



OLDHAM COUNTY PUBLIC
LIBRARY

YOUR PARTNER IN COMMUNITY SUSTAINED EDUCATION

Policies of the
Board of Trustees

Welcome	5
How library Districts are Formed in Kentucky.....	6
By-Laws of the Oldham County Public Library.....	8
Board of Trustees.....	8
Article I - Purpose.....	8
Article II – Membership.....	8
Article III - Term	8
Article IV - Voting.....	8
Article V - Quorum.....	8
Article VI - Officers.....	8
Article VII – Duties of Officers	9
Article VIII – Meeting Date.....	9
Article IX – Special Meetings.....	9
Article X – Fiscal Year	9
Article XI - Duties	9
Article XII – Order of Business	10
Article XIII – Duties of Library Director.....	10
Article XIV - Compliance.....	11
Article XV – Amendments of By-Laws	11
Article XVI – Attendance	11
Corporate Resolution	12
Amended and Restated Articles of Incorporation.....	13
Code of Ethics, Conflict of Interest and Nepotism Policy	15
Appointment of Board Members	18
Oath of Office	20
Orientation of New Board Members.....	21
Orientation of New Officers	22
Board Communications	23

Continuing Education and Trustee Certification.....	25
Library Trustee Certification Program.....	26
Conduct of Meetings.....	29
Public Relations Policy	30
Recruitment and Hiring of Library Director	32
Contract for Director.....	35
Evaluation of Library Director.....	36
Dismissal of the Director	37
Interim Director	39
Grievances.....	41
Long Range Planning.....	42
Tax Rates	43
Annual Budget	45
Annual Audit.....	47
Litigation.....	48
Professional Assistance.....	49
Library Policies.....	50
Committees	52
Open Meetings	54
Open Records Act.....	55
What is the procedure for inspecting a public record?.....	56
What records are exempt from public inspection?.....	57
Fraud Prevention Policy.....	59
Board History.....	61
Board Communications	63
Appendices.....	65
Acknowledgement of Code of Ethics And Conflict of Interest Statement	66
Community Attendance and Participation Guidelines for Board of Trustee Meetings	67
KDLA Interpretation of Bonding.....	68
Open Records Facts	70
Attorney General’s Office.....	70
Open Records and Records Retention	72
Requests for records.....	72

Response	72
On site examination of records	72
Exempt records	72
Denial of request	72
Copies	72
Retained records.....	73
Open Records Facts	74
Attorney General’s Office.....	74
Open Records Receipt Acknowledgement	75
Open Records Receipt Acknowledgement	76
Procedures for Going Into Executive Session.....	77
Public Access to Library Records / Library Confidentiality Policy.....	78
Confidentiality of customer records.....	78
Public Records Laws Procedures.....	79
Open Meetings Notification by Electronic Mail	81
Addendum.....	81
61.823 Special meetings -- Emergency meetings.	81
Sample Contract for Director.....	83
Sample Letter response for closed meeting	85
Sample Letter Response for Open Records Request.....	86
Board of Trustees Suggested Interview Questions	87
Suggested Timeline of Board Activities	88
Application for Appointment	90
Board of Trustees Application information	92
WHAT TRUSTEES DO	92
APPLICATION FOR APPOINTMENT	94
Signature.....	96
Date.....	96
Trustee Orientation Checklist	97



WELCOME

Welcome to the Oldham County Public Library Board of Trustees!

The Library is tasked with providing services to the people of Oldham County. To that end, the Library has adopted the following statement of that mission.

The Library District's goal is to provide well-maintained, aesthetically pleasing, comfortable and easily accessible facilities that serve as community hubs. A major component of Oldham County's strong education system, The Oldham County Public Library District delivers high-quality public education for all ages through a curriculum of self-directed education, research assistance and instructive and enlightening experiences. The library district intends to achieve recognition within Oldham County by developing "buildings with a conscience" regarding sustainability, environmental appropriateness and energy efficiency.

The library board acknowledges the critical role public libraries play in providing free access to knowledge, information, and a diversity of ideas and recognizes that Oldham County residents need and deserve excellent library service. Therefore, the Library strives to achieve an Enhanced level of service as defined by Kentucky Public Library Standards 3rd edition, [2009] in the areas of Governance and Administration, Human Resources, Collections, Services, Facilities, Technology, and Marketing/Public Relations.

Knowing this mission gives you an idea of the Library's goals in the community. We hope that you will support us in meeting these goals as well.

The Board is governed by the Kentucky Revised Statutes, its own Bylaws, and the policies that it sets. Policies may not change or circumvent the provisions set forth in the Bylaws. The Bylaws may not change or circumvent the regulations covered in the Kentucky Revised Statutes.

The Library is grateful for the efforts of its Board. Your governance is a service to the entire county.



HOW LIBRARY DISTRICTS ARE FORMED IN KENTUCKY

KRS 173.310 lists four ways for counties (except counties containing a first-class city) to provide library services:

1. By establishing an independent library on the initiative of the fiscal court;
2. By a petition and referendum process;
3. By two or more adjacent counties combining to form a regional library district, using the methods in (a) or (b); or
4. By contracting to receive service from an existing library.

Libraries created by the fiscal court under KRS 173.310 are supported by funds from the general county tax levy. An alternate means of providing library services is the formation of a separate library taxing district. The Oldham County Public Library system became a special taxing district by a petition and referendum process in 1968.

173.720 Organization of district -- Tax collection - Districts organized pursuant to the provisions of this section prior to July 13, 1984, shall be governed by the provisions of KRS 173.710 to 173.800.

1. All special ad valorem taxes authorized by KRS 173.710 to 173.800 shall be collected in the same manner as are other county ad valorem taxes in each county affected and shall be turned over to the board as the governing body of the district. The special ad valorem tax shall be in addition to all other ad valorem taxes.
2. Library Districts
 - a KRS Chapter 173 provides for library special districts in a county or in two or more adjacent counties. Library districts may be created as provided in KRS 65.182 and 173.470. They constitute taxing districts within the meaning of Section 157 of the 136 Constitution (KRS 173.470).
 - b The tax rate of library districts must not exceed 20 cents on each \$100 of property assessed for local taxation (KRS 173.470, 173.720 and 173.790).
3. District Organization
 - a When a district is created, the fiscal courts of the participating counties notify the Department for Libraries and Archives, which recommends to the county judge/executive suitable persons to be appointed as board members from among those who petitioned for the district's creation.
 - b Twice as many are recommended as are needed and the county judge/executive selects from those recommended.
 - c The fiscal court must approve the recommendations (KRS 173.480 and 173.725). KRS 173.490 and 173.730 provide for staggered terms of the board members and for filling vacancies. Board members are not compensated for their services but are reimbursed for actual expenses necessarily incurred in the performance of their duties.

Duties and Powers of the Board

1. The board must establish, equip, and maintain libraries or contract with existing libraries to furnish service to the district.
2. It may enter into agreements with other public agencies for the provision of additional library services.
 - a. The establishment of a library or the contractual arrangement with an existing library may not be implemented until the Department for Libraries and Archives gives its approval.
 - b. The district is a corporate body, but it is guided by the regulations of the Department for Libraries and Archives (KRS 173.520 and 173.745).

Dissolution of Districts

1. KRS 173.630 and 173.800 provide ways of dissolving library districts that were created pursuant to KRS 173.470 and 173.720 respectively.

This definition of how library districts are formed in Kentucky was adopted by the Board of Trustees of the Oldham County Public Library District on March 8, 2012.

President, Board of Trustees

Date



BY-LAWS OF THE OLDHAM COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES

WHEREAS, a county library Board of Trustees, having been officially appointed by the County Judge of Oldham County, Kentucky, in accordance with Kentucky Revised Statute No. 173.725, and having been officially designated as the Oldham County Public Library District Board of Trustees, is desirous of operating in an organized manner.

NOW, THEREFORE, be it resolved that the following By-Laws be adopted and by the passage of this resolution by majority vote are declared to constitute the official By-Laws of the Oldham County Public Library District Board of Trustees.

Article I - Purpose

The purpose of this Board is to serve the body corporate through which the best and most efficient library service may be provided in and for the people in this district. This shall consist of establishing, equipping and maintaining libraries and/or contracting with existing libraries for the furnishing of library service for the district and doing all things necessary to provide the best and most efficient library service. ARTICLE

II - MEMBERSHIP

The membership of the Board shall consist of five members.

Article II – Membership

The membership of the Board of Trustees consists of five members.

Article III - Term

Members shall serve on this Board in accordance with the term of office specified by the appointing authority at the time of appointment and shall hold membership until their respective successors are appointed and qualified.

Article IV - Voting

Each member of the Board shall be entitled to one vote on all matters brought to a vote during a regular or called meeting in which said member is present and providing a quorum is present at the time. No voting shall be done by proxy.

Article V - Quorum

A majority of the members of the Board officially holding appointments from the appointing authority shall constitute a quorum and a quorum shall be necessary for the transaction of any official business. If the quorum consists of three members of the Board, their vote upon any official business brought before them must be unanimous.

Article VI - Officers

SECTION 1. The officers of the Board shall be president, a vice-president, a secretary and a treasurer and shall be selected in accordance with Section 2 of this Article.

SECTION 2. Officers shall be nominated by a nominating committee selected by the president, or in the case of the first meeting by nominations from the floor. Additional nominations will be permitted from the floor after nominating committee has reported but before final action is taken.

SECTION 3. All elected officers shall serve for a term of two years and until their successors have been elected and qualified. Officers are eligible to succeed themselves.

Article VII – Duties of Officers

SECTION 1. The president shall preside at all meetings of the Board and is eligible to vote on all matters coming before the Board. The president shall appoint all special committees and call all special meetings. The president shall have the responsibility for approving all agendas, for conducting all meetings in an orderly manner, and performing generally those duties of a presiding officer.

SECTION 2. The vice-president shall perform all the duties and assume all the responsibilities of the president in his absence at a regular or special meeting of the Board.

SECTION 3. The secretary shall keep a true and accurate account of all the proceedings of Board meetings and shall be responsible for issuing all notices of regular and special meetings.

SECTION 4. The treasurer shall oversee securities, and obligations belonging to the district. Bills payable to the library district shall be paid by the library administration at the approval of the Board and shall be duly recorded in the minutes of the Board meeting in which they are allowed. The treasurer shall perform other duties which are in keeping with the office of treasurer.

Article VIII – Meeting Date

Monthly meetings of the Board shall be held on a regularly schedule, day and time to be determined by the Board.

Article IX – Special Meetings

Special meetings of the Board shall be called by the President, or in his absence by the Vice-President or the Library Director. Any two members of the Board can have a call for a special meeting issued. Notice by letter or by phone, twenty-four hours previous to the scheduled time shall be considered ample notice. The notice must contain the item of business to be considered at the special meeting.

Article X – Fiscal Year

The fiscal year of the Oldham County Public Library District Board of Trustees shall commence July 1st and close June 30th.

Article XI - Duties

In order that the district is furnished the best and most efficient library service possible, the members of this Board shall:

1. Secure adequate funds.
2. Shall hire interested, trained, capable personnel, certified in accordance with the provisions of KRS 171.240.
3. Determine library policies.
4. Approve expenditure of library funds.
5. Encourage and receive gifts to the library.
6. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
7. Attend Board meetings regularly.

8. Familiarize themselves with good library service by reading, attending library meetings, and visiting other libraries.
9. Affect a liaison with the public at large concerning the library's program of services.
10. Cooperate and consult with the Kentucky Department of Libraries in the development of library services.

Article XII – Order of Business

The regular order of business to be conducted at meetings of the Board shall be as follows:

1. Call to order
2. Review of Agenda
3. Public Comment.
4. Discussion/approval of minutes of last meeting. (Board members are to read minutes prior to meeting.)
5. Treasurer's report.
6. New business.
7. Unfinished business carried over.
8. Library Director's Report
9. Regional Librarian's Report.
10. Committee reports.
11. Communications.
12. The parliamentary procedure of the Board shall be governed by Roberts' Rule of Order.

Article XIII – Duties of Library Director

The Librarian is the administrator of the library program of the district and shall:

1. Attend all Board meetings other than the time during which his/her own salary or tenure are being discussed.
2. Provide regular library progress reports to the Board.
3. Recommend needed policies and policy amendments for Board action.
4. Support and enforce library policies as adopted by the Board.
5. Maintain the operation of the Library as adopted by the Board.
6. Approve the hiring of all Library personnel, supervise all branch heads and department heads, and submit employee evaluation reports to the Board when requested.
7. Oversee the selection and purchase of library materials and fee collection maintenance in accordance with Board-adopted policies.
8. Oversee the selection and purchase of necessary supplies.
9. Provide for a continuous and active public relations program.
10. Make regular reports on the progress of the Library.
11. Maintain the level of certification as required by the Kentucky State Board for the Certification of Librarians.
12. Attend library professional meetings and workshops.
13. Be responsible for recruiting and managing library staff, enforcement of personnel policies adopted by the Board, and maintenance of personnel records.
14. Provide in-service training and other educational opportunities for library staff and assure that library staff obtain and keep current the level of certification required by the Kentucky State Board for the Certification of Librarians.
15. Formulate and administer plans for extending the use of library facilities and services to all parts of the library service area and for meeting the library service needs, routine and special, of all individuals of the library service area.

16. Develop resourcefulness in providing service to all citizens, by learning where needed information and materials may be secured, so that no citizen remains unserved who requests help or special material.

Article XIV - Compliance

This Board, recognizing that it receives its legal status as a corporate body under the Revised Statutes of the Commonwealth of Kentucky shall periodically review its library operation and policies to ascertain that all Statutes pertaining to libraries are being complied with in the operation of the Oldham County Public Library District.

Article XV – Amendments of By-Laws

The By-Laws of the Oldham County Public Library District Board of Trustees, as officially adopted, shall be amended only in accordance with the following procedure:

1. All members shall be furnished a written copy of the proposed changes and/or amendments at least forty-five (45) days prior to any official vote on said proposed changes and/or amendments.
2. Any changes and/or amendments to the official By-Laws shall be read at two consecutive meetings of the Board, said meetings to be regular meetings held in accordance with the provisions of the By-Laws presently in effect.
3. Three (3) favorable votes of the members of the Board as it is now constituted present at a regularly scheduled meeting shall be deemed sufficient to adopt any changes and/or amendments to these By-Laws provided that provisions of this Article have been complied with.

Article XVI – Attendance

Absence of a trustee from four regular monthly meetings of the Board during any one year of the trustee's term shall constitute automatic resignation from the Board by the Trustee. The count of absences shall begin on the first day of the member's appointment to the board.

Motion made by James W. Pike, seconded by Laverne McMahan that the By-Laws as set forth herein, be adopted and declared by the President of the official By-Laws of The Oldham County Public Library District Board of Trustees. Resulting vote unanimous. Done this 29th date of June, 1972.

The By-Laws of the Oldham County Public Library Board of Trustees are hereby amended by a majority vote of the Board of Trustees on the 17th day of March, 1994. Betty Buehler, President; Miriam N. Tinnell, Secretary

The By-Laws of the Oldham County Public Library Board of Trustees are hereby amended by a majority vote of the Board of Trustees on the 10th day of August, 2006.

Adopted June 29, 1972

Amended March 17, 1994

Amended August 10, 2006

Reviewed January 8, 2012



CORPORATE RESOLUTION

At the regular monthly meeting of the Board of Trustees of The Oldham County Public Library, Inc., held at the administrative offices of the library at 5895 West Highway 146, Crestwood, KY, on August 9, 2007, with a quorum of the board being present, the following Resolution was adopted, ratified and confirmed, viz:

BE IT RESOLVED that the board of Trustees President of the Library Board is authorized to execute and deliver any and all deeds of easements, etc. and any other documents necessary or appropriate to effectuate the transaction, per the By-Laws of the Oldham County Public Library, in accordance with Kentucky Revised Statute No. 173.725, enacted June 29, 1972 and amended August 10, 2006.

I, the undersigned officer of The Oldham County Public Library board of Trustees do hereby certify that the foregoing is a true and exact copy of the Resolution adopted by the Board of Trustees as set forth above.

Enacted June 29, 1972

Amended August 10, 2006

Reviewed March 8, 2012

AMENDED AND RESTATED ARTICLES OF INCORPORATION
Of

The Oldham County Public Library, Inc.

We, the undersigned natural persons, having capacity to contract and acting as incorporators of a corporation organized under and pursuant to the provisions of the Kentucky Business Corporation Act, being Chapter 273 of the Kentucky Revised Statutes, and all other acts amendatory thereof and supplemental thereto, hereby amend and restate the following Articles of Incorporation:

ARTICLE I

The name of the corporation is The Oldham County Public Library, Inc.

ARTICLE II

The duration of the corporate existence shall be perpetual.

ARTICLE III

The purposes for which the Corporation is organized are as follows: To engage generally in any and all activities directly and indirectly associated with the general purpose of the business, and to further engage in any lawful business or transactions permitted under the laws of the Commonwealth of Kentucky.

ARTICLE IV

The Corporation is a non-stock, non-profit organization.

ARTICLE V

The street address of the Corporation's registered office is 308 Yager Avenue, LaGrange, KY 40031 and the name of its initial registered agent at such office is M. Susan Eubank.

ARTICLE VI

The mailing address of the Corporation's principal office and place of business is Oldham County Public Library, 308 Yager Avenue, LaGrange, KY 40031.

ARTICLE VII

The number of directors constituting the Board of Directors of the Corporation, who shall conduct the business and affairs of the corporation, is five (5), and the name and address of the persons who are serving as directors at the time of this reinstatement are:

<u>Name</u>	<u>Address</u>
Sallie S. Haynes, President	115 Tuliphurst Pewee Valley, KY 40056
Fred Tolsdorf, Vice President	7605 Park Place Circle Crestwood, KY 40014
Anne Murner, Treasurer	1842 Rivers Landing Drive

Lonnie Hardin, Secretary

Julie Dawson Wilson, Member

Prospect, KY 40059
202 Lakewood Drive, 9
LaGrange, KY 40031
1912 Grand Villa Drive
LaGrange, KY 40031

ARTICLE VIII

A Director of the Corporation shall not be personally liable to the Corporation for monetary damages for breach of duty as a Director, except for liability (i) for any transaction in which the Director’s personal financial interest is in conflict with the financial interest of the Corporation or its shareholders; (ii) for acts or omissions not in good faith or which involve intentional misconduct or are known to the Director to be a violation of law; (iii) for unlawful distribution under KRS 271B.8-330; and (iv) for any transaction from which the Director derived an improper personal benefit.

ARTICLE IX

The private property of the members and Directors of the Corporation shall not be subject to the payment of the corporate debts.

ARTICLE X

The highest amount of aggregated indebtedness or liability that the corporation may incur is FIFTY THOUSAND (\$50,000) DOLLARS.

ARTICLE XI

The Corporation shall have a seal which shall be a circle containing the following words and figures “The Oldham County Public Library, LaGrange, Kentucky 1945.”

WITNESS the signatures of the Directors on this _____ day of _____, _____

Signatures

(notarized January 6, 1994)
(Originally ntered at County Clerk’s Office February 1, 1994)
Book 12, Page 517



CODE OF ETHICS, CONFLICT OF INTEREST AND NEPOTISM POLICY

Whereas, public service and employment are a public trust and government has a duty both to provide their citizens with standards by which they may determine whether public duties are being faithfully performed, and to apprise public servants of the behavior which is expected of them while conducting their public duties; and

Whereas, it is the purpose of this code to provide a method of assuring that standards of ethical conduct for library board members and employees shall be clear, consistent, and uniform in their application, and to provide library board members and employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties.

The Oldham County Public Library District Board of Trustees strives to maintain the highest moral standards in the administration of the Library District. All trustees do affirm they shall:

1. Observe ethical standards with absolute truth, integrity and honor;
2. Avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users;
3. Excuse one's self immediately whenever there is the appearance of a conflict of interest;
4. Ensure their personal philosophies or interests do not interfere with their administration of the Board or their support of its decisions;
5. Respect the confidential nature of Library business while being aware of the applicable laws governing freedom of information;
6. Support to the fullest the efforts of librarians in resisting censorship of Library materials by groups or individuals;
7. Accept and perform all of the duties and functions of the position of Trustee;
8. Listen and respect the opinions of other Board members, never criticizing other Board members for their opinions;
9. Recognize that authority lies only within legal meetings of the Board and not with its individual members;
10. Keep the Board informed of relevant information that would be of interest to all of its members;
11. Read the distributed materials before the meetings and come to all meetings prepared to discuss the issues;
12. Participate actively in meetings and actions and inform the Library Director when unable to attend;
13. Attempt to interpret and anticipate the needs of the users of the Library;
14. Refer concerns to the proper level on the chain of command within the Library;
15. Recognize that the Board's responsibility is to ensure the Library is well managed, never undermining the authority of the Director in that management;
16. Represent all users and potential users of the Library fairly and equally;
17. Ensure that the Library and its facilities are well maintained, financially secure, growing, and always operating in the best interests of its users;

18. Advocate for the Library, both within the community and within other organizations;
19. Use the Library and become familiar with its staff and operations;
20. Take advantage of opportunities for continuing development.

Conflict of Interest

The Board of Trustees of the Oldham County Public Library believes that it is fundamentally important that the public perceives that all policies and decisions of the Board are fairly and impartially determined, and that the financial interests of the members of the Board do not conflict with the public trust. To that end the Board has adopted the following policy.

1. A Trustee shall not participate, directly or indirectly, in the making of any contract on behalf of the Library for goods or services in which he or she is financially interested either as an employee, partner or principal or has any ownership interest in the entity, except for the services for which a Trustee is specifically retained. Nor shall a Trustee participate in any decision or recommendation involving the Library where such persons shall have a direct or indirect financial interest.
2. Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the declaration constitutes a conflict. If a conflict exists, the Trustee shall not vote on the matter and shall excuse himself/herself from any discussion regarding the matter by leaving the room, and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the minutes of such meetings.
3. When a Board member perceives that another Trustee has a conflict of interest that has not been declared, the Board member may request the President to rule.
4. In the event that the President has a conflict or perceived conflict the Vice President will fulfill the role of investigating and ruling on the conflict.

Board members must exclude themselves from individual decisions or actions of the Board where such a conflict of interest would be a factor. A Board member with an ongoing conflict of interest that would preclude his/her participation in many aspects of the Library's administration may choose to resign. The Board may choose to inquire about any disclosed affiliations.

Conflict of Interest Statement

1. No library district board member or employee or members of his immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest.
2. No library district board member or employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or for others.
3. No library district board member or employee, member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties.
4. No library district board member or employee shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated.

Nepotism

KRS 173.740 prohibits a library board from hiring as a member of its library staff:

1. Any member of the board;
2. Any person related to a member of the board closer in degree than second cousin
3. No librarian or other library management personnel shall act in his /her official capacity to hire or cause to be hired any member of his/her immediate family at an hourly pay rate or with benefits in excess of any other employee with similar job duties, responsibilities and qualification requirement. .

This Code of Ethics was revised by the Oldham County Public Library Board of Trustees on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



Oldham County Public Library

APPOINTMENT OF BOARD MEMBERS

Board Diversity

The Board recognizes the need for diversification among its members so that a variety of segments and interests within the population are represented. The Board also requires (as mandated by KRS 173.725) that its members represent all of the geographical regions of the county. Special attention will be given to developing an array of professional experience that will benefit the Board's decision making abilities.

Postings and Applications

All Board openings will be posted. Notification of the opening will be sent to the paper of record. Postings will include any specific interest(s) that the Board expects of the applicants, the geographical area that requires representation, and the term of office. Interested applicants will be required to submit a letter of interest and a resume. Letters and resumes will be collected by the Library Director.

Selection Committee

The Board will nominate a Board Member Selection Committee for reviewing all letters and resumes. This Committee will be responsible for interviewing selected candidates and submitting the names of two qualified individuals to the full Board for approval.

Submission and Approval

With the Board's approval, the Library Director will submit the names of the selected candidates to the State Librarian for approval. The State Librarian will send the approved names to the County Judge-Executive for appointment. Appointments will be made by the Judge-Executive and approved by the members of the Oldham Fiscal Court. By statute, the Judge-Executive may only choose from the names that are submitted by the Library's Board. Until such appointment is made, the current Board members continue to serve in their present capacities and offices.

Open Meetings and Open Records statement

Each Board member, upon appointment, must sign a document that is provided by the County Judge-Executive which details the Board's support of Open Records and Open Meetings laws. The document is entitled *Your Duty under the Law* and is issued by the Office of the Attorney General of the Commonwealth of Kentucky. The signed forms must be kept at the Library.

Termination

Board members are appointed by the Judge-Executive and may not be removed except by a decision of the Board itself.

Resignation

A Board member may resign at any time. If a Board member resigns, the Board follows the same process for filling the position as it would a position vacated in the regular fashion. The incoming Board member

would, however, only serve the remaining term of the outgoing Board member. The incoming Board member would be eligible to serve up to two more terms, if appointed.

Resignation by non-attendance

A Board member who is absent for four Board meetings during a year will automatically be determined to have resigned from the Board. (Each “year” begins on the first day of the Board member’s appointment which is generally October 1.) In such case, the Board will notify the State Librarian and the County Judge-Executive. The Board will then begin procedures to fill the vacant position.

This policy becomes effective on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



OLDHAM COUNTY PUBLIC
LIBRARY

Library Board of Trustees

OATH OF OFFICE

All incoming Board members will be sworn in by the County Judge-Executive or by a qualified and approved notary public of the Commonwealth of Kentucky. Appointments for the administering of the oath of office are made by the Judge-Executive's office.

I _____, do hereby solemnly swear and affirm 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 Oldham County 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 of the Board

Signed _____

Judge or Certifying Officer



OLDHAM COUNTY PUBLIC
LIBRARY

The Oldham County Public Library

ORIENTATION OF NEW BOARD MEMBERS

All Board members will receive an orientation to the Library conducted by the Director. The purpose of this orientation is to familiarize the incoming Board member with the operations, goals, and policies of the Library.

During the orientation, the Director will address:

1. Current issues in the Library;
2. Board operations;
3. Policies and procedures;
4. Current budget and budgeting procedures;
5. Long range planning.

All incoming Board members will be presented with:

1. Minutes of the previous six months of Board meetings;
2. A copy of all Library policies;
3. A Trustee Manual provided by the Kentucky Department for Libraries and Archives;
4. A current Long Range Plan;
5. A current budget.

The Director will accompany incoming Board members on a tour of all facilities and introduce him/her to staff. Incoming Board members will be invited to join the Friends of the Library and should be invited to meet the Board of the Friends of the Library.

Incoming Board members should also schedule an orientation meeting with the Regional Librarian to discuss the responsibilities of Board members and the functions of the Kentucky Department for Libraries and Archives. The Regional Librarian will explain the Kentucky Library Trustee Roundtable (KLTRT).

The Trustee Orientation Procedure will be documented using the KDLA Trustee Orientation Checklist and a copy must be signed by the Regional librarian or KDLA appointee.

This policy becomes effective on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



The Oldham County Public Library

ORIENTATION OF NEW OFFICERS

During the transition of office, outgoing officers of the Board will provide a brief orientation of duties to the incoming officer. The Director will attend these meetings.

President

The outgoing President will provide to the incoming President and Vice President:

- A brief explanation of parliamentary procedure used when holding Board meetings. (The brief edition of Robert's Rules of Order is used.)
- A brief explanation of regular duties including:
- Signing the minutes of the previous meeting;
- Signing the Financial report presented by the Business Manager.

The incoming President will be bonded by the Library. The incoming President will also need to have his/her signature established by the Library and banking authorities as valid for the purpose of administering funds. The outgoing President will likewise be withdrawn (as necessary) as a signing authority for Library funds. The outgoing President's bond will be withdrawn.

Secretary

The outgoing Secretary will provide a brief explanation of regular duties including:

- Signing the minutes of the previous meeting;
- Signing the transaction report presented by the Business Manager.

Treasurer

The outgoing Treasurer will provide a brief explanation of current check signing procedures.

The incoming Treasurer will be bonded by the Library. The incoming Treasurer will also need to have his/her signature established by the Library and banking authorities as valid for the purpose of administering funds. The outgoing Treasurer will likewise be withdrawn (as necessary) as a signing authority for Library funds. The outgoing Treasurer's bond will be also be withdrawn.

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President, Board of Trustees

Date



BOARD COMMUNICATIONS

This policy is intended to cover only the internal communications of the Board.

Board Packets

The Director will mail all Board members a packet of materials prior to each Board meeting. The packet may be mailed or e-mailed with attachments.

The mailed packet will include:

- The agenda for the upcoming Board meeting;
- A narrative report from the Director of Library activities that month and current issues;
- Library statistics for each branch and the entire system including:
 1. Monthly circulation;
 2. Monthly new borrowers;
 3. Reference questions answered;
 4. Visitor counts;
 5. Programming and program attendance;
- Managers' reports (as necessary);
- Minutes of any Board meetings since the last packet was sent;
- Current monthly income and expenditures reports;
- Year to date income and expenditures reports;
- Transaction report which details all checks written by the Library during the past month;
- Other information pertinent to discussions by the Board during the upcoming meeting.

It is the responsibility of each Board member to familiarize him/herself with the materials in the packet prior to the upcoming Board meeting.

E-mail

The Library provides an email account to most of its staff for internal communications. Board members may request an email account through the Library or use their own private email accounts to conduct Library business. Board members should remember that all work-related communications are subject to the Open Records Act. By statute, all work-related email messages must be retained for two years.

Contact information

The Library maintains contact information for all Board members. This information will be updated annually. The contact information for Board members is public record and will be released to the public upon request and advertised to the public as required by law.

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President, Board of Trustees

Date



The Oldham County Public Library

CONTINUING EDUCATION AND TRUSTEE CERTIFICATION

The Kentucky Department for Libraries and Archives (KDLA) strongly encourages continuing education activities that involve Board members. A program of Library Trustee Certification offered by KDLA is optional but Board members are encouraged to attend.

Each year, KDLA hosts an annual continuing education workshop. Other regional workshops may also be given.

In addition to these workshops, Board members may also be given opportunities to attend special workshops that focus on particular library issues including library administration, library promotion, and policy making.

Board members are sometimes asked to attend meetings with the Library staff.

An email listserv for Board members is maintained by the Kenton County Public Library. This listserv allows Board members across the state to communicate with each other and help each other in the execution of their duties. Board members who wish to be added to the listserv should contact the Director.

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President, Board of Trustees

Date



Kentucky Department for Libraries and Archives

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:

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

The goals of the certification program are:

1. to enable trustees to employ and supervise a qualified library director and evaluate their performance;
2. to teach trustees the skills necessary for enabling the library board to function effectively;
3. to teach trustees about library finances and how to advocate for the library's needs;
4. to enable trustees to assess and adopt policies that will result in the effective operation of the library; and
5. 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 (2) ways to get started in the program.

Public library trustees whose appointment begins **on or after** May 1, 2011:

1. Participate in an orientation program conducted by the library director and regional consultant.
2. Apply for temporary certification once the orientation program is completed.
3. Public library trustees whose appointment began **before** May 1, 2011:
4. Apply for temporary certification.
5. Temporary certification will be valid for two (2) years.
6. Once temporary certification is achieved, public library trustees may begin work toward the Kentucky Public Library Trustee Certificate.
 - a. Trustees will need to complete a prescribed training program that will consist of one (1) contact hour of continuing education credit in each of the 5 Public Library Trustee Core Skills.
 - b. One (1) contact hour is equal to 50-75 minutes of training.
7. After the training is completed, the Kentucky Department for Libraries and Archives will issue a Kentucky Public Library Trustee Certificate.
8. The certificate is valid for four (4) years.
9. The certificate may be renewed upon completion of eight (8) additional contact hours of continuing education credit in any of the Public Library Trustee Core Skills.

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.

1. Trustee Core Skill One: The Board and the Director's Position
2. Trustee Core Skill Two: Effective Board Organization
3. Trustee Core Skill Three: Budget and Finance
4. Trustee Core Skill Four: Creating Effective Library Policies
5. Trustee Core Skill Five: Planning and Advocacy

Training accepted for certification includes, but is not limited to:

1. face-to-face educational sessions provided at local library board meetings by an approved speaker;
2. Regional workshops provided by the Regional Consultants or other libraries;
3. a statewide library conference or pre-conference;
4. a national library conference or pre-conference;
5. online workshops or webinars produced for libraries; or
6. video recordings produced for libraries.

Procedure for Certification

To participate in the Kentucky Public Library Trustee Certification Program, trustees must:

1. 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."
2. 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
300 Coffee Tree Rd.
P.O. Box 537
Frankfort, Kentucky 40602-0537

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

Public Library Trustee Core Skills

Trustee Core Skill One: The Board and the Director's Position:

Trustees shall be able to employ and supervise a qualified library director and periodically evaluate the director's competence.

1. Board/Director Roles
2. Hiring a New Director
3. Evaluating the Director
4. Conducting an Exit Interview with the Director
5. Dismissing the Director
6. HR Issues

Trustee Core Skill Two:

Effective Board Organization: Trustees will have the skills to enable the library board to function effectively through good board organization, good documentation and new trustee orientation.

1. Recruitment and Selection of Trustees
2. Orientation of New Trustees
3. Effective Documentation for Library Board Business
4. Bylaws
5. Library Board Meeting Minutes

6. Library Board Financial Reports
7. Effective Board Meetings

Trustee Core Skill Three: Budget and Finance:

Trustees shall be knowledgeable about the library's annual budget.

1. Development of Good Budget Support
2. The Library Board's Authority
3. Segregation of duties
4. Public Funds
5. Tax Rates
6. Audits
7. State Aid
8. Good Practices
9. Cash Management
10. Budget Issues for Trustees
11. Library Fundraising

Trustee Core Skill Four: Creating Effective Library Policies:

Trustees shall be capable of assessing policies that will result in the effective operation of the library, in accordance with state and local laws and with full respect for the Library Bill of Rights.

1. Library Policy Management
2. Library Policy
3. Areas from the Annual Report
4. Personnel Policies
5. Library Operation Policies
6. Board Policies

Trustee Core Skill Five: Planning and Advocacy: Trustees shall facilitate an ongoing process of strategic planning for the library and will determine their community's future needs for library facilities, collections and information access. Trustees shall be skilled in advocating for the library's needs with local government, community leadership and state government.

1. Introduction to Strategic Planning
2. The Internal Scan – Studying the Library
3. The External Scan – Studying the Community
4. Networking with the Community
5. Implementing Major Projects
6. Marketing to Local Government for Effective Support
7. Building a Relationship
8. Budget
9. Advocacy

CONDUCT OF MEETINGS

All Board meetings and all committee meetings will be held in compliance with Kentucky's Open Meetings Act [KRS 61.805-61.850].

General Conduct

The first order of business shall be the President's ascertaining if there is a quorum present. If so, the President shall call the meeting to order and proceed to conduct the business of the meeting. The President or Board members may vary the order of business. Because an agenda is not statutorily required for a regular scheduled meeting, discussions are not restricted to agenda topics. The President shall preserve order and decorum and decide questions of order. In the case of disturbance or disorderly conduct, the President shall have the authority to remove the offenders or suspend or adjourn the meeting.

Rules of Order

The rules of parliamentary procedure in the latest edition of *Robert's Rules of Order* shall govern the Board in all cases to which they are applicable and in which they are not in conflict with the bylaws or these rules of the Board.

Adjournment

A motion to adjourn the Board shall always be in order except while a vote is being taken. A motion to adjourn cannot be amended or debated, but a motion to adjourn to a specific date or time may be amended and debated.

Citizen Attendance and Participation

The Oldham County Public Library Board of Trustees abides by the open meeting laws of the Commonwealth of Kentucky. The Open Meetings Act provides members of the public the statutory right to attend all public meetings and to observe and listen to what transpires at those meeting. It does not grant those persons the right to participate in the meeting nor address the members of the Board during the meeting. No person shall be required to identify himself in order to attend a meeting.

The Oldham County Public Library Board of Trustees will allow any citizen to address the Board with the following provisions.

- The citizen must notify the Library Director one week in advance of the regularly scheduled meeting in order to be included on the Agenda. (*The Board meets regularly the second Thursday of each month at 6:30 pm*)
- The citizen must submit a "Citizen's Request to Address Board" form (available on Library web page or at Library offices)
- The citizen must identify themselves and the topic of their address.
- The person must limit their address to five minutes.
- The Board by unanimous vote or assent may agree to hear any citizen at any time, notwithstanding the above stated requirement for an advance request

Closed Sessions

At any Board meeting, the Board may decide to hold a closed [executive] session for any purpose(s) authorized by KRS 61.810. Authorized purposes [exemptions] include:

- KRS 61.810 (1)(b) Deliberations on the future acquisition or sale of real property when publicity would be likely to affect the value of the property
- KRS 61.810 (1)(c) Discussions of proposed or pending litigation involving the library
- KRS 61.810 (1)(f) Discussions or hearings that might lead to the appointment, dismissal, or discipline of an individual employee

The closed session shall be held only after a motion is made and carried in open session. The motion to hold a closed session shall include the specific exemption and a general description of the business to be discussed. Only the business specified in the vote to close may be considered in the closed session. No final action will be taken in closed session. No minutes will be kept of the closed session.

Special Meetings

All meetings which are not regular scheduled meetings are considered special meetings. A regular monthly meeting that is rescheduled for a new date or time shall be conducted as a special meeting. The library shall prepare a written notice of the special meeting consisting of the date, time, and place of the special meeting and the agenda. Agenda items shall be stated specifically, particularly items requiring action. All Board members must receive a copy of the notice at least twenty-four hours before the meeting. The notice shall be posted in a conspicuous place in the Main Library, on the library website and, if applicable, in the branch where the meeting will be held. Notice shall be posted at least twenty-four hours before the meeting.

The notice shall be delivered personally, transmitted by electronic mail or facsimile or mailed to any media organization which files a written request to receive notice of special meetings. Notice should be received at least twenty-four hours before the meeting.

This policy was amended from the October 12, 2006 version on March 8, 2012, and so replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees



Date

The Oldham County Public Library

PUBLIC RELATIONS POLICY

Library Promotion

Each Board member has the responsibility to promote the Library to the community. Such promotion may include:

1. Mentioning the Library and its services to members of the community;
2. Supporting library-friendly legislation with elected officials;
3. Representing the Library at community functions.

Public Statements

The Board appoints and supports the Library Director as the public relations official for the Library. Generally, the Board will allow the Director to issue statements on behalf of the Board and the Library without prior approval. In special cases, the Board may choose to limit the Director’s statements or ask for prior approval.

In some cases, the Board may choose to issue statements on behalf of the Library. Generally and where feasible, such statements should be coordinated with the Library Director’s input. If the Board chooses to make public statements, remarks should be communicated by the President of the Board with the approval of the full Board.

This policy becomes effective on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



The Oldham County Public Library

RECRUITMENT AND HIRING OF LIBRARY DIRECTOR

One of the Board's primary and most important responsibilities is hiring the Director of the Library. The Board may choose to modify the procedures outlined below as it sees fit. The Board may also choose to hire an outside contractor to conduct the search for a new Director.

Search Committee

Upon notification of the current Director's separation from service, the Board will form a Search Committee from its membership to oversee and coordinate the search for the new Director. The Search Committee may include the current Director, the Interim Director, the Human Resource Manager or another individual contracted by the Board to assist in the selection process.

The Search Committee should determine a designated contact for individuals to solicit for information, to arrange interviews, to gather correspondence, and to generate correspondence. (The Library's Human Resource Manager is a logical choice.)

The Search Committee should agree on interview questions. The same questions should be used in all interviews. All members of the Search Committee should be involved in asking questions during the interview. The Search Committee may choose to solicit questions from the Library's management team. The management team may also solicit suggestions for questions from the general staff.

The Search Committee should prepare a procedure and time frame for:

1. Advertising the position;
2. Selecting candidates;
3. Conducting and evaluating initial interviews;
4. Conducting and evaluating second interview(s);
5. Proposal of the selected candidate to the Board for approval.

The Human Resource Manager (whether acting as the designated contact or not) will be able to assist with many of these activities.

Advertising

The Search Committee will review the current job description for the Director and generate a job posting based upon that description. The revised job description and job posting should be approved by the full Board.

The job posting should include:

1. A brief description of the Library's facilities;
2. A brief description of the Library's collection;
3. A brief description of the Library's staff (the number of total staff, the number of FTEs, the number of MLS librarians, the size of the management team);

4. A brief description of the community;
5. Job responsibilities;
6. Education requirements;
7. Experience requirements;
8. Salary range;
9. Name of the designated contact for the Search Committee;
10. Mailing address for applications.

The Library should advertise the open position thoroughly including postings on:

1. All public and staff bulletin boards;
2. The Kentucky Department for Libraries and Archives website;
3. The Public Library Association website;
4. American Libraries magazine;
5. Library Journal magazine.

Selecting Candidates

The Search Committee will review all applications and select candidates for interview.

Candidates who are not local should be reimbursed for travel, meals, and lodging. Mileage should be reimbursed at the rate set for Library staff.

The Search Committee may also choose to conduct telephone interviews with candidates who are not local. Even if telephone interviews are conducted, the candidate should be asked to come to the Library for a regular interview. If a telephone interview is conducted, the Search Committee should agree on a format and questions for the interview. Each candidate should be informed of the interview process and given a timeline for the process.

Initial Interview

The initial interview should involve only the candidate and the Search Committee. From these interviews, the Search Committee will select a candidate(s) for a second interview.

Second Interview(s)

The candidate(s) selected for a second interview should be given a packet of information. The purpose of this packet is to give the candidate(s) a sense of the Library's current issues and future plans. It should include:

1. The current Long Range Plan for the Library;
2. A copy of Personnel and General Policies;
3. Minutes from a recent Board meeting;
4. A copy of the Library's current annual report.

The second interview(s) should include:

1. A meeting with the Search Committee;
2. A tour of the Library's facilities;
3. A meeting with a group composed of:
 - a. Two representatives from the Library's management team;
 - b. One representative from the Friends of the Library;
4. A meeting with the full board. The Board should prepare set interview questions and involve all members. The Selection Committee can inform the Board of previous discussions with the candidate(s).

After the second interview, the Search Committee should consult with the representatives of the Library's management and the representative from the Friends of the Library to solicit their opinions.

Selecting a final candidate

After the second interview, the Search Committee may choose to recommend a candidate(s) to the Board. The Board will vote to select a candidate. The Board should also discuss any salary limitations or other contractual arrangements that are appropriate. (Please see Contract for Director.)

Job Offer

The President of the Board should contact the selected candidate to offer the job. Details of the candidate’s salary and other contractual arrangement should be discussed with the candidate at this time.

After this discussion, a formal letter of offer including the contract for employment should be sent to the candidate. Once these documents have been returned, the Business Office should be notified so that other employment documents can be mailed.

Announcing the Candidate

The Interim Director should notify the management team of the candidate’s acceptance. The Interim Director should then notify the staff and provide some biographical information about the new Director.

A meeting of the Library’s staff with the candidate should be arranged by the Interim Director. The Board of the Friends of the Library should be invited to this meeting. A press release should be sent announcing the Library’s new Director to the public.

Letters of Non-Acceptance and Extended Search

A form letter to all applicants for the position of Director should be sent by the official contact person advising them that the position has been filled. Personalized letters should be sent to all applicants whom the Board interviews but chooses not to hire.

If the search for the new Director becomes extended (longer than three months), the contact person will send a form letter to all current applicants advising them of the extension.

Documentation

All documentation created by the committee including any received resumes, correspondence, background checks, and related information should be returned to the Human Resources Manager. This information will be retained for a minimum of one calendar year. Documentation for the successful candidate will become a part of the employee’s personnel file.

This policy becomes effective on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



OLDHAM COUNTY PUBLIC
LIBRARY

The Oldham County Public Library

CONTRACT FOR DIRECTOR

Initial Contract

The Board will negotiate a contract with the incoming Library Director at the time the position is offered.

The contract will include:

1. The negotiated salary;
2. Other negotiated benefits including Vacation Leave;
3. Anniversary date;
4. Annual merit increase;
5. Separation clause for the Board;
6. Separation clause for the Library Director;
7. The contract term.

Other benefits for the Director are the same as those of regular Library employees. The Board may negotiate any special provisions of the contract with the Director at the time of hiring or during contract renewal.

Contract Renewal

The contract term is set by the Library Director and the Board. Before the end of the contract, the Board will meet with the Library Director in executive session to discuss the terms of the new contract. The renewed contract will contain all of the elements of the initial contract, removing any unnecessary special provisions and adding any new.

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President, Board of Trustees

Date



EVALUATION OF LIBRARY DIRECTOR

The Board will evaluate the Library Director annually. The format for evaluating the Director will be agreed upon by the Board and Library Director. The timing of the evaluation should coincide with the Director's anniversary date for employment.

Each Board member should be given the opportunity for input in the Director's evaluation. Board members should be given this opportunity without the Director present. The Board's discussion must take place in open session unless there is the possibility of dismissal or disciplinary action.

The Board may ask, but not force, members of the public to leave during their discussion. The Board President will discuss the comments of the Board with the Director. Both the Director and the President should sign all copies. The Director's signature is not meant to imply agreement, only receipt and acknowledgement of discussion.

The chance for a written challenge should be allowed. The written evaluation (and any challenge) should be included in the Director's personnel file. Copies of the compiled evaluation (and any challenge) should also be distributed to each Board member.

If there is a challenge to an evaluation, the Board will meet to discuss the challenge with the Director in closed session. The same conditions which might apply as in a disciplinary action (including the ability to produce witnesses) will be allowed. The Board will deliver a written response to the challenge within seven calendar days. The response will become a part of the Director's personnel file.

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President, Board of Trustees

Date



The Oldham County Public Library

DISMISSAL OF THE DIRECTOR

The Board has the responsibility and the obligation to ensure that the Library Director is performing his/her duties in a fashion that will sustain and enhance quality service to the patrons of the Library. As such, the Board may take action to remove a Library Director whose performance has become detrimental to the continued advancement of the Library.

The Board should follow an established and logical procedure in the discipline of a Library Director whose performance has become suspect.

Investigation and Discussion

The Board may choose to meet in executive session at any time to discuss the performance of the Director. The Director may or may not be present, as the Board wishes. If the Board needs assistance, other individuals may be asked to attend such meetings including:

1. A Regional Librarian or other representative from the State Library;
2. The Library's attorney;
3. Staff of the Library;
4. Other individuals whose advice or testimony might be valuable to the Board in conducting an investigation or making a decision.

Disciplinary Procedure

After the Board has discussed the Director's performance, the Board may choose to:

1. Ask the President of the Board to speak with the Director privately;
2. Ask the Director to attend a meeting with the Board in executive session to discuss any issues;
3. Meet in executive session to draft a written letter of reprimand for the Director;
4. Suspend the Director with or without pay until further discussions can take place or further guidance can be solicited;
5. Terminate the Director.

While this list does outline a procedure, the Board is in no way obligated to follow the list sequentially. Depending on the nature of the Director's failure to perform to the Board's satisfaction, the Board may choose to skip any steps in the disciplinary process that it deems prudent.

Termination

If the Board chooses to terminate the Director, grounds for such dismissal should be reviewed with the Library's attorney. The attorney should also advise the Board regarding its legal obligations under the existing contract with the Director.

The full Board, a committee or delegation of the Board, or the President of the Board should meet with the Director to outline the reasons and conditions of his/her dismissal.

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President, Board of Trustees

Date



The Oldham County Public Library

INTERIM DIRECTOR

If the current Library Director is unable to perform his/her duties for any reason, it is the Board's responsibility to provide for an Interim Director for the continued and undisrupted administration of the Library.

Selection

The Board may choose to select anyone willing and capable of administering the Library as Interim Director. The Board will, however, seek to fill the position with a candidate who generally meets the expectations for someone hired for the position.

The Board may choose to temporarily promote a current staff member to the position of Interim Director while the new Director is being hired. The selected Interim Director should not be a key or substantial witness to any investigation involving the outgoing Director, if such a situation should exist. The selected Interim Director should be contacted by the President of the Board (or designee) when the position is offered.

Contract for Interim Director

The Board will negotiate a temporary contract with the Interim Director. Salary should be based upon a negotiated settlement with the candidate. If a current staff member is chosen, the negotiated salary should be informed by the candidate's current salary. Current salary information can be obtained through the Human Resources Manager.

The contract should expire with a suitable overlap period for the transition from the Interim Director to the new Library Director. Any special responsibilities or limitations that the Board chooses to place upon the Interim Director should be outlined in the contract.

Special Considerations

If the outgoing Director was terminated by the Board, the Interim Director should be informed of any issues that s/he might face as a result. The Interim Director should not be informed of any issues that may result in litigation unless such information is necessary to the continued administration of the Library. Before any such discussions of a termination, the advice of the Library's attorney should be sought.

The Interim Director may or may not be involved in the search for a new Director as the Board chooses. If the Interim Director is a candidate for the open position, s/he should not be involved in any way in the search for a new Director.

The Board should keep in mind that if the Interim Director is selected from the staff that the responsibilities of that staff member will need to be adjusted. Other staff members who take on these obligations might also have to receive adjusted salaries during this interim period.

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President, Board of Trustees

Date



The Oldham County Public Library

GRIEVANCES

Staff members of the Library have the ongoing opportunity to file formal grievances with the Board. The Grievance Policy is contained in the Personnel Policies of the Library. The Board should ensure that the staff member has completed all of the steps outlined in the Personnel Policies before a grievance hearing is granted.

Staff members who are granted a hearing should be given that opportunity at the next scheduled Board meeting. Prior to the hearing, the Board President (or designated individual) should contact the staff member to ascertain whether other witnesses will be requested by the staff member. The staff member should be limited to an appropriate amount of time (generally thirty minutes) to present his/her arguments. The staff member should be informed of the allotted time prior to the hearing.

The hearing will be conducted in open session.

During the hearing, the Board may ask questions and request other information or witnesses as necessary. The minutes of the hearing will be a part of the Board's regular minutes but should also be recorded separately for inclusion in the personnel file of the employee.

After the hearing, the Board President (or designated individual) will write a summary of the Board's decision including any corrective measures that may be deemed necessary. The written decision will be included with the Board's regular minutes and will be included in the employee's personnel file. The decision will also be delivered to the employee.

All decisions of the Board in a grievance hearing are final. If the employee is not satisfied with the Board's decision, s/he may pursue legal advice or actions as s/he deems appropriate.

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President, Board of Trustees

Date



The Oldham County Public Library

LONG RANGE PLANNING

Planning for the future development of the Library’s facilities, staffing, and services is one the most important functions of the Board.

Each year, the Library should revisit its long range plans, revise them as necessary, and discuss the past year’s performance. The Board may choose to hold a special meeting or retreat to discuss the long range planning of the Library.

While the entire Board should be involved, a subcommittee may also be formed to participate more intimately with the planning process.

The Director will provide a copy of the approved long range plan to the Fiscal Court.

This policy becomes effective on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



The Oldham County Public Library

TAX RATES

The Library receives revenue from taxes as a special taxing district. Taxes are collected by the Sheriff on behalf of the Library. For this service, the Sheriff and the County Clerk receive a percentage of the total revenue collected as compensation for their expenses in collecting the tax.

The tax rate is proposed each year based on revenue projections provided by the Kentucky Department for Libraries and Archives. These projections are based on the value of property as assessed by the Oldham County Property Valuation Assessment office and certified by the Kentucky Department of Revenue. The time line for the process is addressed in the Kentucky Revised Statutes and can vary.

Separate tax rates are determined for:

1. Real Estate—includes all real estate that is privately held within the county. The collection does not include property that has been given a “tax break” as determined by the federal, state or local governments. This tax represents the bulk of the Library’s income from taxes;
2. Personal Property—Includes all taxable personal property of a business including furnishing, equipment and inventory;
3. Motor Vehicles and Watercraft—the tax rate for this category by state law may not exceed the rate set on January 1, 1983.

In addition to these tax rates, the Library also receives revenue from the following taxes:

1. Franchise Tax—this tax includes the property of public service businesses who own property over a large region including railroad and utility companies. The tax is assessed by the Kentucky Department of Revenue. The Library’s revenue from this tax is determined by the tax rate set on both real estate and personal property taxes. The tax is collected and distributed by the Sheriff;
2. Railroad and Aircraft—the railroad tax is based on the number of miles of railroad track and the traffic on those tracks. The tax rate is based on the Library’s personal property rate. It is collected and distributed by the Kentucky Department of Revenue. Aircraft in Oldham County are all privately owned aircraft. The tax is based on the personal property tax. The tax is collected and distributed by the Kentucky Department of Revenue;
4. Omitted Tangibles—this tax is assessed on property (motor vehicles, furnishing, inventory, etc.) that was not reported at the beginning of the calendar year to the county Property Value Assessment Office. It is assessed, collected, and distributed by the Kentucky Department of Revenue. The tax rate is determined by the personal property tax rate;
5. Telecommunication Tax—this tax is assessed on the service provided by satellite, cable, and telephone companies. This tax is assessed, collected, and distributed by the Kentucky Department of Revenue. The tax rate used for this tax is the personal property tax.

6. Each year, the Library may adopt a tax rate that produces a 4% increase (or less) in income without the option for public petition to recall the tax. A tax rate that produces revenue that exceeds a 4% increase in income is subject to public petition and recall within 45 days.

Tax Rate Hearing

The Library Director will ensure that appropriate legal postings are placed in the Library’s paper of record concerning all matters related to setting the tax rate.

The tax hearing is a public meeting; it must be open to the public at all times. The hearing must be held at a time and place which is convenient to the public.

Members of the public may attend the hearing and cannot be required to identify themselves (or “sign in”) in order to attend. The library cannot place conditions on attendance of the public other than the conditions required to maintain order. The library must permit news media coverage, including recording and broadcasting. A member of the public, as well as the media, must be permitted to record the meeting.

Since the General Assembly has not established procedural rules for the conduct of meetings and citizen participation, each library district must adopt its own rules of procedure, but those rules cannot conflict with the Open Meetings Act. This includes the ability to place “reasonable time limits” for each speaker.

A quorum of the board is not required to attend the meeting, though if one does it becomes a “special board meeting” under the open records act (96-OMD-157). The information which must be contained in the hearing notice is detailed in KRS 132.023. This information is provided with the tax rate information KDLA sends to the Library.

This policy becomes effective on March 8, 2012, and replaces any previous policy written or implied. The Board of Trustees of the Oldham County Public Library reserves the right to amend, alter or revoke this policy if it is deemed necessary and desirable to do so.

President, Board of Trustees

Date



The Oldham County Public Library

ANNUAL BUDGET

The annual budget is created by the Library Director. The Board appoints a committee to review the proposed budget in detail with the Director. The Board will approve the finalized budget in May of each year.

The budget includes projected income from:

1. Taxes
 - a. Includes all tax receipt checks received from the County Clerk, the Sheriff's office, and the Kentucky Department of Revenue.
2. Services
 - a. Includes income from copiers, fines, and fees.
3. Donations
 - a. Includes donations from the Friends of the Library and other occasional donations from individuals and organizations in the county.
4. Grants
5. Includes the annual state aid check from the Kentucky Department for Libraries and Archives and any other grant money that the Library currently is eligible to receive.
6. Includes the annual grant from The Department of Corrections for the administration of librarians in two prisons in Oldham County.
7. Includes income from the Library's participation in the e-rate subsidy program and other miscellaneous income (generally reimbursements) received by the Library.

The budget expenditures for the Library include:

1. Capital Expenditures
2. Capital Improvement—Includes renovation or building projects.
3. Capital Outlay—Includes new equipment and furnishings.
4. Library Materials
5. Includes expenditures for circulating materials, electronic databases, processing costs, and other expenditures related to the collection.
6. Operating Expenditures
7. Includes service contracts, payment for services, insurance for facilities, public relations, programs, utilities, and other miscellaneous expenses.

8. Personnel Expenditures

O Includes salaries, benefits, retirement, various employee related insurance costs, and other miscellaneous personnel expenditures.

By law, the budget expenditures must be equal to the budgeted income. The Library can direct revenue into reserve accounts to apply toward future capital expenditure projects.

Budget Reports

The Board is provided with an abbreviated copy of the Library’s budget in its monthly packet. A more detailed version can be requested at any time. The final budget report to the Board for the fiscal year is provided in detailed form. A list of all financial transactions is provided to the Board each month.

A copy of the abbreviated budget report is placed on the Library’s website. Staff members are also provided with monthly reports for certain parts of the budget that pertain to their departments.

The Library files an annual Uniform Financial Information Reporting (UFIR) form with the Department of Local Government in May of each year. A summary of the proposed annual budget is filed with the County Clerk each year as well.

A report of the Library’s past fiscal year expenditures is included with the annual report filed with the Kentucky Department for Library and Archives (KDLA).

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President, Board of Trustees

Date



The Oldham County Public Library

ANNUAL AUDIT

The Library is audited following each fiscal year by an independent accounting firm certified to conduct audits under current governmental accounting rules and standards. The Board will approve the accounting firm used for this service each year.

The accounting firm will:

1. Conduct tests of the Library's accounting practices;
2. Evaluate the Library's financial status including all liabilities and assets (both financial and physical);
3. Create a written report on the Library's financial status;
4. Review and provide a report on the expenses related to the Library Director.

The Board will approve the report of the auditor as it is completed. Copies of the report will be kept in the Library's Business Office and will be made available to interested parties or individuals as required. Each Board member will be given a copy of the final report.

After approval of the Board, the Director will prepare the Special District Summary Financial Statement and publish it in the legal section of the local newspaper.

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President, Board of Trustees

Date



The Oldham County Public Library

LITIGATION

When the Library becomes involved in litigation, the Board will retain the services of a lawyer trained in the type of litigation being conducted.

Board members will not comment to the press during the course of litigation. All communication with the press will be channeled through the Library's appointed attorney or the Library Director.

If the Board's direct opinion is solicited, all communication should be conducted through the President of the Board and should be a reflection of the entire Board's opinion.

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President, Board of Trustees

Date



The Oldham County Public Library

PROFESSIONAL ASSISTANCE

The Board may occasionally retain the services of a contracted professional to advise or provide expertise in a particular area. This may include:

1. Special legal counsel;
2. Architects;
3. Financial auditors;
4. Other special services.

When the Board retains such services, communication with the contracted agent should be delivered through the Library Director or the President of the Board in order to avoid excessive billable charges for services.

The Board may also seek the professional assistance of the Regional Librarian and other individuals employed by the Kentucky Department of Libraries and Archives (KDLA).

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President, Board of Trustees

Date



The Oldham County Public Library

LIBRARY POLICIES

Overview

The Library relies upon many policies in order to provide for its day to day operations. The policies of the Library are grouped into eight categories:

1. Circulation Policies
 - a. Circulation Policies cover all aspects of the Library's circulation of materials including library cards, loan periods, damaged/lost materials, and fine schedules. All circulation staff should review these policies frequently.
2. Collection Development Policies
 - a. Collection Development Policies guide the Library in selecting/adding materials to the collection, withdrawing materials from the collection, adding new formats for materials, accepting donations, and provide an overview of the ordering process.
3. Emergency Procedures
 - a. Emergency Procedures covers all types of major and minor incidents that the Library could face including natural disasters, patron misbehavior, building/facility failure and other similar events.
4. General Policies
 - a. General Policies cover most of the operations of the Library. While all of the policies in this grouping are important, some have more impact on a day to day basis including: Acceptable Behavior Standards, Internet Acceptable Use, and Unattended Children. Supervisors should review these three policies regularly with staff.
5. Income and Disbursements
 - a. Income and Disbursements Policies are required by law. Several of these policies are important to some affected staff including: Staff Reimbursements for Purchases of Materials, Petty Cash, and Credit Cards.
6. Investment Policies
 - a. Investment Policies are required by law and guide the Board, the Director, and other entities that the Library conducts business within the investment of the Library's funds.
7. Personnel Policies
 - a. The personnel policies define the working environment including entry level salaries, job classification, leave policies, benefits, evaluations, and grievance procedures. The last page shows the organizational structure of the Library. Every employee should review these policies at the time of hiring and at the time of his/her annual evaluation. Supervisors may also find it necessary to review them with an employee during a disciplinary action.
8. Volunteer Policies

- a. Volunteer Policies govern the Library’s use of volunteers in the conduct of its operations. These policies should be reviewed with each volunteer at the beginning of volunteer service.

The Meeting Room Policy also contains the form for its use. It is maintained separately from these groups.

Creation

The Library Director is tasked with the creation of Library policies. The Board should, however, recommend the creation of policies as deemed necessary and beneficial to the ongoing administration of the Library. Policies created by the Library Director will be reviewed and approved by the Board.

Revision

The Board reviews the policies of the Library according to an annual schedule. While revision of the policies may occur at any time, the annual review provides the opportunity for discussing and anticipating any necessary changes.

Administration

The Library Director is charged with the administration of approved policies of the Library. The Director, in coordination with the Library’s other managers, will determine procedures for the administration of the policies. The Library Director will ensure that policies and procedures are communicated to the staff of the Library.

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President, Board of Trustees

Date



The Oldham County Public Library

COMMITTEES

The Board may utilize committees to make efficient and thorough use of its time. Although any number of Board members may participate on a committee, the number of members will usually be two or less. (Meetings of Board members for any library-related purpose must be advertised and follow regular parliamentary procedure. See Open Meetings and Open Records.)

The Library Director may be asked to serve on Board committees as a regular part of his/her duties. Other staff members may be invited or tasked by the Board to also serve on committees.

Formation, Tasking, and Dissolution

Committees are formed from the regular Board members as needed. The selection of committee members will be approved by the entire Board. The tasking of the committee will be approved by the entire Board. The committee will be dissolved by the Board upon the request of its members, upon completion of its duties, or by the choice of the entire Board.

Regular Committees

Although the Board may form a committee for any reason that is deemed necessary, there are several committees that could be formed by the Board in the course of its duties:

1. Budget Committee
 - a. The Budget Committee will meet in the spring of each year to review the Library Director's proposed budget. Please see Annual Budget.
2. Board Member Selection Committee
 - a. The Board Member Selection Committee will be formed in the spring of each year in which any board member's term will expire, upon notification of a board member's intent to resign from the Board, or after a resignation due to failure to attend regular Board meetings. The Board cannot remove a member by its own decision. Please see Recruitment and Appointment of New Board Members.
3. Board Officer Nominating Committee
 - a. The Board Officer Nomination Committee will be formed on even numbered years in order to determine the slate of nominees for Board offices. The slate of nominations will be presented formally at the August Board meeting. The Committee will ensure that all nominations are approved by nominees prior to announcement.

Library Committees

The Library Director may ask the Board to provide representation on a committee formed for the coordination and implementation of regular Library operations. Members of the Board may also ask to serve on regular committees of the Library.

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President, Board of Trustees

Date



The Oldham County Public Library

OPEN MEETINGS

The Board shall always operate in accordance with the Kentucky Revised Statutes (KRS) that govern the public's right to attend all meetings, be informed of such meetings, and have open access to the records of the Library.

Advertising Meetings

All meetings of the Board must be in accordance with applicable Kentucky Revised Statutes governing its regular, special, and committee meetings. The Board may choose to meet at a location other than the Library. Advertising such meetings follows the same rules as established in the Bylaws.

Public Attendance of Meetings

The Board shall allow the public to attend any meeting of its members. Such meetings shall be advertised at least 24 hours in advance, in accordance with the Open Meetings Act (KRS 61.800-850).

The Board may also choose not to allow the speaker or to limit the speaker's time in order to secure the orderly progression of its meeting. Such limitations shall be made by the Board President. Speakers may be required to schedule a time on the agenda prior to a meeting. Generally, speakers will be limited to five minutes.

Members of the public may be asked to leave a meeting when the Board goes into Executive Session. Members of the public may also be asked to leave when their behavior is deemed inappropriate or disruptive to the regular conduct of the meeting. The Board will approve any action to remove a member of the public from its meeting.

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President, Board of Trustees

Date



OPEN RECORDS ACT

The open records act applies to public records maintained by state and local government agencies. The agencies covered by the act include: state and local government offices, departments, and legislative bodies; county and city governing bodies, school district boards, special district boards, and municipal corporations; state or local government agencies created by statute or other legislative acts; agencies that receive at least 25% of their funds from state or local authority; agencies created and controlled by public agencies; and interagency bodies of two or more public agencies.

Subject to twelve exemptions, records that are prepared, owned, used, possessed, or retained by a public agency are public records, and must be made available upon request. What are the general requirements of the open records act?

- **Suitable facilities.** Each public agency must make suitable facilities available for persons who wish to exercise the right to inspect nonexempt public records.
- **Time for inspection.** Each public agency must permit inspection of nonexempt public records during the regular office hours of the agency. Agencies must, upon request, mail copies to a person whose residence or principal place of business is outside the county in which the records are located. The person must first precisely describe the public records, and the records must be readily available within the public agency. The agency may require advance payment of copying fees and the cost of mailing.
- **Official custodian.** Each public agency must appoint an official custodian of the agency's records. The official custodian is the chief administrative officer (Library Director) or any other officer or employee of the agency who is responsible for the maintenance, care, and keeping of the agency's records, regardless of whether the records are in his actual personal custody and control.
- **Rules and regulations.** Each public agency must adopt rules and regulations which conform to the open records act. The rules and regulations must be displayed by the agency in a prominent location which is accessible to the public. The rules and regulations must include:
 - The principal office of the public agency and its regular office hours;
 - the title and address of the official custodian of record;
 - the fees charged for copies;
 - the procedures to be followed in requesting public records.
- The uniform rules and regulations drafted by the Finance and Administration Cabinet, which are found at 200 KAR 1:020, may be adapted for each agency's use.

- **Compiling information/creating documents/specially tailoring format.** A public agency is not required to compile information or to create a document that does not already exist in response to an open records request. If a public agency is asked to produce a record in a format other than the format it already maintains the record in, or to tailor the format to meet a request, the agency may, but is not required to, provide the requested format. The agency may then recover staff costs as well as any actual costs it incurs.

What is the procedure for inspecting a public record?

- **Request to inspect records.** The request should be made to the official custodian of the public agency's records. The custodian may require that the request be in writing, signed by the requester and with his name printed legibly on it, describing the records to be inspected. The request may be hand delivered, mailed, or sent facsimile to the agency.
- **Response to request.** The public agency must respond to the request in writing and within three days, excluding Saturdays, Sundays, and legal holidays. The response must include a statement of whether it will comply with the request. If the request is denied, the response must include a statement of the specific exception which authorizes the agency to withhold the record, and a brief explanation of how the exception applies to the record withheld. The response must be issued by the official custodian or under his authority.
- **Application to wrong agency.** If the public agency which receives the request does not have custody or control of the record requested, the agency must notify the requester and furnish the name and location of the official custodian of the appropriate agency's public records.
- **Record not available.** If the record requested is in active use, in storage, or not otherwise available, the public agency must notify the requester, and indicate a place, time, and date for inspection not to exceed three days from receipt of the request. If the record cannot be retrieved within three days, the agency must notify the requester, and provide a detailed explanation of the cause for the delay. The agency must also indicate the earliest date on which the record will be available.
- **Overly burdensome request.** The public agency may refuse to permit inspection, or mail copies, if the request places an unreasonable burden on the agency in producing records, or if the custodian believes that repeated requests are intended to disrupt the agency's essential functions. Refusal for either of these reasons must be sustained by clear and convincing evidence.
- **Copies of records.** A requester has the right to obtain copies of all nonexempt public records upon payment of a reasonable fee, including postage where appropriate. Nonexempt public records must be made available for copying in either standard electronic or standard paper format, depending on the requester's wishes, if the agency maintains the records in both formats. If the agency maintains the records in paper format only, it must make the records available in paper format. Agencies are not required to convert paper format records to electronic format.
- **Minimum standard format for records maintained in paper format is 8-1/2 inches by 11 inches in at least one color on white paper. Minimum standard format for records maintained in electronic format is a flat file electronic American Standard Code for Information Interchange (ASCII) format. A request for records in any other format is a nonstandardized request. The agency may prescribe a reasonable fee for making copies of nonexempt public records. The fee must not exceed the agency's actual costs of copying the record, including the cost of the medium on which it is copied and the cost**

of mechanically reproducing it, but not including staff costs. In general, ten cents per copy has been deemed a reasonable fee for records in paper format.

- **Online access.** A public agency may provide online access to public records in electronic format. The agency may require that the requester enter into a contract, license, or other agreement with the agency, and may charge fees. The fees cannot exceed the cost of physical connection to the system and the reasonable cost of computer time access charges.

What records are exempt from public inspection?

The open records act permits a public agency to withhold certain records from a requester unless the requester obtains a court order directing their release. These include:

- Records containing information of a personal nature if disclosure would constitute a clearly unwarranted invasion of personal privacy;
- Records confidentially disclosed to an agency or required by the agency to be disclosed to it which are generally recognized as confidential or proprietary and which if disclosed would permit an unfair commercial advantage to competitors, including records which are compiled and maintained in conjunction with an application for or the administration of a loan or grant; the application for or the administration of assessments, incentives, inducements, or tax credits; or the regulation of a commercial enterprise;
- Records that relate to the prospective location of a business or industry which has not previously disclosed that it is interested in locating, relocating, or expanding in Kentucky;
- Records developed by an agency in conjunction with the regulation or supervision of financial institutions which reveal the agency's internal examining or audit criteria; real estate appraisals, engineering or feasibility estimates, and evaluations made by or for a public agency, in the course of acquiring property, until all of the property has been acquired; test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination before the exam is given or if it is to be given again;
- Records of law enforcement agencies or agencies involved in administrative adjudication if disclosure of the records would harm the agency by premature release. Such records may be inspected after enforcement action is completed or a decision is made to take no action, unless they were compiled and maintained by a county or Commonwealth's attorney or unless another exception applies; preliminary documents, including drafts, notes, correspondence with private individuals, recommendations, and memoranda in which opinions are expressed or policies formulated; and public records that are prohibited from disclosure by state or federal law

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President, Board of Trustees

Date



Oldham County Public Library

FRAUD PREVENTION POLICY

PURPOSE: To ensure that the Oldham County Public Library Board of Trustees and employees avoid fraud or related misconduct, and conduct themselves in accordance with high ethical standards in reporting, investigating and resolving fraud or related misconduct.

STATEMENT OF POLICY:

1. Fraud is defined as a willful or deliberate act with the intention of obtaining an unauthorized benefit, such as money or property, by deception or other unethical means. All fraudulent acts or related misconduct are included under this policy and include, but are not limited to, such activities as:
 - a. Embezzlement, theft, misappropriation or other financial irregularities.
 - b. Forgery or alteration of documents (checks, time sheets, contractor agreements, purchase orders, other financial documents, electronic files).
 - c. Improprieties in the handling or reporting of financial transactions.
 - d. Misappropriation of funds, securities, supplies, inventory or any other asset (such as furniture, fixtures, equipment, materials), including assets of the Library, our patrons, suppliers, or others with whom we have a business relationship.
 - e. Authorizing or receiving payment for goods not received or services not performed.
 - f. Authorizing or receiving payments for hours not worked or expenses not accrued and documented.
 - g. Profiteering as a result of insider knowledge of Library activities.
2. Fraud and related misconduct will not be tolerated. Employees found to have participated in such conduct will be subject to disciplinary action, up to and including termination. Trustees found to have participated in such conduct will be subject to removal from the Library Board.
3. Trustees and employees are expected to use their best efforts to recognize risks and exposures inherent to their areas of responsibility and to be aware of indications of fraud and related misconduct. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.
4. Any Trustee or employee who knows or has reason to know of fraud or related misconduct shall report that to the President of the Board of Trustees or the Library Director. If the President of the Library Board is involved in fraud or related misconduct, that shall be reported to the Library Director. If the Library Director is involved in fraud or related misconduct, that shall be reported to the President of the Board of Trustees.
5. When fraud or related misconduct is reported to the Library Director or the President of the Board of Trustees, an appropriate investigation and all necessary action will be undertaken. All investigations of alleged wrongdoing will be conducted in accordance with applicable laws, and Library policies and procedures.

- a. All Trustees and employees necessary to the investigation will cooperate fully in the investigation.
- b. Legal counsel will be notified and involved prior to the investigation, if or whenever appropriate.
- c. Trustees and employees should direct all inquiries from any individual who is believed to be involved in fraud or related misconduct, his or her representative, or his or her attorney, and all inquiries from the media to the Library Director or the President of the Board of Trustees, as appropriate.
- d. Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than the Trustees or those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
- e. Once the investigation is completed the Trustees and/or Library Director will take one or more of the following steps:
- f. Consult with legal counsel.
- g. Take appropriate action and steps to minimize recurrence.
- h. Report the results of the investigation to the Board of Trustees.

Acknowledgement

My signature signifies that I have read this policy and that I understand my responsibilities related to the prevention, detection and reporting of suspected misconduct and dishonesty.

Signature: _____

Print Name: _____

Date Signed: _____

_ Trustee _ Employee _ Other Relationship _____

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 President, Board of Trustees

 Date

BOARD HISTORY

Years	Name	Address	City	State	Zip
1967-1967	Mary Manby				
1967-1968	William Otter				
1967-1968	John Mount				
1967-1970	Jesse Dixon				
1967-1971	Jean Taylor				
1967-1972	Walter Severance				
1968-1970	Margaret Koontz				
1968-1972	Eleanor Kerce				
1968-1976	Phil Hollenbach				
1969-1972	Mary Manning				
1970-1983	Betty Moore				
1970-1984	LaVerne McMahan				
1970-1984	Jim Pike				
1972-1979	Alma Brooks				
1976-1986	Dr. John Rogers				
1979-1987	Susan Nichols				
1983-1988	Cecil Crouch	3400 Fendley Mill Road	LaGrange	KY	40031
1984-1992	John Fendley	1400 S. Hwy. 393	LaGrange	KY	40031
1986-1990	Arvel McMahan				
1987-1991	Anne Helm	11902 Reading Road	Prospect	KY	40059
1988-1995	Betty Buehler	6914 Windham Parkway	Prospect	KY	40059
1988-1999	Jim Chambers				
1990-2001	David Rouff	5401 Hillock Lane	Crestwood	KY	40014

1991-1996	Miriam Tinnell	PO Box 0241	Goshen	KY	40026
1992-2000	Michael Gregory	3625 Echo Valley Circle	Crestwood	KY	40014
1995-1996	Nathan Shockley	Moved out of State			
1996-1999	Sandy Dillon	13405 Elm Lane	Prospect	KY	40059
1996-2004	Dottie Reichert	3901 Chasewood Drive	Crestwood	KY	40014
1999-2008	Connie Byers	2415 S. Hwy. 53	LaGrange	KY	40031
1999-2008	Greg Donaldson	12004 Springmeadow Lane	Goshen	KY	40026
2000-2008	Virginia Snell	PO Box 634	LaGrange	KY	40031
2001-2006	Mike Gregory	3625 Echo Valley Circle	Crestwood	KY	40014
2004-2008	Harry Bell	8505 Brookside Drive East	Pewee Valley	KY	40056
2006-	Sallie Haynes	115 Tuliphurst	Pewee Valley	KY	40056
2008-	Anne Murner	1842 Rivers Landing Drive	Prospect	KY	40059
2008-	Fred Tolsdorf	7605 Park Place Circle	Crestwood	KY	40014
2008-	Lonnie Hardin	202 Lakewood Drive, 9	LaGrange	KY	40031
2009-	Julie Wilson	1912 Grand Villa Drive	LaGrange	KY	40031



The Oldham County Public Library

BOARD COMMUNICATIONS

This policy is intended to cover only the internal communications of the Board.

Board Packets

The Director will mail all Board members a packet of materials prior to each Board meeting. The packet may be mailed or e-mailed with attachments.

The mailed packet will include:

- The agenda for the upcoming Board meeting;
- A narrative report from the Director of Library activities that month and current issues;
- Library statistics for each branch and the entire system including:
 6. Monthly circulation;
 7. Monthly new borrowers;
 8. Reference questions answered;
 9. Visitor counts;
 10. Programming and program attendance;
- Managers' reports (as necessary);
- Minutes of any Board meetings since the last packet was sent;
- Current monthly income and expenditures reports;
- Year to date income and expenditures reports;
- Financial report which details all checks written by the Library during the past month;
- Other information pertinent to discussions by the Board during the upcoming meeting.

It is the responsibility of each Board member to familiarize him/herself with the materials in the packet prior to the upcoming Board meeting.

E-mail

The Library provides an email account to most of its staff for internal communications. Board members may request an email account through the Library or use their own private email accounts to conduct Library business. Board members should remember that all work-related communications are subject to the Open Records Act. By statute, all work-related email messages must be retained for two years.

Contact information

The Library maintains contact information for all Board members. This information will be updated annually. The contact information for Board members is public record and will be released to the public upon request and advertised to the public as required by law.

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President, Board of Trustees

Date

APPENDICES



The Oldham County Public Library

ACKNOWLEDGEMENT OF CODE OF ETHICS AND CONFLICT OF INTEREST STATEMENT

The following statement will be completed and signed annually by each Board member.

Completed forms are reviewed by the Library's attorney. They are retained as a part of the Library's financial records:

I, _____, acknowledge my review of the Library's Code of Ethics and Conflict of Interest Statements. As a part of my commitment to the transparent administration of the Library's business and finances:

- I have no affiliations to business, political, or other interests which would influence the decisions that I make in regards to the Library's business and finance.
- I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

Signed: _____

Date: _____



Oldham County Public Library

COMMUNITY ATTENDANCE AND PARTICIPATION GUIDELINES FOR BOARD OF TRUSTEE MEETINGS

In accordance with the Open Meetings Act, any person may attend a regular or special meeting; or any other meeting where a quorum of the Board will discuss public business. No person will be required to identify himself or herself in order to attend a meeting.

The right to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the Board as part of its agenda at a regular meeting unless a request is made to the Library Director prior to the meeting. The Board may provide a period not to exceed 5 minutes at the beginning of the order of business for public comment. Comments to the Board should be addressed to the presiding officer. Individuals are asked to state name and address before speaking.

Any person desiring to speak during the public comment portion of a regular meeting can request to do so by submitting a *Request to Comment* form at the Information Desk in the library not less than four business days before the meeting date. If three, or fewer persons request to comment, each individual may be given 5 minutes. If there are more than three persons who request to comment, the President may allocate a 12-minute period equally among those individuals. The 12 minute period may be increased by unanimous consent of the Board. Issues arising from public comments unrelated to the agenda for the day may be addressed at a future meeting.

REQUEST TO COMMENT

Date: _____

Name: _____ OCPL Library Card # _____

Address: _____

Telephone: _____ E-mail address: _____

Subject to be addressed: _____

Your position on the subject to be addressed: _____

Signature: _____

Please complete this form and submit it to the Information Desk at least four business days prior to the regularly scheduled monthly meeting at which you wish to speak.



KDLA INTERPRETATION OF BONDING Regulations for Library Trustees And Administration

Only the Board Treasurer must be bonded -- according to statute and the State Constitution (see below). The amount of the bond is fixed by each library board. The purchase of an Errors and Omissions policy (of directors' and Officers' insurance) will not replace the bonding requirement for library treasurers.

1. Section 103 of the Constitution of Kentucky provides for the bonding of certain officers:
 - a. *The Judges of the County Courts, Clerks, Sheriffs, Surveyors, Coroners, Jailers, Constables, and such other officers as the General Assembly may, from time to time, require, shall before they enter upon the duties of their respective offices, and as often thereafter as may be deemed proper, give such bond and security as may be pre- scribed by law.*
2. Section 224 of the Constitution of Kentucky also provides:
 - a. *The General Assembly shall provide by a general law what officers shall execute bond for the faithful discharge of their duties, and fix the liability therein.*
 - b. *Statutorily, KRS 62.050(1) provides that:*
 - c. *No officer required by law to give bond shall enter upon the duties of his office until he gives the bond.*
 - d.

The Attorney General opines in OAG 95-003 ...that a public officer is required to post a bond in relation to the performance of the duties of an office if a statute has been passed so providing. Applicable statutes:

1. **KRS 173.360(2)** The treasurer of the library board shall be required to execute bond with good and sufficient surety thereon for the faithful performance of his duties, the amount of the bond to be fixed by the board.
2. **KRS 173.540(5)** Give bond to the Commonwealth for the faithful performance of those duties, in the sum and form and with the sureties approved by the board.
3. **KRS 173.755(5)** Give bond to the Commonwealth for the faithful performance of those duties, in the sum and form and with the sureties approved by the board.

In OAG 66-49 the Attorney General states:

At this point we must note the difference between a "Bond" and "Insurance." A bond merely guarantees the oblige that the obligor will truly and faithfully perform the obligation. It is for the benefit of the oblige. It does not in any way relieve the obligor of his personal responsibility for his erroneous acts or acts which he should have, but failed to perform. If the obligor (or principal) fails in his duty and does not make personal restitution, his surety can be called upon, by the oblige, to do so. This still does not relieve him of his personal responsibility since he is obligated to reimburse his surety for the amount which they are required to pay on his behalf. On the other hand, an "Errors and Omissions" insurance policy is for the benefit of the policyholder to guarantee him against personal loss because of this

erroneous act or failure to act. We recognize that his guarantee is not absolute since policies do contain exclusions and many have a deductible clause. The end result however is to materially reduce the chance for personal loss to the named insured.

Therefore, the insurance is **not** the same thing as the bond and does not relieve the library from having the treasurer bonded. However, there is no statutory amount for the bond. Below are the guidelines from the Kentucky Education Cabinet for school districts – it’s difficult to see how you could go wrong adopting that. The bond will be set according to the chart shown in 702 KAR 3:080

REVISED EXPOSURE SCHEDULE

EXPOSURE FACTOR	MINIMUM AMOUNT OF BOND
Up to \$25,000	\$2,500
\$25,001 to \$125,000	\$25,000
\$125,001 to \$400,000	\$50,000
\$400,001 to \$1,000,000	\$100,000
\$1,000,001 to \$2,000,000	\$150,000
\$2,000,001 to \$4,000,000	\$200,000
\$4,000,001 to \$6,000,000	\$300,000
\$6,000,001 to \$10,000,000	\$400,000
\$10,000,001 to \$15,000,000	\$600,000
\$15,000,001 to \$25,000,000	\$800,000
\$25,000,001 to \$75,000,000	\$1,000,000
\$75,000,001 to \$175,000,000	\$1,500,000
\$175,000,001 to \$500,000,000	\$2,000,000
\$500,000,001 to \$1,000,000,000	\$3,000,000
\$1,000,000,001 to \$1,500,000,000	\$4,000,000

(SBE 21.080; 1 Ky.R. 70; eff. 11-13-74; Am. 1552; eff. 12-9-90; 28 Ky.R. 1690; 2028; eff. 3-18-2002.)
 Taken from 702 KAR 3:080. *Treasurer's bond*

Additionally, the Board could decide to require the bonding of anyone else in the organization (staff or board member). However, this is not required (or even suggested) in statute.

Adopted January 13, 2009
Reviewed February 4, 2010

OPEN RECORDS FACTS

ATTORNEY GENERAL'S OFFICE

Each Library must adopt rules and regulations about their compliance with ORA and post them---rather like the Copyright notice. Such a posted notice should include: location of the principal office of the library, which is where the minutes, budgets, annual reports, etc. are kept; hours of operation; fees charged for copies under ORA [which may be different than regular copy fees]; and the procedures to be followed in making the request. 200 KAR 1;020, Section 6(2) provides a template for this notice.

Fees charged for copies under ORA cannot exceed 10 cents per page.

The notice must be posted at each location open to the public.

Each library must name someone as the “custodian” of the library’s records. It is through this person that requests for access to public records must be channeled. Obviously this custodian must know what is a public record and what is not---example: circulation records are NOT public records. In most smaller libraries the custodian will likely be the library director.

Minutes may or may not be kept of discussions held in closed sessions. If such minutes are kept, they are not subject to ORA. (As no actions are taken in closed session and minutes only have to reflect actions taken, it would seem prudent to not take minutes of closed session discussions.)

If the Secretary audio-tapes the library’s meetings to use the tape to construct the written minutes, the tapes do not have to be kept IF the tapes were purchased by the secretary with his/her personal funds and not made at the library’s direction. IF the tapes used for this purpose were purchased with library funds, then all such tapes are subject to ORA and the library’s retention schedule [Minutes are kept forever]

Committees, subcommittees, advisory committees, planning committees, etc. are also subject to both ORA and OMA.

Working documents produced by the above-cited committees are not subject to ORA until they become the group’s final report. To put this in perspective, a planning committee’s grunt work is not subject to Open Records, though its meetings are covered by Open Meetings rules; Once this committee’s work is done and its report sent to the library board, that committee report is subject to public inspection if the Library Board adopts it as the basis of its final decision.

KRS 61.872(2) - The application should be made to the official custodian of the public agency’s records. According the Attorney General, if the application is sent to someone who does not have custody or control of the requested public record, the person who receives the application “shall notify the applicant of that fact and shall provide the applicant with the name and location of the official custodian of the public record” KRS 61.872(4). This does not authorize a public agency to refuse inspection of documents that are within its custody or control based on the agency’s assertion that the records may be obtained more easily or more appropriately from another agency.

(98-ORD-21, 96-ORD-227, 95-ORD-115, 95-ORD-81, 95-ORD-61, 94-ORD-155, 93-ORD-65, OAGs 91-21, 90-71)

The applicant must describe the requested records with enough specificity to allow the public agency to identify and locate the records.

(03-ORD-213, 03-ORD-12, 02-ORD-161, 98-ORD-17, 97-ORD-86, 97-ORD-46, 96-ORD-171, 96-ORD-91, 95-ORD-108, 95-ORD-68, 94-ORD-108, 94-ORD-12, 93-ORD-116, OAGs 92-56, 91-58, 91-7, 90-83, 89-81, 89-8).



OPEN RECORDS AND RECORDS RETENTION

The Library, as a public agency, is required to comply with all applicable laws and regulations related to Open Records.

REQUESTS FOR RECORDS

The Library Director (or designee) acts as Custodian for all Open Records requests. Requests must be in writing and must contain the requestor's name, a description of the documents that are being requested, and the requestor's signature. Emailed requests will not be honored. The requestor will be directed to make the request in printed form.

RESPONSE

A public agency has three days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an open records request. This time begins to run the day after the request is received.

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met.

ON SITE EXAMINATION OF RECORDS

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular office of administration (10am until 5pm, Monday through Friday). An on-site inspection may be required by the Library if the request is not specific in nature or if the requestor resides or maintains an office within Oldham County.

EXEMPT RECORDS

The Library will not honor requests for:

- Personnel or medical records for past or present employees.
- Circulation records for individual patrons.

DENIAL OF REQUEST

In some cases, the Library may find that a request creates an unreasonable burden and may deny such request. Requests that the Library believes are intended to disrupt its essential functions may also be denied. In these cases, the Library will provide evidence to the requestor of the basis of its belief. Evidence may include an estimation of time/expense to retrieve the records or a duplication in the type/nature of the request.

COPIES

Copies of any requested materials may be provided for any adult members of the public upon payment of the current posted fee for copier use at a cost of \$0.10 per page. There will be a limit of a total of twenty-five copies on any single viewing day to avoid lengthy diversion of staff time from regularly assigned duties. Requests for specialized copies (i.e. color or oversized copies) will be provided at the cost incurred by the Library to produce them.

RETAINED RECORDS

The Library will maintain and retain records in accordance with applicable laws and regulations. Such practices will include the permanent retention of:

- Annual budgets
- Auditor reports
- Blueprints (duplicate copies may be discarded)
- Board meeting minutes and agendas
- Financial records (not including invoices)
- Library policies
- Official correspondence
- Payroll records

Other records not specifically noted or required by applicable laws may be retained or discarded according to applicable timetables.

*Created 20 Jan 09,
Revised 20 Jan 09,
Reviewed 20 Jan 09
Reviewed 4/10/2010*

OPEN RECORDS FACTS

ATTORNEY GENERAL'S OFFICE

The Oldham County Public Library District, Inc. hereby adopts the rules and regulations regarding compliance with the Open Records Act. and post them--rather like the Copyright notice. Such a posted notice should include: location of the principal office of the library, which is where the minutes, budgets, annual reports, etc. are kept; hours of operation; fees charged for copies under ORA [which may be different than regular copy fees]; and the procedures to be followed in making the request. 200 KAR 1:020, Section 6(2) provides a template for this notice.

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OPEN RECORDS RECEIPT ACKNOWLEDGEMENT

(Keep completed form on agency premises)

Under the terms of KRS 15.257, enacted by the 2005 General Assembly and available for review on the Legislative Research Commission’s website at <http://www.lrc.ky.gov/record> county judge/executives, mayors, city attorneys, county attorneys, superintendents of public school districts, presidents of public universities, and attorneys for public school districts and universities must distribute “Your Duty Under the Law” and “Managing Public Records” to all newly elected public officials and newly elected or appointed members described below within sixty days of their election or appointment:

For County Judge/Executives, Mayors, City Attorneys, County Attorneys, this includes “each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts.”

County judge/executives, mayors, school superintendents, and university presidents, or their designees, must also obtain signed proof from each newly elected official or elected or appointed member that he or she received “Your Duty Under the Law” and “Managing Public Records.” These documents are available for review at <http://ag.ky.gov/oromalert>.

This form satisfies the requirement that each newly elected public official and newly elected or appointed member provide signed proof that he or she received “Your Duty Under the Law” and “Managing Public Records” within sixty days of his or her election or appointment.

I have received “Your Duty Under the Law” and “Managing Public Records” within sixty days of my election or appointment.

Signature: _____

Name (printed or typed): _____

Name of Public Agency: _____

Your position or function: _____

Agency Address: _____

Agency Phone: _____

Agency E-mail: _____

DO NOT RETURN THIS FORM TO THE ATTORNEY GENERAL. PLEASE KEEP THIS FORM ON AGENCY PREMISES.

OPEN RECORDS RECEIPT ACKNOWLEDGEMENT

(Keep completed form on agency premises)

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Signature: _____

Name (printed or typed): _____

Name of Public Agency: _____

Your position or function: _____

Agency Address: _____

Agency Phone: _____

Agency E-mail: _____

DO NOT RETURN THIS FORM TO THE ATTORNEY GENERAL. PLEASE KEEP THIS FORM ON AGENCY PREMISES.



PROCEDURES FOR GOING INTO EXECUTIVE SESSION

Library Board meetings are subject to Kentucky's Open Meetings Act (OMA) 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 Oldham County 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 Oldham County Public Library Board will go into closed session at 7:28 PM. This motion, second, and vote and the exact time will be recorded in the minutes.

1. ... 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."
 - a. Ex. 1: "The reason is to discuss a counteroffer by the seller."
 - b. Ex. 2: "The reason is to discuss the method of sale."
2. ... under KRS 61.810, Section One, Subsection **c** [*written as KRS 61.810(1)(c)*] to discuss litigation involving the Library."
 - a. Ex. 1: "The reason is to discuss a settlement offer from opposing counsel."
 - b. Ex. 2: "The reason is to discuss strategy for a potential lawsuit."
3. personnel matter.
 - a. Ex. 1: "The reason is to discuss hiring a new director."
 - b. Ex. 2: "The reason is to discuss a disciplinary action taken last week."
 - c. Ex. 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.



PUBLIC ACCESS TO LIBRARY RECORDS / LIBRARY CONFIDENTIALITY POLICY

CONFIDENTIALITY OF CUSTOMER RECORDS

The library creates and retains records identifying the name of library users only when necessary for the efficient operation of the library. The library specifically recognizes its circulation records and other records identifying the name of library users to be confidential in nature, in accordance with Attorney General Opinion 81-159, dated June 30, 1981.

Further, the library subscribes to the *American Library Code of Ethics*, which says in part that "We protect each library user's right to privacy and confidentiality with respect to information sought or received and materials consulted, borrowed, acquired or transmitted."

Furthermore, the library endorses the *Policy on Confidentiality of Library Records and Privacy: An Interpretation of the Library Bill of Rights*.

Customer-specific information is revealed only to that customer, and/or in the case of children under 18 to the responsible party. Information from the customer database may be used from time to time by the library for the purpose of conducting surveys or to notify individuals of upcoming events, and/or changes in policy.

All library employees are advised that such records, shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal state or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

All law enforcement requests for customer records are immediately referred to the library director or his/her designate, who explains the library's confidentiality policy.

Upon receipt of such process, order or subpoena, the director requests and verifies identification and records the information. Then he/she consults with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, the director will insist that such defects be cured.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act [FISA – USA Patriot Act amendment], the library must comply without disclosure to any other party except the library retains the right to seek legal advise concerning the warrant and to request that the library's legal counsel be present during the actual search and execution of the warrant.

Any problems, threats, or unauthorized demands [i.e., those not supported by a process, order, or subpoena] concerning circulation and other records identifying the names of library users shall be reported to the library director, who will report the matter to the library's attorney.

Adopted January 11, 2006

Reviewed February 4, 2010

Reviewed March 8, 2012

PUBLIC RECORDS LAWS PROCEDURES

Administrative regulations governing inspection of the public records of the

(Name of State Administrative Agency)

(Office, Bureau, Division, etc.)

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to _____ (name), _____ (title), official custodian of the public records of the _____ (state administrative agency) whose address is _____ or to _____ (name), _____ (title), official custodian of the public records of the _____, (office, bureau, division, etc.) whose address is _____, from ____ a.m. to ____ p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

This the _____ day of _____, 19____.

(Agency Head or Designated Representative)

Open meetings and open records publications and decisions online and related publications:
An annotated *Open Records and Open Meetings Outline*, containing a summary of the Open Records and Open Meetings Acts and how the Acts have been interpreted by the courts and the Attorney General, may be accessed on our website at <http://ag.ky.gov/civil/bkOR3.html>, and is also available upon request. This outline provides information regarding the application of the Acts to particular situations.

Open Meetings Decisions and Open Records Decisions (OMDs and ORDs) issued by the Attorney General from 1993 to the present may also be accessed on our website at <http://ag.ky.gov/civil.openrec.htm>. If you know the OMD or ORD number you wish to review, you may “Find all decisions for a particular year” (for example, 04-ORD-216 may be accessed by selecting the year 2004 and scrolling through the decisions for that year until 04-ORD-216 is located). If you wish to review OMDs or ORDs relating to a specific subject, you may “Search for an ORD or OMD” by word search or query (for example, “work sessions,” “accident reports,” “timely access,” or “adequate notice”). You may also access a particular ORD or OMD by typing the ORD or OMD citation in the search query box.

These additional resources will further enhance the public official's understanding of his or her duties under the Open Meetings and Open Records Acts as well as related records management duties:

1. "Kentucky Open Meetings Open Records Laws: Statutes and Q&A"

<http://www.lrc.ky.gov/Lrcpubs/OpenMtgsRecords.pdf>

2. Local Records Retention Schedules

<http://www.kdla.ky.gov/recmanagement/localschedule.htm>

3. State Records Retention Schedules

<http://www.kdla.ky.gov/recmanagement/stateschedule.htm>

4. "Managing Government Records: An Introduction to Kentucky's Public Records Management Law"

<http://www.kdla.ky.gov/resources/managinggovrecords.htm>

5. Full text of the Open Meetings and Records Acts

<http://www.lrc.ky.gov/KRS/061-00/CHAPTER.HTM>



OPEN MEETINGS NOTIFICATION BY ELECTRONIC MAIL

ADDENDUM

On July 15, 2008, the open meetings law was amended to permit public agencies to send notice of special meetings to agency members and media organizations by email if the members or media organizations have filed a written request with the agency indicating a preference for email notification.

61.823 SPECIAL MEETINGS -- EMERGENCY MEETINGS.

(b) A public agency may satisfy the requirements of paragraph (a) of this subsection by transmitting the written notice by electronic mail to public agency members and media organizations that have filed a written request with the public agency indicating their preference to receive electronic mail notification in lieu of notice by personal delivery, facsimile machine, or mail. The written request shall include the electronic mail address or addresses of the agency member or media organization.

I prefer to be notified with electronic mail of any special or called meetings of the Oldham County Public Library Board of Trustees

Name

Agency

E-Mail address

I prefer to be notified in mail, facsimile machine or personal delivery of any special or called meetings of the Oldham County Public Library Board of Trustees

Name

Agency

Address

COMMONWEALTH OF KENTUCKY
REQUEST TO INSPECT PUBLIC RECORDS
RE: KRS CH. 61

TO: (Name of library) _____ DATE: _____

Name of person making request: _____

Address (if material is to be mailed): _____

City: _____ State: _____ Zip code: _____

1. I request inspection of the following document(s): _____

2. Number of copies of each document requested @ 10¢ a page: _____

3. Enclosed \$ _____ Check [] Money Order [] Cash []

4. Is requested information from a database: Yes [] No []

5. For commercial use: Yes [] No []

6. If the answer to questions 5 & 6 is yes, the commercial purpose for which the requested information shall be used to: _____

I hereby certify that the information set forth in item 7 is true and correct to the best of my knowledge.

Signature: _____

8. (Library staff) The following disposition was made of the above request: _____

9. Signature of Director: _____ Amount Received: _____

Date mailed: _____ Date: _____

SAMPLE CONTRACT FOR DIRECTOR

This contract is given as a sample only. The contractual agreement between the Board and the current Library Director may vary from this sample.

The Board of Trustees of the Oldham County Public Library District, Inc., hereinafter referred to as Board, hereby employs _____, hereinafter referred to as Employee, as Library Director to serve and perform such duties from _____ to _____.

WITNESSETH

In consideration of the employment of the Employee by the Board, and in further consideration of the terms and covenants contained herein, the Board and the Employee agree as follows:

1. That during the first year of the term of this Contract, Employee shall receive as salary from the Board the sum of \$ _____ payable in installments of every two weeks.
2. During the second and third year of this Contract, Employee's salary shall be increased by ___ % each year. (NOTE: The Board may choose to allow a varying annual rate of increase in salary based on performance.)
3. That in consideration of the salary paid to the Employee, the Employee shall serve as Library Director of the Oldham County Public Library District, performing such duties as the Board shall designate from time to time, together with all duties as are usually considered to be within the scope of the position of Library Director pursuant to the job description contained in the personnel records. Such duties shall be performed faithfully, to the best of the ability of the Employee, and in a manner satisfactory to the Board.
4. That Employee shall receive the following benefits:
 - a. _____ hours per calendar month shall accrue as vacation days, to be taken at times approved by the Board with accumulation of said days not to be in excess of thirty (30) days at any time. At the end of the employment with the Board, Employee shall be paid for all accumulated days of vacation up to thirty (30).
 - b. Annual membership fees for the American Library Association and the Kentucky Library Association shall be paid by the Board.
 - c. Employee shall receive all other benefits afforded to all other employees of the Oldham County Public Library and as provided in the Personnel Policies.

It is understood and agreed between the Board and Employee that this Employment Contract and the employment as Library Director shall terminate on _____, unless the employment of the Employee is extended in writing by agreement and the Employee prior to _____.

In the event that the Board elects not to renew or extend the Contract, then the Board shall provide a sixty (60) day written notice of that intent. The Board may, at any time during the contract period, terminate the employment of this Employee upon the showing of just cause and upon written notification of such cause.

It shall be at the Board's option whether to terminate the Employee immediately or whether to give a thirty (30) day notice to terminate with pay for the thirty (30) day period.

In the event of termination of the employment for just cause, Employee, upon written request, shall have a right to a hearing before the Board with all members of the Board present, and at such hearing Employee may present witnesses and other evidence to establish that no just cause is present for the termination of employment. After this hearing, if the Board determines that just cause for the termination of employment

SAMPLE LETTER RESPONSE FOR CLOSED MEETING



OLDHAM COUNTY PUBLIC
LIBRARY

TOGETHER WE CAN CULTIVATE THE KNOWLEDGE TO CREATE CHANGE

MAIN LIBRARY
308 YAGER AVENUE, LAGRANGE, KY 40031
502-222-9713 FAX 502-222-1141
WWW.OLDHAMPL.ORG

Name:
Address:
City, State, Zip

Date

Dear _____

In your recent letter to the Library you stated that the Board of Trustees, at its meeting held on _____, went into an executive or closed session to discuss general personnel matters.

While the Library recognizes that it cannot discuss general personnel matters in a closed or executive session, the Library is permitted, pursuant to KRS 61.810(1)(f), to go into a closed session to discuss matters that might lead to the appointment or termination of an individual employee.

The matters discussed by the Library Board during the closed session on _____, involved the Board's evaluations of the two applicants for that office and such matters may be discussed at a closed session.

Sincerely,

LIBRARY DIRECTOR

SAMPLE LETTER RESPONSE FOR OPEN RECORDS REQUEST



MAIN LIBRARY
308 YAGER AVENUE, LAGRANGE, KY 40031
502-222-9713 FAX 502-222-1141
WWW.OLDHAMPL.ORG

Name:
Address:
City, State, Zip

Date

Dear _____

This will acknowledge receipt of your request for public records. You requested access to and copies of:

- 1.
- 2.
- 3.

Contracts and invoices are available for inspection in my office at the Main Library in LaGrange, Monday through Friday from 9:30 am to 5:00 pm. You may wish to contact me in advance to schedule an appointment and facilitate prompt access to these records.

Alternatively, we will send you copies of these records by mail at a cost of 10¢ per page. The cost to you, including postage, which is payable in advance, will be _____ (15 pp. at 10¢ per page, plus _____ postage). Please contact me if you would prefer to receive copies by mail.

[One complaint has been filed against _____. The Library is currently investigating that complaint and considering an enforcement action. Release of the complaint at this time might harm the Library by revealing the identity of the complainant, who has requested anonymity. Therefore, pursuant to KRS 61.878(1)(h), we must deny that portion of your request. After enforcement action is completed or a decision is made to take no action, the complaint will be released to you.]

Sincerely,

LIBRARY DIRECTOR

BOARD OF TRUSTEES SUGGESTED INTERVIEW QUESTIONS

Provide the candidate with a copy of the Board policies. The document includes the Bylaws and the Code of Ethics. The candidate might be asked to read quickly through the Code of Ethics and asked if there would be any conflict or concerns with those guidelines.

Why are you interested in serving on the Library's Board?

Do you presently serve on a board for any other municipality? Are you presently an employee of any other municipality? Are you aware of any potential conflicts of interest that you might have while serving on the Library's board?

Are you currently employed? Where? Would you describe your responsibilities?

Have you ever been on a board before? If so, what was your experience there? What positions did you hold? What was your greatest achievement?

What do you expect to accomplish on the library's board? What strengths would you bring? What skills?

Are there any improvements in the library that you would like to see? Is there anything in the library's present operation that is a concern to you?

Have you ever worked in a library before? If so, where? What were your duties?

How long have you been a resident of Oldham County? How long have you lived at your present address?

Explain the schedule of Board meetings. Would the candidate be able to commit to this and occasional special meetings?

Explain library structure and organization. Explain the Board's role in that structure.

Explain the board member selection process. Give the candidate an idea of the timeline of the process as well:

- Two names for each appointment will be sent to the State Librarian after approval by the Board at the July meeting. The board members holding those appointments currently have asked for reappointment. Those reappointments are generally honored by the Fiscal Court.
- The State Librarian will review the names and then send the names to the County Judge-Executive for his selection.
- The County Judge-Executive should select the successful candidate in time to attend the September board meeting.
- The first "official" meeting the new member would attend would be the October Board meeting.

Explain that all candidates will be notified of the Board's decisions regarding his/her nomination.



SUGGESTED TIMELINE OF BOARD ACTIVITIES

This timeline represents a general outline of the annual activities of the Board and may be modified as necessary to serve the needs of the Board and the Library.

January

1. Review of the General Policies.
2. Review of the Library's annual audit.

February

1. Review of the Personnel Policies.

March

1. Review of the Circulation Policies.
2. Appoint Board Member Selection Committee.
3. Advertise open Board positions.
4. Board discusses long range plan if being modified.

April

1. Review the Emergency Procedures.
2. Receive the Budget for Review
3. Approve the Library's long range plan.

May

1. Appoint a Nominating Committee (even numbered years).
2. Approve the Library's annual budget.

June

1. Begin consideration of the Library's tax rates.
2. New Board members proposed. (The proposed candidates are sent to the Kentucky Department for Libraries and Archives. KDLA sends the names to the Fiscal Court for appointment.)
3. Approve auditor for the annual review of financial statements.
4. Review of the Emergency Procedures.

July

1. Address the Library's tax rates.
2. The annual audit of the Library's financial statement begins.

August

1. Nominating Committee presents slate of Board officer nominations (even numbered years).
2. Fiscal Court appoints incoming Board members.

September

1. Welcome new Board members and farewell dinner for departing Board members.

October

1. Review of the Board Policies.
2. Election of Board officers (on even numbered years).

November

1. Review of the Income and Disbursements Policies.
2. Review of the Meeting Room Policy.
3. Review of the Study Room Reservation Policy.
4. Review of the Collection Development Policies.

December

1. Review of the Investment Policies.
2. Review of the Volunteer Policies.

The Director's evaluation should begin three months prior to his/her anniversary date. The process includes:

1. Three months prior: The Board agrees on a format for the evaluation and the evaluation form is presented to all Board members.
2. Two months prior: The Board discusses (as part of a regular meeting) the director's performance and written reviews.
3. One month prior: The evaluation is discussed with the Director and the President of the Board. If the Director's contract needs to be renegotiated, the renegotiation would take place at this time.

OLDHAM COUNTY PUBLIC LIBRARY DISTRICT
LIBRARY BOARD OF TRUSTEES

APPLICATION FOR APPOINTMENT

Name _____

Residence Address _____

Business Name _____

Business Address _____

Occupation/Profession _____

Business Phone _____ Home Phone _____ Email _____

I have been a resident of Oldham County since: _____

I am a registered voter: Y N

Please describe any qualifications [work experience, education, attributes, skills/training] that you feel would provide positive input to the work of the library board. *Please use another sheet of paper if necessary.*

Please describe any former or current public service activities and accomplishments in the community [school groups, service clubs, other boards or commissions].

Please explain why you are interested in becoming a library trustee.

Please discuss briefly the goals and directions that should be important to this Board.

Procedure for filling a Oldham County Public Library Board vacancy [KRS 173.490]:

1. For each vacancy, the Board selects two [2] 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;
5. The newly appointed trustee takes the Oath of Office before the County Judge Executive or other judicial officer.

Board terms and compensation [KRS 173.490]:

1. Except for the initial establishment or filling unexpired terms, trustees may serve for two [2] consecutive terms [four years each] after which they shall not succeed themselves for at least one [1] year.
2. Members of the board shall not receive compensation for their services, but shall be reimbursed for their actual expenses necessarily incurred in the performance of their duties.

Board meetings and attendance [KRS 173.490]

1. The board shall meet on a regularly scheduled basis once each month.
2. Absence of a trustee from four regular monthly meetings of the board during one year of the trustee's term shall constitute automatic resignation.

Conflict of interest [KRS 173.510]:

1. 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.

Signature

Date



BOARD OF TRUSTEES APPLICATION INFORMATION

In order to provide quality library service to Oldham County, the Oldham County Public Library requires a working team of a Library Director and a Board of Trustees who are informed and make the necessary decisions. It is critical that each person appointed to the Board of Trustees be willing to perform the duties of a trustee. Trustees receive no payment for their work.

The Board of Trustees is composed of five members who are appointed jointly by the Oldham County Fiscal Court. The term of office is four years, and a Trustee may fill an unexpired term and/or serve for two consecutive terms (four-years each). The Board will actively seek applicants to fill any vacancy that occurs

Prospective Trustees should be aware of the following criteria which will be used by the other Board members of the Oldham County Public Library in evaluating candidates for the vacant position. A Trustee must:

1. Commit the time that is necessary to carry out the duties of a Trustee. This includes time to become and stay knowledgeable about public library issues, to attend Board meetings, and to carry out Board assignments.
2. Be genuinely interested in public libraries and understand the importance of public libraries in meeting the educational, recreational, and informational needs of the community.
3. Understand the local community, its social and cultural needs, and be willing to communicate those needs to the Board.
4. Be able to work with others to reach a common goal.
5. Be open-minded, intellectually curious, and respectful of the opinions of others.
6. Have the courage to plan creatively and direct the effective implementation of those plans.
7. Be able to withstand pressures and prejudice that would restrict or prevent equal library service to all.

WHAT TRUSTEES DO

1. set library policy
2. employ a director
3. advise in preparation and approval of budget
4. adopt policies for use of the library
5. be an advocate for the library
6. do anything else necessary for the proper management of the library

If a candidate has questions or requires additional information, please contact a Trustee or attend a Board meeting. Board meetings are held the second Thursday of every month at 6:30 pm at the Main Library Board Room in LaGrange.

Please submit completed applications to: Board of Trustees, Oldham County Public Library, 308 Yager Avenue, LaGrange, KY 40031..



OLDHAM COUNTY PUBLIC LIBRARY

LIBRARY BOARD OF TRUSTEES

APPLICATION FOR APPOINTMENT

Name _____

Residence Address _____

Business Name _____

Business Address _____

Occupation/Profession _____

Business Phone _____ Home Phone _____ Email _____

I have been a resident of Oldham County since: _____

I am a registered voter: Y N

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PLEASE INDICATE THOSE AREAS IN WHICH YOUR KNOWLEDGE WOULD BE OF BENEFIT TO THE LIBRARY BOARD:

<input type="checkbox"/> Finance	<input type="checkbox"/> Personnel	<input type="checkbox"/> Long Range Planning
<input type="checkbox"/> Legal	<input type="checkbox"/> Technology	<input type="checkbox"/> Building Programs
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Management	<input type="checkbox"/> Governmental Relations
<input type="checkbox"/> Energy Conservation	Other: _____	

WHAT DO YOU SEE AS THE LIBRARY'S ROLE IN THE FUTURE?

OTHER COMMENTS:

SIGNATURE _____

DATE _____

TRUSTEE ORIENTATION CHECKLIST

It is the recommendation of KDLA that a new trustee will begin his/her term with an orientation consisting of an introduction and overview of the library and board procedures and documents. This first step will be provided by the library director with the support and assistance of the board trustees.

The library director will coordinate with the regional consultant on providing the new trustee orientation within 3 months of the trustee's new appointment.

It will be the responsibility of the Regional Consultant/Library Director to obtain signatures and forward the completed checklist to the Continuing Education Consultant's Office at KDLA.

1. The board president/designee or the library director will contact the new trustee to welcome him/her to the board and schedule the orientation session or sessions.
 - Board representative
 - Director
 - _____ (Date)
 - Trustee has taken the oath of office from the County Judge/Executive or a notary public.

2. The library director will share the following information with the new trustee: These items must be handed to the trustee at the orientation:
 - *KY Public Library Trustee Manual* <http://kdla.ky.gov/librarians/Documents/trusteemanual.pdf> (45 pages)
 - List of board members, indicating terms of office and board officers, and committee members and advisory board members (if applicable)
 - Location, schedule, and conduct of meetings (sample agenda)
 - Board bylaws & policies
 - *Your Duty Under the Law*: http://www.ag.ky.gov/NR/rdonlyres/DDB68390-D61F-4771-96D0-32A3DB794710/0/YourDutyUndertheLaw_708_.pdf (25 pages)
 - *Managing Government Records*: <http://www.ag.ky.gov/NR/rdonlyres/7729340C-B0FC-4ABF-BBE4-E668020686F8/0/ManagingGovernmentRecordsFinal.pdf> (12 pages)
 - *Proof of Receipt*: <http://www.ag.ky.gov/NR/rdonlyres/6668F8A3-922D-4D97-91FD-67D2572396A6/0/proofofreceipt.pdf>

3. These items must be discussed and made available for review upon request:
 - Library's latest Annual Report (43 pages)
 - Library's Standards Report (if available)
 - Library's long-range/strategic plan
 - Library's current and previous year's budget
 - Tax Rate (taxing districts only)
 - Board packets from the previous three months, including minutes, statistics, and financial reports
 - Organizational chart of the library staff with names and titles
 - Library's policies
 - Brochures or other concise information about the library or library services
 - Recent library accomplishments
 - Board relationship to the library director, the library staff, and the community

4. The orientation will include a tour of the library and an introduction to the staff.
 - Tour given by _____ on _____ (date)
 - Items to discuss on the tour:
 - How the library is organized and governed
 - How the library is funded
 - How the library is operated day to day
 - How the library is linked to other resources and libraries
 - How the library serves the needs of the community
 - How the library could better serve the community

5. The regional consultant will share more detailed information on the following items:
 - KDLA Welcomes You as a New Public Library Trustee!
 - Trustee Job Description:
<http://kdla.ky.gov/librarians/trustees/Documents/KDLA%20Welcomes%20You.pdf>
 - What to Expect From KDLA's Regional Consultants:
<http://kdla.ky.gov/librarians/Documents/KDLARegionalConsultants.pdf>
 - KY Public Library Trustee Manual:
<http://kdla.ky.gov/librarians/Documents/trusteemanual.pdf>
 - a. Library board statutory powers and duties
 - b. Board relationship to the library director, the library staff, and the community
 - c. KRS on library issues
 - d. Sample minutes
 - KDLA Organizational Chart:
<http://kdla.ky.gov/common/aboutkdla/Documents/kdlaorgchart.PDF> and
 - Regional Map: <http://kdla.ky.gov/librarians/plssd/Documents/regions020211.pdf>
 - State Auditor's Recommendations:
http://www.auditor.ky.gov/public/audit_reports/archive/2010boardrecommendationsletter3-4-10.pdf
 - Trustee page on KDLA website: <http://kdla.ky.gov/librarians/trustees/Pages/default.aspx>
 - Important Dates; including legal requirements and deadlines
 - Your Duty Under the Law: Open Meetings/Open Records:
http://www.ag.ky.gov/NR/rdonlyres/DDB68390-D6M1F-4771-96D0-32A3DB794710/0/YourDutyUndertheLaw_708_.pdf
 - Managing Government Records:
<http://ag.ky.gov/NR/rdonlyres/7729340C-B0FC-4ABF-BBE4-E668020686F8/0/ManagingGovernmentRecordsFinal.pdf>
 - Directions for Going into Executive Session:
<http://kdla.ky.gov/librarians/Documents/ExecutiveSession.pdf>
 - Sample Library Policies: <http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx>
 - Kentucky Public Library Standards: <http://kdla.ky.gov/librarians/plssd/Pages/LibraryStandards.aspx>
 - Trustee Tips: <http://kdla.ky.gov/librarians/trustees/Pages/TrusteeTips.aspx>
 - Library Trustee Self-Assessment: <http://kdla.ky.gov/librarians/Documents/Trustee%20Self-Assessment.pdf>
 - KDLA CE for trustees (forums, workshops, online training opportunities)
 - Trustee Voluntary Certification
 - Records Retention schedules:

- Public Library and Library Board Records Retention Schedules:
<http://kdla.ky.gov/records/retentionschedules/Documents/Local%20Records%20Schedules/PublicLibraryRecordsRetentionSchedule.pdf>
- Local Governments General Records Retention Schedule:
<http://kdla.ky.gov/records/retentionschedules/Documents/Local%20Records%20Schedules/LocalGovernmentGeneralRecordsRetentionSchedule.pdf>

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Director	Date	Board President/Designee	Date
<hr/>		<hr/>	
Trustee	Date	Regional Consultant	Date