commonwealth of Kentucky, and to the best of my ability I will perform the duties and accept the responsibilities of Trustee of the _____ Public Library and that I will observe all the laws relating to said office of Trustee now in force or which may hereafter be enacted during my term of service.

Signed _____

Trustee

Subscribed to and sworn to before me this _____day of _____, 20 ___

Signed _____

President

Signed _____

Judge or Certifying Officer

What to Expect From Your Regional Consultant

What is KDLA?

The Kentucky Department for Libraries and Archives is a state government agency whose mission is to support and promote access to library services and to ensure that documentation of government activities is created, preserved, and made available for public use. For public libraries, the most visible aspect of KDLA is the regional consultant.

And what is a regional consultant?

A regional consultant is a librarian who serves a specific geographic area and helps your library navigate the complicated arena of contemporary libraries. We are here to help you and your director and library staff create a library that is an indispensable part of your community.

Some of the things a regional consultant does to serve libraries include:

- Attends board meetings to get to know your library and your community in order to offer the most relevant information possible to your library director and board.
- Advises your director and the board on policy development, personnel issues, public relations, grant writing, collection development, and other library issues.
- Serves as a resource person to offer you new ideas and best practice information from around Kentucky and the world.
- Provides training and orientation for local trustees and library staff as requested.
- Guides you to use the Kentucky Public Library Standards to provide your community with the library it needs.
- Assists with the library's Annual Report and other government-required reports.
- Conducts meetings for the Region's directors and other special groups of employees.
- Helps you decide who to call for assistance.
- Assists you in making the best decisions for your library and your community.
- Regional consultants are here to help you make your library a place your friends and neighbors can't do without!

Filling Board Vacancies

The process in which vacancies on the library board are filled is determined by the method the library was established.

- KDLA will send a reminder to the library director three to four months in advance of a vacancy
- The library board is expected to have the two nominees for the vacancy to the county judge/executive 60 days in advance of the vacancy. KRS 65.008
- After the appointment is made, please make sure that the county judge/executive or mayor's office sends a copy of the letter of appointment or the minutes of the fiscal court or council meeting to Lori Harlan for KDLA's official records:

Lori Harlan
Commissioner's Office
Kentucky Department for Libraries and Archives
P. O. Box 537
300 Coffee Tree Road
Frankfort, KY 40602-0537

Filling Board Vacancy With County List by Founding Statute

Libraries established as units of local government under KRS 173.310:

(Barren, Crittenden, Elliott, Fayette, Hardin)

1. The board notifies the appointing authority (county judge/executive for county libraries; mayor for city libraries) of vacancy(ies);
2. The appointing authority, with the approval of fiscal court (county libraries) or city council (city libraries), appoints the individual to the library board to either a full term of four years or the remainder of an unexpired term;
3. The newly appointed trustee takes the Oath of Office before a judicial officer.

Libraries established as taxing districts under KRS 173.470:

(Bath, Boone, Carroll, Clay, Fleming, Floyd, Fulton, Gallatin, Graves, Harlan, Lawrence, Lewis, Lincoln, Magoffin, Muhlenberg, Nicholas, Ohio, Robertson, Rockcastle, Simpson)

1. For each vacancy, the board selects two names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the recommendations to the local county judge/executive;
4. The county judge/executive, with the approval of fiscal court, appoints one of the two provided names to either a full term of four years or the remainder of an unexpired term;
5. The newly appointed trustee takes the Oath of Office before the county judge/executive or other judicial officer.

Libraries established as taxing districts under KRS 173.720:

(Adair, Allen, Anderson, Bell, Bourbon, Boyd, Boyle, Breathitt, Breckinridge, Bullitt, Butler, Caldwell, Calloway, Campbell, Casey, Clark, Clinton, Cumberland, Edmonson, Estill, Franklin, Garrard, Grant, Grayson, Green, Greenup, Hancock, Harrison, Hart, Henderson, Henry, Jackson, Jessamine, Johnson, Kenton, Knox, Knott, LaRue, Laurel, Lee, Leslie, Letcher, Logan, Lyon, Marion, Marshall, Martin, Mason, McCreary, Meade, Menifee, Mercer, Metcalfe, Monroe, Montgomery, Morgan, Nelson, Oldham, Owen, Owsley, Pendleton, Perry, Pike, Powell, Pulaski, Rowan, Russell, Scott, Shelby, Spencer, Taylor, Todd, Trimble, Union, Washington, Wayne, Webster, Whitley, Wolfe, Woodford)

1. For each vacancy, the board selects two names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the recommendations to the local county judge/executive;
4. The county judge/executive, with the approval of fiscal court, appoints one of the two provided names to either a full term of four years or the remainder of an unexpired term;
5. The newly appointed trustee takes the Oath of Office before the county judge/executive or other judicial officer.

Libraries established as taxing districts under KRS 65.182:

(Bracken, Madison, Trigg):

1. For each vacancy, the board selects two names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the

recommendations to the local county judge/executive;

4. The county judge/executive, with the approval of fiscal court, appoints one of the two provided names to either a full term of four years or the remainder of an unexpired term;
5. The newly appointed trustee takes the Oath of Office before the county judge/executive or other judicial officer.

Libraries established under KRS 65.210:

(Ballard and Carlisle, Carter, Christian, Hickman, Hopkins, Jefferson, McLean)

The process by which board vacancies are filled for libraries established under this statute are determined at the time of establishment and continue in perpetuity.

Libraries established under KRS 67.715:

(Daviess, McCracken, Warren)

1. For each vacancy, the board selects two names of individuals committed to the provision of library service;
2. The names are submitted to the Kentucky Department for Libraries and Archives;
3. The state librarian and commissioner approves the names and sends the recommendations to the local county judge/executive;
4. The county judge/executive, with the approval of fiscal court, appoints one of the two provided names to either a full term of four years or the remainder of an unexpired term;
5. The newly appointed trustee takes the Oath of Office before the county judge/executive or other judicial officer.

Trustee Appointment Letter: Filling One Vacancy

Library Letterhead

Date
Mr. Wayne Onkst
State Librarian and Commissioner
Kentucky Department for Libraries and Archives
300 Coffee Tree Road
P. O. Box 537
Frankfort, KY 40602-0537

Dear Commissioner Onkst:

Since the term of _____ of the _____ County Public Library Board is due to expire June 30, 20__, we hereby submit the following names for your approval:

Choice Number One
Street/Box Address
City, KY zip
Phone number
Email
or
Choice Number Two
Street/Box Address
City, KY zip
Phone number
Email

Sincerely yours,

Name of letter writer

Position of letter writer (ideally should be board secretary, but may be delegated)

Trustee Appointment Letter: Filling Two Vacancies

Library Letterhead

Date
Mr. Wayne Onkst
State Librarian and Commissioner
Kentucky Department for Libraries and Archives
300 Coffee Tree Road
P. O. Box 537
Frankfort,KY 40602-0537

Dear Commissioner Onkst:
Since the terms of _____ and _____ of the _____ County Public Library Board are due to expire June 30, 20__, we hereby submit the following names for your approval:

Choice Number One
Street/Box Address
City, KY zip
Phone
Email
or
Choice Number Two
Street/Box Address
City, KY zip
Phone
Email

Choice Number Three
Street/Box Address
City, KY zip
Phone
Email
or
Choice Number Four
Street/Box Address
City, KY zip
Phone
Email

Sincerely yours,

Name of letter writer
Position of letter writer (ideally should be board secretary, but may be delegated)

Trustee Appointment Letter: Filling an Unexpired Term

Library Letterhead

Date
Mr. Wayne Onkst
State Librarian and Commissioner
Kentucky Department for Libraries and Archives
300 Coffee Tree Road
P. O. Box 537
Frankfort, KY 40602-0537

Dear Commissioner Onkst:

Due to the resignation of _____ from the _____ County Public Library Board, I am submitting two names for your consideration to fill the unexpired term to end June 30, 20__.

Name
Street/Box Address
City, KY zip
Phone
Email
or
Name
Street/Box Address
City, KY zip
Phone
Email

Sincerely yours,

Name of letter writer
Position of letter writer (ideally should be board secretary, but may be delegated)

Library Board Profile Worksheet

This tool helps to identify current gaps and desired characteristics of your board. Don't presume to know the complete skill set possessed by your board. Rather, have each trustee complete and return the individual profile to a selected person for compilation into a summary profile to be shared with the board. Names of individual trustees should not appear on the summary profile. The focus should be on skills and experiences rather than individuals. This summary profile should then serve as a discussion piece for identifying gaps that you wish to be filled.

Categories to Consider	Current Members			New Board Candidates			
Areas of Expertise/Professional Skills:	1	2	3	A	B	C	D
Organization Management							
Finance							
Accounting							
Banking and Trusts							
Investments							
Fundraising							
Law/Legal							
Marketing							
Public Relations							
Publicity							
Personnel/Human Resources							
Physical Facilities/Construction							
Real Estate							
Strategic Planning							
Technology							
Other: *specify*							
Diversity Profile:							
Age:							
18 - 35							
36 - 50							
51 - 66							
67+							
Race/Ethnic Background:							
African American							
Asian/Pacific Islander							
Caucasian							
Hispanic							
Native American							
Other: *specify*							
Gender							
Male							
Female							
Geographic Location:							

County Seat							
North End of County							
South End of County							
East End of County							
West End of County							
Education:							
Graduate Degree or Higher							
Undergraduate Degree							
Vocational/Technical College							
Some College							
High School Graduate							
Community Connections:							
Corporate							
Disability							
Education							
Media							
Political							
Religious Organizations							
Small Business							
Social Services							
Other: *specify*							
Personal Qualities:							
Library User							
Library Supporter/Believes in Mission							
Previous Library Board Service							
Two Terms or more							
One Term							
Less than one term							
Leadership Skills							
Willingness to Work							
Willing to Make Tough Decisions							
Willing to Serve as an Officer							
Willing to Serve on Committees							
Team Worker							
Personal Style in Group Setting:							
Compromiser							
Leader							
Analyzer							
Visionary							
Continuing Board Development:							
Willing to Attend Workshops							
Willing to Attend Conferences							
Commitment to Intellectual Freedom							
Commitment to Equal Access							

Library Board Profile Worksheet-Individual

This tool helps to identify current gaps and desired characteristics of your board. Each trustee completes the individual profile on himself/herself and returns it to a selected person for compilation into a summary profile to be shared with the board. Names of individual trustees should not appear on the summary profile. The focus should be on skills and experiences rather than individuals. This summary profile should then serve as a discussion piece for identifying gaps that you wish to be filled.

Areas of Expertise/Professional Skills:			
Organization Management		Education:	
Finance		Graduate Degree or Higher	
Accounting		Undergraduate Degree	
Banking and Trusts		Vocational/Technical College	
Investments		Some College	
Fundraising		High School Graduate	
Law / Legal		Community Connections:	
Marketing		Corporate	
Public Relations		Disability	
Publicity		Education	
Personnel/Human Resources		Media	
Physical Facilities/Construction		Political	
Real Estate		Religious Organizations	
Strategic Planning		Small Business	
Technology		Social Services	
Other: *specify*		Other: *specify*	
Diversity Profile:		**Personal Qualities:**	
Age:		Library User	
18 - 35		Library Supporter/Believes in Mission	
36 - 50		Previous Library Board Service	
51 - 66		Two Terms or more	
67+		One Term	
Race / Ethnic Background:		Less than 1 term	
African American		Leadership Skills	
Asian/Pacific Islander		Willingness to Work	
Caucasian		Willing to Make Tough Decisions	
Hispanic		Willing to Serve as an Officer	
Native American		Willing to Serve on Committees	
Other: *specify*		Team Worker	
Gender		Personal Style in Group Setting:	
Male		Compromiser	
Female		Leader	
Geographic Location:		Analyzer	
County Seat		Visionary	
North End of County		Continuing Board Development:	
South End of County		Willing to Attend Workshops	
East End of County		Willing to Attend Conferences	
West End of County		Commitment to Intellectual Freedom	
		Commitment to Equal Access	

Selected Important Deadlines

Annual Financial Report or Audit

KRS 65.070 (2)

Submit to the fiscal court an annual financial statement or audit within 30 days of completion of audit.

Due Date: March 1

Online Location: http://dlg.ky.gov/downloads.htm

Uniform Financial Information Report (UFIR)

KRS 65.905

Special districts which are also taxing districts must annually complete and file a UFIR form and forward it to the Kentucky Department for Local Government.

Due Date: May 1

Online Location: http://dlg.ky.gov/downloads.htm

Budget

KRS 65.065 (1)

File a copy of the district's budget with the fiscal court in the county of operation.

Forms are available on the Kentucky Department for Local Government website

Due Date: June 1

Online Location: http://dlg.ky.gov/downloads.htm

KDLA Annual Report

The Kentucky Annual Report of Public Libraries is filed annually by every library. A library is required to send a copy of its most recent audit along with the signed authorization page and long range plan if revised.

Libraries with an income of under $750,000 are required to have an audit every four years and will only need to send copies of the audit every fourth year.

Those with under $100,000 in revenues need to send two copies of the library's check register.

The Annual Report must be submitted in late August. A late submission may result in a delay in the library receiving its state aid funds.

Due Date: August

Online Location: http://collect.btol.com

District Descriptive Information

KRS 65.070 (1)

File with County Clerk:

District Name

Statutory Authority

Names, addresses, and term expiration dates of board members and CEO

Publish this descriptive information and either a summary financial statement, which includes the location of supporting documents, or the location of district financial records which may be examined by the public in the local newspaper.

Due Date: August 31 (within 60 days of close of fiscal year)

Online Location: http://dlg.ky.gov/downloads.htm

How to go Into Closed Session Quick Reference

Library board meetings are subject to Kentucky's Open Meetings Act and are limited as to what may be discussed in closed (executive) session. The three most common reasons and the steps used to go legally from open meeting to closed session are listed below.

In addition to citing the KRS number and general exemption category (property, litigation, or personnel), the minutes must also record the specific reason. This must be more specific than the categories listed above, but need not be so specific as to negate the need for private discussion. Examples of specific reasons are included below.

The President or any other Trustee states, "I move the XYZ County Public Library Board go into closed session under KRS 61.810…[choose an option below]." The motion requires a second and a majority vote. The President (or other presiding officer) will state for the minutes, "The XYZ County Public Library Board will go into closed session at 7:28 pm." This motion, second, vote, and the exact time will be recorded in the minutes.

- under KRS 61.810, Section One, Subsection b [written as KRS 61.810(1)(b)] to discuss the purchase [or sale] of property for the Library.
  1. "The reason is to discuss a counteroffer by the seller."
  2. "The reason is to discuss the method of sale."
- under KRS 61.810, Section One, Subsection c [written as KRS 61.810(1)(c)] to discuss litigation involving the Library.
  1. "The reason is to discuss a settlement offer from opposing counsel."
  2. "The reason is to discuss strategy for a potential lawsuit."
- under KRS 61.810, Section One, Subsection f [written as KRS 61.810(1)(f)] to discuss a personnel matter.
  1. "The reason is to discuss hiring a new director."
  2. "The reason is to discuss a disciplinary action taken last week."
  3. "The reason is to avoid damage to the reputation of the individual whose actions may lead to dismissal."

Record in the minutes the time the Board reconvened the open meeting.

NOTE: No matters may be discussed in the closed session other than those publicly announced prior to convening the closed session.

In Regard To Closed (Executive) Sessions:

• No final action may be taken in a closed session; only in open session, therefore no minutes are taken during the closed session.

Kentucky Public Library
Trustee Manual

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