

Board of Trustees Regular Meeting Agenda

June 1, 2020 4:30pm (Held During COVID-19 Restrictions)

Meeting to be held in Parking Lot if weather permits to follow social distancing guidelines

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**
 - **Library Sponsorship Policy**
 - b. Old Business**
 - **Informational Items**
 - **E-Rate and upgrading the library network**
 - **Summer Reading**
 - **Circulation Desk**
 - c. New Business**
 - **2020-2021 Library Budget**
 - **COVID-19 and Reopening planning**
- VI. Director's Report**
- VII. Regional Consultant**
- VIII. Adjournment**

Bracken County Public Library Board

Board of Trustees Meeting Minutes May 4, 2020

The regular meeting of the Bracken County Public Library Board was called to order at 4:30 p.m. on May 4, 2020 by President Sandra Wood.

Roll Call - Present

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

Public Comment - no public comment.

Minutes: The board reviewed the minutes of the March 2, 2020 regular meeting. Motion by Brenda to approve the minutes as written. Second by Ava and all approved.

The board reviewed the minutes of the March 13, 2020 special meeting. Motion by Brenda to approve the minutes as written. Second by Aaron and all approved.

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

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

Business

Policy Review

Fiscal Responsibility Policy

Motion made by Aaron to re-approve the Fiscal Responsibility policy. Second by Brenda and all approved.

Whistleblower Policy

Motion made by Aaron to re-approve the Whistleblower policy. Second by Ava and all approved.

Old Business

● Policies and Procedures

- **Circulation and Material Selection Policies** - tabled until June meeting.

● Informational Items

- **E-rate and upgrading the library network** - the library will be getting a major upgrade to the network at a 90% discount by applying for the E-Rate.
- **Lighting upgrades** - have been completed.
- **Summer Reading** - summer reading will look dramatically different this year. They are exploring online and virtual options.

- **Circulation Desk** - Christian is working with the design company and they are still considering options.

Audit Process - the board reviewed the auditor's report for the year ending 2018. Motion by Ava to approve the audit. Second by Brenda and all approved.

Motion by Aaron to approve the auditor's report for the year ending 2019. Second by Ava and all approved.

New Business

Fine Amnesty - in an effort to extend help to patrons during this time of economic difficulty the state has suggested library fines should be forgiven. This includes all fines, especially those that are several years old. The library will post information on their website and in the newspaper to inform the public of the fine amnesty period. Motion by Anna to give patrons amnesty for overdue fines. Second by Aaron and all approved.

COVID-19 Reopening Plan - the library is working on a plan to reopen the library to align with all state reopening guidelines. Some of the items of to be considered for reopening are:

Closing the meeting room to the public.

All materials returned will be quarantined for 72 hours and cleaned.

Computer accessibility and schedule to be reviewed with cleaning after each patron.

Reopening will be a step by step process.

It will be up to each library as to when they begin implementing their plan.

Motion by Aaron to accept the state guidelines for reopening the Bracken County Public Library upon approval of the Governor. Second by Brenda and all approved.

Director's Report

- ❖ Christian reported that staff continues working on several projects, with many working from home. They continue to work on cleaning and organizing while the library is closed.

Regional Consultant

- ❖ The board reviewed the monthly KDLA report.

Adjournment

Having no other business Aaron made a motion to adjourn at 5:20 p.m. Second by Ava and all approved.

Respectfully submitted,

Secretary, Anna Cummins

President, Sandra Wood

**Bracken County Public Library
Bank Accounts Register
As of May 31, 2020**

1:39 PM
05/19/20
Accrual Basis

| Type | Date | Num | Name | Memo | Debit | Credit | Balance |
|--|------------|--------|-----------------------------------|--|------------|-----------|------------|
| Checking - First National | | | | | | | |
| Deposit | 05/01/2020 | | | | | | 477,681.76 |
| Check | 05/04/2020 | 12049 | Rumpke | Deposit | | | 484,496.02 |
| Check | 05/04/2020 | 12050 | AFLAC | Cust # 4200117030 BX024 | 6,814.26 | 65.97 | 484,430.05 |
| Check | 05/04/2020 | 12051 | Gengage Learning | Cust # 99396 Inv# 70267062, 70267846, & 70309791 | | 245.52 | 483,915.53 |
| Check | 05/04/2020 | 12052 | Cynthia C. Thompson | March/April 2020 | | 269.00 | 483,665.53 |
| Check | 05/04/2020 | 12053 | Tina Sticklen | Accounting, Invoice #0000017 | | 250.00 | 483,365.53 |
| Check | 05/04/2020 | 12054 | Johnny Johnson | | | 300.00 | 483,065.53 |
| Liability Check | 05/05/2020 | | QuickBooks Payroll Service | Created by Payroll Service on 05/04/2020 | | 300.00 | 478,808.48 |
| Paycheck | 05/06/2020 | DD1618 | Christian Shroff | Direct Deposit | | 4,257.05 | 478,808.48 |
| Paycheck | 05/06/2020 | DD1619 | Jennifer Culp | Direct Deposit | | | 478,808.48 |
| Paycheck | 05/06/2020 | DD1620 | Kimberly Gilbert | Direct Deposit | | | 478,808.48 |
| Paycheck | 05/06/2020 | DD1621 | Krista Staggs | Direct Deposit | | | 478,808.48 |
| Paycheck | 05/06/2020 | DD1622 | Michael S. Smith | Direct Deposit | | | 478,808.48 |
| Paycheck | 05/06/2020 | DD1623 | Regina Holder | Direct Deposit | | | 478,808.48 |
| Deposit | 05/11/2020 | | | | 151,147.73 | | 629,956.21 |
| Check | 05/18/2020 | 12055 | Rumpke | Cust # 4200117030 Inv #2784355 | | 65.44 | 629,890.77 |
| Check | 05/18/2020 | 12056 | Westfield Insurance | Act #3409221008 | | 643.53 | 629,247.24 |
| Check | 05/18/2020 | 12057 | AFLAC | BX024 Inv #714412 | | 245.52 | 629,001.72 |
| Check | 05/18/2020 | 12058 | Anthem Blue Cross and Blue Shield | Invoice No. 0202005407131 | | 1,760.90 | 627,240.82 |
| Check | 05/18/2020 | 12059 | Samuel Staggs | Invoice Date 04/23/2020 | | 200.00 | 626,988.35 |
| Check | 05/18/2020 | 12060 | ProSource | Inv #1319496 | | 52.47 | 626,988.35 |
| Check | 05/18/2020 | 12061 | All Around Lawn and Landscape | Inv #2 | | 300.00 | 626,688.35 |
| Check | 05/18/2020 | 12062 | De Lage Landen Financial Services | Inv #67791328 | | 160.04 | 626,528.31 |
| Check | 05/18/2020 | 12063 | Bracken County News | Inv #33761 | | 30.00 | 626,498.31 |
| Check | 05/18/2020 | 12064 | Miller's Home Center | BRACKLI | | 61.90 | 626,436.41 |
| Check | 05/18/2020 | 12065 | Windstream | Act # 160397006 | | 280.33 | 626,156.08 |
| Check | 05/18/2020 | 12066 | Johnny Johnson | CLEANING | | 300.00 | 625,856.08 |
| Check | 05/18/2020 | 12067 | City of Brooksville Utilities | Act # 102-45400-03 | | 63.47 | 625,792.61 |
| Check | 05/18/2020 | 12068 | Gale/CENGAGE Learning | Inv # 70366766 | | 225.47 | 625,567.14 |
| Check | 05/18/2020 | 12069 | Reader Service | Cust # 99396 Act #668717903 | | 69.87 | 625,497.27 |
| Check | 05/18/2020 | 12070 | The Kentucky Explorer | 1314 | | 42.00 | 625,455.27 |
| Check | 05/18/2020 | 12071 | Chase Card Services | XXXX-XXXX-XXXX-1576 | | 1,019.49 | 624,435.78 |
| Liability Check | 05/19/2020 | | QuickBooks Payroll Service | Created by Payroll Service on 05/18/2020 | | 4,257.03 | 620,178.75 |
| Paycheck | 05/20/2020 | DD1624 | Christian Shroff | Direct Deposit | | | 620,178.75 |
| Paycheck | 05/20/2020 | DD1625 | Jennifer Culp | Direct Deposit | | | 620,178.75 |
| Paycheck | 05/20/2020 | DD1626 | Kimberly Gilbert | Direct Deposit | | | 620,178.75 |
| Paycheck | 05/20/2020 | DD1627 | Krista Staggs | Direct Deposit | | | 620,178.75 |
| Paycheck | 05/20/2020 | DD1628 | Michael S. Smith | Direct Deposit | | | 620,178.75 |
| Paycheck | 05/20/2020 | DD1629 | Regina Holder | Direct Deposit | | | 620,178.75 |
| Total Checking - First National | | | | | | | |
| CD #1 (14348) | | | | | 157,961.99 | 15,465.00 | 620,178.75 |
| Deposit | 05/15/2020 | | | Deposit | 30.43 | | 123,423.36 |
| Total CD #1 (14348) | | | | | | | |
| CD #2 (14878) | | | | | 30.43 | | 123,453.79 |
| Deposit | 05/08/2020 | | | Deposit | 21.35 | | 129,879.34 |
| Total CD #2 (14878) | | | | | | | |
| TOTAL | | | | | 158,013.77 | 15,465.00 | 873,533.23 |

Bracken County Public Library
Balance Sheet
 As of May 31, 2020

| | <u>May 31, 20</u> |
|--|----------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking - First National | 620,178.75 |
| CD #1 (14348) | 123,453.79 |
| CD #2 (14878) | 129,900.69 |
| Total Checking/Savings | <u>873,533.23</u> |
| Accounts Receivable | |
| Accounts Receivable | 21,694.52 |
| Total Accounts Receivable | <u>21,694.52</u> |
| Other Current Assets | |
| Prepaid Expenses | 7,017.43 |
| Total Other Current Assets | <u>7,017.43</u> |
| Total Current Assets | <u>902,245.18</u> |
| Fixed Assets | |
| Capital Assets | |
| Accumulated Depreciation | 1,454,602.98 |
| Children's Wing | -853,645.40 |
| Total Fixed Assets | <u>197,048.08</u> |
| Total Fixed Assets | <u>798,005.66</u> |
| Other Assets | |
| Investment | |
| Johnson & Johnson | 8.41 |
| Total Investment | <u>8.41</u> |
| Total Other Assets | <u>8.41</u> |
| TOTAL ASSETS | <u><u>1,700,259.25</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 5,930.41 |
| Total Accounts Payable | <u>5,930.41</u> |
| Other Current Liabilities | |
| Direct Deposit Liabilities | -41,641.99 |
| Credit Card Payable | 1,357.22 |
| City Withholding | 853.97 |
| County Retirement | -1,610.58 |
| FICA, Medicare & FWT | 3,096.41 |
| Payroll Liabilities | 6,823.88 |
| State Withholding | 2,770.86 |
| Total Other Current Liabilities | <u>-28,350.23</u> |
| Total Current Liabilities | <u>-22,419.82</u> |
| Total Liabilities | <u>-22,419.82</u> |
| Equity | |
| Invested in Capital Assets | 798,416.00 |
| Opening Bal Equity | 270.53 |
| Retained Earnings | 833,183.82 |
| Net Income | 90,808.72 |
| Total Equity | <u>1,722,679.07</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,700,259.25</u></u> |

Bracken County Public Library Profit & Loss

July 2019 through June 2020

| | Jul '19 - Jun 20 |
|-----------------------------------|------------------|
| BUILDING REPAIRS | |
| Building Repair | 18,888.90 |
| Equipment Maintenance | 2,423.31 |
| Equipment Replacement | 265.92 |
| New equipment | 7,969.00 |
| Total BUILDING REPAIRS | 29,547.13 |
| CAPITAL OUTLAY | |
| Buildings & Structures | 73,077.60 |
| Total CAPITAL OUTLAY | 73,077.60 |
| STAFF | |
| Cataloger | 19,459.68 |
| Director | 43,649.76 |
| Part-time | 5,829.39 |
| Payroll Expenses | 252.00 |
| Other Salaried Staff | 55,123.52 |
| STAFF - Other | 7,414.26 |
| Total STAFF | 131,728.61 |
| FRINGE BENEFITS | |
| Disability | 1,661.76 |
| County Retirement | 29,221.72 |
| FICA & Medicare | 2,677.11 |
| Unemployment | 1,637.76 |
| Total FRINGE BENEFITS | 35,198.35 |
| CONTINUING EDUCATION | |
| Lodging | 1,538.61 |
| Meals | 350.60 |
| Mileage | 1,192.72 |
| Tuition, Reg, Cert Fees | 239.00 |
| CONTINUING EDUCATION - Other | 250.00 |
| Total CONTINUING EDUCATION | 3,570.93 |
| Other | 17.15 |
| Total Expense | 422,598.34 |
| Net Ordinary Income | 90,808.72 |
| Net Income | 90,808.72 |

Bracken County Public Library
Profit & Loss
 July 2019 through June 2020

| | Jul '19 - Jun '20 |
|-----------------------------------|-------------------|
| Public Relations | 3,048.51 |
| Advertising and Printing | 1,301.00 |
| Outreach | 250.00 |
| Public Relations - Other | 4,599.51 |
| Total Public Relations | 4,599.51 |
| Utilities | |
| Trash | 742.15 |
| Internet | -114.35 |
| Telephone | 2,310.71 |
| Other Utilities | 7,963.22 |
| Utilities - Other | 234.78 |
| Total Utilities | 11,136.51 |
| Total GENERAL OPERATION | 65,617.53 |
| ELECTRONIC ACCESS | |
| Automation | 14,668.90 |
| Fees & Usage | 141.86 |
| Hardware | 2,014.87 |
| Other | 130.86 |
| Software | 1,957.73 |
| ELECTRONIC ACCESS - Other | 6.99 |
| Total ELECTRONIC ACCESS | 18,921.21 |
| FEES | |
| Administrative Fees | 89.00 |
| Audit Fee | 11,000.00 |
| Membership Fees | 840.00 |
| FEES - Other | 945.30 |
| Total FEES | 12,874.30 |
| BUILDING MAINTENANCE | |
| Contracted Cleaning | 10,171.60 |
| Fire Inspection | 1,687.86 |
| Grounds Keeping | 1,535.00 |
| Maintenance | 522.00 |
| Security | 2,711.70 |
| Total BUILDING MAINTENANCE | 16,628.16 |
| FURNISHING | 1,792.62 |

**Bracken County Public Library
Profit & Loss
July 2019 through June 2020**

| | Jul '19 - Jun 20 |
|------------------------------------|------------------|
| Expense | |
| BOOKMOBILE | |
| Gas | 233.46 |
| Repairs | 516.14 |
| Total BOOKMOBILE | 749.60 |
| BOOKS AND MATERIALS | |
| Audios | 5,354.40 |
| Books | 13,219.04 |
| eBooks | 935.15 |
| Equipment | 49.97 |
| Games | 1,156.55 |
| Electronic Database | 4,548.00 |
| Magazines & Newspapers | 1,156.93 |
| Videos | 5,549.88 |
| BOOKS AND MATERIALS - Other | 905.23 |
| Total BOOKS AND MATERIALS | 32,875.15 |
| GENERAL OPERATION | |
| Supplies | |
| Program Supplies | 3,671.10 |
| Office supplies | 3,746.90 |
| Postage | 32.00 |
| Total Supplies | 7,450.00 |
| Insurance | |
| Worker's Comp | 442.84 |
| Insurance - Building | 6,986.23 |
| Insurance - Health | 21,130.80 |
| Insurance - Liability | 2,534.26 |
| Total Insurance | 31,094.13 |
| Professional Fees | |
| Architect | 4,670.00 |
| Bookkeeping Service | 3,700.00 |
| Landscape Design | 60.00 |
| Legal Fees | 2,892.38 |
| Professional Fees - Other | 15.00 |
| Total Professional Fees | 11,337.38 |

**Bracken County Public Library
Profit & Loss
July 2019 through June 2020**

| | Jul '19 - Jun 20 |
|----------------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| RESTRICTED | |
| Federal Estate credits | 1,272.08 |
| State Government | |
| State Aid | 11,344.00 |
| Total State Government | 11,344.00 |
| Total RESTRICTED | 12,616.08 |
| UNRESTRICTED | |
| Donations | 285.00 |
| Fees & Other | 1,407.70 |
| Interest | 1,139.11 |
| REAL PROPERTY TAX | |
| Omitted Tangible | 58.19 |
| Property Tax | 248,290.02 |
| Total REAL PROPERTY TAX | 248,348.21 |
| MOTOR VEHICLE | |
| Less Fees | -202.23 |
| Apportioned Motor Vehicles | 818.56 |
| Railroad Carlines | 988.69 |
| Omitted Motor Vehicles (Delinq) | 2,134.18 |
| Commercial Watercraft | 20,223.28 |
| Motor Vehicle Tax | 19,300.38 |
| MOTOR VEHICLE - Other | 9,164.24 |
| Total MOTOR VEHICLE | 52,427.10 |
| PERSONAL PROPERTY | |
| Franchise | 189,812.88 |
| Total PERSONAL PROPERTY | 189,812.88 |
| Telecommunications Income | 7,370.98 |
| Total UNRESTRICTED | 500,790.98 |
| Total Income | 513,407.06 |
| Gross Profit | 513,407.06 |

**Bracken County Public Library
 Profit & Loss
 May 2020**

| | <u>May 20</u> |
|----------------------------------|---------------|
| Ordinary Income/Expense | |
| Income | |
| UNRESTRICTED | |
| Donations | 50.00 |
| Interest | 51.78 |
| REAL PROPERTY TAX | |
| Omitted Tangible | 33.71 |
| Property Tax | 6,368.71 |
| Total REAL PROPERTY TAX | 6,402.42 |
| MOTOR VEHICLE | |
| Less Fees | -202.23 |
| Apportioned Motor Vehicles | 382.92 |
| Railroad Carlines | 988.69 |
| Commercial Watercraft | 20,223.28 |
| Motor Vehicle Tax | 737.51 |
| Total MOTOR VEHICLE | 22,130.17 |
| PERSONAL PROPERTY | |
| Franchise | 127,933.54 |
| Total PERSONAL PROPERTY | 127,933.54 |
| Total UNRESTRICTED | 156,567.91 |
| Total Income | 156,567.91 |
| Gross Profit | 156,567.91 |
| Expense | |
| BOOKS AND MATERIALS | |
| Books | 338.87 |
| Magazines & Newspapers | 42.00 |
| Videos | 1,019.49 |
| BOOKS AND MATERIALS - Other | 225.47 |
| Total BOOKS AND MATERIALS | 1,625.83 |
| GENERAL OPERATION | |
| Supplies | |
| Office supplies | 0.00 |
| Total Supplies | 0.00 |
| Insurance | |
| Worker's Comp | 24.16 |
| Insurance - Building | 619.37 |
| Insurance - Health | 1,760.90 |
| Total Insurance | 2,404.43 |
| Professional Fees | |
| Bookkeeping Service | 300.00 |
| Legal Fees | 250.00 |
| Total Professional Fees | 550.00 |
| Public Relations | |
| Advertising and Printing | 82.47 |
| Total Public Relations | 82.47 |

Bracken County Public Library
Profit & Loss
May 2020

| | <u>May 20</u> |
|-----------------------------------|--------------------------|
| Utilities | |
| Trash | 131.41 |
| Internet | -455.91 |
| Telephone | 224.24 |
| Other Utilities | 63.47 |
| Total Utilities | <u>-36.79</u> |
| Total GENERAL OPERATION | 3,000.11 |
| BUILDING MAINTENANCE | |
| Contracted Cleaning | 600.00 |
| Fire Inspection | -933.86 |
| Grounds Keeping | 300.00 |
| Total BUILDING MAINTENANCE | <u>-33.86</u> |
| BUILDING REPAIRS | |
| Building Repair | 261.90 |
| Equipment Maintenance | 160.04 |
| Total BUILDING REPAIRS | <u>421.94</u> |
| STAFF | |
| Cataloger | 1,648.00 |
| Director | 3,637.48 |
| Part-time | 205.44 |
| Payroll Expenses | 21.00 |
| Other Salaried Staff | 4,576.96 |
| STAFF - Other | 778.40 |
| Total STAFF | <u>10,867.28</u> |
| FRINGE BENEFITS | |
| Disability | 138.48 |
| FICA & Medicare | 214.30 |
| Unemployment | 48.34 |
| Total FRINGE BENEFITS | <u>401.12</u> |
| Total Expense | <u>16,282.42</u> |
| Net Ordinary Income | <u>140,285.49</u> |
| Net Income | <u><u>140,285.49</u></u> |

Library Sponsorship Policy and Procedures

The Bracken County Public Library welcomes sponsorship from local business, corporations, families and individuals. The aim of sponsorship is to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board believes that libraries play an essential role in the quality of life of our citizens, and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund additional, optional services or new, "start up" services.

Guiding Principles

The following principles will guide the Bracken County Public Library in the solicitation and acceptance of gifts, grants or other support to enhance or develop library programs and services:

- All gifts, grants and/or support must further the Library's mission, goals, objectives and priorities. They must not drive the Library's agenda or priorities.
- All gifts, grants and/or support not compromise equity of access to Library services. Sponsorship agreements must not give unfair advantage to, or cause discrimination against, any sectors of the community.
- All gifts, grants and/or support must protect the principle of intellectual freedom. Sponsors may not direct the selection of collections or require endorsement of any products or services.
- All gifts, grants and/or support must ensure the confidentiality of user records. The Library will not sell or provide access to Library records in exchange for gifts or support.
- All gifts, grants and/or support must leave open the opportunity for other actual or potential donors to have similar opportunities to provide support to the Library.
- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development Policy.

Recognition and Acknowledgement

The Library will ensure that each sponsor receives acknowledgement, and to the degree that the donor is willing, public recognition. The following guidelines will be used in providing acknowledgement to and recognition of sponsors:

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size format and location

of such acknowledgment will be developed by the appropriate staff person to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the library's own logo or promotional material.

- For gifts and/or sponsorships valued at over \$500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
 - Launch of a special program or media campaign to announce the gift.
 - Include sponsor's name on promotional materials.
 - Small standardized plaques may be placed on donated furniture or equipment.
 - Library bookplates will be placed on donated items.
 - In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library.

Approval

All gifts, grants or in-kind support given with special requirements must be approved by the Director. The solicitation of gifts, grants or in-kind support by library staff and valued at over \$10.00 must receive prior approval of the Director.

Authority for Implementation

The library reserves the right to make decisions regarding the implementation of each grant, gift, or offer of in-kind support. Purchasing decisions, including type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to design of programs and allocation of resources will also reside with Library management. The Library reserves the right to deny partnerships or sponsorships for any reason and to end these arrangements at any time if, in the opinion of the Director, the services or image of the Library warrant such action.

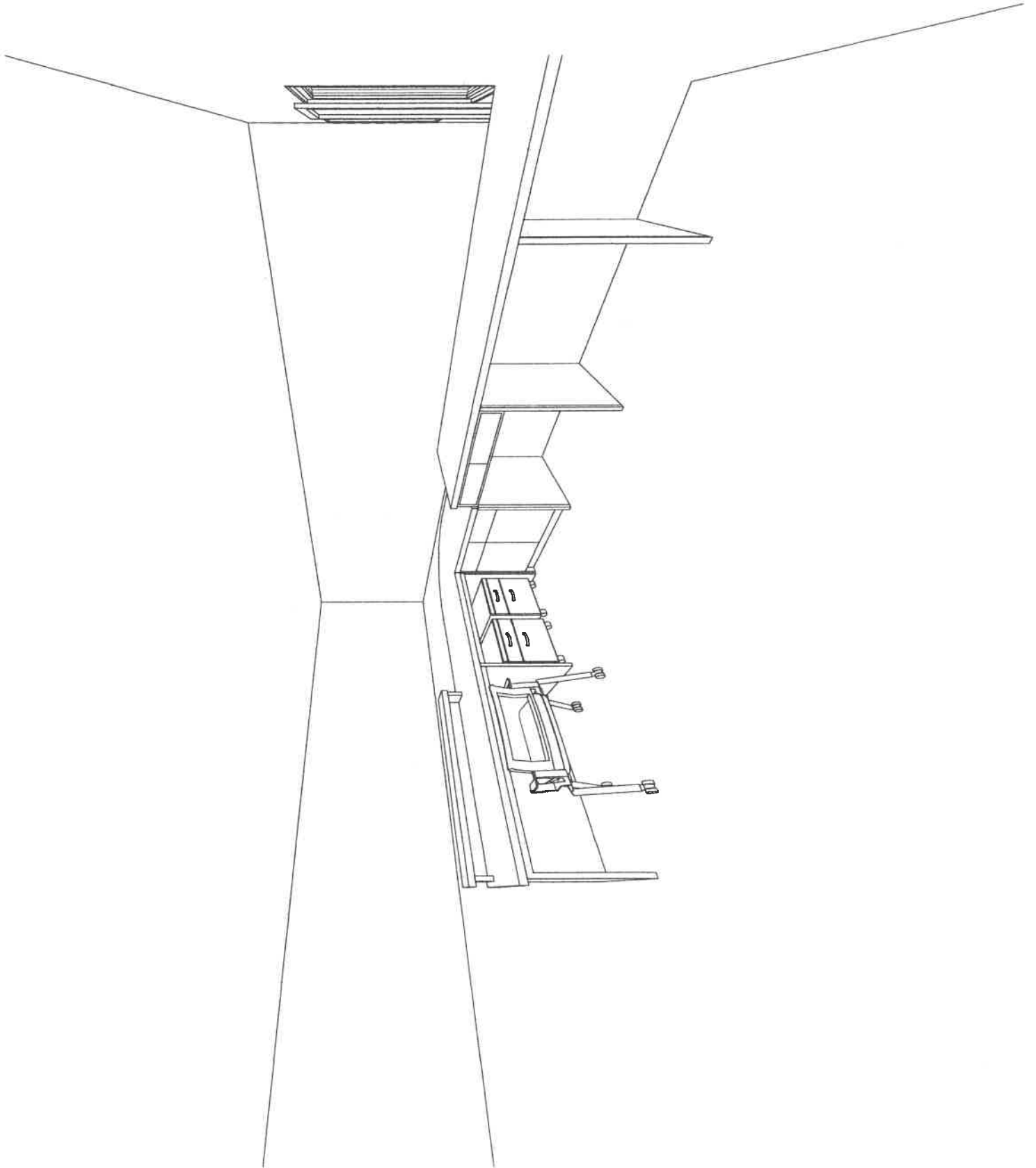
Adopted by the Bracken County Public Library Board of Trustees this 11th day of June, 2012. Reviewed June 9, 2014.

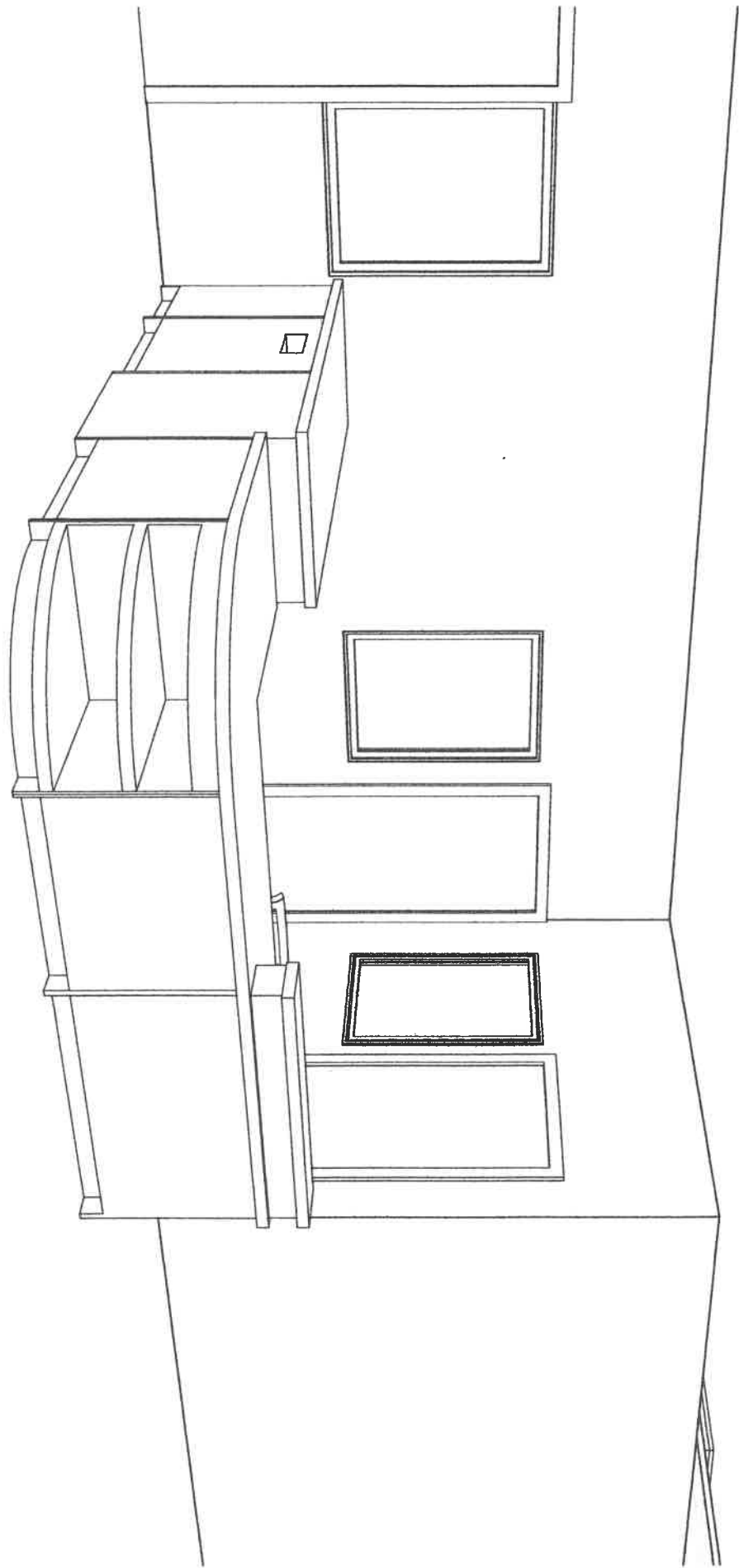
Adopted: _____

Revised: _____

Reviewed: _____







Budget Worksheet for FY 2020-2021

| | | 2019-20 Budget | 2019-20 Actual | 2020-21 Budget | Notes for Board | |
|----------------------|---|--------------------|--------------------|--------------------|--|--|
| INCOME: | Taxes | | | | Underestimating the funds as directed by various sources which state tax revenue will likely be much lower this year. Real Property less 15% Motor Vehicle less 50% Personal Property is unknown | |
| A1 | Real Property Taxes | \$272,000 | \$248,348 | \$212,000 | | |
| B1 | Tangible Personal Property (not vehicles) | \$30,000 | \$0 | \$8,000 | | |
| C1 | Motor Vehicles | \$60,000 | \$52,427 | \$25,000 | | |
| D1 | Franchise | \$120,000 | \$189,813 | \$100,000 | | |
| | Taxes, Subtotal | \$ 482,000 | \$490,588 | \$ 345,000 | | |
| | Intergovernmental | | | | | |
| B1 | Federal Aid | \$3,500 | \$2,200 | \$15,000 | | E-rate only- funds for network upgrade |
| B2 | State Aid | \$10,000 | \$11,500 | \$0 | | No State Aid this year |
| B7 | Telecommunications | \$8,600 | \$8,650 | \$7,500 | | Telecommunications tax yearly AVG |
| | Intergovernmental, Subtotal | \$22,100 | \$22,350 | \$22,500 | | |
| | Other Income | | | | | |
| C1 | Charges for Services (Fax/Fines) | \$2,000 | \$1,802 | \$1,000 | Unreliable amt, but AVG figure | |
| C2 | Interest (incl. CD's) | \$1,240 | \$1,237 | \$1,240 | Standard amount | |
| C3 | Donations/Gifts | \$500 | \$657 | \$500 | Unreliable amt, but AVG figure | |
| C4 | Sale of Property | | | | | |
| C5 | Borrowed/Loans | | | | | |
| C6 | Transfers (from Other Accounts) | | \$102,738 | | No CD Cash out this year | |
| | Other, Subtotal | \$3,740 | \$106,434 | \$2,740 | | |
| TOTAL | | \$507,840 | | \$370,240 | | |
| | Carryover Funds | | | | | |
| D1 | Cash Balance | \$600,000 | \$620,179 | \$620,179 | projected 2019 year end bank acct funds | |
| D2 | CD's | \$252,000 | \$253,355 | \$253,500 | Projected 2019 year end bank acct funds | |
| | Carryover Funds, Subtotal | \$852,000 | \$873,534 | \$873,679 | | |
| TOTAL REVENUE | | \$1,359,840 | \$1,492,906 | \$1,243,919 | | |
| EXPENDITURES: | Personnel | | | | | |
| E1 | Salaries and Wages (Gross) | \$150,000 | \$147,999 | \$151,000 | Includes 2% for all staff but Director | |
| E2 | Health (Medical) Insurance | \$20,000 | \$21,131 | \$22,000 | | |
| E3 | Disability Insurance (AFLAC) | \$2,000 | \$1,662 | \$2,000 | | |
| E4 | FICA (Soc Sec) & Medicare | \$5,000 | \$2,678 | \$4,000 | | |
| E5 | Worker's Comp | \$1,000 | \$0 | \$1,000 | | |
| E6 | Unemployment Insurance | \$2,000 | \$1,638 | \$2,000 | | |
| E7 | Retirement (Pensions) | \$30,800 | \$32,222 | \$33,000 | | State Increased % of Contribution |
| | Personnel, Subtotal | \$210,800 | \$207,330 | \$215,000 | | |
| | Operating Expenses | | | | | |
| F1 | insurance | \$10,000 | \$10,606 | \$12,000 | | |
| F2 | Professional Services | \$6,500 | \$6,456 | \$8,000 | | |
| F3 | Utilities | \$20,000 | \$12,337 | \$16,000 | In case of hard winter | |
| F4 | Legal Fees | \$10,000 | \$4,766 | \$8,000 | Less since no construction fees | |
| F5 | Janitorial & Cleaning Services | \$12,000 | \$10,772 | \$12,000 | | |
| | Operating Expenses, Subtotal | \$58,500 | \$44,937 | \$56,000 | | |
| | Administration | | | | | |
| G1 | Postage | \$200 | \$120 | \$200 | Budgeted items in this section comparative to last year. Left room in other sections to adjust since some are duplicated. | |
| G2 | Office Supplies | \$8,000 | \$3,747 | \$8,000 | | |
| G3 | Supplies | \$5,000 | \$3,671 | \$5,000 | | |
| G4 | Audit Fees | \$4,000 | \$11,000 | \$4,000 | | |
| G5 | Bookkeeping | \$4,000 | \$4,300 | \$4,300 | | |
| G6 | Professional Fees | \$40,000 | \$29,272 | \$35,000 | | |
| G7 | Other | \$2,000 | \$75 | \$1,000 | | |
| | Administration, Subtotal | \$63,200 | \$52,185 | \$57,500 | | |
| | PR | | | | | |
| H1 | Advertising, Printing, PR | \$3,000 | \$3,049 | \$3,200 | | |
| H2 | Outreach | \$8,000 | \$1,551 | \$5,000 | | |
| | PR, Subtotal | \$11,000 | \$4,600 | \$8,200 | | |
| | Bookmobile | | | | | |

| | | | | | |
|---------------------|-----------------------------|------------------|------------------|------------------|---|
| I1 | Gas | \$400 | \$234 | \$400 | |
| I2 | Insurance | | | | |
| I3 | Repairs | \$1,000 | \$516 | \$1,000 | For unexpected repairs. |
| | Bookmobile, Subtotal | \$1,400 | \$750 | \$1,400 | |
| | Continuing Education | | | | |
| J1 | Dues and Subscriptions | \$3,000 | \$489 | \$3,000 | |
| J2 | Travel and Training | \$1,600 | \$3,092 | \$1,600 | |
| | CE, Subtotal | \$4,600 | \$3,581 | \$4,600 | |
| | Technology | | | | |
| K1 | Hardware (New) | \$3,000 | \$2,015 | \$2,000 | Continue Public comp. upgrade |
| K2 | Software (New) | \$6,000 | \$1,958 | \$4,000 | |
| K3 | Maintenance/Repairs | \$2,000 | \$273 | \$2,000 | |
| K4 | Electronic Access | \$25,000 | \$14,669 | \$18,000 | Look at changin from Sirsi next year |
| K5 | Security | \$2,000 | \$1,699 | \$2,000 | |
| | Technology, Subtotal | \$38,000 | \$20,614 | \$28,000 | |
| | Materials | | | | |
| L1 | Books | \$26,000 | \$13,219 | \$20,000 | |
| L2 | Magazines & Newspapers | \$1,000 | \$1,157 | \$1,000 | Reduction of Coll. |
| L3 | Video | \$10,000 | \$7,662 | \$10,000 | |
| L4 | CD's | | | | |
| L5 | Audiobooks | \$9,000 | \$5,354 | \$7,000 | Less w/o PLWYS |
| L6 | eBooks | \$4,000 | \$5,483 | \$7,000 | |
| | Materials, Subtotal | \$50,000 | \$32,875 | \$45,000 | |
| | Capital Outlay | | | | |
| M1 | Land (New Acquisition) | | | | |
| M2 | Land/Lot Improvement | \$2,000 | \$1,535 | \$2,000 | |
| M3 | Building (New Construction) | \$0 | \$73,078 | \$0 | |
| M4 | Building Improvement | \$5,000 | \$18,889 | \$5,000 | |
| M5 | Furnishings R&R | \$15,000 | \$7,969 | \$15,000 | Circulation Desk |
| M6 | Equipment R&R | \$30,000 | \$2,689 | \$12,000 | General upgrades to 25 year old Library |
| M7 | General Maintenance | \$2,000 | | \$2,000 | |
| | Capital Outlay, Subtotal | \$54,000 | \$104,160 | \$36,000 | |
| TOTAL SPENT: | | \$491,500 | \$471,032 | \$451,700 | |
| | | \$868,340 | | \$792,219 | Income-Expenditures |



**CABINET FOR HEALTH AND FAMILY SERVICES
OFFICE OF THE SECRETARY**

**Andy Beshear
Governor**

275 East Main Street, 5W-A
Frankfort, KY 40621
502-564-7042
502-564-7091
www.chfs.ky.gov

**Eric C. Friedlander
Secretary**

ORDER

May 11, 2020

On March 6, 2020, Governor Andy Beshear signed Executive Order 2020-215 declaring a state of emergency in the Commonwealth due to the outbreak of the COVID-19 virus, a public health emergency.

At this time the Commonwealth is beginning to reopen its economy with a phased approach known as the Healthy at Work program. Healthy at Work is based upon criteria set by the Centers for Disease Control and Prevention and public health officials and experts, along with advice from industry experts. Each phase will be introduced in steps to ensure the Commonwealth's citizens can safely return to work while still protecting the most vulnerable Kentuckians.

The Cabinet for Health and Family Services has already issued directives for the reopening of Kentucky's healthcare system that are available for review on <https://govstatus.egov.com/ky-healthy-at-work>. On May 11, 2020, Healthy at Work will continue with the reopening of entities in the following economic sectors: manufacturing, distribution, and supply-chain businesses; vehicle and vessel dealerships; office-based businesses (50% or less in office); photography businesses; pet care, grooming, and boarding businesses; and horse racing tracks (with no fans).

Therefore, pursuant to the authority in KRS Chapter 39A, KRS 194A.025, KRS 214.020, Executive Order 2020-215, and Executive Order 2020-323, the Cabinet for Health and Family Services states that the following directives are in effect during this state of emergency:

All entities in the Commonwealth of Kentucky shall comply with minimum requirements attached to, and fully adopted and incorporated by reference in this Order. The minimum requirements for all entities in the Commonwealth of Kentucky can be found at: <https://govstatus.egov.com/ky-healthy-at-work>.

In addition to the minimum requirements, entities shall implement and comply with any industry- or sector-specific requirements under any Cabinet Order. Those requirements can be found at <https://govstatus.egov.com/ky-healthy-at-work>.

If any entity cannot comply with the minimum requirements or the industry- or sector-specific requirements, they must wait to reopen until they are able to do so or until some or all of these requirements are lifted.

The Secretary for the Cabinet for Health and Family Services has been designated by the Governor to deliver these directives during this public health emergency. The Cabinet for Health and Family Services will continue to provide information and updates during the duration of this Public Health Emergency. Prior orders of the Cabinet for Health and Family Services remain in effect unless inconsistent with this Order.



Eric Friedlander
Acting Secretary
Governor's Designee

Minimum Requirements for All Entities

All entities that are currently closed will remain closed until it is determined it is safe for their sector to begin reopening.

Closed Entities Reopening. Each entity must meet the following minimum requirements before they can reopen. If any entity in a sector being reopened cannot comply with the minimum requirements set out below, they must wait to reopen until they are able to do so or until some or all of these restrictions are lifted.

Entities That Have Remained Open. For those entities that have been deemed life-sustaining and remained operating, they will be expected to meet the following minimum requirements no later than May 11, 2020.

1. **Continue telework where possible.** Entities should operate via phone or Internet to the greatest extent practicable. Employees who are able to perform their job duties via telework (phone or Internet) must continue to telework.
2. **Phased return to work.** Entities are encouraged to implement a phased return to work, including generous telework, sick leave, and family leave policies for those employees who are not able to come into work due to illness, taking care of a family member(s), or lack of childcare options.
3. **Enforce social distancing.** Entities must ensure, to the greatest extent practicable, that employees who are not able to telework and must be physically present at the office remain a minimum of six (6) feet away from all other employees and customers unless closer interaction is absolutely required to perform their job duties (e.g., health care examinations).
4. **Limit face-to-face interaction.** Entities must ensure that employees minimize face-to-face contact with one another and with customers to the greatest extent practicable. Meetings should be conducted via telephone or Internet if possible.
5. **Universal masks and any other necessary PPE.**

Universal Employee Masks: Businesses, organizations, and entities must ensure, to the greatest extent practicable, that their employees, volunteers, and contractors wear a cloth mask (a surgical or N95 mask is not required). A business, organization, or entity need not require an employee/volunteer/contractor to wear a mask when masking would create a serious health or safety hazard to the employee/volunteer/contractor, when the employee/volunteer/contractor is working alone in an enclosed space, or when the employee/volunteer/contractor is working

Healthy at Work

TEAM
KENTUCKY

alone in an area with more than six (6) feet of social distancing. Businesses and organizations shall provide PPE at no cost to employees and should offer instruction on proper use of masks and PPE.

CDC guidelines on proper use of PPE can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/DIY-cloth-face-covering-instructions.pdf>.

Encourage Customers to Mask: Entities should encourage customers to wear masks, which the entities may provide. Entities may refuse to serve any customer who is not wearing a mask.

Access To Gloves: Entities must ensure that employees whose job duties include touching items often touched by others (e.g., credit cards/cash, paper, computers) wear gloves that are regularly replaced. Entities should also follow the applicable CDC, OSHA, or other federal guidelines relating to gloves.

6. **Adequate Hand Sanitizer and Encouraging Hand Washing.** Entities must supply adequate hand sanitizer (60% alcohol content or higher) for both employees and customers and ensure that it is made available near high-traffic and high-touch areas (e.g., doors or door handles). Entities must also encourage routine and consistent hand washing for employees and customers.
7. **Restrict Common Areas.** Entities must, to the greatest extent practicable, restrict common areas such as lobbies, waiting rooms, break rooms, smoking areas, lunch rooms, and concession areas to maximize social distancing and reduce congregating.
8. **Proper sanitation.** Entities must sanitize frequently touched surfaces and areas (e.g., door knobs, credit card machines, shared computers) in accordance with CDC guidelines. When they have identified an employee who has COVID-19 or the associated symptoms, entities must further ensure that they immediately restrict access to contaminated areas and post signage and adequately clean impacted areas. Any contaminated area should be off-limits to all but essential personnel for a minimum of 24 hours if practicable.
9. **Conduct daily temperature/health checks.** Entities must require employees to undergo daily temperature and health checks; these checks may be either self-administered or

Healthy at Work

TEAM
KENTUCKY

administered by the entities prior to workplace entry. Self-administered temperature and health checks may be performed at home. Employees who have a fever and/or any symptoms of COVID-19 should be directed to their health care provider to be tested and then instructed to quarantine at home as soon as any illness is detected. This includes employees that passed a temperature and health check prior to reporting to work but became ill during the course of the day. Guidance on COVID-19 symptoms and how to conduct temperature and health checks can be found in the Health Requirements and Temperature Checks section below.

- 10. Create a testing plan.** Entities must ensure that any employee with COVID-19 symptoms is tested by a health care provider for COVID-19 within 36 hours. Entities must ensure that employees are trained on how to isolate individuals with suspected or confirmed COVID-19 and how to report possible cases. If an employee tests positive, the entities must immediately notify the local public health department.
- 11. Make special accommodations.** Entities must, to the greatest extent practicable, make special accommodations for employees and customers at higher risk for severe illness. Individuals in these high-risk categories have been identified by the Centers for Disease Control and Prevention – further information is available at: <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Higher-Risk>.
- 12. Designate a “Healthy at Work” Officer.** Entities must ensure that an employee is designated as its Healthy at Work Officer. This individual will be responsible for the entity’s compliance with this guidance and any other guidance provided. Entities should allow for employees to identify and communicate potential improvements and/or concerns to the Healthy at Work designated Officer or management.
- 13. Educate and Train Employees.** Entities must educate and train all individuals, including employees, temporary employees, contractors, vendors, customers, etc., regarding the Healthy at Work protocols. This training must be offered during scheduled work times at no cost to the employee.
- 14. Contact Notification Responsibilities.** Entities opened must be prepared to assist public health officials if an employee tests positive or becomes exposed to COVID-19. This assistance includes, but is not limited to, providing the employee’s work schedule, workstation, hours or shifts worked, when the employee was potentially exposed, and the names and contact information of any other employee or other party exposed to the virus. Additional information about Contact Notification Responsibilities can be found in the Contact Notification Responsibilities Section Below.

If any entity fails to comply with this guidance, they can be reported to KYSAFER at 833-KYSAFER or kysafer.ky.gov.

Requirements for Health and Temperature Screenings

- All businesses should instruct employees not to report to work if they are having fever and/or any symptoms of COVID-19.
- All businesses, once their sector has been reopened and they can comply with the requirements to reopen, must require employees to undergo a temperature and health check prior to beginning work each day to minimize the spread of COVID-19. This includes businesses that remained operating because they were deemed life-sustaining; those businesses must begin implementing health checks and the other minimum requirements starting May 11, 2020.
- These daily temperature and health checks may be administered by the employer at the business site or self-administered by the employee prior to arriving at work (at least once every 24-hour period).

Health Screenings

- All businesses must assess employees each day to ensure that they do not have any COVID-19 symptoms. Businesses may choose whether to require: 1) an in-person assessment at the beginning of each day, or; 2) a self-screening that the employee conducts at least once every 24 hours and then reports the results to the business.
- Any in-person assessment or self-screening must answer the following questions:
 - Have you had any of the CDC-recognized COVID-19 symptoms since your last day at work or the last time you were here? Please answer “Yes” or “No” to each question.
 - Employers should then list the CDC-recognized COVID-19 symptoms and have the employee respond to each symptom with a “Yes” or “No.”
 - The current CDC-recognized COVID-19 symptoms are available at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. These symptoms are sometimes updated or supplemented, so employers should be sure to check this website regularly and update their assessment in line with CDC guidance.
 - Is there anyone in your household who is showing COVID-19 symptoms or who has been diagnosed with COVID-19?
 - Have you been in close contact with anyone exhibiting sign or symptoms of fever, persistent cough or shortness of breath consistent with COVID-19 who has not been tested or is still awaiting testing?

Healthy at Work

TEAM
KENTUCKY

Temperature Screenings

- All businesses must assess employees each day to ensure they do not have a fever. Businesses may choose whether to require: 1) on-site temperature screenings, or; 2) self-screenings conducted by the employees at home at least once every 24 hours, ideally just before going to work, and reported to the employer prior to beginning work. Employees with a fever above 100.4° should not report to work.
- If the business opts for on-site temperature screenings, businesses should ensure that proper social distancing can still be followed. This may be accomplished by using no- contact thermometers or thermal imaging cameras. If that equipment is unavailable, it may be accomplished by setting up temperature check stations for employees to self- administer standard oral/aural thermometer checks and then report the results to on- site screeners. If standard oral/aural thermometers are used, they should be thoroughly sanitized after each use.

Acting on Screening Results

- If the employee answers “NO” to all of the screening questions AND has a temperature of 100.4°F or below, then they may begin their work day. However, employees should be instructed to continue to self-monitor during the day; if they develop symptoms during the workday, they should report those symptoms to a supervisor and leave work to report to a health care provider for testing.
- If the employee answers “YES” to any of the screening questions OR has a temperature greater than 100.4°F, then the employee must not be allowed into the workplace that day, unless cleared by a medical professional. They should self-isolate at home and follow current Kentucky Department for Public Health and/or CDC guidelines available at: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Healthy At Work: Contact Notification

Contact notification is the process of identifying, contacting, and supporting people who have been exposed to a disease. It is a critical part of our effort to stop transmission of COVID-19.

Public health officials will interview patients who have tested positive for COVID-19, to learn about their recent contacts. Officials will then reach out to all of the close contacts of COVID-19 positive persons to inform them of their status and risks.

Responsibilities of Entities Under Healthy At Work

Entities opened under Healthy At Work must be prepared to assist public health officials if an employee tests positive or becomes exposed to COVID-19. They should keep documentation of work shifts, work locations, meetings, and in-person clients or visitor contacts. Entities should be prepared to answer the following questions about the employee who tested positive:

- **What was that employee's work schedule prior to testing positive?**
- **Where was that employee working in the days prior to testing positive?**
- **When was the last day that employee came into work?**
- **Who could have come in close contact (defined as being within six feet for more than thirty minutes) with that employee in the two days prior to that employee testing positive?**
 - **Consider employees who were working nearby, sitting in the same meetings, interacting during breaks, entering or exiting the building together, or riding in a car together.**
 - **Consider customers, clients, or visitors who may have interacted with that employee based on visitor logs, invoices, billing statements, or meeting records.**
- **Please provide contact information for the employee who tested positive and anyone who may have come into close contact with that employee.**