

Board of Trustees Regular Meeting Agenda
February 3, 2020 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
 - Trustee Orientation Policy
 - b. Old Business
 - Policies and Procedures –new and updates
 - Audit Process
 - Future Plans
 - c. New Business
 - Lighting Replacement
 - Director's Office and other work
- VI. Director's Report
- VII. Regional Consultant
- VIII. Adjournment

Bracken County Public Library Board

Board of Trustees Meeting Minutes
January 6, 2020

The regular meeting of the Bracken County Public Library Board was called to order at 4:35 p.m. on January 6, 2020 by President Sandra Wood.

Present

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

Minutes: The board reviewed the minutes of the December 2, 2019 meeting. Motion by Aaron to approve the minutes as written. Second by Ava and all approved.

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

Business

Policy Review

Bracken County Public Library Bylaws.

Motion made by Anna to re-approve the Bracken County Public Library Bylaws. Second by Ava and all approved.

Ethics Policy

Motion by Ava to re-approve the Ethics Policy of the Bracken County Public Library. Second by Aaron and all approved.

Old Business

- **Policies and Procedures**

Motion to approve the second reading of the Customer Behavior/Problem Patron Policy and the Internet Access/Computer Use Policy, with language to include all genders, made by Anna. Second by Ava and all approved.

- **Surplus Property**

Items for which bids were submitted have been picked up. Christian is working on dispersing the remaining items.

- **Maker Space & Future Plans**

As the makerspace collection increases we may need to plan for a secure area for storage of things that cannot be easily moved to closets for storage (i.e. a 3D printer).

Christian has contacted a few consultants to submit a proposal to the board for services to assist the board in the strategic planning process.

New Business

Audit Report - Christian reported that the auditor found no major issues during the audit. There were a few concerns related to policies/procedures that were associated to changing bookkeepers. The auditor suggested we have better policies in place concerning fixed assets and a certificate of assurances from our current financial institution(s) for any amount above the \$250,000.00 insured by the FDIC at this time.

Election of Officers - Motion by Ava to re-approve all officers to remain in their current positions for a time not to exceed two years or until a replacement is approved. Second by Aaron and all approved.

Director's Report

- ❖ Christian reported that the patron issues discussed at the last meeting have been resolved without any further action needed.
- ❖ Reports for the federal Erate program have been submitted.
- ❖ Christian will be attending the National Public Library Association Conference through a scholarship he received.

Regional Consultant

- ❖ No report

Adjournment

Having no other business Aaron made a motion to adjourn at 6:03 p.m. Second by Ava and all approved.

Respectfully submitted,

Secretary, Anna Cummins

President, Sandra Wood

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

| | Jan 31, 20 |
|--|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Checking - First National | 519,038.40 |
| CD #1 (14348) | 123,331.10 |
| CD #2 (14878) | 129,814.60 |
| Total Checking/Savings | 772,184.10 |
| 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 | 800,896.05 |
| Fixed Assets | |
| Capital Assets | |
| Accumulated Depreciation | 1,454,602.98 |
| Children's Wing | -853,645.40 |
| Total Fixed Assets | 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 | 1,598,910.12 |
| 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 | 771.25 |
| County Retirement | -1,364.02 |
| FICA, Medicare & FWT | 3,494.65 |
| Payroll Liabilities | 6,766.13 |
| State Withholding | 1,319.78 |
| Total Other Current Liabilities | -29,296.98 |
| Total Current Liabilities | -23,366.57 |
| Total Liabilities | -23,366.57 |
| Equity | |
| Invested in Capital Assets | 798,416.00 |
| Opening Bal Equity | 270.53 |
| Retained Earnings | 831,446.23 |
| Net Income | -7,856.07 |
| Total Equity | 1,622,276.69 |
| TOTAL LIABILITIES & EQUITY | 1,598,910.12 |

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

| Type | Date | Num | Name | Memo | Debit | Credit | Balance |
|----------------------------------|------------|---------|-----------------------------------|--|-----------|----------|------------|
| Checking - First National | | | | | | | |
| Liability Check | 01/02/2020 | | | Created by Payroll Service on 12/30/2019 | | 4,177.02 | 513,074.72 |
| Check | 01/02/2020 | | QuickBooks Payroll Service | Nov/Dec 2019 | | 500.00 | 508,897.70 |
| Paycheck | 01/03/2020 | 11919 | Cynthia C Thompson | | | 137.10 | 508,397.70 |
| Paycheck | 01/03/2020 | DD15... | Gracie L Taylor | Direct Deposit | | | 508,260.60 |
| Paycheck | 01/03/2020 | DD15... | Kimberly Gilbert | Direct Deposit | | | 508,260.60 |
| Paycheck | 01/03/2020 | DD15... | Michael S Smith | Direct Deposit | | | 508,260.60 |
| Paycheck | 01/03/2020 | DD15... | Christian Shroll | Direct Deposit | | | 508,260.60 |
| Paycheck | 01/03/2020 | DD15... | Jennifer Culp | Direct Deposit | | | 508,260.60 |
| Paycheck | 01/03/2020 | DD15... | Krista Stagg | Direct Deposit | | | 508,260.60 |
| Paycheck | 01/03/2020 | DD15... | Regina Holder | Direct Deposit | | | 508,260.60 |
| Deposit | 01/08/2020 | | | Deposit | 1,594.12 | | 509,854.72 |
| Deposit | 01/10/2020 | | | Deposit | 28,730.83 | | 538,585.55 |
| Check | 01/15/2020 | 11934 | City of Brooksville Utilities | Acct # 102-45400-03 | | 173.85 | 538,411.70 |
| Check | 01/15/2020 | 11935 | Kentucky Utilities | Acct # 3000-0416-6660 | | 645.94 | 537,765.76 |
| Check | 01/15/2020 | 11936 | AFLAC | BX024 Invoice #036485 | | 368.28 | 537,397.48 |
| Check | 01/15/2020 | 11937 | Terminix | Cust # 1133507 Invoice #1133507 | | 58.00 | 537,339.48 |
| Check | 01/15/2020 | 11938 | Rumpke | Invoice No. 0202001500915 | | 68.04 | 537,271.44 |
| Check | 01/15/2020 | 11939 | Anthem Blue Cross and Blue Shi... | Acct # 287259119236 Invoice #287284414687X01082020 | | 3,521.80 | 533,749.64 |
| Check | 01/15/2020 | 11940 | AT&T | Acct # 160397006 | | 46.30 | 533,703.34 |
| Check | 01/15/2020 | 11941 | Windstream | Acct # 001-06875 Inv #4039766830 | | 281.49 | 533,421.85 |
| Check | 01/15/2020 | 11942 | Cintas #001 | Acct# 99396 Inv#69201026, 69171055 &69187082 | | 103.58 | 533,318.27 |
| Check | 01/15/2020 | 11943 | Gale/CENGAGE Learning | 161589 Inv #B5844253 | | 254.46 | 533,063.81 |
| Check | 01/15/2020 | 11944 | Brodart | Cust # 99396 Acct #668717903 | | 16.52 | 533,047.29 |
| Check | 01/15/2020 | 11945 | REader Service | Acct #85 (Grocery/Gas Tab) | | 41.28 | 533,006.01 |
| Check | 01/15/2020 | 11946 | Lee's Best Way | Inv #1276532 | | 32.00 | 532,974.01 |
| Check | 01/15/2020 | 11947 | ProSource | Inv #33309 | | 52.47 | 532,921.54 |
| Check | 01/15/2020 | 11948 | Bracken County News | Accounting, Invoice #0000014 | | 30.00 | 532,891.54 |
| Check | 01/15/2020 | 11949 | Tina Sticklen | January 2020 Cleaning | | 300.00 | 532,591.54 |
| Check | 01/15/2020 | 11950 | Johnny Johnson | XXXX-XXXX-XXXX-1576 | | 300.00 | 532,291.54 |
| Check | 01/15/2020 | 11951 | Chase Card Services | Created by Payroll Service on 01/15/2020 | | 1,815.29 | 530,476.25 |
| Liability Check | 01/16/2020 | | QuickBooks Payroll Service | | | 4,998.53 | 525,477.72 |
| Paycheck | 01/17/2020 | DD15... | Michael S Smith | Direct Deposit | | | 525,477.72 |
| Paycheck | 01/17/2020 | DD15... | Kimberly Gilbert | Direct Deposit | | | 525,267.47 |
| Paycheck | 01/17/2020 | 11933 | Gracie L Taylor | Direct Deposit | | 210.25 | 525,267.47 |
| Paycheck | 01/17/2020 | DD15... | Christian Shroll | Direct Deposit | | | 525,267.47 |
| Paycheck | 01/17/2020 | DD15... | Jennifer Culp | Direct Deposit | | | 525,267.47 |
| Paycheck | 01/17/2020 | DD15... | Krista Stagg | Direct Deposit | | | 525,267.47 |
| Paycheck | 01/17/2020 | DD15... | Regina Holder | Direct Deposit | | | 525,267.47 |
| Paycheck | 01/17/2020 | DD15... | Walmart | XXXX XXXX XXXX 3243 | | | 525,267.47 |
| Check | 01/29/2020 | 11952 | REader Service | Cust # 99396 Acct #668717903 | | 105.98 | 525,161.49 |
| Check | 01/29/2020 | 11953 | Cintas #001 | Acct # 001-06875 Inv #4041029143 | | 28.59 | 525,132.90 |
| Check | 01/29/2020 | 11954 | Brodart | 161589 Inv #B5853573 | | 103.58 | 525,029.32 |
| Check | 01/29/2020 | 11955 | Bracken Co High School | 2020 Drama Club Commercial Ad Form 1/2 page | | 59.87 | 524,969.45 |
| Check | 01/29/2020 | 11956 | Cynthia C Thompson | Nov/Dec 2019 | | 90.00 | 524,879.45 |
| Check | 01/29/2020 | 11957 | Westfield Insurance | Acct #3409221008 | | 500.00 | 524,379.45 |
| Check | 01/29/2020 | 11958 | Gale/CENGAGE Learning | Acct# 99396 Inv#69572358 & 69418692 | | 643.53 | 523,735.92 |
| Check | 01/29/2020 | 11959 | Tina Sticklen | Accounting, Invoice #0000015 | | 118.41 | 523,617.51 |
| Check | 01/29/2020 | 11960 | Johnny Johnson | Jan 2020 Cleaning | | 100.00 | 523,517.51 |
| Check | 01/29/2020 | 11961 | QuickBooks Payroll Service | Created by Payroll Service on 01/29/2020 | | 300.00 | 523,217.51 |
| Liability Check | 01/30/2020 | | | | | 4,069.77 | 519,147.74 |

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

| Type | Date | Num | Name | Memo | Debit | Credit | Balance |
|---------------------------------|------------|---------|------------------|----------------|------------------|------------------|-------------------|
| Paycheck | 01/31/2020 | DD15... | Kimberly Gilbert | Direct Deposit | | 109.34 | 519,147.74 |
| Paycheck | 01/31/2020 | 11962 | Gracie L Taylor | Direct Deposit | | | 519,038.40 |
| Paycheck | 01/31/2020 | DD15... | Christian Shrout | Direct Deposit | | | 519,038.40 |
| Paycheck | 01/31/2020 | DD15... | Jennifer Culp | Direct Deposit | | | 519,038.40 |
| Paycheck | 01/31/2020 | DD15... | Krista Staggs | Direct Deposit | | | 519,038.40 |
| Paycheck | 01/31/2020 | DD15... | Michael S Smith | Direct Deposit | | | 519,038.40 |
| Paycheck | 01/31/2020 | DD15... | Regina Holder | Direct Deposit | | | 519,038.40 |
| Total Checking - First National | | | | | | | |
| CD #1 (14348) | | | | | | | |
| Deposit | 01/10/2020 | | | Deposit | 31.42 | | 123,299.68 |
| Total CD #1 (14348) | | | | | 31.42 | | 123,331.10 |
| CD #2 (14878) | | | | | | | |
| Deposit | 01/10/2020 | | | Deposit | 43.38 | | 129,771.22 |
| Total CD #2 (14878) | | | | | 43.38 | | 129,814.60 |
| TOTAL | | | | | 30,399.75 | 24,361.27 | 772,184.10 |

Bracken County Public Library
Profit & Loss
 January 2020

| | <u>Jan 20</u> |
|----------------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| UNRESTRICTED | |
| Fees & Other | 255.50 |
| Interest | 74.80 |
| REAL PROPERTY TAX | |
| Property Tax | 28,475.33 |
| Total REAL PROPERTY TAX | <u>28,475.33</u> |
| MOTOR VEHICLE | |
| Omitted Motor Vehicles (Delinq) | 5.58 |
| Motor Vehicle Tax | 1,588.54 |
| Total MOTOR VEHICLE | <u>1,594.12</u> |
| Total UNRESTRICTED | <u>30,399.75</u> |
| Total Income | <u>30,399.75</u> |
| Gross Profit | 30,399.75 |
| Expense | |
| BOOKMOBILE | |
| Gas | 32.00 |
| Total BOOKMOBILE | 32.00 |
| BOOKS AND MATERIALS | |
| Books | 753.98 |
| Videos | 461.29 |
| Total BOOKS AND MATERIALS | 1,215.27 |
| GENERAL OPERATION | |
| Supplies | |
| Program Supplies | 176.50 |
| Office supplies | 309.01 |
| Postage | 0.00 |
| Total Supplies | 485.51 |
| Insurance | |
| Worker's Comp | 24.16 |
| Insurance - Building | 619.37 |
| Insurance - Health | 3,521.80 |
| Total Insurance | 4,165.33 |
| Professional Fees | |
| Bookkeeping Service | 400.00 |
| Legal Fees | 1,000.00 |
| Total Professional Fees | 1,400.00 |
| Public Relations | |
| Advertising and Printing | 172.47 |
| Total Public Relations | 172.47 |
| Utilities | |
| Trash | 68.04 |
| Internet | 103.14 |
| Telephone | 224.65 |
| Other Utilities | 819.79 |
| Total Utilities | 1,215.62 |
| Total GENERAL OPERATION | 7,438.93 |
| FEES | 739.62 |

Bracken County Public Library
Profit & Loss
January 2020

| | <u>Jan 20</u> |
|-----------------------------------|------------------------|
| BUILDING MAINTENANCE | |
| Contracted Cleaning | 807.16 |
| Maintenance | <u>58.00</u> |
| Total BUILDING MAINTENANCE | 865.16 |
| | 0.00 |
| FURNISHING | |
| STAFF | |
| Cataloger | 2,472.00 |
| Director | 5,456.22 |
| Part-time | 739.93 |
| Payroll Expenses | 31.50 |
| Other Salaried Staff | 6,865.44 |
| STAFF - Other | <u>963.27</u> |
| Total STAFF | 16,528.36 |
| | |
| FRINGE BENEFITS | |
| Disability | 207.72 |
| FICA & Medicare | 338.88 |
| Unemployment | <u>238.85</u> |
| Total FRINGE BENEFITS | 785.45 |
| | 0.00 |
| CONTINUING EDUCATION | |
| Total Expense | <u>27,604.79</u> |
| Net Ordinary Income | <u>2,794.96</u> |
| Net Income | <u><u>2,794.96</u></u> |

01/29/20

Bracken County Public Library
P&L Comp to Same Month Last Yr (Year-To-Date) (Detail View)
 July 2019 through January 2020

| | Jul '19 - Jan 20 | Jul '18 - Jan 19 |
|----------------------------------|------------------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Acuity | 0.00 | 0.00 |
| RESTRICTED | 8,508.00 | 8,652.00 |
| UNRESTRICTED | 296,568.28 | 410,189.59 |
| Total Income | 305,076.28 | 418,841.59 |
| Cost of Goods Sold | | |
| Cost of Goods Sold | 0.00 | 0.00 |
| Total COGS | 0.00 | 0.00 |
| Gross Profit | 305,076.28 | 418,841.59 |
| Expense | | |
| Depreciation Expense | 0.00 | 0.00 |
| BOOKMOBILE | 720.60 | 226.86 |
| BOOKS AND MATERIALS | | |
| Audios | 4,249.10 | 5,430.97 |
| Books | 10,036.50 | 13,071.21 |
| CD's | 0.00 | 0.00 |
| eBooks | 603.30 | 610.84 |
| Equipment | 49.97 | 317.96 |
| Games | 180.69 | 405.16 |
| Electronic Database | 4,548.00 | 7,492.98 |
| Magazines & Newspapers | 1,061.93 | 256.33 |
| Processing Supplies | 0.00 | 13.82 |
| Videos | 3,365.26 | 4,083.58 |
| KDLA Grant | 0.00 | 0.00 |
| Book Lease | 0.00 | 0.00 |
| BOOKS AND MATERIALS - Other | 365.00 | 0.00 |
| Total BOOKS AND MATERIALS | 24,459.75 | 31,682.85 |
| Contracted labor | 0.00 | 0.00 |
| GENERAL OPERATION | | |
| Contracted Equipment | 0.00 | 0.00 |
| Supplies | 6,057.04 | 5,314.64 |
| Insurance | 21,309.41 | 19,481.78 |
| Mortgage Payment | 0.00 | 0.00 |
| Professional Fees | 9,872.38 | 45,885.85 |
| Public Relations | 4,008.90 | 2,218.01 |
| Utilities | 7,711.00 | 8,214.88 |
| Vehicle Insurance | 0.00 | 0.00 |
| GENERAL OPERATION - Other | 0.00 | 0.00 |
| Total GENERAL OPERATION | 48,958.73 | 81,115.16 |
| ELECTRONIC ACCESS | 18,692.37 | 16,765.66 |
| FEES | 1,789.30 | 1,579.13 |
| BUILDING MAINTENANCE | 10,913.56 | 10,082.43 |

01/29/20

Bracken County Public Library
P&L Comp to Same Month Last Yr (Year-To-Date) (Detail View)
 July 2019 through January 2020

| | Jul '19 - Jan 20 | Jul '18 - Jan 19 |
|-----------------------------|-------------------|--------------------|
| FURNISHING | 1,792.62 | 0.00 |
| BUILDING REPAIRS | 20,449.16 | 1,706.69 |
| CAPITAL OUTLAY | 73,077.60 | 399,715.54 |
| STAFF | 88,315.60 | 79,715.25 |
| FRINGE BENEFITS | 21,400.72 | 19,239.40 |
| CONTINUING EDUCATION | 2,345.19 | 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 | 312,932.35 | 644,932.85 |
| Net Ordinary Income | -7,856.07 | -226,091.26 |
| Other Income/Expense | | |
| Other Income | | |
| Bracken Co. Circuit Clerk | 0.00 | 0.00 |
| Total Other Income | 0.00 | 0.00 |
| Other Expense | | |
| Gain/Loss of Asset | 0.00 | 0.00 |
| Total Other Expense | 0.00 | 0.00 |
| Net Other Income | 0.00 | 0.00 |
| Net Income | -7,856.07 | -226,091.26 |

Trustee Orientation Policy

The Bracken County Public Library recognizes the importance of Board member orientation to the Library's efficient operation. Once a Library Board member has been appointed and taken the oath of office, the Board member will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a Board member. This orientation process will be conducted collaboratively by the Director, President, and the Kentucky Department of Libraries and Archives Regional Consultant.

Once the new Board member has been appointed, the Director or President will contact the Board member to welcome him/her to the Board and set up an appointment to have an orientation session. The Director will assist in scheduling an opportunity for the regional consultant to provide additional orientation information in conjunction with, or in addition to, the Library orientation.

Board member orientation includes introducing the Board member to the following documents, as well as any other documents necessary for compliance with Kentucky law governing libraries and information specific to the Bracken County Public Library:

- The Kentucky Public Library Trustee Manual
- A list of Board members with their contact information, terms of office, and offices held
- The location and schedule of Board meetings, Board bylaws and policies
- A sample agenda

Documents each Board member must receive within 60 days of their appointment shall be included at the orientation: *Your Duty Under the Law*; *Managing Government Records*; and the Proof of Receipt to acknowledge that those two documents have been received. When the Proof of Receipt has been signed, copies of these documents will be retained by the library.

Additional documents that may be provided by the Director as part of the Board member orientation process may include the following documents, among others:

- The Library's latest Annual Report
- The Library's Standards Report
- The Library's long-range or strategic plan
- The Library's current and previous year's budget
- The Library's tax rate (taxing districts only)
- Board packets from the previous three months meetings, including minutes, statistics, and financial reports
- An organizational chart of the Library staff with names and titles

- A copy of the Library's policies or the location where they can be accessed
- Brochures or other concise information about the library or library services
- PR or information on any recent Library accomplishments

The orientation process shall also include a tour of the Library facilities and an introduction to the Library staff, allowing the new Board member to ask questions in context as they view the different services, activities, and areas of the Library facilities.

Some topics that could be addressed and discussed during the tour include:

- How the Library is operated on a day-to-day basis
- How the Library is linked to other resources and libraries
- How the Library serves the needs of the community
- How the Library could better serve the needs of the community

Every attempt will be made by the President, Director and Kentucky Department of Libraries and Archives Regional Consultant to provide the new Board member with any additional pertinent information requested to assist in equipping the Board member with the knowledge and skills necessary to succeed in their new role.

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

Old Business

Policies & Procedures – new additions and updates

Fixed Asset Policy, which determines what and how major assets depreciate, is one option that was provided last month and the board needs to decide on it as either a stand alone policy or to incorporate it as part of the current Surplus Policy, which would make it more an overall Inventory Policy. As for the other policies I provided a few months ago, the board just needs to decide which are the most important to work on next. These policies are: Dangerous Weapons, Public Comment, Record Management, Meeting Room, Facilities Management, Material Selection, and Circulation. These are not in order of importance to me, but rather just the order I came across them while making this list. Some of these may have ties to current policies, and we may just need to include/update the language of the current policy.

Audit Process

Audit is being completed, but Denise Keene has not finished it yet. She had to wait on a few items as well as process tax information for other clients. She did email and say she had what she needed now, and she would resume work on the audit after getting the tax statements processed for other clients. I have begun to implement the recommendations Denise Keene mentioned when she was doing the onsite part of the audit. This included verifying the QuickBooks register of the checking account with the bank statement from 1st National Bank. I also spoke with the bank about the collateralization statement for balance amount over the FDIC insured limit. I was told by higher level bank officials that the library just needs to have a form signed by both a library and bank representative stating the bank agrees to cover money over FDIC coverage limit. The library can do this and keep all money in 1st National, or we can do this while still taking some money out to be place in the bank at Citizens, with a similar agreement if money is above FDIC coverage limit.

Future Plans

I have received two bids for Strategic Planning, and I am prepared to move forward with the process. The one bid from Angie Taylor was included with the packet of information because the cost difference was so great, there is no question as who to choose. I will have the other bid available at the board meeting for the board to look over, but the cost is 3 times more than the bid I am including in the board packet. Part of this is due to Angie Taylor being from Bracken County and wanting to give us a break on pricing, but she seemed to indicate as I talked with her that her usual price is not much more. I would ask the board if the product is as quality as my fellow directors say after working with Ms Taylor, the library consider better compensation than the bid, if law permits this.

New Business

Lighting Replacement

I have mentioned before about a slow change of the light fixtures in the library. I am working right now trying to get an electrician in to replace those that no longer work. The reason I add this into the new business is for a few reasons. One, for the sake of what could be termed “best practices”, I am looking to use different electricians during the process as it is a simple swap of old fixture for new LED fixture. A second reason is that I am looking to start swapping some of the fixtures that still work which are over the shelving areas in the main part of the library. This is a coverage issue both to better the lighting in the library among the tighter shelving spaces and to have in the board minutes a note indicating why the change was made. The 8 light fixtures I purchased from Lowe’s cost almost \$500 and installation cost is unknown currently. The price is more per fixture if not purchasing at least 8 fixtures.

Director’s Office and other work

My office has been discussed before since the color is a little “different”. I have thought about doing the work a few times, but I get lost in other tasks that are of more importance. My thoughts as to color would be to go neutral so the next person is less likely to want it changed. I do not think the paint cost will be to great, but the difficulty will be the time it will take to move everything around so the work can be done.

The other work is to consider a further update of the library furniture, which would involve moving/replacing items. There are some items of furniture that need updated for varied reasons. This project would include the purchase and installation of a new circulation desk that could be made more kid/handicap friendly. I do not know if the circulation desk is the original from when the library opened in 1995, or if it was new when installed. I do know it is has been well used and is starting to show signs of wear/damage from extended use.

Both of these items are up for consideration, but I would suggest moving forward with both of these items.

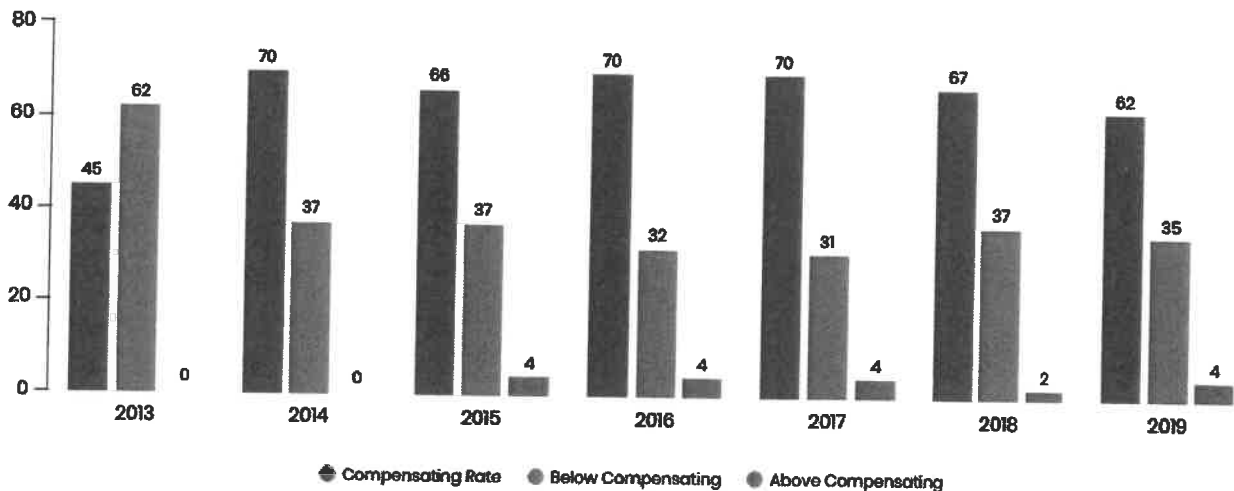
Kentucky Public Library Advocacy Day 2020

Please support Kentucky Public Libraries and their ability to serve all Kentucky residents by opposing Senate Bill 83 and House Bill 141.

- Protecting the nonpartisan structure of our library boards is essential to our mission of equal access to information.
- Current board members are recruited for their expertise in the following areas: Finance, Legal issues, Education.
- Uphold Kentuckians right to read freely and have access to a balanced collection.

Public Library Boards have an exemplary record of fiscal responsibility. Here is a statewide record of their actions in setting tax rates during the past seven years:

Library Taxing Rates



"There is not such a cradle of democracy upon the earth as the Free Public Library, this republic of letters, where neither rank, office, nor wealth receives the slightest consideration." - Andrew Carnegie

Taylor CAREER STRATEGIES

STRATEGIC PLANNING PROPOSAL BRACKEN COUNTY PUBLIC LIBRARY JANUARY 20, 2020

As your facilitator, my work will entail listening to have a better understanding of the vision for your preferred future and guiding the strategic planning process with special focus on goals and objectives. It is my primary goal to help everyone involved feel invested in the final strategic plan carrying it forward with full advocacy.

Why This Work is Important and My Philosophy:

I believe strategic plans are not wallpaper that we use to decorate our offices, but rather a road map for the library to use to guide their work and leadership. The vision statement speaks to our preferred future and what Bracken County Public Library will someday be and do. Our mission describes our daily work. Our value statements help the public we serve understand our daily work and the values we embrace. Strategic plans need to reflect the voice of the library, the people who perform the work, and the community who uses your services.

It is important, as well, that the strategic planning process be enjoyed and remembered as a process that was thoughtful, fun and above all else, useful. Many times, people avoid the strategic planning process, because it can be slow and painful. As a facilitator, it is important that people feel valued through the process and that at the end of the day, they say, that was enjoyable, and I believe in the work we have done. It is my job to make sure the meetings are facilitated well, and the process moves forward while caring for everyone invested in the process.

Brief Description of My Career Pathway and Taylor Career Strategies:

My work history includes serving as associate director of the ReEntry Center at Northern Kentucky University where I helped women enter the labor market or pursue a degree. I also served as vice president of Workforce Solutions at Gateway Community and Technical College, which entailed working with employers helping them solve workforce challenges through curriculum design and training of their incumbent workers. Our Workforce Solutions Division brought in approximately a million dollars annually generated from corporate employee training programs.

In July of 2015, I launched Taylor Career Strategies, which is a career coaching service for those who wish to become more successful in their current positions or for those who have lost their



jobs and wish to gain new employment. I also work with students who are beginning their college careers and needing direction concerning their college majors and with those who are anticipating retirement and wish to design their second act. Coupled with the coaching work is consultation for non-profits who need a variety of services including strategic planning.

While at Gateway I worked with North Key, Welcome House and Covington Partners helping with their strategic planning process. Since 2015, I have been the strategic planning facilitator for the Covington Business Council, NKY Workforce Investment Board, and the Kenton County Public Library Board. I have also facilitated strategic planning processes for Anderson County Public Library, Paul Sawyer Public Library and Pike County Public Library. I also facilitated the KY SHRM strategic plan. Currently, I serve as chair for the United Way of Kentucky Board and have been a member of their strategic planning process.

Further, I currently serve on the Covington Partners Board and as a member of the Workforce Strategies Steering Committee for the Northern Kentucky Chamber of Commerce.

Reference:

Dave Schroeder, Director
Kenton County Public Library
Cell: (859) 496-6450

The Strategic Planning Process:

A Brief Analysis of Your Current Strategic Plan:

The Bracken County Public Library staff will begin their work by briefly analyzing their main themes outlined in their last strategic plan. This analysis will include a review of your goals and the supporting objectives of each goal. Through this analysis, the staff will determine the success of their completed work and evaluate the completion of their work to determine if any of the goals or objectives need to be moved forward for the future strategic plan. Further, it will be important in this phase of the work to address where staff members feel the most pride and any concerns, they have about the work they have done to date. It should be noted that Christian Shroll, the Director, has noted that they have completed most of the work in their last strategic plan but would like the future plan to be less boiler plate and more directive to help guide their work.

Taylor

CAREER STRATEGIES

Mapping Our Environment:

The staff will participate in an in-depth study of their environment to determine the factors impacting Bracken County Public Library. These factors could be internal to the library's operation and could also include external factors from the community, the region, state and world. Once these factors are visually outlined and discussed, the staff will be asked to sort the factors into categories and themes such as the ones we have the most control over, the most important, the most difficult, etc. This sorting process will help us determine the factors that have the greatest impact on Bracken County Public Library and help us determine the emerging themes for the next strategic plan. This is approximately a two-hour session. It will also be important to allow the public to "weigh in" on the emerging themes and this can be done through a publicly announced meeting. It is recommended that this session also be two hours.

Writing of the Goals and Objectives:

The writing of the goals and objectives follows the mapping of your environment. We will take the emerging themes and make decisions regarding the goals and objectives for the next three years. This process is usually conducted in small groups of staff members and their presentation to the full group occurs after they have had the opportunity to discuss all emerging themes and move forward with the writing of their primary goals and listed objectives.

Vision, Mission and Values:

We will review the mission, vision and values of Bracken County Public Library. It will be important to delve into the vision for Bracken County Public Library to assure that it is large enough to move the library forward and is comprehensive enough to give the library a solid picture of their upcoming work and leadership. When working with an institution, organization or firm that is solid in reputation and work, it is important to identify and stretch to that next level of service.

It is recommended that the strategic plan be usefully displayed and used within the library and at their meetings as a guide or roadmap for future work and leadership. There should also be an opportunity for all staff to be a part of the process of measuring the outcomes as each objective is met. This is a wonderful opportunity for building trust and creating an atmosphere of shared responsibility.

Taylor

CAREER/STRATEGIES

Meetings and Cost:

There should be an initial meeting with the director to receive information about his expected process.

A two-hour meeting with the staff to do the first examination of the themes needing attention, which would include the environmental scan.

A two-hour meeting for the public to respond to the emerging themes and make other recommendations.

A second meeting with the staff to write the goals and objectives. This meeting is also approximately two hours.

Lastly, a meeting with the board to review the written goals would be included in the process. It is expected that the director will keep the board apprised throughout the process.

The cost of this strategic planning process is \$3,000.

Closing:

Please accept my thanks for the opportunity to share my interest in serving as your facilitator. I very much respect and advocate for public libraries and it would be an honor to be of service to Bracken County Public Library.

Sincerely,

Angie

Angie Taylor, Ed.D.

Monthly Report – January 2020 Kentucky Dept. for Libraries & Archives



Serving Kentucky's Need to Know

Library Legislative Day – February 5-6 in Frankfort

Library Legislative Day is designated each year to concentrate the awareness of the legislators on libraries of all types across Kentucky. Librarians, trustees and Friends from all over the Commonwealth visit with their legislators in Frankfort on this day. The Kentucky Public Library Association Advocacy Committee identifies an agenda for public libraries and coordinates their day in the Capitol. In 2013, Kentucky's public libraries received a special honor as Library Legislative Day (February 20) was declared Public Library Day by the Kentucky Senate and House.

Professional development scholarship available through LRT

The ALA Learning Round Table (LRT) will award up to \$1,000 to an individual to attend a professional development event between Sept. 1, 2020 and Aug. 31, 2021. The award recipient will be required to share their new learning with other Round Table members in some way (newsletter, blog, list serve, etc.). Applicants do not have to be ALA members to apply. Applicants must respond to the Survey Monkey Questionnaire by Feb. 15, 2020, at 11:59 p.m. CST. <https://www.surveymonkey.com/r/TKDNHSQ>

E-rate Filing Window for Funding Year 2020

The E-rate filing window for the Form 471 application to request discounts will open on January 15, 2020 and close on March 25, 2020. Before filing an application, most libraries will need to complete a competitive bidding process by filing a Form 470 to request bids on E-rate eligible services: Category One internet access or data transmission services or Category Two services related to internal networking equipment such as firewalls, switches, access points, and cabling. The deadline for filing a Form 470 to open the minimum 28-calendar day bidding process is February 26, 2020. Kentucky public libraries are encouraged to contact Lauren Abner, KDLA's Technology Consultant, for assistance at lauren.abner@ky.gov or (502) 564-1728. KDLA's E-rate resources are available online: <https://kdla.ky.gov/librarians/programs/e-rate/Pages/default.aspx>.

KDLA Website Spotlight

The KDLA website (<https://kdla.ky.gov/>) is a treasure trove of information for library staff, administration and trustees. This month, we're highlighting the "Trustee Tips" archive. This was a monthly newsletter published from 2009 to 2018 that provided information for Kentucky Public Library trustees, covering topics from hiring library attorneys to rules for service animals, writing new policies, recruiting trustees, keeping in compliance with open meetings and open records requirements and more. Even though they're not being published monthly anymore, the information is still relevant. Find it by choosing the following menus on the KDLA site:

Librarians > Trustees > Trustee Tips or by going to

<https://kdla.ky.gov/librarians/trustees/Pages/TrusteeTips.aspx>



These services are made possible in part by the Institute of Museum and Library Services.

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TEL: 502-564-8300 • FAX: 502-564-5773
KDLA.KY.GOV



Public Library Association Conference – February 25-29 in Nashville, TN

The PLA conference takes place every two years and consists of several days of workshops, learning sessions, and vendor exhibits all specifically tailored to public libraries. For those not able to make it in person this year, there's also a virtual option. The PLA 2020 Virtual Conference (https://www.placonference.org/virtual_conference.cfm) will provide live programming on Thursday, February 27 and Friday, February 28, including five 60-minute programs each day, plus author interviews and opportunities for networking. Programs are chosen from among the highest rated in PLA's session preference survey. **Registration will close at 4:30 PM Central on February 19, 2020**

Library 2.020 Worldwide Virtual Conference – March 10

The School of Information at San Jose State University is hosting their first Library 2.020 mini-conference: "**Wholehearted Libraries,**" which will be held online (and for free) on Tuesday, March 10th. This 3-hour mini-conference will explore the human side of 21st-Century information work. Learn what libraries are doing now to extend services, create welcoming spaces, and engage users with soft skills such as compassion, empathy, creativity, curiosity, and finding balance. Sessions will focus on how we can nurture a positive mindset in our employees, use the power of stories to promote understanding, and extend our reach into our global communities. Information and registration at <https://www.eventbrite.com/e/library-2020-wholehearted-libraries-registration-90157917759>

Library-related Podcasts

If you're interested in audio programming and what's going on in the library world, consider "checking out" library-related podcasts. For example, the American Library Association is behind [Dewey Decibel](https://soundcloud.com/dewey-decibel-703453552) <https://soundcloud.com/dewey-decibel-703453552>, and the Public Library Association produces [FYI Podcast](http://publiclibrariesonline.org/category/media/podcast/) <http://publiclibrariesonline.org/category/media/podcast/>. Some libraries in Kentucky even produce their own! You can listen to podcasts from the podcast's website, or you can install a podcast player app on your smartphone to listen anywhere. Apps will also automatically keep you up-to-date whenever a new episode is released.

KDLA Website Spotlight

The KDLA website (<https://kdla.ky.gov/>) is a treasure trove of information for library staff, administration and trustees. This month, we're highlighting the Trustee Manual. Trustees receive a copy of this when they begin their service, along with a lot of other information. Did it feel like drinking from a fire hose? The trustee manual covers everything from laws that apply to libraries, to strategic planning, the oath of office, closed session instructions, and more. The online version is reviewed and updated annually by KDLA staff, and best of all, it's text-searchable. Find it by choosing the following menus on the KDLA site: **Librarians > Trustees > Trustee Manual** or by going to <https://kdla.ky.gov/librarians/trustees/Documents/Trustee%20Manual.pdf>