

Board of Trustees Regular Meeting Agenda

January 6, 2019 4:30pm

Meeting Facilitator: Sandra Wood, Board of Trustees President

- I. Call to Order
- II. Roll Call
- III. Reading and Approval of Minutes from Last Meeting
 - a. Sign Minutes
- IV. Reading and Approval of Treasurer's Report
 - a. Sign Financial Documents
- V. Business
 - a. Policy Review
 - Bracken County Public Library By Laws
 - Ethics Policy
 - b. Old Business
 - Policies and Procedures –new and updates
 - Surplus Property
 - Maker Space & Future Plans
 - c. New Business
 - Audit Report
- VI. Director's Report
- VII. Regional Consultant
- VIII. Adjournment

Bracken County Public Library Board

Board of Trustees Meeting Minutes
December 2, 2019

The regular meeting of the Bracken County Public Library Board was called to order at 4:31 p.m. on December 2, 2019 by President Sandra Wood.

Present

Board members: Sandra Wood, Ava Grigson, Anna Cummins and Brenda Cooper. Library Director: Christian Shroll and Library Attorney: Cynthia Thompson.

Minutes: The board reviewed the minutes of the November 4, 2019 meeting. Motion by Brenda to approve the minutes as written. Second by Ava and all approved.

Treasurer's Report: Motion made by Anna to approve the Treasurer's report as written and filed for audit. Second by Ava and all approved.

Business

Policy Review – No policy review this month.

Old Business

- **Policies and Procedures**

The first reading of the Internet Access/ Computer Usage policy was reviewed and discussed by board members.

The first reading of the Customer Behavior/Problem Patron policy was reviewed and discussed by board members.

- **Surplus Property**

Three bids were submitted for various surplus items. Board awarded the bids that were submitted for items with remaining items being posted for the same amount.

Motion by Ava to accept the submitted bids. Second by Brenda and all approved.

Motion by Anna to post the remaining surplus items at the same price as awarded bids for 90 days and anything left after that period will be disposed of by the best available means by the director. Second by Brenda and all approved.

- **Maker Space**

The director demonstrated some of the new items that he has purchased for the Maker Space area; he intends to increase this collection.

New Business

- **Future Plans** - The library needs to begin working on a new strategic plan. Christian is hoping to attend the National Public Library Association conference which has sessions that he can attend to help in forming this plan. We have the option to hire a consultant or

complete this process ourselves. Christian is going to consult with other directors to see how they handle this.

Director's Report

- ❖ Christian reported on 2 situations that are occurring with the meeting rooms to inform the board of the issues. He is monitoring this situation and will report next month.
- ❖ 2 Staff attended KDLA Youth Retreat/Summer Reading Conference, and Christian updated the board on information gained there.
- ❖ Due to the decrease in playaway collection usage, Christian has decided to discontinue this subscription and he is evaluating other standing order subscription services to see if they are worth the cost.
- ❖ Circulation statistics were shared with the board and discussed.

Regional Consultant

- ❖ No report

Adjournment

Having no other business Anna made a motion to adjourn at 6:35 p.m. Second by Ava and all approved.

Respectfully submitted,

Secretary, Anna Cummins

President, Sandra Wood

**Bracken County Public Library
 Profit & Loss
 December 2019**

	<u>Dec 19</u>
Ordinary Income/Expense	
Income	
UNRESTRICTED	
Fees & Other	206.00
Interest	30.40
REAL PROPERTY TAX	
Property Tax	<u>16,699.96</u>
Total REAL PROPERTY TAX	16,699.96
MOTOR VEHICLE	
Motor Vehicle Tax	<u>1,487.56</u>
Total MOTOR VEHICLE	<u>1,487.56</u>
Total UNRESTRICTED	<u>18,423.92</u>
Total Income	<u>18,423.92</u>
Gross Profit	18,423.92
Expense	
BOOKMOBILE	
Gas	<u>32.00</u>
Total BOOKMOBILE	32.00
BOOKS AND MATERIALS	
Books	719.25
eBooks	96.61
Games	24.99
Videos	<u>476.71</u>
Total BOOKS AND MATERIALS	1,317.56
GENERAL OPERATION	
Supplies	
Program Supplies	369.39
Office supplies	289.74
Postage	<u>16.10</u>
Total Supplies	675.23
Insurance	
Worker's Comp	24.16
Insurance - Building	<u>619.37</u>
Total Insurance	643.53
Professional Fees	
Bookkeeping Service	<u>300.00</u>
Total Professional Fees	300.00
Public Relations	
Advertising and Printing	<u>181.47</u>
Total Public Relations	181.47
Utilities	
Trash	68.04
Internet	101.77
Telephone	59.21
Other Utilities	<u>952.13</u>
Total Utilities	<u>1,181.15</u>
Total GENERAL OPERATION	2,981.38

Bracken County Public Library
Profit & Loss
December 2019

	Dec 19
ELECTRONIC ACCESS	
Hardware	832.97
Total ELECTRONIC ACCESS	832.97
BUILDING MAINTENANCE	
Contracted Cleaning	807.16
Grounds Keeping	90.00
Maintenance	58.00
Total BUILDING MAINTENANCE	955.16
BUILDING REPAIRS	
Equipment Maintenance	160.04
Total BUILDING REPAIRS	160.04
STAFF	
Cataloger	1,648.00
Director	3,637.48
Part-time	514.57
Payroll Expenses	21.00
Other Salaried Staff	4,576.96
STAFF - Other	700.56
Total STAFF	11,098.57
FRINGE BENEFITS	
Disability	138.48
County Retirement	2,471.53
FICA & Medicare	232.00
Unemployment	17.13
Total FRINGE BENEFITS	2,859.14
CONTINUING EDUCATION	
Lodging	220.48
Meals	13.00
Total CONTINUING EDUCATION	233.48
Total Expense	20,470.30
Net Ordinary Income	-2,046.38
Net Income	-2,046.38

**Bracken County Public Library
Bank Accounts Register
As of November 30, 2019**

2:18 PM

12/27/19

Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Checking - First National							
Deposit	11/05/2019			Deposit			372,334.17
Check	11/05/2019	11848	Johnny Johnson	November Cleaning	509.24		372,843.41
Check	11/05/2019	11849	Christian Shroll	Reim for Travel		300.00	372,543.41
Check	11/05/2019	11850	Bracken County News	Inv #33022		284.58	372,258.83
Check	11/05/2019	11851	Cintas #001	Acct # 001-06875 Inv #4033988195		30.00	372,228.83
Check	11/05/2019	11852	Taste of Home Books	Acct # 54222229		103.58	372,125.25
Check	11/05/2019	11853	Midwest Tape	Cust #2000016556 Inv #98152938		34.98	372,090.27
Check	11/05/2019	11854	ProSource	Inv #1254455		137.02	371,953.25
Check	11/05/2019	11855	De Lage Landen Financial Servic...	Inv #65538896		55.47	371,897.78
Check	11/05/2019	11856	REader Service	Cust # 99396 Acct #668717903		160.04	371,737.74
Check	11/05/2019	11857	Findaway World	Inv #301813, 301252		69.87	371,667.87
Check	11/05/2019	11858	Gale/CENGAGE Learning	Acct# 99396 Inv#68782613		519.84	371,148.03
Check	11/05/2019	11859	Brodart	161589 Inv #B5805536		89.76	371,058.27
Check	11/06/2019	11861	Allmark Sales	Inv #3721		27.91	371,030.36
Check	11/06/2019	11860	City of Brooksville Utilities	Acct # 102-45400-03		1,245.00	369,785.36
Check	11/07/2019		QuickBooks Payroll Service	Created by Payroll Service on 11/05/2019		76.61	369,708.75
Liability Check	11/07/2019		Kimberly Gilbert	Direct Deposit		4,270.10	365,438.65
Paycheck	11/08/2019	DD15...	Christian Shroll	Direct Deposit			365,438.65
Paycheck	11/08/2019	DD15...	Jennifer Culp	Direct Deposit			365,438.65
Paycheck	11/08/2019	DD15...	Krista Stagg	Direct Deposit			365,438.65
Paycheck	11/08/2019	DD15...	Michael S Smith	Direct Deposit			365,438.65
Paycheck	11/08/2019	DD15...	Regina Holder	Direct Deposit			365,438.65
Deposit	11/12/2019			Deposit	178,754.04		544,192.69
Check	11/15/2019			Cash drawer expense summary Balance			544,192.69
Deposit	11/18/2019			Deposit	2,144.09		546,336.78
Check	11/20/2019	11863	Johnny Johnson	Nov. 2019 Cleaning		300.00	546,036.78
Check	11/20/2019	11864	Tina Sticklen	Accounting, Invoice #0000012		300.00	545,736.78
Check	11/20/2019	11865	Walmart	XXXX XXXX XXXX 3243		283.86	545,452.92
Check	11/20/2019	11866	Krista Stagg	Reimbursement		94.29	545,358.63
Check	11/20/2019	11867	Christian Shroll	Reim for Travel		249.38	545,109.25
Check	11/20/2019	11868	Cynthia C. Thompson	October 2019		350.00	544,759.25
Check	11/20/2019	11869	Findaway World	Inv #304490 & 298918		1,178.78	543,580.47
Check	11/20/2019	11870	Lee's Best Way	Acct #85 (Grocery/Gas Tab)		37.14	543,543.33
Check	11/20/2019	11871	Rumpke	Cust # 4200117030 Inv#2697959		68.00	543,475.33
Check	11/20/2019	11872	Anthem Blue Cross and Blue Shi...	Invoice No. 0201911502673		1,760.90	541,714.43
Check	11/20/2019	11873	AT&T	Acct # 287259119236		46.30	541,668.13
Check	11/20/2019	11874	Consumer Reports	1 year renewal subscription		27.56	541,640.57
Check	11/20/2019	11875	Kentucky Utilities	Acct # 3000-0416-6660		546.34	541,094.23
Check	11/20/2019	11876	AFLAC	BX024 Inv.#230610		245.52	540,848.71
Check	11/20/2019	11877	ADT	Cust # 1924709		2,696.71	538,152.00
Check	11/20/2019	11878	Rourke Educational Media	Inv. 356520		649.48	537,502.52
Check	11/20/2019	11879	Demco	Inv #6718907		353.74	537,148.78
Check	11/20/2019	11880	Demco	Inv #6722585		87.87	537,060.91
Check	11/20/2019	11881	Terminix	Cust # 1133507 Inv#391278246		58.00	537,002.91
Check	11/20/2019	11882	Lerner Publishing Group	Inv #1344397		444.78	536,558.13
Check	11/20/2019	11883	Johnny Johnson	Replace Carpet		1,452.00	535,106.13
Check	11/20/2019	11884	Westfield Insurance	Acct #3409221008		643.61	534,462.52
Check	11/20/2019	11885	Andy's Repair Center	Estimate #3695		76.43	534,386.09

12/27/19

Accrual Basis

**Bracken County Public Library
Bank Accounts Register
As of November 30, 2019**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	11/20/2019	11886	Cintas #001	Acct # 001-06875 Inv #4035152901		103.58	534,282.51
Check	11/20/2019	11887	Cengage Learning	Cust # 99396 Inv #68861989, 68862975, 68863839, 68886791		433.38	533,849.13
Check	11/20/2019	11888	Chase Card Services	XXXX-XXXX-XXXX-1576		2,743.27	531,105.86
Liability Check	11/21/2019		QuickBooks Payroll Service	Created by Payroll Service on 11/20/2019		4,088.04	527,017.82
Check	11/21/2019	11889	Regina Holder	Youth Retreat & KLA conferences-KLA will be reimbursed by KDILA		459.61	526,558.21
Paycheck	11/22/2019	11862	Gracie L Taylor			189.36	526,368.85
Paycheck	11/22/2019	DD15...	Michael S Smith	Direct Deposit		526,368.85	526,368.85
Paycheck	11/22/2019	DD15...	Kimberly Gilbert	Direct Deposit		526,368.85	526,368.85
Paycheck	11/22/2019	DD15...	Christian Shrill	Direct Deposit		526,368.85	526,368.85
Paycheck	11/22/2019	DD15...	Jennifer Culp	Direct Deposit		526,368.85	526,368.85
Paycheck	11/22/2019	DD15...	Krista Staggs	Direct Deposit		526,368.85	526,368.85
Paycheck	11/22/2019	DD15...	Regina Holder	Direct Deposit		523,404.20	523,404.20
Check	11/27/2019		Kentucky Retirement Systems	L012		2,964.65	
Total Checking - First National					181,407.37	30,337.34	523,404.20
CD #1 (14348)							
Deposit	11/12/2019			Deposit	31.40		123,237.88
Total CD #1 (14348)					31.40		123,269.28
CD #2 (14878)							
Deposit	11/05/2019			Deposit	22.04		129,749.18
Total CD #2 (14878)					22.04		129,771.22
TOTAL					181,460.81	30,337.34	776,444.70

Bracken County Public Library
P&L Comp to Same Month Last Yr (Year-To-Date) (Detail View)
 July through December 2019

	Jul - Dec 19	Jul - Dec 18
Ordinary Income/Expense		
Income		
Acuity	0.00	0.00
RESTRICTED	0.00	8,508.00
UNRESTRICTED	261,416.04	376,945.46
Total Income	261,416.04	385,453.46
Cost of Goods Sold		
Cost of Goods Sold	0.00	0.00
Total COGS	0.00	0.00
Gross Profit	261,416.04	385,453.46
Expense		
Depreciation Expense	0.00	0.00
BOOKMOBILE	688.60	226.86
BOOKS AND MATERIALS		
Audios	4,249.10	3,930.30
Books	9,097.48	9,083.26
CD's	0.00	0.00
eBooks	603.30	33.72
Equipment	49.97	317.96
Games	180.69	395.17
Electronic Database	4,548.00	7,492.98
Magazines & Newspapers	1,061.93	256.33
Processing Supplies	0.00	13.82
Videos	2,889.01	3,761.92
KDLA Grant	0.00	0.00
Book Lease	0.00	0.00
BOOKS AND MATERIALS - Other	365.00	0.00
Total BOOKS AND MATERIALS	23,044.48	25,285.46
Contracted labor	0.00	0.00
GENERAL OPERATION	41,810.04	74,683.29
ELECTRONIC ACCESS		
Automation	14,668.90	15,797.04
Fees & Usage	14.99	0.00
Hardware	2,014.87	207.60
Maintenance	0.00	0.00
Other	130.86	0.00
Software	1,862.75	661.07
ELECTRONIC ACCESS - Other	0.00	0.00
Total ELECTRONIC ACCESS	18,692.37	16,665.71
FEEES	1,024.68	1,427.99
BUILDING MAINTENANCE		
Contracted Cleaning	5,350.12	5,850.30
Fire Inspection	0.00	0.00
Grounds Keeping	1,235.00	834.00
Janitorial Supplies	0.00	0.00
Maintenance	348.00	581.98
Rent	0.00	0.00
Security	2,711.70	1,699.44
BUILDING MAINTENANCE - Other	0.00	0.00
Total BUILDING MAINTENANCE	9,644.82	8,965.72
FURNISHING	1,792.62	0.00
BUILDING REPAIRS	20,289.12	1,171.61

12/27/19

Bracken County Public Library
P&L Comp to Same Month Last Yr (Year-To-Date) (Detail View)
 July through December 2019

	Jul - Dec 19	Jul - Dec 18
CAPITAL OUTLAY		
Building Site (Land)	0.00	0.00
Buildings & Structures	73,077.60	319,384.84
Equipment	0.00	498.88
Tools	0.00	0.00
Vehicle	0.00	0.00
CAPITAL OUTLAY - Other	0.00	0.00
Total CAPITAL OUTLAY	73,077.60	319,883.72
STAFF		
Cataloger	10,395.68	9,084.30
Assistant Director	0.00	15,490.16
Bookmobile Librarian	0.00	0.00
Director	23,643.62	24,143.11
Part-time	3,817.85	4,706.83
Payroll Expenses	136.50	148.75
Other Salaried Staff	29,950.24	43,107.09
STAFF - Other	3,843.35	3,728.88
Total STAFF	71,787.24	100,409.12
FRINGE BENEFITS	20,615.27	16,646.21
CONTINUING EDUCATION	1,938.32	3,103.88
Local Tax Money	0.00	0.00
Other	17.15	0.00
Uncategorized Expenses	0.00	0.00
United States Treasury	0.00	0.00
Total Expense	284,422.31	568,469.57
Net Ordinary Income	-23,006.27	-183,016.11
Other Income/Expense	0.00	0.00
Net Income	-23,006.27	-183,016.11

Bracken County Public Library

Balance Sheet

As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Checking - First National	523,259.29
CD #1 (14348)	123,299.68
CD #2 (14878)	129,771.22
Total Checking/Savings	776,330.19
Accounts Receivable	
Accounts Receivable	21,694.52
Total Accounts Receivable	21,694.52
Other Current Assets	
Prepaid Expenses	7,017.43
Total Other Current Assets	7,017.43
Total Current Assets	805,042.14
Fixed Assets	
Capital Assets	1,454,602.98
Accumulated Depreciation	-853,645.40
Children's Wing	197,048.08
Total Fixed Assets	798,005.66
Other Assets	
Investment	
Johnson & Johnson	8.41
Total Investment	8.41
Total Other Assets	8.41
TOTAL ASSETS	1,603,056.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,930.41
Total Accounts Payable	5,930.41
Other Current Liabilities	
Direct Deposit Liabilities	-41,641.99
Credit Card Payable	1,357.22
City Withholding	1,064.91
County Retirement	-2,103.70
FICA, Medicare & FWT	17,834.31
Payroll Liabilities	6,486.06
State Withholding	4,946.50
Total Other Current Liabilities	-12,056.69
Total Current Liabilities	-6,126.28
Total Liabilities	-6,126.28
Equity	
Invested in Capital Assets	798,416.00
Opening Bal Equity	270.53
Retained Earnings	833,502.23
Net Income	-23,006.27
Total Equity	1,609,182.49
TOTAL LIABILITIES & EQUITY	1,603,056.21

Board of Trustees and Library Employee Ethics Policy

The Bracken County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

Guiding Principles:

- Board members and employees should uphold the integrity of the Library and should perform their duties impartially and diligently.
- Board members and employees should not engage in discrimination of any kind, including that based on: race, gender, age, country of origin, class, ethnicity, religion, sexual orientation, or belief system.
- Board members and employees should protect and uphold library patrons' right to privacy in their use of the Library's resources.
- Board members should immediately disclose to the Board, any conflict of interest they may have with regard to any official action or business before the Board, and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest.
- Board members and employees should avoid situations in which there is reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library.
- Board members should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner.
- Board members should not use Library resources, or allow Library resources to be used, for their own personal use or benefit.
- Board members and employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees.
- Board members and employees should not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends, or their families.
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
- Board members and employees should strive to uphold the integrity of the Library and be respectful to their fellow Board members and Library employees in public settings.

Therefore:

To preserve and uphold Bracken County Public Library's reputation as an organization of unimpeachable integrity, each Board member and employee will sign a statement acknowledging receipt and understanding of the "Conflict of Interest," "Financial Disclosure," and "Ethics" policies at the beginning of each calendar year (and at the commencement of his/her service) during his or her tenure with the Bracken County Public Library.

Compliance:

If any Board member or the Director appears to be in conflict of the "Guiding Principles" above, he or she will be asked to meet with the Board as a whole to discuss the issue. The Board will make a recommendation to the Board member or Director as to how he or she may rectify the conflict. Failure to rectify the conflict to the satisfaction of the Board or law may result in a Board recommendation for the removal of the offending Board member or termination of the Director. Employees who are or appear to be in conflict with the "Guiding Principles" will be asked to meet with the Director who will make a determination as to discipline or termination based on his or her findings.

Bylaws of the Bracken County Public Library Board of Trustees

Article I. Name and Authority

The name of this board is the Bracken County Public Library Board of Trustees, hereinafter referred to as "the Board." The Bracken County Public Library, hereinafter referred to as "the Library," is located in Bracken County, Kentucky and is a special purpose district and a tax-supported institution established in accordance with Kentucky Revised Statute KRS 65.182 et seq. and has as its legal basis the library laws of the Commonwealth of Kentucky.

Article II. Purpose

The Board shall govern the operations of the Library as specified herein and with such power and authority to perform those acts, tasks, and functions described herein and permitted or required by the library laws of the Commonwealth of Kentucky to establish, equip and maintain library services and do all things necessary to provide efficient library services in and for the citizens of Bracken County.

Article III. Membership

- Section 1. The membership of this board shall consist of five members who reside within Bracken County.
- Section 2. Trustees are considered to be qualified to serve after they have been appointed by the appointing authority and have taken an oath of office in accordance with KRS 173.490.
- Section 3. The members of the Board shall not receive compensation for their services.
- Section 4. Absence of a member from four (4) regular monthly board meetings during a **twelve-month period** shall be considered to be an automatic resignation from the Board.
- Section 5. In the event of a vacancy during the term of office, the unexpired term will be filled in accordance with KRS 173.490.

Article IV. Terms

- Section 1. Trustees shall be appointed to serve terms of (4) years (KRS 173.340(2)). (6/8/2015).
- Section 2. Trustees shall serve a term of four (4) years unless they are removed or resign.

Section 3. Trustees may serve two (2) consecutive terms, after which they may not succeed themselves or be re-appointed earlier than 12 months after the end of their last service.

Section 4. Members continue to serve until their successors are appointed and qualified.

Section 5. When a member resigns, a successor will be designated by the appointing authority to fulfill the remainder of member's term.

Article V. Duties of Members

It is the duty of the Board of Trustees to "establish, equip and maintain libraries and do all things necessary to provide efficient library service". To accomplish this the Board of Trustees shall:

1. Employ a competent and qualified library director.
2. Attend board meetings regularly and ensure that accurate records are kept on file at the Library in accordance with retention schedules.
3. Approve the annual budget and ensure that adequate funds are provided to finance the approved budget.
4. Approve and have exclusive control of the expenditure of all moneys collected, donated or appropriated for funding the Library program.
5. Determine and adopt policies to govern the operation and programs of the Library; reviewing them regularly and revising them as necessary.
6. Understand the programs and services of the library in relation to community needs and plan for future direction of library services: programs, technology, and facilities.
7. Be informed about local, state, and federal laws pertaining to libraries; actively advocate for library legislation that will improve library programs and services.
8. Develop relationships with other public officials and boards and maintain vital public relations; actively participate in a planned public relations program.
9. Cooperate and consult with the Kentucky Department for Libraries and Archives in the development of library services.
10. Attend regional and state trustee meetings and workshops; affiliate with appropriate professional organizations. [KPLA, KLTRT, KY Library Friends, ALA, PLA, AL TAFF]

11. Continue to expand knowledge of public library standards and trends by reading, attending meetings and workshops, visiting other libraries, and participating in the Trustee Certification Program.

Article VI. Officers

- Section 1. Officers shall be as follows: President, Vice President, Secretary, and Treasurer.
- Section 2. Officers are elected for a term of two years and continue to serve until their successors are duly elected. Officers are permitted to succeed themselves in office.
- Section 3. In the event of resignation or incapacity of the president, the vice president shall become president for the unexpired portion of the term.

Vacancies in offices other than president shall be filled for the unexpired term by a vote at the next regular meeting after the vacancy occurs.
- Section 4. Any officer may resign from office at any time by giving written notice to the President or Secretary. Such resignation shall be effective when the notice is delivered unless the notice specifies a future date; and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.
- Section 5. Any officer may be removed by a board action in which a majority vote of three whenever in its judgment the best interests of the Library would be served thereby.

Article VII. Election of Officers

- Section 1. Officers shall be elected biennially from the appointed trustees at the first meeting of the new term year in the even numbered years.
- Section 2. A nominating committee, appointed by the Board president, shall present a slate of officers at the first meeting of the new term year. Other nominations may be made from the floor after the nominating committee has reported but before final action is taken.
- Section 3. A vote is taken and upon a majority vote of three the new officers begin immediately to fulfill the duties of the office to which they have been elected.

Article VIII. Duties of Officers

- Section 1. The President of the Board shall:
 - a. Oversee the preparation of the meeting agenda

- b. Perform the duties of a presiding officer at all meetings;
- c. Appoint all committees and may serve as an ex-officio member at any committee meeting;
- d. Execute all documents authorized by the Board;

Section 2. The Vice-President of the Board shall:

- a. Perform all the duties and assume all the responsibilities of the President in his/her absence at a regular or special meeting of the Board.

Section 3. The Secretary of the Board shall:

- a. Oversee the recording and safekeeping of a true and accurate account of all proceedings of the board meetings, including records of attendance of Board members;
- b. Minutes of all meetings shall, at a minimum, indicate members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Minutes may be revised and/or approved only at the Board of Trustees' regular monthly meeting.
- c. Sign the minutes and the disbursement voucher after approval at the Board meeting;
- d. Issue notices of all regular meetings and special meetings;
- e. Notify any trustee who has missed three (3) regular monthly meetings in any one year of his/her term;
- f. Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term;
- g. Write official letters of the board and keep these filed with official library records;
- h. Perform all the duties and assume all the responsibilities of the President in his/her absence and in the absence of the Vice-President at a regular or special meeting of the Board.
- i. The library director or a member of the staff may be designated by the Board to perform the recording and safekeeping duties of the Board's official records.

Section 4. The Treasurer shall:

- a. Be bonded as required per;
- b. Be in charge of the library funds, income, securities and obligations;
- c. See that proper records are kept, showing receipts and disbursements of the Board, with vouchers in support thereof;

- d. Provide a financial report for each regular meeting of the Board;
- e. Sign checks issued to cover the disbursements on the authorization of the Board, as one of the two required signatures;
- f. Report at each meeting on the state of the funds;
- g. Provide advice and recommendations regarding the Library's Income and Disbursements Policies and its Investment Policies.

Article IX. Fiscal Year

The Fiscal Year shall commence July 1st and close June 30th.

Article X. Meetings

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

Section 1. Regular Meetings

- a. The Board of Trustees will meet monthly at a regular meeting time and place as mutually agreed upon by the members of the Board.

Section 2. Special Meetings

- a. Special meetings may be called by the President, or upon the written request of three (3) members for the transaction of business stated in the call for the meeting.
- b. The agenda for a special meeting will be posted at least 24 hours before the meeting at the location of the special meeting and at the Library's headquarters if different from the location of the meeting.

Section 3. Notification

- a. Notice of all meetings shall be given by the Secretary or designee to all members at least three (3) days before the meeting with an agenda for the meeting.
- b. Meeting agendas and notices shall indicate the time, date and place of the meeting; and indicate all subject matters intended for consideration at the meeting.
- c. Date, time, and location of meetings shall be posted in the Library's paper of record at least once each year.

Section 4. Order of Business

- a. Call to order
- b. Revision/ Approval of Minutes of previous meeting
- c. Approval of balance sheet and financial report

- d. Director's Report
- e. Business
- f. Committee Reports (as necessary)
- g. Regional Librarian Report
- h. Adjournment

Section 5. The current edition of Roberts Rules of Order will be used in conducting all meetings of the Board.

Article XI. Quorum and Voting

Section 1. Quorum

a. A quorum for the transaction of business shall consist of three members of the Board.

Section 2. Voting

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

b. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board.

c. If the quorum consists of three members of the Board, their vote upon any official business brought before them must be unanimous.

d. The President may vote upon and may move to second a proposal before the Board.

Article XII. Duties of the Library Director

Section 1. The library director shall be considered the executive officer of the Board and shall:

a. Have sole charge for the administration of the Library;

b. Be held responsible for:

i. the care of the building and equipment;

ii. the efficiency of the Library's service to the public;

iii. the operation of the Library under the financial conditions set forth in the annual budget;

- iv. the hiring, supervision, and evaluation of all library personnel;
- v. the certification, continuing education, and development of staff members;
- vi. attending professional meetings and library workshops;
- c. Oversee the selection and purchase of books, library materials and other necessary supplies;
- d. Attend all board meetings and report on the progress of the Library;
- e. Determine and recommend needed policies for Board action;
- f. Draw up the agenda, in consultation with the president, for board meetings.

Article XIII. Committees

- Section 1. Special committees for the study or investigation of special projects may be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been completed and presented at a regular board meeting.
- Section 2. No committee shall have other than advisory powers. All committee reports and/or recommendations shall be submitted to the board at a regular board meeting.
- Section 3. Committees may have citizen members, as deemed appropriate for their purpose by the Board.

Article XIV. Advisory Board

- Section 1. Pursuant to the authority of KRS 173.490[1] an advisory board may be appointed and serve as specified in the bylaws of the board of trustees.
- Section 2. Advisory board members are not appointed to the board. They are invited to serve by invitation of the regular board.
- Section 3. Members of the advisory board may be appointed annually for one (1) year terms from July 1 to June 30 of the following year. The advisory board, if appointed, shall consist of not more than five (5) members.
- Section 4. Advisory Board members shall:
 - a. Fulfill duties as directed by the Board.
 - b. Work for the betterment of the public library program;

- c. Give freely of their advice and help in every way possible;
- d. Not hold a voting position;
- e. Not be required to attend any set number of meetings, but are encouraged to attend whenever possible.

Article XV. Expulsion of Members

- Section 1. Only the appointing authority may remove a library board trustee from his/her office according to for inefficiency, neglect of duty, malfeasance or conflict of interest.
- Section 2. Should a situation arise that may require removal of a member, the Board will seek legal advice for assistance in handling this matter.

Article XVI. Policies

- Section 1. In addition to operating in accordance with these Bylaws and the laws of the Commonwealth of Kentucky, the Board shall adopt policies, plans, rules, and regulations to govern its operations, and may affirm policies, plans, rules and regulations proposed by the Library Director for the management and administration of the Library.
- Section 2. All of these policies, plans, rules, and regulations shall be compiled and organized in a manual to be distributed to all new board members.
- Section 3. Changes to these policies, plans, rules, and regulations may be amended or changed by a majority vote of members present at the meeting which a quorum is present when the amendments and/or changes are brought to a vote.

Article XVII. Amendments to Bylaws

- Section 1. All members shall be furnished a written copy of the proposed changes and/or amendments at least thirty-five days prior to any official vote on said proposed changes and/or amendments.
- Section 2. Any changes and/or amendments to the official bylaws shall be read at two consecutive meetings of the Board, said meetings to be regular meetings held in accordance with the provision of the bylaws presently in effect.
- Section 3. These bylaws may be amended upon the second reading of the change and/or amendments in any regular meeting of the Board, with a quorum present, by a unanimous vote of the members

present, provided the amendment was stated in the call of the meeting and provided it is in compliance with the other provisions of this Article.

Article XVIII. Review of Bylaws

Section 1. The bylaws will be reviewed annually at the Bracken County Public Library Board of Trustees meeting. The date of review of the bylaws shall be affixed to the bylaws for audit as well as indicating the action in the minutes.

Motion made by _____, seconded by _____, that the bylaws as set forth herein, be adopted and declared by the President to be the official Bylaws of the Bracken County Public Library Board of Trustees. Resulting Vote: _____ Yes, _____ No. Done this day, the 11th day of June, 2012.

Old Business

Policies & Procedures – new additions and updates

We continue to work on the policies that need to be added to the library collection of policies. The small groups from previous meetings can be reviewed and adopted as we move forward. There are some adjustments that may need made to current policies to just incorporate the new policies as part of existing policies. We also may have a few other policies to add as the process goes along and new gaps are discovered. One such policy has come from the audit process as Denise Keene said we need to add a separate Fixed Asset Policy, which determines what and how major assets depreciate, or incorporate it as part of the current Surplus Policy, which would make it more an overall Inventory Policy. I have examples from other libraries that we can use in full or adapt to fit what we need.

Surplus Property

The items have been collected by all those who submitted bids, and one bidder decided to pay set price to add more to original bid. Currently, the library has made \$50 of the sale of these items after subtracting the \$100 for placing bid in the Bracken County News for 2 weeks. The ad in the newspaper was costly, but the 2 weeks provided more than enough notice to the public about the available items. As the end of February draws close, I may approach a few places that might be able to use the shelving before calling for scrap metal pick up. I want to see it go to good use rather than be destroyed. The other items do not have the long-term usage that the shelving does. Next month will give a better indication where all this stands.

MakerSpace & Future Plans

I have tied both these items from last meeting since the MakerSpace is tied deeply into the future plans right now. I continue to build resources for the Maker Space area, including a few toys that have made public appearances at the library and at community meetings. I am trying to build interest in as many ways as possible. One instance was demonstrating the new SpheroMini to the Interagency Council meeting, and another was having someone take a Virtual Reality rollercoaster ride in the library a couple weeks ago.

As for the future plans via Strategic Plan, I have contacted a few consultants about submitting bids. This will be well under the state and our policy set threshold for costs requiring at least three bids, but I should have two bids for the board to review. After reports from multiple other library directors, I chose not to contact the previous consultant each questioned quality/value, usefulness/depth, and/or general effort of the team. I see this as a process that needs to be the best possible so the library can continue moving forward.

New Business

Audit

The audit process was a first for me, and added to the process is that 2 years were being audited. Additional factors include a construction process, a change in bookkeepers, and a change in leadership since the previous audit. Overall, Denise Keene indicated that there were not any major issues, but she did have some key concerns with the financial procedures. Denise Keene is compiling a report for the board that could be ready for the meeting, but there are some issues that I have already begun to address. These issues are:

- Reconciliation of the account monthly by at least 1 person
- Better controls and policies regarding Fixed Assets
- Signatures on Employee Time Sheets by Employee and Supervisor
- Assuring proper records on employees - I-9, W-4, etc.

I assume responsibility for my part in these issues and admit I just accepted some of these were in proper order. I will be interested to see the final report from both years and all recommendations on what needs to be done going forward.

Inventory

Created 16 Nov 2004 Revised 16 Jan 2007 Reviewed 16 Jan 2019

In order to comply with generally accepted accounting principles, the library will maintain an inventory of physical assets.

Types of items to be inventoried

The library will maintain an inventory for the following type(s) of items:

- • Land;
- • Land improvement;
- • Buildings and other structures;
- • Furniture;
- • Shelving;
- • Computer and peripherals;
- • Vehicles.

Parameters for inclusion

Furniture, shelving, computers, computer peripherals, and vehicles will be included for:

- • Individual units whose initial purchase price is greater than \$750;
- • Groups of identical units whose individual purchase price is greater than \$50 when the total purchase price for all units is greater than \$1000;
- • Other equipment or furnishings may be included at the discretion of the Director.

Valuation

Wherever possible, the purchase price of an item will be used to assess its value.

For items for which no cost information is available, the estimated fair market value for the item at the date of acquisition will be used.

When an item is donated to the library, an estimated fair market value based on the date of donation will be used.

Depreciation

A depreciation schedule for furnishings and equipment will be determined by the Director and approved by the Library Board. This schedule will be used to determine the depreciated value of items that are inventoried:

- • Land. Land will not depreciate. The initial sale cost will be maintained as the land's value;
- • Buildings. Buildings will depreciate on a 39 year cycle;
- • Shelving. All shelving will depreciate on a 15 year cycle;
- • Furniture. Furnishings will depreciate on a 7 year cycle;
- • Vehicles. Vehicles will depreciate on 5 year cycle;
- • Computers and peripherals. Computers and peripherals will depreciate on a 4 year cycle.

Collection

The library's circulating materials (excluding electronic materials) will be depreciated on a five year cycle. The library recognizes that some materials may have a lasting value and will use materials as long as need is deemed sufficient.

FIXED ASSET MANAGEMENT POLICY

Boone County Public Library District administers and reports all financial activity in accordance with Kentucky statutes and regulations, best business practices, and generally accepted accounting principles. The Governmental Accounting Standards Board requires fixed asset reporting in order for a governmental entity to be in conformity with generally accepted accounting principles.

Definition

A fixed asset is defined as a financial resource meeting all of the following criteria:

- 1 It is tangible in nature.
- 2 It has an extended useful life, which the district may identify as one year, two years or longer.
- 3 It has a value greater than the capitalization threshold established by the Board of Trustees or is considered to be an asset for which control (accountability) is desirable.

Capitalization and depreciation

Capital assets and infrastructure are capitalized and depreciated as outlined in the capitalization threshold table for the District.

Fixed assets will be capitalized when the useful life is greater than one year and the acquisition cost meets the capitalization threshold. Assets will be depreciated on the straight-line basis over their estimated useful lives.

FIXED ASSET	CAPITALIZATION THRESHOLD	DEPRECIATION SCHEDULE	TRACKING/INVENTORY THRESHOLD
Land	\$1	Capitalize only	\$1
Land Improvements	\$12,500	25 years	\$1
Buildings	\$25,000	50 years	\$1
Building Improvements	\$25,000	25 years	\$1
Construction in progress	\$1	Capitalize only	\$1
Furniture, fixtures, shelving	\$2,500	15 years	\$500
Computers, equipment	\$1,000	5 years	\$250
Software	\$10,000	5 years	\$1000

Vehicles	\$2,500	5 years	\$500
Book collection	\$1	7 years	\$1
Audiovisual collection	\$1	3 years	\$1

Valuing and reporting fixed assets

Purchased or constructed capital assets and infrastructure are reported at acquisition or construction cost or estimated historical cost. Cost is defined as the cash price, or its equivalent, plus all other costs necessary to place the asset in its intended location and condition for use. Donated capital assets are recorded at their estimated fair value at the date of donation.

Land

Land acquired by purchase is valued at the price of the land, costs incurred in its acquisition including legal and other fees, and costs necessary to prepare the land for its intended use including demolition of existing buildings and utility relocation.

Land acquired by gift is valued at the fair market value at the time of acquisition. Other costs incurred necessary to prepare the land for its intended use are treated the same as for purchased land. ¶

Land is considered to have an unlimited life and is not depreciated.

Land improvements

Land improvements are costs to prepare land for its intended use. These include roads, sidewalks, paving, fences, curbs, driveways, landscaping, and parking lots. The valuation method for land improvements is the same as that for building construction.

Buildings

When buildings are constructed, valuation includes all direct costs such as labor, material, and professional services to construct the building, together with insurance, interest, and other costs incurred during the period of construction to ready the building for its intended use. Generally, the library contracts to have its buildings constructed. All costs incurred, from excavation to completion of the buildings, are considered part of the building cost.

Buildings acquired by purchase or gift are valued at the amount paid in the case of purchase, or, in the case of gifts, by appraisals performed by outside experts or by values established by courts for assets received from the estate of a donor.

Building improvements

The valuation method for building improvements is the same as that for building construction. Building improvements are significant alterations or structural changes that a) meet the capitalization threshold and b) meet one or more of the following conditions:

- Extends the useful life of the building beyond what was originally scheduled.
- Increases the value of the building.
- Expands the total square footage of the building.

Replacement or restoration to original utility level does not constitute an improvement.

Construction in progress

Construction projects are considered *construction in progress* until they are placed in use or the construction has been certified as substantially complete. The project is then removed from construction in progress and capitalized as buildings or other. Depreciation is not applicable for this category since the asset is not in service.

Movable equipment

Movable equipment includes equipment, furniture, fixtures, shelving, and vehicles. The valuation of movable equipment is based on individual unit cost. Cost includes the purchase price, freight and handling charges, insurance while in transit, and assembling and installation costs.

Items which meet the capitalization threshold are reported, capitalized and depreciated individually.

Items which (a) are part of a larger whole and not individually identifiable; (b) may or may not have a unit cost meeting the threshold level for capitalized assets but the practice is to purchase in groups and capitalize the total group cost; and, (c) will be maintained together or in the same general area, may be reported, capitalized, and depreciated as a group.

Movable equipment that does not fall into either capital category above is considered an expense. However, if it meets the unit cost threshold for Tracking/Inventory, it is recorded and tracked in the Equipment Inventory

Computers and software

The valuation of computers and software is based on unit cost. When initially purchasing a computer system, the following items will be considered as one unit: central processing unit [CPU], cables, keyboard, monitor, operating system software, and other peripheral devices purchased as an integral part of the system.

Printers, text scanners, and other similar devices for office systems are typically not considered an integral part of the system. The cost of an accessory purchased separately – after the system has been received and made operable – should not be added to the value of the system.

Software acquired separately from a computer system costing \$10,000 or more per unit and having a useful life of more than one year will be capitalized.

Library materials

Library materials are valued at the invoiced purchase price. Capitalized library holdings include books, audiovisual materials, and microforms. Magazines and newspapers are not capitalized.

The cost of books, audiovisual materials and the related accumulated depreciation will be removed from the financial records in the fiscal year following the year the items become fully depreciated, but not less than eight years for books and four years for audiovisual materials. Microforms, which are typically acquired to preserve their content indefinitely, have a service potential that is considered to be unlimited. Therefore, microforms are not depreciated.

All library materials are inventoried in the library database [catalog].

Changes to fixed assets

Improvements and Replacements

An improvement is the substitution of a better asset for the one currently used, while a replacement is the substitution of a similar asset for the one currently used. The cost of improvements and replacements is capitalized if it meets the appropriate capitalization threshold and at least one of the following criteria:

- The useful life of the asset is extended.
- The quantity of services provided by the asset is increased.
- The quality of services provided by the asset is enhanced.

If the expenditure maintains the existing level of service, it is expensed as a repair. Typically, the total replacement of a fixture or component part due to premature failure is considered a repair. However, it may be capitalized if it meets the criteria above.

To capitalize an expenditure as an improvement or replacement, record the new asset being acquired and remove the old asset from the fixed asset records.

Repairs

Repairs are activities performed to obtain the expected service life of an asset. Examples include repair to an existing HVAC system, paint, and roof repair. The cost of repairs is expensed.

A major repair may be capitalized as an improvement or replacement if it meets the criteria above.

Disposal of fixed assets

The Board may sell or otherwise dispose of any personal property which is not needed or has become unsuitable for public use.

Surplus or excess personal property as described in this section may be transferred, with or without compensation, to another governmental agency; or it may be sold at public auction or by sealed bids. In the event that no bids are received for the property, either at public auction

or by sealed bid, it may be disposed of, consistent with the public interest, in any manner deemed appropriate by the Board. In all instances, a written description of the property, the method of disposal, and the amount of compensation, if any, shall be made.

Any compensation resulting from the disposal of surplus or excess personal property shall be transferred to the library's general fund.

The book value of land, land improvements, buildings, movable equipment, computers and software, and library materials will be removed from the general ledger when disposed of or sold.

Customer Behavior/Problem Patron Policy

Customer Behavior

All persons have free access to the Library during the hours it is open and the right to the reasonable use of its facilities and services. The Library, however, expects reasonable behavior from its users. Anti-social or problem behavior may infringe upon the rights of others in the use of the Library. It is the policy of the Library to maintain a safe facility, free from any threat of physical violence, emotional abuse, or any form of intimidation.

The following guidelines will apply:

- Respect for other Library users and staff shall prevail at all times.
- Talking shall be limited to quiet tones and low voices.
- Consumption of food and beverages in areas not designated for these activities.
- Tobacco use is prohibited inside the Library. This includes all tobacco related products, IE vaping, smoking, chewing tobacco, e-cigarettes, etc..
- Shoes and shirts are required at all times while using the Library.
- Public restrooms may not be used for bathing.
- No animals are permitted, except those assisting persons with disabilities.
- Use and possession of controlled substances, drugs or alcohol is prohibited on Library property.
- Criminal mischief to Library property is not permitted.
- Begging, soliciting, or gambling is not permitted.
- The Library maintains the right to inspect all packages of visitors entering or leaving the Library.
- Any behavior that endangers safety or health.
- Violation of any local, state or federal law.
- Vandalism or deliberate destruction of library property or materials.
- Theft of library materials or the personal property of other patrons or staff members.
- Deliberate disruption of library services.
- Library users must wear shoes and shirts.
- Panhandling, soliciting and loitering.
- Failure to supervise a child, of whom you are a parent or legal guardian, so that he or she does not disturb other persons in the library or damage library property.
- The Library has the right to restrict visitors from entering the Library with large bundles, carts, bicycles, or similar items.

Anyone who refuses to leave the Library at the request of a staff member is guilty of criminal trespass and is subject to arrest and prosecution.

The Library may take appropriate legal measures to enforce these behaviors or to prevent access to individuals who refuse to comply.

Problem Patrons

In dealing with the public, it is not usual to encounter difficult customers. To the extent that these customers exhibit criminal activity, whether felony or misdemeanor, the library is responsible for taking appropriate action, such as call the police. It is the responsibility of the library to ensure a safe place for the use of its customers and work of its staff.

Staff is urged to recognize the difference between true problem customers and the merely pesky customer. A certain degree of acceptance must be given to those unpleasant customers who are not breaking the law by their behavior but are disagreeable in manner and/or actions. Staff is not expected to allow them to interrupt their work, but is expected to treat them fairly.

Definitions

Abandonment of Minor: KRS 530.040 / A person is guilty of abandonment of a minor when, as a parent, guardian, or other person legally charged with the care or custody of a minor, he deserts the minor in any place under circumstances endangering his life or health and with intent to abandon him.

Assault: Intentional or by reckless conduct causes injury to another person.

Criminal Mischief: Intentionally damages the property of another.

Disorderly Conduct: KRS 525.060 / A person is guilty of disorderly conduct when in a public place and with intent to cause public inconvenience, annoyance, or alarm, or wantonly creating a risk thereof, he:

- a. Engages in fighting or in violent, tumultuous or threatening behavior, or
- b. Makes unreasonable noise, or
- c. Refuses to obey an official order to disperse issued to maintain public safety in dangerous proximity to a fire, hazard, or other emergency, or
- d. Creates a hazardous or physically offensive condition by any act that serves no legitimate purpose.

Harassment: KRS 525.070 / A person is guilty of harassment when with the intent to harass, annoy or alarm another person, he:

- Strikes, shoves, kicks or otherwise subjects him to physical contact or attempts or threatens to do the same; or
- In a public place, makes an offensively coarse utterance, gesture or display, or addresses abusive language to any person present; or
- Follows a person in or about a public place or places; or
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose.

Indecent Exposure: KRS 510.150 / A person is guilty of indecent exposure when s/he intentionally exposes genitals under circumstances in which the individual knows or should know the conduct is likely to cause affront or alarm.

Jostling: Places a hand in the proximity of a person's pocket or handbag.

Larceny: Wrongfully takes, obtains, or withholds the property of another.

Loitering: KRS 525.090 / A person is guilty of loitering when he:

- Loiters or remains in a public place for the purpose of gambling with cards, dice, or other gambling paraphernalia, except that the provisions of this section shall not apply if the person is participating in activity defined by KRS 528.010; or
- Loiters or remains in a public place for the purpose of unlawfully using a controlled substance.

Menacing: Intentionally places another in fear of imminent physical injury.

Public Intoxication: KRS 525.100 / A person is guilty of public intoxication when he appears in a public place manifestly under the influence of alcohol, or a controlled substance, or other intoxicating substance, not therapeutically administered, to the degree that he may endanger himself or other persons or property, or unreasonably annoy persons in his vicinity.

Public Lewdness: Intentionally exposes the private or intimate parts of the body in a lewd manner in a public place.

Trespass: Knowingly enters or remains unlawfully (see) in or upon premises.

Unlawfully Remains: A person who, regardless of his intent, enters or remains in or upon premises, which are at the time, open to the public does so with license and privilege UNLESS HE DEFIES A LAWFUL ORDER NOT TO ENTER OR REMAIN, PERSONALLY COMMUNICATED TO HIM BY THE OWNER ON SUCH PREMISES OR OTHER AUTHORIZED PERSON.

Complaints:

Regarding Personnel---

The single most important function of the library is to serve the public. This requires, on the part of the library employee, a commitment to meeting the informational needs of library users. Respect, courtesy, patience, tact and a diligence in the use of the library's resources are necessary attributes of the library employee's relations with the public. Offensive language, such as swearing, obscenities, shouting, ethnic slurs, etc., on library property will not be tolerated.

If a patron wishes to lodge a complaint against a library employee, that patron should be directed to the Library Director. In the Director's absence, the patron may be asked if he/she would like to contact the Director later or speak with the Assistant Librarian. If the complaint is against the Director, the patron should be given the name of the President of the Board of Trustees.

Regarding Policies---

All library users have a right to question general library procedures and policies. If a patron wishes to challenge or discuss a particular library policy, he/she should be shown the policy as written in the Policies and Procedures Manual of the _____ County Public Library System, and invited to discuss the matter further, if need be, with the Director.

Internet Access/Computer Use Policy

The Bracken County Public Library is proud to offer Internet Access and additional computer software programs to enhance information available to the public. To use the computers, please read the following guidelines and rules.

ACCURACY DISCLAIMER

Not all information provided through Internet sources is accurate, complete, or current information, and may be offensive or dangerous. The library assumes no responsibility for the content or accuracy of information obtained through Internet sources. It should be understood that use in a public environment prevents any guarantee of privacy.

INTERNET/COMPUTER USE BY MINORS

Parents or Legal Guardians will be responsible for the following:

- (1) Monitoring their child's access to inappropriate matter on the Internet and World WideWeb. The library cannot control sites that children may select on the Internet, and staff cannot act in place of a parent to do so;
- (2) Supervise the safety and security of minors when using electronic mail and other forms of direct electronic communications (chatting is not allowed);
- (3) Prevent unauthorized disclosure, use, & dissemination of personal (ID) information;
- (4) Prevent minor's unauthorized access, including "hacking", and other unlawful activities while online;
- (5) Avoid minor's access to materials harmful to them by monitoring all internet use.

The following regulations are enforced to ensure child safety:

- ☒ Children under the age of 10 must have a parent or legal guardian present, and in attendance with them at all times, to use the computer for Internet use and other available programs.

INTERNET/COMPUTER MISUSE

The library staff is authorized to refuse anyone access to the Internet or Computers. The violation regulations are as followed:

- ☒ The 1st violation of this policy will result in a warning.
- ☒ The 2nd violation of this policy will result in loss of Internet/Computer Access for one year.
- ☒ The 3rd violation of this policy will result in permanent loss of Internet/Computer Access.

The following are considered violations:

- ☒ Unauthorized connection to the library's network, hacking, and other unlawful activities.
- ☒ More than two people per station unless cleared by library staff.
- ☒ Illegal activities on Internet workstations.

- Use of Internet workstations to harass others.
- Charge fees to library via Internet workstations.
- Exceeding 1-hour time limit when other patrons are waiting.
- Exhibits pornographic material on Internet workstations. (KRS 531.020)
- Violating copyright or software licenses while using Internet workstations. (US copyright law, Title 17, US Code).
- Misrepresenting oneself on the Internet via Internet workstations.
- Commercial use of the Internet via Internet workstations.
- Intentional damage to workstations, printers, and/or additional property.
- Altering hardware/software configurations, saving information to the hard drive.

GENERAL RULES FOR INTERNET/COMPUTER USE

- (1) To use the computers, patrons must sign the log-in sheet at the front desk.
- (2) By signing the log-in sheet, patrons agree to abide by the Bracken County Public Library Internet/Computer Use Policy, which is posted with the log-in sheet, at the public access computers and on the library website.
- (3) Patrons can sign up for one hour of computer use. When the hour is up, you must leave the workstation if someone is waiting.
**If you have used the computer for an hour in the day and someone is waiting to use the computer, you will be required to sign-off.
- (4) No more than two people per workstation is allowed.
- (5) Each page printed will cost \$0.10 per page for Black & White and \$0.30 per page for Color printing.
- (6) Library staff can provide basic help on Internet use and start up procedures. Staff cannot provide in-depth training concerning the Internet or personal computer use.

Printouts are available at \$0.10 per page and \$0.30 for color. Files or documents may be saved only on a removable storage device. Patrons may bring their own storage device, but it must be scanned for viruses before use. Storage devices may be available for purchase from the library.