

Board of Trustees Regular Meeting Agenda

July 6, 2020 4:30pm (Held During COVID-19 Restrictions)

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
 - E-Rate and upgrading the library network
 - Summer Reading
 - COVID-19 and Reopening
 - c. New Business
 - New policies- Material selection & Circulation
 - Strategic Planning Process
 - Surplus/no value depreciated items
- VI. Director's Report
- VII. Regional Consultant
- VIII. Adjournment

Bracken County Public Library Board

Board of Trustees Meeting Minutes June 1, 2020

The regular meeting of the Bracken County Public Library Board was called to order at 4:37 p.m. on June 1, 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 May 4, 2020 regular meeting. Motion by Brenda to approve the minutes as written. Second by Aaron and all approved.

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

Business

Policy Review

Library Sponsorship Policy Motion made by Aaron to re-approve the Fiscal Responsibility policy. Second by Anna and all approved.

Old Business

E Rate - The company will begin soon with the updates on network wiring and should complete the work in July.

Summer Reading - The summer reading program will look very different this year and details are still being worked out as to how patrons will participate. Things will most likely be online and through delivery to the patron.

Circulation Desk -The director included a diagram of the new circulation desk with the biggest advantage that it is ADA compliant; as the old one was not.

New Business

20-21 Budget - With the new restrictions for COVID-19 and the decrease in tax revenue the budget may be dramatically impacted. County officials have stated that by January or February we should know what the tax loss will be and can plan accordingly. Raises were included in the budget for all employees with the exception of the director who stated that he did not want an increase at this time. The board discussed and agreed that after tax revenues were determined the board will revisit the budget and adjust the budget to include a director's raise if feasible.

Motion by Aaron to approve the budget for the 2020-21 fiscal year. Second by Ava and all approved.

Covid-19 Impact - Possible opening date is June 8, but the library must meet guidelines first. The library will strive to limit traffic, discourage the congregation of groups and promote social distancing for patrons. Patrons wishing to use computers will need to reserve a time and computers will be disinfected after each use. Materials that are returned will be quarantined and cleaned before being returned to the shelves. These practices and others will be implemented as the library monitors the situation and the recommendations from the Governor and state officials.

Director's Report

- ❖ Due to the closure of the library there was no director's report as it was incorporated with the information on regular business items above.

Regional Consultant

- ❖ The board reviewed the monthly KDLA report.

Adjournment

Having no other business Anna made a motion to adjourn at 5:07 p.m. Second by Aaron and all approved.

Respectfully submitted,

Secretary, Anna Cummins

President, Sandra Wood

Bracken County Public Library
Profit & Loss
 June 2020

	<u>Jun 20</u>
Ordinary Income/Expense	
Income	
UNRESTRICTED	
Interest	53.53
REAL PROPERTY TAX	
Property Tax	<u>3,831.39</u>
Total REAL PROPERTY TAX	3,831.39
MOTOR VEHICLE	7,826.32
PERSONAL PROPERTY	
Franchise	<u>31,388.88</u>
Total PERSONAL PROPERTY	<u>31,388.88</u>
Total UNRESTRICTED	<u>43,100.12</u>
Total Income	<u>43,100.12</u>
Gross Profit	43,100.12
Expense	
BOOKS AND MATERIALS	
Books	715.87
eBooks	1,163.30
Electronic Database	6.99
Magazines & Newspapers	287.21
Videos	311.65
BOOKS AND MATERIALS - Other	<u>135.77</u>
Total BOOKS AND MATERIALS	2,620.79
GENERAL OPERATION	
Supplies	
Office supplies	<u>308.54</u>
Total Supplies	308.54
Insurance	
Worker's Comp	24.16
Insurance - Building	<u>619.37</u>
Total Insurance	643.53
Professional Fees	
Bookkeeping Service	600.00
Legal Fees	<u>500.00</u>
Total Professional Fees	1,100.00
Public Relations	
Advertising and Printing	<u>459.97</u>
Total Public Relations	459.97
Utilities	
Trash	65.21
Internet	102.39
Telephone	224.64
Other Utilities	<u>728.84</u>
Total Utilities	<u>1,121.08</u>
Total GENERAL OPERATION	3,633.12
ELECTRONIC ACCESS	
Hardware	6,908.00
Software	<u>3,343.02</u>
Total ELECTRONIC ACCESS	10,251.02

5:01 PM

06/29/20

Accrual Basis

Bracken County Public Library

Profit & Loss

June 2020

	<u>Jun 20</u>
FEES	
Membership Fees	50.00
FEES - Other	39.00
Total FEES	89.00
BUILDING MAINTENANCE	
Contracted Cleaning	1,100.00
Grounds Keeping	1,238.71
Maintenance	63.00
Total BUILDING MAINTENANCE	2,401.71
BUILDING REPAIRS	
Equipment Maintenance	487.15
Total BUILDING REPAIRS	487.15
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	10,867.28
FRINGE BENEFITS	
Disability	138.48
County Retirement	2,471.53
FICA & Medicare	214.31
Unemployment	31.68
Total FRINGE BENEFITS	2,856.00
Total Expense	33,206.07
Net Ordinary Income	9,894.05
Net Income	<u>9,894.05</u>

**Bracken County Public Library
Bank Accounts Register
As of June 30, 2020**

11:47 AM
06/30/20
Accrual Basis

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Checking - First National							
Check	06/01/2020	12072	Johnny Johnson	Cleaning & Deep Clean		500.00	614,758.45
Check	06/01/2020	12073	Tina Sticklen	Accounting, Invoice #0000020		300.00	614,258.45
Check	06/01/2020	12074	Kentucky Utilities	Acct # 3000-0416-6660		334.15	613,958.45
Check	06/01/2020	12075	Tumbleweed Press Inc	Inv #99794		799.00	612,825.30
Check	06/01/2020	12076	PC Solutions Plus	Invoice #10828		6,908.00	605,917.30
Check	06/01/2020	12077	Midwest Tape	Cust #2000016556 Inv #98864286		90.21	605,827.09
Check	06/01/2020	12078	Gale/CENGAGE Learning	Inv# 70400220		135.77	605,691.32
Check	06/01/2020	12079	Cynthia C Thompson	May/June 2020		500.00	605,191.32
Check	06/01/2020	12080	Gale/CENGAGE Learning	Inv# 70373970		2,936.96	602,254.36
Liability Check	06/02/2020		QuickBooks Payroll Service	Created by Payroll Service on 06/01/2020		4,257.04	597,997.32
Paycheck	06/03/2020	DD16...	Christian Shroll	Direct Deposit			597,997.32
Paycheck	06/03/2020	DD16...	Jennifer Culp	Direct Deposit			597,997.32
Paycheck	06/03/2020	DD16...	Kimberly Gilbert	Direct Deposit			597,997.32
Paycheck	06/03/2020	DD16...	Krista Stagg	Direct Deposit			597,997.32
Paycheck	06/03/2020	DD16...	Michael S Smith	Direct Deposit			597,997.32
Paycheck	06/03/2020	DD16...	Regina Holder	Direct Deposit			597,997.32
Deposit	06/09/2020			Deposit	35,220.27		633,217.59
Check	06/15/2020	12081	AT&T	Acct # 287259119236 Inv 287284414687		46.30	633,171.29
Check	06/15/2020	12082	City of Brooksville Utilities	Acct # 102-45400-03		85.05	633,086.24
Check	06/15/2020	12083	Bracken County News	Inv #333824		30.00	633,056.24
Check	06/15/2020	12084	ProSource	Inv #1327687		52.47	633,003.77
Check	06/15/2020	12085	The Book Farm, Inc.	Inv #PLL11488		413.60	632,590.17
Check	06/15/2020	12086	Rumpke	Cust # 4200117030 Inv #2799670		65.21	632,524.96
Check	06/15/2020	12087	Windstream	Acct # 160397006		280.73	632,244.23
Check	06/15/2020	12088	De Lage Landen Financial Serv...	Inv #68145250		327.11	631,917.12
Check	06/15/2020	12089	REader Service	Cust # 99396 Acct #668717903		69.87	631,847.25
Check	06/15/2020	12090	Midwest Tape	Cust #2000016556		274.09	631,573.16
Check	06/15/2020	12091	All Around Lawn and Landscape	Inv #21 & 2		540.00	631,033.16
Check	06/15/2020	12092	Gale/CENGAGE Learning	Inv# 70640718		257.69	630,775.47
Check	06/15/2020	12093	Chase Card Services	XXXX-XXXX-XXXX-1576		968.50	629,806.97
Check	06/15/2020	12094	Johnny Johnson	cleaning		300.00	629,506.97
Deposit	06/16/2020			Deposit	7,826.32		637,333.29
Liability Check	06/18/2020		QuickBooks Payroll Service	Created by Payroll Service on 06/15/2020		4,257.03	633,076.26
Paycheck	06/19/2020	DD16...	Christian Shroll	Direct Deposit			633,076.26
Paycheck	06/19/2020	DD16...	Jennifer Culp	Direct Deposit			633,076.26
Paycheck	06/19/2020	DD16...	Kimberly Gilbert	Direct Deposit			633,076.26
Paycheck	06/19/2020	DD16...	Krista Stagg	Direct Deposit			633,076.26
Paycheck	06/19/2020	DD16...	Michael S Smith	Direct Deposit			633,076.26
Paycheck	06/19/2020	DD16...	Regina Holder	Direct Deposit			633,076.26
Check	06/29/2020	12095	De Lage Landen Financial Serv...	Inv #68503317		160.04	632,916.22
Check	06/29/2020	12096	M&H Landscaping	Invoice #188 & 179		698.71	632,217.51
Check	06/29/2020	12097	Ledger-Independent	Acct # 1495274		217.29	632,000.22
Check	06/29/2020	12098	Terminix	Cust # 1133507 Inv #397576052		63.00	631,937.22
Check	06/29/2020	12099	Allmark Sales	Inv #4101		377.50	631,559.72
Check	06/29/2020	12100	Kentucky Utilities	Acct # 3000-0416-6660		309.64	631,250.08
Check	06/29/2020	12101	Westfield Insurance	Acct #3409221008		643.53	630,606.55
Check	06/29/2020	12102	AFLAC	BX024 Inv #176036		245.52	630,361.03
Check	06/29/2020	12103	Gale/CENGAGE Learning	Inv# 70784196		148.37	630,212.66

06/30/20

Accrual Basis

**Bracken County Public Library
Bank Accounts Register
As of June 30, 2020**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	06/29/2020	12104	Johnny Johnson	Cleaning		300.00	629,912.66
Check	06/29/2020	12105	Tina Sticklen	Accounting, Invoice #0000021		300.00	629,612.66
Check	06/29/2020	12106	City of Brooksville	City Withholding 2nd Quarter Ended 6/30/2020		569.43	629,043.23
Check	06/29/2020	12107	Bracken County Chamber of Co...	Dues		50.00	628,993.23
Check	06/30/2020		Kentucky Retirement Systems	L012		2,964.65	626,028.58
Total Checking - First National					43,046.59	31,776.46	626,028.58
CD #1 (14348)							
Deposit	06/15/2020			Deposit	31.46		123,453.79
Total CD #1 (14348)					31.46		123,485.25
CD #2 (14878)							
Deposit	06/08/2020			Deposit	22.07		129,900.69
Total CD #2 (14878)					22.07		129,922.76
TOTAL					43,100.12	31,776.46	879,436.59

Bracken County Public Library
Balance Sheet
As of June 30, 2020

4:59 PM
06/29/20
Accrual Basis

	Jun 30, 20
ASSETS	
Current Assets	
Checking/Savings	
Checking - First National	626,028.58
CD #1 (14348)	123,485.25
CD #2 (14878)	129,922.76
Total Checking/Savings	879,436.59
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	908,148.54
Fixed Assets	
Capital Assets	1,454,602.98
Accumulated Depreciation	-853,645.40
Children's Wing	197,048.08
Total Fixed Assets	798,005.66
Other Assets	
Investment	
Johnson & Johnson	8.41
Total Investment	8.41
Total Other Assets	8.41
TOTAL ASSETS	1,706,162.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	5,930.41
Accounts Payable	5,930.41
Total Accounts Payable	5,930.41

Bracken County Public Library

06/29/20

Balance Sheet

Accrual Basis

As of June 30, 2020

	Jun 30, 20
Other Current Liabilities	
Direct Deposit Liabilities	-41,641.99
Credit Card Payable	1,357.22
City Withholding	474.36
County Retirement	-2,103.70
FICA, Medicare & FWT	3,096.35
Payroll Liabilities	6,883.04
State Withholding	2,770.86
Total Other Current Liabilities	-29,163.86
Total Current Liabilities	-23,233.45
Total Liabilities	-23,233.45
Equity	
Invested in Capital Assets	798,416.00
Opening Bal Equity	270.53
Retained Earnings	833,183.82
Net Income	97,525.71
Total Equity	1,729,396.06
TOTAL LIABILITIES & EQUITY	1,706,162.61

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

5:00 PM
 06/29/20
 Accrual Basis

	Jul '19 - Jun 20
Ordinary Income/Expense	
Income	
RESTRICTED	
Federal Erate 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	1,241.90
REAL PROPERTY TAX	
Omitted Tangible	58.19
Property Tax	252,121.41
Total REAL PROPERTY TAX	252,179.60
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	
Total MOTOR VEHICLE	60,253.42
PERSONAL PROPERTY	
Franchise	221,201.76
Total PERSONAL PROPERTY	221,201.76
Telecommunications Income	8,116.19
Total UNRESTRICTED	544,685.57
Total Income	557,301.65
Gross Profit	557,301.65

**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	13,962.40
eBooks	2,098.45
Equipment	49.97
Games	1,156.55
Electronic Database	6,061.98
Magazines & Newspapers	1,444.14
Videos	4,958.84
BOOKS AND MATERIALS - Other	1,041.00
Total BOOKS AND MATERIALS	36,117.73
GENERAL OPERATION	
Supplies	3,671.10
Program Supplies	4,290.12
Office supplies	32.00
Postage	
Total Supplies	7,993.22
Insurance	
Worker's Comp	491.16
Insurance - Building	8,224.97
Insurance - Health	21,130.80
Insurance - Liability	2,534.26
Total Insurance	32,381.19
Professional Fees	
Architect	4,670.00
Bookkeeping Service	4,300.00
Landscape Design	60.00
Legal Fees	3,392.38
Professional Fees - Other	15.00
Total Professional Fees	12,437.38

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

5:00 PM
 06/29/20
 Accrual Basis

	Jul '19 - Jun 20
Public Relations	
Advertising and Printing	3,508.48
Outreach	1,301.00
Public Relations - Other	250.00
Total Public Relations	5,059.48
Utilities	
Trash	807.36
Internet	-11.96
Telephone	2,535.35
Other Utilities	8,692.06
Utilities - Other	234.78
Total Utilities	12,257.59
Total GENERAL OPERATION	70,128.86
ELECTRONIC ACCESS	
Automation	14,668.90
Fees & Usage	141.86
Hardware	8,922.87
Other	130.86
Software	5,300.75
ELECTRONIC ACCESS - Other	6.99
Total ELECTRONIC ACCESS	29,172.23
FEES	
Administrative Fees	89.00
Audit Fee	11,000.00
Membership Fees	890.00
FEES - Other	984.30
Total FEES	12,963.30
BUILDING MAINTENANCE	
Contracted Cleaning	11,271.60
Fire Inspection	1,687.86
Grounds Keeping	2,773.71
Maintenance	585.00
Security	2,711.70
Total BUILDING MAINTENANCE	19,029.87
FURNISHING	1,792.62

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

	Jul '19 - Jun 20
BUILDING REPAIRS	
Building Repair	18,888.90
Equipment Maintenance	2,910.46
Equipment Replacement	265.92
New equipment	7,969.00
Total BUILDING REPAIRS	30,034.28
CAPITAL OUTLAY	
Buildings & Structures	73,077.60
Total CAPITAL OUTLAY	73,077.60
STAFF	
Cataloger	21,107.68
Director	47,287.24
Part-time	6,034.83
Payroll Expenses	273.00
Other Salaried Staff	59,700.48
STAFF - Other	8,192.66
Total STAFF	142,595.89
FRINGE BENEFITS	
Disability	1,800.24
County Retirement	34,164.78
FICA & Medicare	2,891.42
Unemployment	1,669.44
Total FRINGE BENEFITS	40,525.88
CONTINUING EDUCATION	
Lodging	1,538.61
Meals	350.60
Mileage	1,192.72
Tuition, Reg. Cart Fees	239.00
CONTINUING EDUCATION - Other	250.00
Total CONTINUING EDUCATION	3,570.93
Other	17.15
Total Expense	459,775.94
Net Ordinary Income	97,525.71
Net Income	97,525.71

Open Records Policy

Open Records Requests and Records Retention

The Bracken County Public Library is subject to the Kentucky Open Records Act (KRS 61.870-61.884) and certain requirements with regard to records retention.

Retained records

The Bracken County Public Library will maintain and retain its records in accordance with applicable laws and regulations. Unless otherwise provided by law, records may be retained or discarded according to the Records Retention Schedules as adopted by the State Archives and Records Commission.

Public records

Not all records of the Bracken County Public Library will necessarily be "public records" under the Open Records Act, and even some public records are exempt from operation of the Act. "Public record" generally means all books, papers, maps, photographs, cards, tapes, discs, diskettes, records, or other documentary materials prepared, owned, used, in the possession of, or retained by the Library. It does not include any records owned by a private person or corporation that are in the possession of the Library or one of its employees.

Requests for records

The Bracken County Public Library Director (or designee) acts as Custodian for all of the Library's public records. Any person may request to inspect or receive copies of the Library's non-exempt public records. All requests to view or copy the Library's public records pursuant to the Kentucky Open Records Act must be made in writing and must contain the requester's name and signature. Requesters may use the *Request to Inspect Public Records* form, but are not required to do so. All Open Records Requests must be submitted via U.S. Mail, facsimile transmission, email or hand delivery. Open Records Requests should be directed to the attention of the Library's Records Custodian. If a requester is requesting to be provided with copies of non-exempt public records, they must provide a sufficiently precise description of the documents they are seeking so as to allow the Records Custodian to readily identify them.

Response

The Bracken County Public Library has three business days in which to respond to an Open Records Request. This time begins to run the next business day after the request is received.

The response to an Open Record Request may: (1) grant the request, (2) deny the request, (3) explain that there will be a delay in responding to the request; or any combination thereof. To the extent a request is granted, the response will provide a timeframe when the requested non-exempt public documents may be inspected in person, or will inform the requester of the applicable copying charge and postage fee required to be paid before copies of the non-exempt public documents may be provided. To the extent a request is denied, the response will provide the legal cause for the denial. To the extent the full response to a request is delayed, the initial response will give a detailed explanation of the cause for any delay and an estimate of when a complete response may be expected.

Copies

To the extent a request is granted, copies of the responsive non-exempt public records requested may be provided at a cost of \$0.10 per page, along with any applicable postage costs, all of which must be pre-paid by the requester. Requests for specialized or non-standard copies (e.g. color or oversized copies) will be provided at the cost incurred by the Library to produce them. The Bracken County Public Library may also recover costs associated with staff time expended in responding to a request made for a commercial purpose. Non-public or exempt information may be redacted as appropriate from copies of otherwise non-exempt public records provided.

On site examination of records

To the extent a request is granted, individuals requesting to review records will be allowed to schedule a time to conduct on-site inspection of non-exempt public records during the regular hours of the Bracken County Public Library. An on-site inspection may be required by the Library if the request is not precise in nature or if the requester resides or maintains his or her principle place of business within Bracken County. Public records must be inspected in the location set by the Library. During their inspection, a requester may copy non-exempt public records (at their own cost), but may not remove, alter or add to documents provided for review. The Library is responsible for protecting the security of public records in its custody, and may require that a staff member be present during any inspection or copying of its public records.

Denial of request

Certain public records are exempt from inspection under the Open Records Act. Circulation and Library use records for individual patrons are exempt from inspection, and requests to inspect or receive copies of these records will be denied, as will a request to inspect or receive copies of any other records which either are not public or which are exempt under the Act. Under certain

circumstances, the Library may find that a request would create an unreasonable burden to comply with, and may deny such a request for that reason. Requests that the Library believes are intended to disrupt its essential functions will also be denied. Reasons that a request may be deemed unduly burdensome for compliance, or which may be disruptive to the Library may include time and expense involved in retrieving and duplicating the records, or in the type and nature of the request. To the extent a request is denied, the Library will provide the legal basis for the denial to the requester.

Additional Information

Your Duty Under the Law, published by the Office of the Attorney General, and other information regarding Open Records Requests may be found online at: <http://ag.ky.gov/civil/orom/>.

Rules Governing Access to Agency Records**NOTICE****ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE
PUBLIC RECORDS OF THE**

Bracken County Public Library

PO Box 305 310 W Miami St. Brooksville, KY
41004

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to the Library Director, official custodian of the public records of the Bracken County Public Library whose address is 310 W Miami St. Brooksville, KY 41004 during regular business hours. Application forms for the inspection of the public records of this agency will be furnished upon request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

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

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

This the 11th day of June, 2012.

(Library Board President)

OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS

DATE:

To the Library Director:

I request to inspect and/or receive copies of the following document(s):

(There is a \$0.10 fee for each photocopy received. If the items are to be mailed, the amount of postage will also be charged. If the records are in a non-written format, the charge will be equal to the actual cost of reproduction.)

Printed Name -- Company Name (if applicable)

Street Address City, State, Zip Code

Phone

Number

--

Fax

Number

E-mail

Address

Signature

THIS COMPLETED FORM SHOULD BE SUBMITTED TO THE LIBRARY DIRECTOR.

For _____ use:

~~The request is granted.~~

Total amount charged to applicant to fulfill request: \$ _____

~~The request is denied based on the following exemption:~~

Adopted by the Bracken County Public Library Board of Trustees this 11th day of June, 2012. Reviewed July 14, 2014.

Old Business

E-Rate and Upgrading the Library Network

PC Solutions is still in process of installing the network upgrade for the library. This will hopefully be completed in the next week. There have been a few delays, but the crew is confident that the work will be done this week. This equipment will then open the installation of the new internet service from Windstream to be ready to go in July.

Summer Reading

The Summer Reading Program is being put together using a new online program for the library, Beanstack, which we will use for other programs afterwards. We will combine it with offering "creativity crates" for the patrons. These crates/boxes will include crafts and deep discounted books with a few other items which will average no more than about \$7 per box.

COVID and Reopening

The Library will officially open to the public July 6th with certain restrictions in place to meet guidelines. I have written an article to be in the newspaper giving all the details. This will be great to provide broader service to the public, but staff and patron alike will have to adjust to the changes. I have included the information in this packet.

New Business

New Policies- Material Selection & Circulation

These are the next two policies that should be included in the collection of policies for the library. With the turmoil going on the country right now, having guidelines in place utilize when

questions and challenges arise will be a necessity. These are policies that will be reviewed on a periodic and not annual basis once adopted as part of the policy manual.

Notes will be marked on each of the policies about key points and potential adjustments before formally adopting the policies. Material Selection will help define approaches if patrons/public questions why an item is or is not part of the collection. Circulation Policy provides a resource and structure to utilize in operation and help maintain clear connection between the patrons and staff.

Strategic Planning Process

I met with Angie Taylor, strategic plan designer, June 29th. We lined out parts of the process going forward. Angie will meet with the staff in July and the library board at the August board meeting to discuss next steps in the strategic plan. If all goes well, the library the plan should be finished sometime in September.

This will be a time consuming process with interesting adjustments in light of the COVID pandemic limiting direct interaction with the public. I will keep the board updated on the process and will send information for the board to look over in preparation for the meeting in August.

Surplus/No Value Depreciated Items

In preparation for reopening, the staff and I have been looking at items, especially those in the children's wing that can be removed and/or replaced. Among these items are some furniture and the two remaining AWE computers. While the computers still have useful life left, these computers are rarely used since the introduction of the tablets in the children's area.

The computers and other items, like the large tables, could be passed to other entities for continued use. These items could remain in the library until a better home could be found for each. For now, the board just needs to declare these items which have fully depreciated of no value to the library.

Material Selection Policy Page 16 in Fleming Sample Policy #1 Material Selection/Complaints Policy

Purpose of policy

The purpose of this Policy on book selection is to guide in the selection of materials and to inform the public about the principles upon which selections are made. This statement was approved and adopted on _____, by the Public Library Board which assumes full responsibility for all legal actions which may result from the implementation of any policies stated herein.

Library Aims

The aim of the _____ is service to all people. This encompasses individuals and groups of every age, education, philosophy, occupation, economic level, ethnic origin and human condition. Fulfilling the education, informational and recreational needs of these people is the _____ Public Library's Broad purpose. More specifically, it helps people to keep up with change in all areas, educate themselves continually, become better members of their family and community, become socially and politically aware, be more capable in their occupations, develop their literature and art, contribute to the overall expanse of knowledge, and stimulate their own personal social well-being. All printed and non-printed materials are selected by this Library in accordance with these basic objectives.

Censorship / Intellectual Freedom

The library subscribes to the Library Bill of Rights and its several interpretations: the Freedom to Read Statement and the Freedom to View Statement.

The selection of library books and materials is predicated on the library patron's right to read, and, similarly, the freedom from censorship by others. Many books are controversial and any given item may offend some persons. Selections for this Library will not, however, be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to the building of the collection and to serving the interests of the readers. This Library holds censorship to be a purely individual matter and declares that -- while anyone is free to reject for himself books and other materials of which he does not approve -- he cannot exercise this right to censorship to restrict the freedom of others.

With respect to the use of library materials by children, the decision as to what a minor may read is the responsibility of his parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

Selection Responsibility and Principles

Ultimate responsibility for selection rests with the director who operates within the framework of policies adopted by the Board. The director may delegate

initial selection to experienced staff because of training and position. Recommendations from customers are encouraged.

In general the _____ addresses the roles for library service through the provision of the highest quality available materials on all levels and in all acceptable formats.

Materials purchased, as well as gifts and donations, are judged as follows:

1. Controversial issues will be addressed in collection by materials representing all sides of an issue while maintaining a balance.
2. Acquisition of a title is based upon the merit of the specific title and the value of the title to the community.
3. Specialized and ephemeral requests for topical materials are filled through Interlibrary Loan (ILL). Requests for the general user are filled by the local collection.
4. Duplication will be avoided except for high demand materials.
5. Textbooks unsuitable for reference will not be added to the collection.
6. Parents are responsible for guiding their children's reading. Library staff cannot censor their choice or refuse them information of any type.

Use will be made of selection aids such as retrospective and current general lists, specialized bibliographies in areas suitable for small public libraries and standard current media. Only materials found in these sources will be added unless their value to the collection is proven. Standard selection aids include, but are not limited to, Library Journal Booklist, School Library Journal and VOYA.

Materials purchased, as well as gifts and donations, are judged as follows:

Criteria for Selection

General Criteria:

1. Suitability of physical form for library use.
2. Suitability of subject & style of intended audience.
3. Present/potential relevance to community.
4. Appropriateness and effectiveness of medium to content.
 5. Insight into human and social condition.
 6. Importance as a document of the times.
7. Relation to existing collection and other material on subject.
 8. Reputation and or significance of author.
 9. Skill, competence and purpose of author.
 10. Attention of critics, reviewer and public.

Specific Criteria for the Evaluation of Works of Information and Opinion:

1. Authority.
2. Range & depth of treatment.
3. Objectivity.
4. Clarity, accuracy & logic present.

Specific Criteria for the Evaluation of Works of Imagination

1. Representation of important movement, genre, trend, or national cultures.
2. Vitality and originality.
3. Artistic presentation

Formats

- A. Books B. Audio-Visual C. Magazines D. Newspapers
E. Microforms F. Computer software & video games

Designated Areas and Special Formats

A. **Religion** – Well written materials will be selected which represent fundamental concepts and beliefs of various religions. Also selected will be materials on comparative religions, Biblical interpretations, church history, religious education and all types of inspirational literature. No proselytizing materials will be added.

B. **Politics and campaign literature** - The library recognizes a particular responsibility to provide material representing all points of view concerning political issues. However, the library does not purchase or accept for dissemination slanted campaign literature for a particular candidate's background and platform.

C. **Video/DVD** - Video & DVD's purchased for the local collection will be primarily current, popular titles, nonfiction, and classic films.

D. **Audiotapes/CD's** - Audiobooks & CD's of professional quality only will be added to the collection. Emphasis is placed on audiobooks recorded by professional actors or readers.

Maintenance and Evaluation (Weeding and Inventory)

Weeding (also known as deselection) is an essential aspect of collection development. With rapidly changing information, it is especially important to keep the collection current and reliable; getting rid of the old is just as important as acquiring the new. Every library's print collection is limited by the space available to house it, and collections should change over time to reflect changes in the community and in the library's goals. Weeding is a periodic or continual evaluation of resources intended to remove items that are no longer useful from the collection.

WHY IS WEEDING NECESSARY?

- To identify and withdraw inaccurate or outdated materials - It is a disservice to library users to keep books that contain inaccurate or dated information. Users depend upon the library to provide up-to-date information. Outdated medical, legal, travel, tax, computer and educational information especially can cause serious problems for library users. In addition, outdated materials often contain unacceptable stereotypes.
- To remove worn, soiled or damaged materials - Attractive, clean materials are preferred by all users and give the message that the library is modern, up-to-date source of information. Parents especially are reluctant to allow their

young children to handle books that are grubby and soiled. A well-maintained collection sends the message that we expect users to treat the library's materials with respect and return them in the good condition in which they were borrowed. Users appreciate a well-maintained collection and are more likely to support it with their tax dollars, than they would a library collection that looks like someone's old attic. Popular titles should be withdrawn and replaced with attractive newer editions. Classics will circulate heavily if they are clean and inviting.

- To increase circulation – Oddly enough, decreasing the size of the collection – through the removal of worn, outdated items, often results in increasing circulation. Users find it difficult to locate useful materials when the collection is overcrowded with outdated, unattractive, irrelevant materials. Weeding makes the “good stuff” more accessible. Death from overcrowding is a common result of collections that are not properly and regularly weeded.
- To improve the overall quality of the collection – For the library staff, weeding has additional advantages. Through the examination of items considered for removal areas of weakness in the collection are discovered. When “gaps” in the library collection are identified new purchases can be made with confidence that space will be available. In addition, the process of weeding uncovers ephemeral materials and multiple copies that are not being used.

THE WEEDING PROCESS

- Identify items that are candidates for weeding – Probably the most well known weeding method for public libraries is the CREW method: Continuous Review, Evaluation and Weeding. This method is used to provide guidelines for the removal of materials from the
- Identify items that are of value to the collection – The _____ uses standard bibliographies such as the Fiction Catalog, Children's Catalog, the Public Library Catalog and the Reader's Catalog. These resources provide valuable assistance in the recognition of older titles that are still important to the library collection.
- Identify items that might be valuable – In many cases, library books have decreased value because of property stamps, barcodes and other ownership marks. The _____ uses a variety of Internet resources to determine the potential value of older books, such as, Bibliofind and Alibris.
- After items are identified for removal from the collection they are withdrawn from the online system. Depending upon popular interest, condition, monetary value, etc., weeded items are sold through the library book sales or via the Internet; selected items are given to community agencies and inevitably some books are discarded.

The collection is maintained through judicious weeding which is an essential component of the collection development process. Five percent (5%) of the collection will be weeded annually, and fifty percent (50%) of the non-fiction will be copyrighted within the last five (5) years. This process must be continuous to ensure high standards are met.

Specific criteria will follow a modified version of the CREW Method, available from either the regional office or through ILL.

Discarded books will be sold in book sales sponsored by the library unless their content is so outdated that the nature of the information makes them harmful to the public. Such books will be destroyed, through a recycling operation if possible.

Gifts, Donations, and Memorials

A gift such as art objects, portraits, or antiques or other permanent displays will be evaluated as to their appropriateness for the library. Those gifts that do not aid in furthering the mission of the library will be sold and the funds used to purchase equipment, materials, or to support library activities. Gifts of materials are accepted with the understanding they will not necessarily be added to the library's collection. The material will be judged by the same standards of selection as those applied to the purchase of new materials. If the materials are not suitable because of condition, outdated information, or other factors, they will be sold or discarded. This policy will be explained to anyone wishing to make a donation before the materials are accepted. The donor will sign a form acknowledging this agreement. This form will serve as a statement for tax purposes. The library does not appraise or fix monetary value to gifts. Memorial or honor gifts will be accepted. The director will select materials needed for the collection. The library reserves the right to withdraw gifts from the collection on the same basis as purchased materials.

Gifts of cash will be accepted as long as they are freely given to the library without limiting considerations. While it is acceptable to designate that monetary gifts be spent for specific needs (such as children's books, programming for older adults, etc.) it is impractical for the library to accept gifts that will create additional expenses (such as providing an opposite point of view to maintain a balanced collection, increasing liability insurance to cover situations created by the gift, etc.). Acknowledgments of memorial donations will be sent to the family of the deceased and to the donor.

Customer suggestions that the library purchase a certain item are always welcome. Suggestions are evaluated on the following criteria: need in the collection, appropriateness to collection, cost, and availability elsewhere in the area. The submission of a request does not guarantee its purchase. If a work is not selected for purchase, the customer is encouraged to request the book through Interlibrary Loan.

Reconsideration of Library Materials

The library is a unique institution charged with being an unbiased repository of recorded expression. While the board has delegated the responsibility for selection and evaluation of library materials to the director and such staff as he/she may designate, they have the legal responsibility for the collection and its protection under the First Amendment of the Bill of Rights of the United States Constitution.

Reconsideration of material in collections is also a continuing process. Any patron who seriously requests reconsideration of materials should be given a "Request for Reconsideration of Library materials" form.

As soon as that form is completed by the patron, the Director shall evaluate the original reasons for the purchase and the book in question. The objections will be considered both in terms of the library's materials selection statement and the opinion of the various reviewing sources used in materials selection. The Director shall communicate his/her decision in writing, to the complainant.

If the complainant still feels that his objections have been met with inadequately, the matter will be placed before the Board of Trustees. The Director will provide each Board member with copies of the complaint, the Director's response, pertinent book reviews, and copies of the book being reconsidered (if enough can be borrowed). Each Board member shall notify the Director when he/she has finished reading the book and at the Board meeting after everyone is finished, the issue shall be put to a vote. Each Board member shall vote to retain or remove the book. Any member who is unable to attend that meeting, shall communicate his/her vote to the Chairman of the Board prior to that meeting. A simple majority will prevail. The Secretary of the Board will notify the complainant of its decision.

Page 5 in Fleming --- Circulation Policy

Sample Policy #2 _____ Circulation Policy and Procedure

Registration of Customers

All residents of _____ are eligible for a _____ card and are encouraged to become customers of the public library. This privilege extends to those owning property and/or employed in _____ County. _____ also has reciprocal borrowing agreements with surrounding counties.

In order to receive a card, proof of residence must be established by providing one of the following: Valid Driver's License; Current property tax receipt; or Mail from current address

The library discourages customers from allowing others to check out materials on his/her library card. However, if a customer presents another customer's library card to check out materials, staff members will assume that permission has been granted for the use of that card unless the card has been reported lost or stolen. Liability for misuse may be avoided by reporting lost or stolen cards immediately. Records should be kept current by informing the library of any changes in personal information. Library cards must be presented each time a customer wishes to check out materials. The first card is free, and replacement cards are \$1.00 each.

Juvenile cards

Parents must sign a statement of responsibility for children under the age of eight (8). Signing the library card means the customer agrees to assume responsibility for all who make use of the card, pay all fines and/or other charges incurred, notify the library of any change of address, inform the library if the card is lost or stolen, and comply with Rules of Conduct when visiting _____ County Public Library.

Checkout/overdue guidelines

There is a limit of five (5) items at the initial visit, and, thereafter, the limit will be ten (10) items to any one individual at a time. Fines are charged for each item overdue, lost, damaged. The borrower must pay any charges for late return, damage, or loss.

The checkout period for books, magazines, and audiobooks is two weeks with a fine of ___ per day up to a maximum of ___ per item overdue.

The checkout period for DVD's is five days, with a limit of three (3) DVD's per customer. There is a fine of ___ per DVD per day up to a maximum of ___ per item overdue; loss or damage shall be replacement cost of the DVD. DVD's may not be used for commercial purposes and no admission may be charged. Customers wishing videos/DVD's with public performance rights will be referred to the KDLA Film and Video Catalogue.

Library privileges will be revoked if overdue materials are not returned after receipt of second notice or if lost materials are not paid for.

Books that have a reserve list may not be renewed.

A customer must be a registered borrower before materials may be checked out.

Interlibrary loans are a service that all staff is encouraged to promote. The loan period for these items will be designated by the lending library, as will any charges for lost or damaged items. A \$1.00 charge per book is required.

Teacher policy

Teachers will be responsible for books checked out by students if they come as a class.

Overdue Policy

Upon written notification by the library to return library materials, any willful failure to return library materials after such notice will give rise to presumption of intent to deprive the library of its property and is subject to prosecution under KRS 514.030. Library fines levied are:

___ per day up to a maximum of ___ per item per book.

___ per day up to a maximum of ___ per item per DVD.

___ per day up to a maximum of ___ per item per Video Game.

___ per day up to a maximum of ___ per item per Audio/Video Device (IE Playaway, etc).

Reserve Request

There is a restriction of 5 reserve requests held for any one person at one time unless the requests become a problem. A circulation staff member will try for a week to notify a customer that the book is here. If the reserve book is not picked up within ten (10) days after first notification, it will be taken off reserve and returned to the shelf or given to the next customer on the reserve list.

Renewals

Renewals may be made in person or by telephone. Library materials may be renewed 4 times, as long as there are not requests for the materials. New books (in the collection three (3) months or less) may be renewed once if there are no requests for the items.

Lost or Damaged Books/Materials

Materials lost or damaged beyond reasonable repair by customers, or while in their care, must be paid for according to the latest replacement price. If the title cannot be found in either, refer to the director for an estimate.

Money paid for a lost item will be reimbursed minus the maximum fine charge upon the return of the item provided a receipt is shown by the customer or library records show proof of payment.

A note containing amount paid, date paid, person's name, and reason for payment (lost, damaged, etc.) are marked in the computer until a decision is made whether to reorder item.

A decision is made at this time to replace, update, or withdraw the item.

Interlibrary Loan

The library encourages the use of Interlibrary Loan (ILL), as this is an efficient, cost-saving way to address specific but limited patron interest. Staff is encouraged to suggest ILL to customers when it is appropriate. Staff should inform customers of the library's ability to borrow materials for them from other libraries rather than using the term "Interlibrary Loan," since the customer does not always understand this jargon. Customers need to be told that the service is \$1.00 per book.

Materials borrowed through ILL are due according to the date set by the lending library. Renewals will be at the discretion of the lending library. Lost or damaged ILL materials may also carry a processing fee in addition to the replacement cost of the item(s); this is also determined by the lending library.

Occasionally items may be borrowed through ILL for in-library use only. The lending library will determine if its materials are not for circulation, and the _____ County Public Library will honor their request, requiring such items to be used at the library only.

The branches and outreach services are also encouraged to use ILL with their respective customers.

Items received through ILL are marked accordingly, with a paper "sleeve" around the front cover. This sleeve will indicate when the book is due to be returned to the _____ County Public Library rather than the date due back to the lending library. This date will allow time for the staff to process the book for return and transport time through the mail, approximately one week.

Return postage will be charged to any customer failing to pick up requested ILL items.

To all Bracken County Library Patrons and the Bracken County Community,

The Bracken County Public Library is excited to announce the library will be open to the public starting Monday July 6th at 10AM. The hours of operation will be the same as the curbside hours, which are Monday, Tuesday, Thursday, and Friday from 10AM to 3PM and Wednesday 3PM to 8PM. There will be changes to the operation of the library in order to meet the guidelines of the state regarding COVID-19. These changes are outlined here to make the public aware before coming back to the library.

There will be a maximum occupancy of 20 people in the library to meet social distancing guidelines and the meeting room remains closed until further notice. Masks will be available and are encouraged but not required while inside the library. There will also be hand sanitizer available in multiple places within the library. We ask all patrons to abide by the 6-foot distancing while inside the library. Along these same lines, the patrons must accompany and supervise young children while inside the library to assure health and safety of all library patrons of all ages.

Computers will be available in 45 minutes intervals beginning at the start of each hour the library is open that day, for example- Monday the time periods would start at 10AM, 11AM, 12PM, 1PM, and 2PM. Computers will be self-serve as the library staff cannot provide any direct assistance at this time. Patrons can schedule a time to use a computer, but others will be first come first serve. The computers will shutdown for cleaning 15 minutes until the next hour regardless of when the patron began using the computer. This cleaning must be done to follow guidelines given from the state.

Additionally, limited casual seating will be available within the whole library apart from the computers. All toys, puzzles, etc. will remain in storage until health guidelines change. The children's tablets can be asked for at the desk for use within the library along similar guidelines of the public computers. Also, even though all could be closed, there will be one public restroom available until further notice to help abide by state guidelines. Finally, please return all items in the book drop in front of the library instead of bringing them into the desk. Library staff are still quarantining returns for at least 24 hours and no late fees are being charged at this time.

The library will continue to offer curbside service for patrons during the same hours the library is open to the public. Just send us your requests by email at bcplrequests@gmail.com or call the library during the hours we are open. The library is still collecting stories for the local history project, Great Tales & Local Legends. There is more information available on the library website at www.brackenlibrary.org and on our Facebook page.

Thank You

Christian Shroll, Library Director