

Board of Trustees Regular Meeting Agenda

July 5, 2021 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
 - Open Records Policy
 - b. Old Business
 - Plumbing
 - Audit in Process
 - Updates to the Library
 - Already Completed
 - In Process and/or Needs Approval
 - Circulation Software Change
 - c. New Business
 - Information Security Policy
 - Juneteenth and Other Holidays
- VI. Director's Report
- VII. Regional Consultant
- VIII. Adjournment

Bracken County Public Library Board

Board of Trustees Meeting Minutes
June 7, 2021

The regular meeting of the Bracken County Public Library Board was called to order at 4:40 p.m. on June 7, 2021 by President Sandra Wood.

Roll Call - Present

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

Public Comment - no public comment.

Minutes: The board reviewed the minutes of the May 3, 2021 board meeting. Motion by Brenda to approve the minutes as written. Second by Ava and all approved.

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

Business

Policy Review

Internet Access/Computer Use Policy - This policy deals with the use of computers at the library and the WiFi usage. Motion to reapprove the Internet Access/Computer Use Policy by Brenda. Second by Ava and all approved.

Old Business

Electrical Inspection and rewiring - Nathan has completed electrical work and in the process discovered some HVAC work that needed to be fixed. Christian has this on schedule to be done soon.

Plumbing - Still working on this issue and has contacted a plumber to take care of this.

2021-22 Budget - Board held a discussion of various areas of the budget.

- New software for the library which will include the Bracken County school system.
- New security cameras and potential cost savings by using a local contractor instead of the current company.
- Discussion of offering dental and vision coverage as part of the health insurance package.
- Addition of a larger bookmobile as the next big project the library will undertake.
- 3% raise for staff and new requirements for state retirement contribution.
- Marketing to "get patrons back" to the library.

Motion by Anna to offer vision and dental benefits for employed staff as an addition to the health insurance package. Second by Brenda and all approved.

Motion by Ava to approve the proposed budget for 2021-22 year. Second by Brenda and all approved.

New Business

- **Audit** - Due to the revenue of the library reaching the \$500,000 threshold KRS states that we must do a yearly audit. The previous contractor could not accommodate the timeframe stipulated by the state so Christian has contacted another group. Motion by Brenda to approve the firm of Bramel and Auckley to perform the annual audit. Second by Ava and all approved.

Director's Report

- Christian provided the board with a detailed written report of things going on at the library since the last board meeting. In cleaning out of some areas of the library and the bookmobile some additional items were identified as surplus. Motion by Ava to approve the 12 items as surplus. Second by Anna and all approved. Christian will contact other agencies to see if they are interested and then publish for the public to bid.

Regional Consultant

- No regional consultant report.
- Reviewed the KDLA Trustee Tip on setting tax rates. There are some adjustments due to recent legislation.

Adjournment

Having no other business Anna made a motion to adjourn at 7:00 p.m. Second by Brenda and all approved.

Respectfully submitted,

Secretary, Anna Cummins

President, Sandra Wood

Bracken County Public Library

Profit & Loss

06/29/21

June 2021

Accrual Basis

	<u>Jun 21</u>
Ordinary Income/Expense	
Income	
UNRESTRICTED	
Fees & Other	292.00
MOTOR VEHICLE	
Omitted Motor Vehicles (Delinq)	803.30
Motor Vehicle Tax	2,196.19
Total MOTOR VEHICLE	<u>2,999.49</u>
Total UNRESTRICTED	<u>3,291.49</u>
Total Income	<u>3,291.49</u>
Gross Profit	<u>3,291.49</u>
Expense	
BOOKMOBILE	
Gas	41.44
Total BOOKMOBILE	<u>41.44</u>
BOOKS AND MATERIALS	
Books	5,213.89
eBooks	77.98
Magazines & Newspapers	290.52
Videos	666.85
Total BOOKS AND MATERIALS	<u>6,249.24</u>
GENERAL OPERATION	
Supplies	
Program Supplies	1,135.85
Office supplies	1,356.79
Total Supplies	<u>2,492.64</u>
Insurance	
Worker's Comp	24.83
Insurance - Building	693.93
Total Insurance	<u>718.76</u>
Professional Fees	
Bookkeeping Service	300.00
Legal Fees	500.00
Total Professional Fees	<u>800.00</u>
Public Relations	
Advertising and Printing	87.47
Total Public Relations	<u>87.47</u>
Utilities	
Trash	72.36
Internet	1,790.72
Telephone	138.78
Other Utilities	575.44
Total Utilities	<u>2,577.30</u>
Total GENERAL OPERATION	<u>6,676.17</u>
ELECTRONIC ACCESS	
Fees & Usage	104.56
Other	61.86
Software	1,100.00
Total ELECTRONIC ACCESS	<u>1,266.42</u>

Bracken County Public Library
Profit & Loss
June 2021

	<u>Jun 21</u>
FEEES	
Administrative Fees	40.71
Membership Fees	175.00
FEES - Other	500.00
Total FEEES	<u>715.71</u>
BUILDING MAINTENANCE	
Contracted Cleaning	1,138.30
Grounds Keeping	240.00
Total BUILDING MAINTENANCE	<u>1,378.30</u>
FURNISHING	2,521.26
BUILDING REPAIRS	
Equipment Maintenance	166.50
Total BUILDING REPAIRS	<u>166.50</u>
STAFF	
Cataloger	2,522.40
Director	5,456.22
Part-time	192.06
Payroll Expenses	31.50
Other Salaried Staff	7,002.75
STAFF - Other	714.24
Total STAFF	<u>15,919.17</u>
FRINGE BENEFITS	
Disability	207.72
County Retirement	2,502.89
FICA & Medicare	280.63
Unemployment	41.54
Total FRINGE BENEFITS	<u>3,032.78</u>
Other	<u>10.33</u>
Total Expense	<u>37,977.32</u>
Net Ordinary Income	<u>-34,685.83</u>
Net Income	<u><u>-34,685.83</u></u>

06/29/21

Bracken County Public Library
P&L Comp to Same Month Last Yr (Year-To-Date) (Detail View)
 July 2020 through June 2021

	Jul '20 - Jun 21	Jul '19 - Jun 20
Ordinary Income/Expense		
Income		
Acuity	0.00	0.00
RESTRICTED		
Federal Erate credits	10,744.80	2,584.25
State Government	1,000.00	11,344.00
RESTRICTED - Other	0.00	0.00
Total RESTRICTED	11,744.80	13,928.25
UNRESTRICTED		
Book Lease	0.00	0.00
Credit	-212.22	0.00
Donations	50.00	285.00
Fees & Other	1,370.37	1,407.70
Inheritance	0.00	0.00
Interest	884.89	1,301.23
REAL PROPERTY TAX	254,357.56	252,179.60
MOTOR VEHICLE	56,253.78	60,253.42
PERSONAL PROPERTY	163,130.55	221,201.76
Sale of Surplus Property	0.00	0.00
Telecommunications Income	7,489.58	8,862.66
UNRESTRICTED - Other	0.00	0.00
Total UNRESTRICTED	483,324.51	545,491.37
Total Income	495,069.31	559,419.62
Cost of Goods Sold	0.00	0.00
Gross Profit	495,069.31	559,419.62
Expense		
Depreciation Expense	0.00	0.00
BOOKMOBILE	198.91	749.60
BOOKS AND MATERIALS		
Audios	0.00	5,354.40
Books	24,185.79	13,952.40
CD's	0.00	0.00
eBooks	1,102.60	2,098.45
Equipment	356.95	49.97
Games	2,201.42	1,156.55
Electronic Database	7,683.56	6,061.98
Magazines & Newspapers	526.77	1,444.14
Processing Supplies	147.45	0.00
Videos	5,705.02	4,958.84
KDLA Grant	0.00	0.00
Book Lease	0.00	0.00
BOOKS AND MATERIALS - Other	0.00	1,041.00
Total BOOKS AND MATERIALS	41,909.56	36,117.73
Contracted labor	0.00	0.00
GENERAL OPERATION		
Contracted Equipment	252.00	0.00
Supplies	9,929.70	7,993.22
Insurance	30,148.55	32,381.19
Mortgage Payment	0.00	0.00
Professional Fees	9,971.66	12,937.38
Public Relations	3,815.60	5,059.48
Utilities	17,020.01	12,390.70

Bracken County Public Library
P&L Comp to Same Month Last Yr (Year-To-Date) (Detail View)
 July 2020 through June 2021

	Jul '20 - Jun 21	Jul '19 - Jun 20
Vehicle Insurance	0.00	0.00
GENERAL OPERATION - Other	0.00	0.00
Total GENERAL OPERATION	71,137.52	70,761.97
ELECTRONIC ACCESS		
Automation	14,919.65	14,668.90
Fees & Usage	104.56	141.86
Hardware	14,283.63	8,922.87
Maintenance	0.00	0.00
Other	61.86	130.86
Software	3,155.76	5,300.75
ELECTRONIC ACCESS - Other	0.00	6.99
Total ELECTRONIC ACCESS	32,525.46	29,172.23
FEES	3,592.24	14,142.36
BUILDING MAINTENANCE		
Contracted Cleaning	10,724.22	11,271.60
Fire Inspection	2,023.83	1,687.86
Grounds Keeping	3,197.02	2,473.71
Janitorial Supplies	0.00	0.00
Maintenance	10,203.07	585.00
Rent	0.00	0.00
Security	2,946.24	2,711.70
BUILDING MAINTENANCE - Other	0.00	0.00
Total BUILDING MAINTENANCE	29,094.38	18,729.87
FURNISHING	6,714.01	1,792.62
BUILDING REPAIRS	5,129.92	30,034.28
CAPITAL OUTLAY	15,299.90	73,077.60
STAFF	145,401.96	142,595.89
FRINGE BENEFITS		
Disability	1,869.48	1,800.24
County Retirement	30,019.00	34,164.78
FICA & Medicare	2,694.80	2,891.42
Other	0.00	0.00
Unemployment	2,444.83	1,669.44
Workman's Comp.	0.00	0.00
FRINGE BENEFITS - Other	0.00	0.00
Total FRINGE BENEFITS	37,028.11	40,525.88
CONTINUING EDUCATION	866.93	3,570.93
Local Tax Money	0.00	0.00
Other	855.26	17.15
Uncategorized Expenses	0.00	0.00
United States Treasury	0.00	0.00
Total Expense	389,754.16	461,288.11
Net Ordinary Income	105,315.15	98,131.51
Other Income/Expense	0.00	0.00
Net Income	105,315.15	98,131.51

**Bracken County Public Library
Bank Accounts Register
As of May 31, 2021**

2:15 PM
06/29/21
Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Citizens CD 80000100							
Total Citizens CD 80000100							
Checking - First National							
Check	05/03/2021	12416	Tina Sticklen	Accounting, Invoice #0000033			130,075.19
Check	05/03/2021	12417	Ronny Bravard	713532		300.00	130,075.19
Check	05/03/2021	12418	Johnny Johnson	Cleaning		90.00	712,400.84
Check	05/03/2021	12419	Midwest Tape	Cust #2000016556 Inv 5003795663		300.00	712,101.84
Check	05/03/2021	12420	Bracken County News	Inv #34992		107.49	711,903.35
Check	05/03/2021	12421	The Book Farm, Inc.	Inv #PLL12277		35.00	711,868.35
Check	05/03/2021	12422	Nathan Cooper Wiring	Labor for inspection		997.74	710,870.61
Check	05/03/2021	12423	Findaway World	Inv #348579		750.00	710,120.61
Check	05/03/2021	12424	Cintas #001	Acct # 001-06875 Inv #4083164159		92.43	710,028.18
Check	05/03/2021	12425	M&H Landscaping	Inv #268		103.58	709,924.60
Check	05/03/2021	12426	WalMart	XXXX XXXX XXXX 3243		75.00	709,849.60
Check	05/03/2021	12427	AFLAC	BX024 Inv #288459		299.42	709,550.18
Check	05/03/2021	12428	Gale/CENGAGE Learning	Inv #74198073, 74194169, 74173830, 74180072		245.52	709,304.66
Check	05/03/2021	12429	Terminix	Cust # 1133507 Inv #405336532, 404415421		334.66	708,970.00
Check	05/03/2021	12430	Faronics	Anti-Virus 3 year subscription		126.00	708,844.00
Check	05/03/2021	12431	Windstream	Acct # 160397006		600.00	708,244.00
General Journal	05/03/2021	158R	Faronics Technologies USA Inc.	Reverse of GJE 158 -- For CHK 12383 voided on 05/03/2021	600.00	892.95	707,351.05
Check	05/04/2021	12432	ProSource	Inv #1427509		152.88	707,951.05
Liability Check	05/06/2021		QuickBooks Payroll Service	Created by Payroll Service on 05/03/2021	19,287.18	4,220.52	707,798.17
Deposit	05/06/2021		Cintas Fire Protection	Deposit overpayment refund Inv #335375922	983.83		703,577.65
Check	05/06/2021		Michael S Smith	Cash Drawer recordng			722,864.83
Paycheck	05/07/2021	DD17...	Kimberly Gilbert	Direct Deposit			723,848.66
Paycheck	05/07/2021	DD17...	Christian M Shroll	Direct Deposit			723,848.66
Paycheck	05/07/2021	DD17...	Jennifer Culp	Direct Deposit			723,848.66
Paycheck	05/07/2021	DD17...	Krista Stagg	Direct Deposit			723,848.66
Paycheck	05/07/2021	DD17...	Regina Holder	Direct Deposit			723,848.66
Check	05/19/2021	12434	Johnny Johnson	Deposit	106,590.73		830,439.39
Check	05/19/2021	12435	Cintas #001	Cleaning		300.00	830,139.39
Check	05/19/2021	12436	Westfield Insurance	Acct # 001-06875 Inv #4084508515		103.58	830,035.81
Check	05/19/2021	12437	Jefferson HVAC Solutions	Acct #3409221008		718.76	829,317.05
Check	05/19/2021	12438	City of Brooksville Utilities	Invoice #1543		675.00	828,642.05
Check	05/19/2021	12439	American Library Association	Acct # 102-45400-03		88.67	828,553.38
Check	05/19/2021	12440	All Around Lawn and Landscape	Member ID 1281607		50.00	828,503.38
Check	05/19/2021	12441	Gale/CENGAGE Learning	Inv #INV0063		240.00	828,263.38
Check	05/19/2021	12442	Rumpke	Inv. 74259256, 74248779, 74249507, 74239879		446.24	827,817.14
Check	05/19/2021	12443	Kentucky Utilities	Cust # 4200117030 Inv 2973785		71.80	827,745.34
Check	05/19/2021	12444	AT&T	Acct # 3000-0416-6660		414.68	827,330.66
Check	05/19/2021	12445	Reader Service	Acct # 287259119236 Inv 287284414687X05082021		46.38	827,284.28
Check	05/19/2021	12446	Nathan Cooper Wiring	Cust # 99396 Acct #668717903		69.87	827,214.41
Check	05/19/2021	12447	Terminix	Inv #	8,250.00		818,964.41
Check	05/19/2021	12448	Christian M Shroll	Customer # 1133507 Inv. 407355085	63.00		818,901.41
Check	05/19/2021	12449	Chase Card Services	Reim for Expenses	218.99		818,682.42
				XXXX-XXXX-XXXX-1576	1,608.76		817,073.66

06/29/21

Accrual Basis

**Bracken County Public Library
Bank Accounts Register
As of May 31, 2021**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	05/19/2021	12450	Windstream			309.94	816,763.72
Liability Check	05/20/2021		QuickBooks Payroll Service	Acct # 160397006 Created by Payroll Service on 05/19/2021		4,220.53	812,543.19
Paycheck	05/21/2021	DD17...	Christian M Shroll	Direct Deposit			812,543.19
Paycheck	05/21/2021	DD17...	Jennifer Culp	Direct Deposit			812,543.19
Paycheck	05/21/2021	DD17...	Kimberly Gilbert	Direct Deposit			812,543.19
Paycheck	05/21/2021	DD17...	Krista Staggs	Direct Deposit			812,543.19
Paycheck	05/21/2021	DD17...	Michael S Smith	Direct Deposit			812,543.19
Paycheck	05/21/2021	DD17...	Regina Holder	Direct Deposit			812,543.19
Total Checking - First National					127,461.74	27,619.39	812,543.19
CD #1 (14348)							123,762.61
Deposit	05/12/2021			April & May Interest	62.05		123,824.66
Total CD #1 (14348)					62.05		123,824.66
TOTAL					127,523.79	27,619.39	1,066,443.04

Bracken County Public Library
Balance Sheet
 As of May 31, 2021

	<u>May 31, 21</u>
ASSETS	
Current Assets	
Checking/Savings	
Citizens CD 80000100	130,075.19
Checking - First National	812,543.19
CD #1 (14348)	123,824.66
Total Checking/Savings	<u>1,066,443.04</u>
Accounts Receivable	
Accounts Receivable	11,528.85
Total Accounts Receivable	<u>11,528.85</u>
Other Current Assets	
Accrued Wages	-5,587.92
Total Other Current Assets	<u>-5,587.92</u>
Total Current Assets	<u>1,072,383.97</u>
Fixed Assets	
Capital Assets	
Accumulated Depreciation	2,411,316.85
Children's Wing	-545,263.15
Total Fixed Assets	<u>197,048.08</u>
Total Fixed Assets	<u>2,063,101.78</u>
Other Assets	
johnson & Johnson	-8.41
Investment	
Johnson & Johnson	8.41
Total Investment	<u>8.41</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>3,135,485.75</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	28,024.33
Total Accounts Payable	<u>28,024.33</u>
Other Current Liabilities	
City Withholding	41.36
County Retirement	2,613.57
FICA, Medicare & FWT	-5,786.10
Payroll Liabilities	1,993.64
State Withholding	2,404.90
Total Other Current Liabilities	<u>1,267.37</u>
Total Current Liabilities	<u>29,291.70</u>
Total Liabilities	<u>29,291.70</u>
Equity	
Invested in Capital Assets	798,416.00
Opening Bal Equity	270.53
Retained Earnings	2,167,506.54
Net Income	140,000.98
Total Equity	<u>3,106,194.05</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,135,485.75</u></u>



COMMONWEALTH OF KENTUCKY
OFFICE OF THE ATTORNEY GENERAL

DANIEL CAMERON
ATTORNEY GENERAL

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FRANKFORT, KENTUCKY 40601
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FAX: (502) 564-2894

PROOF OF RECEIPT
(Keep completed form on agency premises)

In conformity with KRS 15.257, the Office of the Attorney General distributes two publications titled "The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies" and "Managing Public Records." Under Kentucky law, the following officials must distribute these publications to certain individuals within sixty (60) days of receipt or within sixty days of the day newly elected or appointed officials or members take office:

County Judge/Executives, Mayors, City Attorneys, and County Attorneys must deliver these publications to "each elected official and each member, whether elected or appointed, of every county and city legislative body, local government board, commission, authority, and committee, including boards of special districts." KRS 65.055.

Superintendents of Public School Districts and School District Attorneys must deliver these publications to "each elected school board member and each school based decision making council member." KRS 160.395.

Presidents of State Postsecondary Educational Institutions and University Counsel must deliver these publications to "each board of regents or governing board member of their university." KRS 164.465.

Each of the foregoing officials must obtain signed proof from that person that he or she received these publications. This form may be used by each of the foregoing officials to serve as proof that the official carried out his or her obligations to distribute these publications and obtain a signed acknowledgement of the same.

I certify that I have received "The Kentucky Open Records & Open Meetings Acts: A guide for the public and public agencies" and "Managing Public Records" to all elected or appointed officials and elected or appointed members within sixty days of receipt of the newly revised publications from the Office of the Attorney General or within sixty days of the day newly elected or appointed officials or members take office.

Name: _____ Title: _____

Name of Public Agency: _____

Agency Address: _____

Phone: () _____ - _____ E-mail: _____

Signature: _____ Date: _____

Request to Inspect Public Records

Pursuant to the Kentucky Open Records Act ("the Act"), KRS 61.870 *et seq.*, the undersigned requests to inspect the public records which are described below.

Requester's contact information.

Name: [REDACTED]

Mailing Address: [REDACTED]

E-mail Address (if applicable): [REDACTED]

Records to be inspected:

[REDACTED]

Statement regarding the use of public records. KRS 61.870(4) defines "commercial purpose" as "the direct or indirect use of any part of a public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary, or fee." However, "commercial purpose" does not include the publication or related use of the public record by a newspaper or periodical, by a radio or television station in its news or informational program, or by use in the prosecution or defense of litigation by the parties to such an action or their attorney.

This request is (choose one):

- NOT for a commercial purpose; or
- FOR a commercial purpose.

Statement regarding residency. I further state that I am a resident of Kentucky because I am (please check one):

- An individual residing in the Commonwealth; or
- A domestic business entity with a location in the Commonwealth; or
- A foreign business entity registered with the Kentucky Secretary of State; or
- An individual that is employed and works at a location within the Commonwealth; or
- An individual or business entity that owns real property within the Commonwealth; or
- An individual or business entity that has been authorized to act on behalf of an individual or business entity listed above; or
- A news-gathering organization as defined in KRS 189.635(8)(b)1a. to e.

Signature: _____

Date: _____

Pursuant to KRS 61.876(4), the Office of Attorney General has promulgated by administrative regulation this form. See 40 KAR 1:040.

force this library to have such equipment in time. The best option is to keep the coverage in the policy so everything known is protected to the fullest extent with in reason. If more time is needed to research this policy out, please look to keep this discussion going before approving this policy.

Juneteenth and Other Holidays.

With the approval of Juneteenth as a federal holiday, the board is faced with a decision that can also further define other similar holidays in relation to closing and how staff get the hours for those days. The first decision is whether to add the day as a recognized holiday by the library. Secondly, the board needs to decide if this will be considered a holiday closing or treat it as a floating holiday. If selected as a floating holiday, the board can then set forth for this and other similar days:

Which days to determine as floating holidays

How/When hours for floating holidays are to be taken

Hours staff receive for floating holidays (Part-time/Full-time)

My thoughts on this issue would to make Juneteenth a floating holiday along with the other floating holiday of Veteran's Day. The board can look at other days which might be considered floating holidays, but this is at the board's discretion. I can check with other libraries if the board chooses to pursue this.

Circulation Software Change

The change in circulation software is moving forward at a steady pace. I am in contact with our current company, SirsiDynix, about getting our data to make the transfer to the new system. Right now, the project is set for just the library to make the switch, but Bracken County Schools seemed more than willing to join us. The option will be made available for Augusta Independent to possibly join after the remodeling and other work is completed. The biggest hurdle will be verifying that all the data has been pulled from the system, so we can minimize the potential complications. I am excited to get this system going for the county as I think it will further boost our circulation, especially once the new bookmobile is in operation.

New Business

Information Security Policy

I brought this policy to the board a couple years ago, and then returned to it again last meeting. The policy was relatively new a couple years ago, and libraries were not as strongly recommended to adopt such a policy if the library size was smaller and without certain on site equipment. Since that time, things have changed dramatically and the use of various software from viruses to ransomware is growing rampant. While not a cure all, this policy puts forth some protections against these issues by asking the companies we use to provide documentation of security precautions. The policy also provides guidance for how the library should protect itself from these threats as best as possible.

Personally, like our other policies, I feel this policy may need some work to fit our library in the best way for now, but the board also needs to consider the future of the library as well. One of the most vulnerable areas for other libraries has been their servers which hold much of the library patron and collection data, but we currently do not have the need or space for that equipment. However, the direction of libraries as a whole will likely

The staff also requested a few pieces of furniture for various areas of the library. The first was the purchase of 2 round, tiered displays for highlighting seasonal or themed titles. I have dubbed them the “wedding cake” displays, but they have already proven their worth in a short time with displays on diversity, “beach reads”, and Summer Reading titles. The next item is a story time cushion set for the children’s area now that the riser is gone. This set of about 20 brightly colored cushions is easily stored in the room off of the children’s wing until needed.

While doing these projects, the process for the upgrades to the children’s wing, computer stations and other work has begun. This began with sending a general project idea to the two design firms that most libraries use in the area, Collective Spaces (Teen and New Addition) and KPC Architectural (Circulation Desk). Both companies visited on sight and took measurements and discussed some initial ideas. Both in process with the design and will send conceptual ideas and initial quotes for the library to consider when complete. Both were informed that the library will make the choice on the best design concept first and pricing second. This can be done since both are listed in state pricing contract.

During the meeting, both companies were also asked to look over a upgrade to the computer setup in the library. KPC has submitted a bid and design for the board to approve. This design streamlines the computers into lower profile table with privacy dividers in which alternate from side to side. The picture is included with the packet information. The quote also includes 4 sections of media shelving with space for catalog computer or shelving on the end. These shelves would go where the 2nd bay of computers used to be between current DVD shelves. This will allow for more growth in our general and christian fiction sections as well as give better attention to the various digital media sections.

There is a bit of “sticker shock” at seeing the price for the price quote, but prices are not much different trying to purchase on our own. The professional installation is also more than worth any small amount that might be saved going another route. I would ask the board approve this quote so the work can be possibly completed before the school year starts.

Old Business

Plumbing Issue

I was able to contact Nathan Cooper to remove the urinal in the men's bathroom. I will have to set up doing the drywall patchwork with someone else, but the urinal has finally been removed. The pipework has been capped as part of the process. I will probably have Samuel Stagg come in to do the drywall work as it is a fairly quick repair.

Audit in Process

Bramel & Ackley are still getting the audit completed and will probably be at the library in the next few weeks. The process has been fairly simple so far, and I will be interested to see the result as the company is approaching the audit a little differently than Denise Keene did. I am realizing why they ask libraries to change auditors every so often because of the different approaches which catch different side aspects of library operations.

The audit will have to be approved as soon as possible after completion, so there will likely be a special called meeting for this purpose. The audit is supposed to be submitted by the end of the next fiscal year, so June 30, 2021 is the due date. The Department of Local Government has been made aware of the issue however, and, in fact, DLG did not know we needed to submit an audit since DLG lost our end of the year figures which were submitted last August/September.

Updates to the Library

The library staff have been hard at work making updates in various ways to give new life to the library. First project was taking apart the step riser in the children's area. I was amazed at the number of screws, nails and heavy wood in the structure. Someone hauled away the remnants of the riser after it was disassembled. I have pictures of the process for those who want to see.



Bracken County Public Library - DVD Shelving & Computer Workstations

6/29/2021

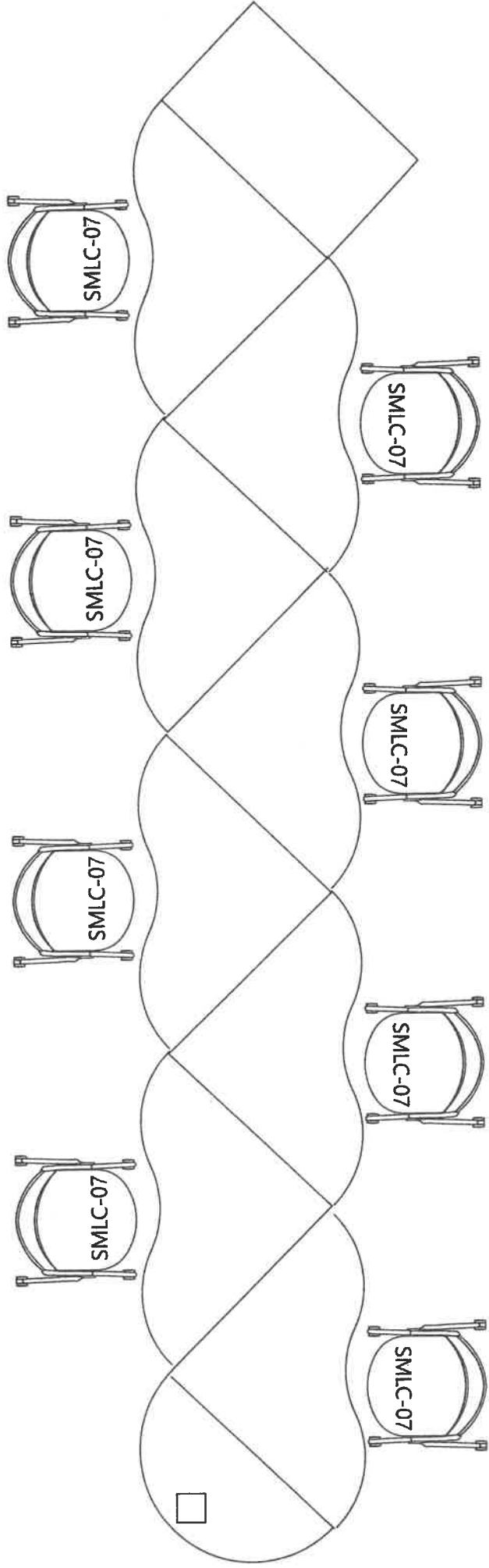
Item	Qty.	Product	Mfg	Part Description	Price	
					Unit	Extended
9	1		Worden	Estimated Freight	\$ 369.00	\$ 369.00
10	1			America's Finest Browsing Station at end of DVD Shelving. Standing height / ventilated, locked cabinet base / access grommets / 28" deep x 20" wide	\$ 1,200.00	\$ 1,200.00
11	1		KPC	Delivery & Installation	\$ 1,500.00	\$ 1,500.00
Total Extended Sell:						\$26,469.77



Bracken County Public Library - DVD Shelving &
Computer Workstations

6/29/2021

Item	Qty.	Product	Mfg	Part Description	Price	
					Unit	Extended
1	1	CtmItm00590	Worden	8-Unit Worstation	\$ 16,353.60	\$ 16,353.60
2	1	CtmItm00591	Worden	Electrical for CtmItm00590	\$ 1,218.00	\$ 1,218.00
3	4	MJFRAME3690	Aurora	36x90 welded frame	\$ 99.36	\$ 397.44
4	4	MJBASE3624SL OPE	Aurora	36x24 double face sloping base shelf	\$ 102.85	\$ 411.40
5	56	MJPB3606	Aurora	36x6 sloping mult-media shelf with 6 dividers	\$ 65.33	\$ 3,658.48
6	1		Aurora	Freight Estimate	\$ 263.77	\$ 263.77
7	1		Aurora	12% Surcharge	\$ 402.08	\$ 402.08
8	1		Worden	Self Edge Laminate End Panels (2)	\$ 696.00	\$ 696.00



Bracken County Public Library

Information Security Policy

In accordance with KRS 61.931-934, _____ Public Library will take reasonable precautions to ensure that any personal information that is kept by the Library for any purpose is safeguarded from unauthorized access.

_____ Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See [Security and Incident Investigation Procedures and Practices for Local Governmental Units](#) for these best practices.

Per the Department of Local Government's guidance, a "Point of Contact" is designated by _____ Public Library to

- 1) Maintain the library's adopted Information Security Policy and be familiar with its requirements;
- 2) Ensure the library's employees and others with access to personal information are aware of and understand the Information Security Policy;
- 3) Serve as contact for inquiries from other agencies regarding its Information Security Policy and any incidents;
- 4) Be responsible for ensuring compliance with the Information Security Policy; and
- 5) Be responsible for responding to any incidents.

The (Designated Individual) is _____ Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

Patron information

_____ Public Library acts to limit the amount of personally identifiable information that it retains. Some information, however, is necessarily and understandably retained for the transaction of day-to-day business.

Most information related to patrons is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available and, beyond interactions between the library and the patron, will be shared only with third-party vendors with whom the library has contracted services necessary for conducting business and law enforcement personnel upon valid, legal request. Information related to delinquent patrons may be shared with a third party vendor for the purposes of collection. The library will not share personally identifiable patron information for any other purpose.

When a patron record has been inactive for (specify years) _____ and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived.

Personal information about patrons is generally only retained in electronic format with appropriate back-up devices in place for recovery in the event of a database failure. All back-up devices are kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

Staff information

_____ Public Library retains information about its staff that is directly related to the work environment. Social security numbers, health information, and performance records are retained only as a part of standard human resources processes (such as payroll, retirement, or health insurance). This information is subject to records retention policies of the Commonwealth of Kentucky and _____ Public Library. Records will be retained and destroyed according to the records retention schedule.

Personal information about staff members is, in some cases, subject to the Open Records Act and will be shared with anyone properly requesting that information as specified by Kentucky Revised Statute. Information protected from disclosure under the Open Records Act will not be shared with any outside agency for any purpose other than for the reason it was collected (i.e. to a payroll vendor for tax purposes).

Personal information about staff will be kept secured at all times in areas that are not accessible to the general public and with limited accessibility by staff.

Security Measures

The library does not share any information with any outside agency for any reason other than the purposes for which it was collected. Third party vendors with whom the library does business are required by KRS 61.932 to provide their own security measures to protect any personal information. Where possible, the library has informed each entity in writing that appropriate security and breach notification is required.

The library provides an internal, closed network for the collection and use of most patron data. The network is not accessible to the general public and access to it is limited to third party vendors with whom the library has contracted services.

Where the library's systems do have interaction with any outside vendor or patron (i.e. through the internet-based catalog), transactions will take place using secure transmission protocols. Such interactions will be limited to the purpose of the transaction only and will not allow access to any more information than is required for the purpose of the transaction (i.e. a patron reviewing a list of items that are currently checked out to him/her).

Personal information stored on computers or back-up devices is not accessible to the general public and is protected by a computer firewall and anti-virus systems.

Security Breaches and Notifications

If _____ Public Library becomes aware of a breach that would allow outside access to its network or access to devices used to store personal information, action will immediately be taken to remove the device from the network or to close the network to all external traffic.

_____ Public Library will notify vendors of their responsibilities to inform the library of any breach in their own systems which would expose or compromise the security of personal information provided by the library. Notification of such must conform to the requirements of KRS 61.932 and will include any reports of investigations that are conducted into the breach. Contracts that are made or amended with the library after January 1, 2015 must contain provisions to account for the requirements under KRS 61.932.

In the event _____ Public Library's own computer network or data storage systems are breached, the library will immediately take action to secure the network or system, to prohibit any off-site access, and to determine the extent of the data that was obtained by the unauthorized party. Where appropriate, the library will notify any/all affected parties within the guidelines of KRS 61.933 or as directed in guidance from the Department for Local Government. Investigations which follow such a breach will be reported as required by the same statute.

[sample policy posted 5/13/2015]