ROBERTSON COUNTY PUBLIC LIBRARY

POLICY MANUAL

Robertson County Public Library

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SECTION I.

LIBRARY BOARD OF TRUSTEES

A. Current Board of Trustees

Doris Meece, Vice-President
3400 Kentontown Rd.
Mt. Olivet, KY 41064
2018-Present

Jennie Lee, Treasurer
171 Duncan Rd.
Mt. Olivet, KY 41064
2019-Present

Ashley Hughes
3831 Sardis Road
Mt. Olivet, KY 41064
2022-Present

Cody Hughes
60 Piqua Kentontown Road
Mt. Olivet, KY 41064
2024

Amanda Fryman
338 Day Road
Germantown, KY 41044
2024

Library Staff

Jennifer Whalen, Director
Karen Graves, Children's Librarian/Clerk
Mary Stoker, Inter-Library Loan/Cataloging/Clerk
Rhonda Bex, Adult/Elementary/Clerk
Heather Johnson, Marketing/Outreach/Teen/Clerk

B. Board Members – Past to Present
***Fill in Terms**

Warren Massey 1979 – 1991
Philip Messer 1991 – 1992
Leota Massey 1992-1999
Leon Maynard 1999 – 2003
Bill Stitt 2003 – 2011
Chris Gooden 2011 – 2019
Jennie Lee 2019-2023
Jennie Lee 2023-2027

Paul Walters 1971 – 1990
Mike Graves 1990 – 1995
John Hornbeck 1995 – 2000
Judy Field 2000 – 2010
Brianna Whitten 2010 – 2013
Rachel Massey 2013 – 2014*
Joyce Jones 2014-2019
Mary Stoker 2019-2021*
Ashley Hughes 2021-2022*
Ashley Hughes 2022-2026

Julie Shepherd 1979 – 1980
Doris Cain 1980 – 1992
Rita Jones 1992 – 2000
Dwayne Leslie 2000 – 2001
Parisanne Noble 2001 – 2008
Billie Jo Gifford 2008 – 2014
Lora Unthank 2014 – 2018
Doris Meece 2018-2026

Bobby Case 1979 – 1990
Ella Case 1990 – 1998
Terry Cracraft 1998 – 2002
Anita England 2002 – 2009
Bill Wheaton 2009-2012*
Bill Wheaton 2012 – 2020
Mike Bosse 2020-2024
Amanda Fryman 2024-2028

Alpha Ballingal 1979 – 1988
Janice Gifford 1988 – 1993
Susan Dotson 1994 – 2004
Bernice Sato 2004 – 2012
Rita Goddard 2012 – 2014
Rachel Massey 2014-2016*
Rachel Massey 2016-2024
Cody Hughes 2024-2028

C. Duties and Responsibilities of the Library Board

1. Employ a competent and qualified librarian, bookmobile librarian and staff
2. Determine and adopt written policies to govern the operation and library program
3. Determine the purposes of the library and secure adequate funds to carry on the library's service
4. Know the program and needs of the library in relation to the community, and to keep abreast of standards and library trends
5. Establish support and participate in a planned public relations role
6. Assist in preparation of the annual budget
7. Know local and state laws; actively support library legislation in the state and nation
8. Attend all board meetings and see that accurate records are being kept on file at the library
9. Attend regional, state and national trustee meetings and workshops, affiliate with the appropriate professional organizations: KLA, SELA, FRIENDS and TRUSTEES
10. Be aware of the services of the state library agency
11. Report regularly to the governing officials and the general public

D. Trustee Orientation

The Robertson 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 Robertson 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 policy
- 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.

E. Officers and Their Duties

a. <u>President</u>

The president presides, guides and insures coverage of all topics during a meeting. Routine business and minor items should be disposed of as quickly as possible to leave time for discussion of important matters.

The president does not have the authority to act independently for the board. He/she may be authorized by the board, voting in a quorum, to act on their behalf on a specific issue. Other duties include:

- Prepares, with the assistance of the director, the agenda for the board meeting
- Starts meetings promptly at the appointed time
- Signs and approves minutes of the previous meeting
- Signs approved financial statements at each meeting
- Signs board correspondence
- Appoints all committees
- Signs all grant applications and approved contracts
- Authorizes calls for special meetings

b. Vice-President

The vice-president serves as chairperson in the absence of the president.

c. Secretary

The secretary should record the proceedings of each meeting. The record of the proceedings should be reviewed at the next meeting, corrected if necessary and approved.

The secretary and president should sign the minutes of each meeting after the board approves them.

The secretary's minutes are the official record of board action. The minutes should be kept in a secure place known to all members of the board and should be readily accessible. Only the information recorded in the minutes can be considered official.

The secretary notifies any trustee that has missed three (3) regular monthly meetings in any one (1) year of his/her term and notifies any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one (1) year of his/her term.

d. Treasurer

The treasurer is responsible for all fiscal records and controls, and shall be bonded in an amount determined by the board. The treasurer is responsible for reporting on the state of the finances at the monthly meetings. The treasurer signs checks for all disbursements from the library account. A second signature of the library director is required on all checks. Any single item purchase for more than $2,500 must have prior approval of the board.

e. Trustees, Directors and Regional Librarian

In providing the community with public library service; trustees, library director and KDLA regional office have related but distinct roles. Best results occur when all concerned recognize the relationship of these roles.

TRUSTEES

Library boards have been created by law to act as the governing body of the library. Thus, library trustees are public officials, and the powers delegated to them are a public trust. Duties and responsibilities include legal responsibilities as established by statute and the establishment of policies governing the day-to-day operation of the library. Although the board and director must work closely together in developing a library program, their obligations and responsibilities are entirely different.

DIRECTOR

The library director is responsible to the library board for implementing the board-adopted policies and long-range plans for the development of the library program. The director recommends needed policies for board action; acts as a technical advisor to the board; provides financial management of library funds; recommends employment for all personnel; supervises the work of the staff; suggests and implements plans for extending library services.

REGIONAL LIBRARIAN

The relationship between the local library and the regional office of KDLA, supported by a contractual agreement between KDLA and the local library board, is one of cooperation and directed to the improvement of library service. The regional office provides professional assistance to boards and staff, generally in the form of advice or strong recommendation. Hands-on assistance is available whenever appropriate and requested.

F. Terms and Meetings of the Library Board

Trustees may serve for two (2) consecutive terms of four years each, after which they shall not succeed themselves. Thereafter, as their terms expire, the entire board shall select their successors. The board shall begin this selection process three (3) months prior to the expiration of the departing trustee's term. For each vacancy, the board submits two (2) names of individuals committed to the provision of the library services to the Kentucky Department for Library and Archives, for each vacancy. The state librarian and commissioner approves the names and sends the recommendations to the local county judge-executive. The county judge-executive, with the approval of the fiscal court appoints one of the two provided names to either a full term of (4) years or the

remainder of an unexpired term. The newly appointed trustee takes Oath of Office before a judicial officer or a notary public.

After the absence of a trustee from four (4) regular monthly meetings of the board during any one (1) year of the trustee's term, the trustee shall be considered to have automatically resigned from the board.

The Robertson County Public Library is a tax-supported institution. It has, as its legal basis, the Library Laws of the State of Kentucky.

1. The board shall meet on the 2nd Tuesday of every month at 6:00 p.m. Special meetings may be called by the President, or upon the written request of three (3) board members for the transaction of business stated in the called meeting.
2. Officers of the Board of Trustees shall be elected by the board at the regular annual meeting (June) and shall be as follows: President, Vice-President, Secretary, and Treasurer. Officers shall be elected for a term of two years.
3. Notice of all meetings with an agenda shall be given by the Library Director to all members at least five (5) days before the meeting.
4. Trustees shall hold twelve (12) meetings per calendar year. A quorum for the transaction of business shall consist of three (3) members of the board.
5. The fiscal year shall be from July 1st to June 30th.
6. The order of business at regular meetings shall be:
    a. Call to Order
    b. Reading and approval/revision of minutes of previous meeting
    c. Treasurer's Report
    d. Library Director's Report
    e. Committee Reports (as necessary)
    f. Regional Librarian's Report
    g. Old Business
    h. New Business
    i. Announcement of next meeting date, time and location
    j. Adjournment

By-laws may be amended at any regular meeting of the board, with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the Call to Order.

G. Open Records and Open Meeting Acts

Your Duty Under the Law:

Kentucky's laws on open records and open meetings affect every public official and every public agency. It is important that Board Members be prepared to deal with the numerous legal questions that arise under those laws. The following provides an analysis of the Open Records and Open Meetings Acts and is designed to assist the Board in

answering these questions. It contains a description of the general requirements of the laws, the procedures to be followed in implementing them, the exceptions that they may invoke in appropriate circumstances, and the role of the Attorney General in interpretation and enforcement. Please note that the italicized and bulleted text reflects the courts' and the Attorney General's interpretation of the Acts. Because the Attorney General's Office acts as an impartial tribunal in open records and open meetings appeals, we cannot advise public agencies and public officials how to deal with specific situations. The following information should, however, prove useful to the Board in complying with Kentucky's laws on open records and open meetings.

The Open Records Act:

In 1976, the General Assembly enacted the Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. The General Assembly recognized that the free and open examination of public records is in the public interest. The General Assembly has also recognized that there is an essential relationship between proper records retention and management and records access. All public records, whether they are stored in a computer or on paper, must be open for inspection unless the records are exempted by one or more of the fourteen exemptions found in the Act. All public agencies are required to make nonexempt public records available to any requester, and to provide suitable facilities for exercise of the right of inspection. A public agency may not consider the requester's identity or purpose in seeking access to public records.

What are public records?

The Open Records Act applies to public records maintained by state and local government agencies. The agencies covered by the Act include:

- State and local government officer, departments and legislative bodies
- County and city governing bodies, school district boards, special district boards and municipal corporations
- State or local government agencies created by statute or other executive and legislative acts
- Bodies created by state or local authority in any branch of government
- Bodies that receive at least 25% of their funds from state or local authority, within any fiscal year, excluding funds derived from a state or local authority in compensation for goods or services that are provided by a contract obtained by a public procurement process
- An entity where the majority of its governing body is appointed by a public agency
- Agencies created and controlled by public agencies
- Interagency bodies of two or more public agencies

Subject to fourteen exemptions, records that are prepared, owned, used, possessed or retained by a public agency are public records and must be made available upon request.

- *The term "public records" includes all such records even if they are not subject to inspection under an exemption and therefore not "open records".*
- *The term "public record" includes emails, databases and other records electronically generated and/or stored.*
- *The term "public record" includes public agency records that are not maintained on the agency's premises.*

What are the general requirements of the Open Records Act?

Suitable facilities. Each public agency must take suitable facilities available for persons who wish to exercise the right to inspect nonexempt public records.

Time for inspection. Each public agency must permit inspection of nonexempt public records during the regular office hours of the agency. Agencies must, upon request, mail copies to a person whose residence or principal place of business is outside the county in which the records are located. The person must first precisely describe the public records and the records must be readily available within the public agency. The agency may require advance payment of copying fees and the cost of mailing.

Official custodian. Each public agency must appoint an official custodian of the agency's records. The official custodian is the chief administrative officer or any other officer or employee of the agency who is responsible for the maintenance, care and keeping of the agency's records, regardless of whether the records are in his actual personal custody and control.

Rules and regulations. Each public agency must adopt rules and regulations which conform to the Open Records Act. The rules and regulations must be displayed by the agency in a prominent location which is accessible to the public. The rules and regulations must include:

- The principle office of the public agency and its regular office hours
- The title and address of the official custodian of record
- The fees charged for copies
- The procedure to be followed in requesting public records

The uniform rules and regulations drafted by the Finance and Administration Cabinet, which are found at 200 KAR 1:020, may be adapted for each agency's use.

Compiling information/creating documents/specially tailoring format. A public agency is not required to compile information or to create a document that does not already exist in response to an open records request. If a public agency is asked to produce a record in a format other than the format it already maintains the record in, or to tailor the format to meet a request, the agency may, but is not required to, provide the requested format. The agency may then recover staff costs as well as any actual costs it incurs.

- *A requester must be permitted to conduct on-site inspection of records if he or she expresses a desire to do so, even if the public agency prefers to honor his or her request by delivery of copies through the mail.*
- *Public agencies must permit on-site inspection during regular office hours and no other restriction on hours of access can be imposed.*
- *Public agencies may require a requester to conduct an on-site inspection before receiving copies if the requester resides or has his or her principal place of business in the county where the records are located and/or if he or she fails to precisely describe the records.*
- *The absence of the public agency's official records custodian does not extend the agency's response time; the agency should designate an acting custodian to insure a timely response.*
- *Masking exempt information contained in an otherwise nonexempt public record is not equivalent to records creation; the agency must discharge this statutory duty and bear associated costs.*
- *A request for information ("How much are the city's employees paid?") need not be honored; a request for existing public records containing the information sought ("Please produce copies of the city's payroll records.") must be honored unless the requested records are exempt.*

What is the procedure for inspecting a public record?

Request to inspect records. The request should be made to the official custodian of the public agency's records. The custodian may require that the request be in writing, signed by the requester, with his name printed legibly on it, describing the records to be inspected. The request may be hand-delivered, mailed or sent via facsimile to the agency.

Response to request. The public agency must respond to the request in writing and within three days, excluding Saturdays, Sundays and legal holidays. If the request is denied, the response must include a statement of the specific exception which authorizes the agency to withhold the record and a brief explanation of how the exception applies to the record withheld. The response must be issued by the official custodian or under his authority.

Application to wrong agency. If the public agency which receives the request does not have custody or control of the record requested, the agency must notify the requester and furnish the name and location of the official custodian of the appropriate agency's public records.

Record not available. If the record requested is in active use, in storage, or not otherwise available, the public agency must notify the requester in writing and indicate a place, time, and date for inspection not to exceed three days from receipt of the request. If the record cannot be produced within three days, the agency must notify the requester in writing and provide a detailed explanation of the cause for the delay. The agency must also state the earliest date on which the record will be available.

Overly burdensome request. The public agency may refuse to permit inspection or mail copies if the request places an unreasonable burden on the agency in producing records or if the custodian believes that repeated requests are intended to disrupt the agency's essential functions. Refusal for either of these reasons must be supported by clear and convincing evidence.

Copies of records. A requester has the right to obtain copies of all nonexempt public records upon payment of a reasonable fee, including postage where appropriate. The agency may require prepayment for copies of records. Nonexempt public records must be made available for copying in either standard electronic or standard paper format depending on the requester's wishes, if the agency maintains the records in both formats. If the agency maintains the records in paper format only it must make the records available in paper format. Agencies are not required to convert paper format records to electronic format.

The agency may prescribe a reasonable fee for making copies of nonexempt public records. The fee must not exceed the agency's actual costs of copying the record including the cost of the medium on which it is copied and the cost of mechanically reproducing it, but not including staff costs. In general, ten cents per copy has been deemed a reasonable fee for records in paper format. The Open Records Act authorizes public agencies to impose a higher copying fee for requests made for a commercial purpose. "Commercial purpose" is defined as any use by which the user expects a profit but excludes newspaper or periodical publications, radio or television broadcasts, or use by attorneys representing parties in litigation.

Online access. A public agency may provide online access to public records in electronic format. The agency may require that the requester enter into a contract, license or other agreement with the agency and may charge fees. The fees cannot exceed the cost of physical connection to the system and the reasonable cost of computer time access charges.

- *Public agencies may use a preprinted request form but cannot require use of the form or demand more information on the form than the statute allows (requester's name printed legibly, signature, description of records).*
- *Public agencies are not required to honor emailed open records request but should develop a standard response notifying the requester to submit his or her request by U.S. Mail, fax or in person, and immediately issue the standard response.*
- *A public agency's three day response time begins to run the day after the request is received.*
- *Denials based on an unreasonable burden to the agency or a belief that requests are intended to disrupt its essential functions must be supported by clear and convincing evidence; for example, the number of records requested, the estimated amount of time and expense to the agency to fulfill the request, the duplicative nature of the requests.*

- *An agency may impose copying fees greater than ten cents per page only if a specific statute authorizes the agency to do so or the agency can prove that its actual copying costs, not including staff costs, are greater than ten cents per page.*
- *No fee can be imposed for inspecting public records.*

What records are exempt from public inspection?

The Open Records Act permits a public agency to withhold certain records from a requester unless the requester obtains a court order directing their release. The exemptions are located at KRS 61.878(1) and include:

a. Records containing information of a personal nature if disclosure would constitute a clearly unwarranted invasion of personal privacy
b. Records confidentially disclosed to an agency and compiled and maintained for scientific research
c. Records confidentially disclosed to an agency or required by the agency to be disclosed to it which are generally recognized as confidential or proprietary and which, if disclosed, would permit an unfair commercial advantage to competitors including records which are compiled and maintained in conjunction with an application for or the administration of a loan or grant, the application for or the administration of assessments, incentives, inducements, tax credits, or the regulation of a commercial enterprise
d. Records that relate to the prospective location of a business or industry which has not previously disclosed that it is interested in locating, relocating or expanding in Kentucky
e. Records developed by an agency in conjunction with the regulation or supervision of financial institutions which reveal the agency's internal examining or audit criteria
f. Real estate appraisals, engineering or feasibility estimates, and evaluations made by or for a public agency in the course of acquiring property until all of the property has been acquired
g. Test questions, scoring keys and other examination data used to administer a licensing examination, examination for employment, or academic examination before the exam is given or if it is to be given again
h. Records of law enforcement agencies or agencies involved in administrative adjudication if disclosure of the records would harm the agency by premature release (such records may be inspected after enforcement action is completed or a decision is made to take no action, unless they were compiled and maintained by a county or Commonwealth's attorney or unless another exception applies)
i. Preliminary documents including drafts, notes, correspondence with private individuals, recommendations and memoranda in which opinions are expressed or policies formulated

j. Public records that are prohibited from disclosure by state or federal law
k. Records, the disclosure of which would have a reasonable likelihood of threatening the public safety by exposing a vulnerability in preventing, protecting against, mitigating or responding to a terrorist act, as defined in the exemption and limited to eight precisely described categories of records
l. Records having historic, literary, artistic or commemorative value that are accepted by the archivist of a public university, museum or government depository from a donor or depositor other than a public agency if nondisclosure is requested in writing by the donor or depositor
    - *The exemptions are "a shield and not a shackle" and an agency may elect to release records that are otherwise exempt except for records made confidential by federal or state law; an agency should also exercise caution before releasing records protected by the privacy exemption.*
    - *A public agency employee is entitled to inspect any record that "relates" to him or her even if the record is otherwise exempt unless the requested record is part of an ongoing criminal or administrative investigation by the agency, the requested record is an examination or the requested record is a record made confidential by federal or state law.*
    - *Public agencies are encouraged to share otherwise exempt public records with other public agencies if the sharing of the records serves a "legitimate governmental need."*
    - *A public agency cannot withhold a public record which contains both exempt and nonexempt information but must mask the exempt portion of the record and release the nonexempt portion of the record.*
    - *Although Commonwealth's and county attorneys' litigation records are permanently exempt from public inspection, Commonwealth's and county attorneys are not relieved of their duty to respond to an open records request for those records, and cannot deny access to other nonexempt records of their offices (for example, contracts, payroll records, time sheets, travel vouchers).*

What is the role of the Attorney General?

If a public agency denies a request for public records the requester may file an appeal with the Attorney General for review of the agency's actions. The appeal consists of a letter describing the circumstances of the denial, a copy of the written request and a copy of the agency's written denial if the agency issued a denial. Unless the requester is an inmate confined in a jail or correctional facility, and he or she is aggrieved by a denial issued by the Corrections Cabinet, the requester may bypass the Attorney General's Office and file an appeal in circuit court.

The Attorney General may request additional documentation from the agency and may also request a copy of the disputed records. The Attorney General will not, however, disclose the records.

The Attorney General will review the appeal and issue a decision stating whether the agency violated the Open Records Act. The burden of proof rests with the agency to

sustain its action. On the day he issues his decision, the Attorney General will mail a copy to the agency and a copy to the person who requested the disputed records. The decision will be issued in twenty days, excluding Saturdays, Sundays and legal holidays. In unusual circumstances this deadline may be extended an additional thirty days, excluding Saturdays, Sundays and legal holidays.

Both the requester and the agency may appeal the Attorney General's decision to the circuit court of the county where the agency has its principle place of business or where the record is maintained. The Attorney General should be notified of any circuit court action but should not be named as a party in the action.

If an appeal is not filed within thirty days the Attorney General's decision has the force and effect of law, and can be enforced in circuit court. If the requester prevails against an agency in circuit court he may be awarded costs including reasonable attorney fees if the court finds that the records were willfully withheld. The court may also award the requester up to $25 for each day that he was denied the right to inspect the records. The Open Records Act contains criminal penalties for public officials who willfully conceal or destroy records with the intent to violate the act. Officials who fail to produce records after entry of final judgment directing that records be produced may be found guilty of contempt.

- *The Attorney General will not consider an appeal that does not include a copy of the written request and the written denial if the agency issued a denial.*
- *Upon receipt of an open records appeal the Attorney General will issue notification of the appeal and a copy of the appeal to the public agency against which the appeal was filed, and the agency may respond in writing to the Attorney General; the agency must send a copy of its response to the individual who filed the appeal.*
- *Because the Open Records Act provides for judicial review of the issues raised in an appeal, the Attorney General will not reconsider an open records decision.*
- *The Attorney General will not consider an appeal if the requested documents are released to the requester after his or her appeal is filed but before an open records decision is rendered.*
- *The Attorney General will consider an appeal based on the allegation that the public agency "subverted the intent of the Act short of denial of inspection," this includes appeals based on the imposition of excessive copying fees.*
- *Since 1992, open records decisions have been designated ORDs rather than OAGs because they are legally binding on the parties if not appealed.*
- *The designation "Not to be Published" that appears in ORDs issued from 1992 to 1999 does not mean that the ORD cannot be cited as precedent or made public; such ORDs carry the same weight as ORDs designated "To be Published."*
- *Because the public agency has the burden of proof to support its actions the courts have directed that the agency "provide particular and detailed information in response to a request for documents," and not just a "brief explanation;" the agency should also take the opportunity to try to meet its burden of proof in preparing its supplemental response to the notification of appeal.*

- *The Attorney General's role in open records appeals is to issue a decision stating whether the public agency violated the Open Records Act; the Attorney General cannot enforce his decision by imposing penalties.*
- *A public agency that is dissatisfied with an ORD must appeal the decision within thirty days; if the public agency fails to appeal the decision, the decision has the force and effect of law, the agency is legally bound by the decision and the circuit court must enforce it.*

The Open Meetings Act:

In 1974, the General Assembly enacted the Open Meetings Act, KRS 61.800 to KRS 61.850, which establishes a right of access to public meetings. The General Assembly recognized that the formation of public policy is public business and should not be conducted in secret. The act requires that all meetings of a quorum of the members of a public agency where public business is discussed or action is taken must be public meetings. Public meetings must be open to the public at all times unless the subject of the meeting falls within one or more of the thirteen exceptions found in the statute. Members of the public may attend any public meeting and cannot be required to identify themselves in order to attend.

What is a public meeting?

The Open Meetings Act applies to all meetings held by state and local government agencies. The agencies covered by the act include:

- State and local government boards, commissions and authorities
- State and local legislative boards, commissions and committees
- County and city governing bodies, councils, school district boards, special district boards and municipal corporations
- State and local government agencies including policy making boards of educational institutions that are created by state or local statute or other legislative act
- Bodies created by state or local statute or legislative act in the legislative or executive branch of government
- An entity where the majority of its governing body is appointed by a public agency
- Agencies including committees, advisory committees and ad hoc committees which are established, created and controlled by a public agency
- Interagency bodies of two or more public agencies

Subject to thirteen exceptions, all gatherings of a quorum of the members of a public agency at which public business is discussed, or action is taken, are public meetings and must be open to the public regardless of where they are held and whether they are regular or special or information or casual gatherings held in anticipation of a regular or special meeting. An agency's meetings may be conducted by video-teleconference, which is defined as a meeting occurring in two or more locations where individuals can see and

hear each other by means of video and audio equipment, subject to specific legal requirements.

- *The courts have stated that the Open Meetings Act must be "interpreted most favorably to the public" since "failure to comply with the strict letter of the law in conducting meetings violates the public good."*
- *The Open Meetings Act applies to meetings of a quorum of the members of a public agency at which public business is discussed or action is taken; a discussion of public business by a quorum of the agency's members triggers the requirements of the Act even if no action is taken.*
- *The definition of "public agency" under the Open Meetings Act is narrower than the definition of "public agency" under the Open Records Act and does not include "state and local government officers" and bodies which receive "at least 25% of their funds from state or local authority funds;" this means, for example, that the mayor of a city is a public agency for open records purposes but not for open meetings purposes.*
- *A committee of a public agency, even if its function is purely advisory, is a public agency for open meetings purposes and a quorum of its members is calculated on the basis of the committee's membership and not the membership of the public agency that created it (the city commission, consisting of five members, creates a budget committee, consisting of three members – a quorum of the committee exists if two members are present); the committee must comply with all requirements of the Act.*
- *A work session and a retreat are public meetings under the Open Meetings Act, but a quorum of the members of a public agency may attend a conference sponsored by another entity without triggering the requirements of the Act as long as the members do not discuss the public business of the agency they serve while at the conference.*
- *"Public business" is not defined by statute but has been defined by the courts as "the discussion of the various alternatives to a given issue about which the [agency] has the option to take action."*
- *A quorum of the members of a public agency can attend a social gathering, sporting event, church service, etc. without triggering the requirements of the Open Meetings Act but cannot discuss the public business of the agency they serve while at these gatherings.*
- *Public agencies cannot conduct their meetings by telephone; an absent member may listen to the meeting by speakerphone but cannot be counted toward the quorum and cannot vote or otherwise participate.*

What are the general requirements of the Open Meetings Act?

Time and place of meetings. All meetings must be held at specified times and places which are convenient to the public. Public agencies should provide for a schedule of regular meetings by ordinance, order, resolution, bylaws or by other means. This schedule of regular meetings must be made available to the public.

Minutes of meetings. Public agencies must keep minutes of action taken at every meeting which set forth an accurate record of votes and actions taken. These minutes must be open for inspection by the public no later than the conclusion of the agency's next public meeting.

Public attendance at meetings. To the extent possible, meeting room conditions should allow for effective public observation of the meetings. No person attending the meeting can be required to identify himself in order to attend a meeting. The agency cannot place conditions on attendance of the public at a meeting other than the conditions required to maintain order. Since the General Assembly has not established procedural rules for the conduct of meetings and citizen participation, each agency must adopt its own rules of procedure but those rules cannot conflict with the Open Meetings Act.

News media coverage. Public agencies must permit news media coverage including recording and broadcasting.

Requirements for holding special meetings. All meetings which are not regular scheduled meetings are special meetings and are subject to the following requirements.

Who may call a special meeting. The presiding officer or a majority of the members of the public agency may call a special meeting.

Notice requirements and content. The public agency must provide written notice of the special meeting consisting of the date, time and place of the special meeting and the agenda. Discussion and actions at the meeting must be limited to the items on the agenda.

As soon as possible, written notice must be personally delivered, transmitted by facsimile or mailed to every member of the agency and each media organization which files a written request to receive notice of special meetings. Notice should be received at least twenty-four hours before the special meeting.

Written notice of special meetings may be transmitted by electronic mail to public agency members and media organizations that have filed a written request with the public agency indicating a preference to receive email notification. The written request must include the electronic mail address of the agency member or media organization.

As soon as possible, written notice must also be posted in a conspicuous place in the building where the special meeting will take place and in a conspicuous place in the building where the agency has its headquarters. Notice should be posted at least twenty-four hours before the special meeting.

In the case of an emergency which prevents the public agency from complying with these requirements, the agency must make a reasonable effort to notify the members of the agency, media organizations which have filed a written request to be notified, and the public, of the emergency meeting. At the beginning of the emergency meeting the person

chairing the meeting must describe for the record the emergency which prevented compliance with the notice provisions, and these comments should appear in the minutes. Discussions and actions at the emergency meeting must be limited to the emergency for which the meeting was called.

- *The courts have stated that the Open Meetings Act does not require agencies to conduct business "only in the most convenient locations at the most convenient times;" the Act is "designed to prevent governmental bodies from conducting [their] business at such inconvenient times or locations as to effectively render public knowledge or participation impossible, not to require agencies to seek out the most convenient time or location."*
- *Agencies are not required to take minutes in closed sessions.*
- *If the public agency directs that a tape recording of its meeting be made and the tape is created with agency equipment at agency expense, the tape of the meeting is a public record upon creation and must be made available for inspection within three business days of an open records request.*
- *The right of the public to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the members of the agency; it is a statutory right "to observe with their eyes and ears what transpires at those meetings."*
- *A member of the public, as well as the media, must be permitted to record a meeting.*
- *The notice of a special meeting must include the agenda containing specific agenda topics ("new business,"" Old business," "open to floor," etc. are not acceptable), in addition to the date, time and place of the meeting. Because an agenda is not statutorily required for* ***regular*** *meetings, discussions at a regular meeting are not restricted to agenda topics if an agenda is prepared.*
- *Although the public agency can post notice of the special meeting on the agency website, web notice of the meeting does not satisfy the statutory requirement and must be in addition to, rather than in lieu of, delivery of the notice by U.S. Mail, facsimile, in person or by email where requested, and physical posting of the notice in a conspicuous place.*
- *The public agency is not obligated to provide notice to "interested" individuals who have requested notice of special meetings, only to the parties identified in the statute.*
- *The Attorney General has rarely found that conditions were sufficiently grave to justify a public agency's decision to call an emergency meeting.*

What subjects may be discussed in a closed session?

The Open Meetings Act permits a public agency to discuss certain subjects in a closed or executive meeting if notice is given in the regular meeting of the general nature of the business to be discussed, the reason for the closed session and the specific exception authorizing the closed session. A closed session may be held only after a motion is made and carried in open session and no final action may be taken in closed session. The exceptions to the Open Meetings Act are found at KRS 61.810(1) and include:

a. Deliberations of the Kentucky Parole Board
b. Deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property
c. Discussions of proposed or pending litigation involving a public agency
d. Grand or petit jury sessions
e. Collective bargaining negotiations between public employers and their employees
f. Discussions or hearings that might lead to the appointment, dismissal or discipline of an individual employee, member or student. However, general personnel matters may not be discussed in private
g. Discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal if open discussions would jeopardize the siting, retention, expansion or upgrading of the business
h. State and local cabinet meetings and executive cabinet meetings
i. Committees of the General Assembly other than standing committees
j. Deliberations of judicial or quasi-judicial bodies involving individual adjudications or appointments. This does not include meetings of planning commissions, zoning commissions or boards of adjustment
k. Meetings which federal, or state law, or the Constitution require to be conducted privately
l. Portions of meetings devoted to a discussion of a specific public record exempted from disclosure under KRS 61.878(1)(m)

The Open Meetings Act prohibits any series of less than quorum meetings where the members attending one or more of the meetings collectively constitute at least a quorum of the members of the agency, if the meetings are held to avoid the requirements of the Act. This prohibition does not restrict discussions between individual members if the purpose of the discussion is to educate the members on specific issues.

- *The courts have stated that public agencies must give "specific and complete notification in the open meeting of any and all topics which are to be discussed during the closed meeting;" the Attorney General has stated that "notification must include both a statement of the exception authorizing the closed session and a description of the business to be discussed couched in sufficiently specific terms to enable the public to assess the propriety of the agency's actions."*
- *The courts have stated that the exception for proposed or pending litigation applies to "matters inherent to litigation such as preparation, strategy or tactics, but not just when an attorney is present."*
- *Before going into closed session to discuss a personnel issue under KRS 61.810(1)(f), an agency must state whether the discussion will relate to either the appointment of, the dismissal of, or the discipline of an individual employee, member or student, but the agency is not required to identify the individual by name.*
- *The prohibition on a series of less than quorum meetings conducted for the purpose of avoiding the requirements of the Open Meetings Act was added in 1992, prompting the courts to declare that the Act "prohibits a quorum from*

discussing public business in private or meeting in numbers less than a quorum for the express purpose of avoiding the open meetings requirement of the Act."

- *The Act does not prohibit all discussions between public officials outside of a public meeting (for example, at a social event, at church or during a casual encounter), but does prohibit a quorum of the members of the agency from privately discussing the agency's business or privately meeting in groups consisting of less than a quorum to discuss the agency's business in order to defeat the requirements of the Act; this includes telephone discussions.*

What is the role of the Attorney General?

If a person believes that a public agency has violated the Open Meetings Act he may file a written complaint with the presiding officer of the agency. The complaint must state the circumstances of the violation and what the agency should do to correct it.

Within three business days of receipt of the complaint the public agency must decide whether to correct the violation and notify the complaining party of its decision in writing. If the agency believes that no violation has occurred and rejects the proposed remedy, it must issue a written response which cites the statute authorizing its actions and briefly explain how the statute applies.

The complaining party may appeal to the Attorney General for review of the agency's action within sixty days of receipt of the agency's response. The appeal must include a copy of the written complaint and a copy of the agency's response if the agency issued a denial. The Attorney General will review the appeal and issue a decision stating whether the agency violated the Open Meetings Act within ten business days. Both the complaining party and the agency will receive a copy of the decision. Both may appeal the Attorney General's decision to the circuit court of the county where the public agency has its principal place of business or where the violation occurred. If an appeal is not filed within thirty days the Attorney General's decision has the force and effect of law and can be enforced in circuit court.

If the complaining party prevails against an agency in circuit court he may be awarded costs including attorney fees if the court finds that the violation was willful. The court may also award the complaining party up to $100 for each violation.

- *A complainant must appeal a public agency's denial of, or failure to respond to, his or her open meetings complaint within sixty days, and if he or she does not do so the appeal is time-barred; there is no similar statutory limitation on bringing an open records appeal.*
- *Upon receipt of an open meetings appeal the Attorney General will issue notification of the appeal and a copy of the appeal to the public agency against which the appeal was filed, and the agency may respond in writing to the Attorney*

General; the agency must send a copy of its response to the individual who filed the appeal.

- *The Attorney General will not consider an appeal that does not include a copy of the written complaint and a copy of the written denial if the agency issued a denial.*
- *Because the Open Meetings Act provides for judicial review of the issues raised in an appeal the Attorney General will not reconsider an open meetings decision.*
- *Since 1992, open meetings decisions have been designated OMDs rather than OAGs because they are legally binding on the parties if not appealed.*
- *The designation "Not to be Published" that appears in OMDs issued from 1992 to 1999 does not mean that the OMD cannot be cited as precedent or made public; such OMDs carry the same weight as OMDs designated "To be Published".*
- *The Attorney General's role in an open meetings appeal is to issue a decision stating whether the public agency violated the Open Meetings Act; the Attorney General cannot comment on or direct the implementation of proposed remedial measures; nor can he enforce his decision by imposing penalties.*
- *A public agency that is dissatisfied with an OMD must appeal the decision within thirty days; if the agency fails to appeal the decision the decision has the force and effect of law, the agency is legally bound by it and the circuit court must enforce it.*

H. Ethic Statements

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

Guiding Principles:

- Board members and employees should uphold the integrity of the Library and should perform their duties impartially and diligently
- Board members and employees should not engage in discrimination of any kind, including that based on race, gender, age, country of origin, class, ethnicity, religion, sexual orientation or belief system
- Board members and employees should protect and uphold Library patrons' right to privacy in their use of the Library resources
- Board members should immediately disclose to the Board any conflict of interest they may have with regard to any official action or business before the Board, and abstain from any involvement in or decision-making on said issue if they do have such a conflict of interest
- Board members and employees should avoid situations in which there is a reasonable probability that their personal interests may appear to be in conflict with the best interests of the Library

- Board members should abstain from any official action in which their personal interest could reasonably be perceived as compromising their ability to act in a fair, impartial and objective manner
- Board members should not use Library resources, or allow Library resources to be used for their own personal use or benefit
- Board members and employees should not act in any way that may reasonably create an impression that they are engaged in conduct that violates their responsibilities as Board members or employees
- Board members and employees should not use or attempt to use their position with the Library to obtain personal privileges or advantages for themselves, their friends or their families
- Board members and employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties
- Board members and employees should strive to uphold the integrity of the Library and be respectful to their fellow Board members and Library employees in public settings

Therefore:

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

Compliance:

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

Acknowledgement:

The following statement will be completed and signed annually by each Board member and Library employee. This requirement does not absolve any Board members of their independent obligations to disclose any conflict of interest as it arises on an ongoing basis. Completed forms shall be reviewed by the Library's attorney and retained as a part of the Library's financial records:

I, _____, acknowledge my review of the Library's Ethics Policy. As a part of my commitment to the transparent administration of the Library's business and finances, I affirm as follows:

- ☐ I have no affiliations to business, political or other interests which would influence the decisions that I make in regards to the Library's business and finance.
- ☐ I disclose the following affiliations that may influence my decisions or that should be a consideration when actions are made by the Board:

  _____
  _____

Signed: _____ Date: _____

County Code of Ethics:

The Robertson County Public Library resolves that it places itself under the Robertson County Ethics Code as now written and as it may be amended in the future, subject to periodic review by this Board. The Robertson County Public Library shall also continue to abide by any statutes and administrative regulations which may be applicable to this entity both now and in the future. The Library Board further reaffirms the Library Code of Ethics adopted on August 13, 2012.

I. Conflict of Interest Policy

The Robertson County Public Library Board believes that it is fundamentally important that the public perceives that all policies and decisions of the board are fairly and impartially determined, and that the personal financial interests of the Board Members do not conflict with the interests of the Library. To that end, the board has adopted the following policy:

1. A Board member shall not participate, directly or indirectly, in the making of any contract on behalf of the Library in which he or she has a personal financial interest; nor shall a Board member participate in any decision or recommendation involving the Library in which they have a personal financial interest.
2. Any Board member aware of a personal conflict of interest regarding a matter coming before the Board shall bring this to the attention of the Board. The President of the Board shall rule as to whether the situation constitutes a conflict. If a conflict exists, the Board member shall abstain from voting and excuse him/herself from any discussion regarding the matter by leaving the room and shall not be counted in determining the quorum if that has not already been established for the meeting. These points shall be recorded in the Minutes of such meetings.
3. In the event that the President has a conflict or perceived conflict, the Vice-President will fulfill the role of investigating and ruling on the conflict.
4. A Board member shall not participate in any way in deciding whether to hire any person related to him/her by blood or marriage closer than a second cousin, as an employee of the Library.
5. The Board, in accordance with this policy and applicable law, shall deal with any conflict of interest brought to its attention.

J. Fiscal Responsibility Policy

General Purpose:

It is the policy of the Robertson County Public Library that public office not be used for personal gain, and that Board members and the Director are to remain objective in their duties and responsive to the needs of the public they serve. Accordingly, the Director and Board members must maintain the highest commitment to their responsibilities as stewards of the Library.

District Funds:

The Robertson County Public Library Board defines all district funds as "Public Funds." This includes, but is not limited to, all sums actually received in cash or negotiable instruments from all sources whether or not the money has ever been deposited into a Library account. Any money controlled by the Library, including gifts, fines, fees and all funds received from any source are considered "public funds" and are governed by this policy.

Personal Use of District Assets:

Neither the Director nor any Board member will use or permit the use of Library funds, vehicles, equipment, telephones, materials or property for their own personal benefit or profit. Neither the Director nor a Board member will ask or require a Library employee to perform services for the personal benefit or profit of a Board member or the Director. The Director and all Board members will safeguard Library property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal acts or breach of trust.

Segregation of Fiscal Duties and Internal Controls:

No one person should control or perform all key aspects of a transaction or financial event. Segregation of duties is an important internal control activity that helps detect errors in a timely manner and deters improper activities. Internal controls instituted by the Library will assist the board in maintaining adequate fiscal oversight of the expenditure of funds.

The Robertson County Public Library shall institute a system of internal controls and a segregation of duties which meet or exceed the 32 guidelines outlined in the *Kentucky Auditor of Public Accounts – Recommendations for Public and Nonprofit Boards* (March 2010 revision). The adequacy of these guidelines and our compliance efforts should be reviewed after each audit and as otherwise needed. Procedures shall be modified to correct any deficiencies discovered during regular audits or at any other time. This document is available at:
http://http://auditor.ky.gov/cpatools/Pages/32BoardOversightRecommendations.aspx.

Policy Enforcement:

All Library employees, the Director and Board members are bound by this policy.

Any alleged violation of this policy by Library staff shall be investigated by the Director. If actual violation is determined, the Director shall impose sanction appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Board member shall be investigated by the remaining Board members. If actual violation is determined, the Board may impose sanction as warranted, up to and including requesting the resignation of the Board member. At the option of the Board, and in accordance with KRS 65.0007, the fiscal court may be requested to instigate removal proceedings for any Board member found in violation.

The Library District reserves the option of reporting any significant violation of this policy to appropriate law enforcement agencies for investigation and possible prosecution.

K. Procurement Policy

The Robertson County Public Library Board of Trustees desires to make all purchases and contracts in a transparent and competitive manner that represents the interests of the library and the taxpayer. To achieve this, the board has adopted the Kentucky Local Government Model Procurement Code, KRS 45.A345-460. The Robertson County Public Library will make all contracts, leases or other agreements for the purchase of materials, supplies, equipment or contractual services in conformance with the provisions of the Procurement Code.

Tax Exemption:

As provided for by KRS 139.470(7), the Library is exempt from the Kentucky sales and use tax as applied to purchases of tangible personal property or services for use by the Library. The exemption cannot be claimed by a contractor purchasing property to be used in fulfilling a contract with the Library, or by a Library employee or Board member for their own personal purchases.

Payment:

All invoices and pre-payments shall be paid promptly in accordance with generally accepted business and accounting practices.

The Director, in conjunction with the Treasurer, shall be the disbursing officer of the Board. In the absence or inability of the Director or Treasurer, these duties shall be performed by such other Board member(s) or staff members as the Board may designate.

All payments made by check shall be co-signed.

All disbursements shall be submitted for approval monthly by providing to the Board a copy of the Treasurer's Report.

Purchasing Procedures:

The Library's Business Office shall develop and implement procedures for regular auditing of Library expenditures and all other procedures necessary to carry out this policy.

L. Library Investment Policy

It is the policy of the Robertson County Public Library to invest funds in a manner which will provide the highest investment return with the maximum security of principal while meeting the Library's daily cash flow demands and conforming to all state statutes and the Library's regulations governing the investment of funds.

SCOPE

This investment policy applies to all financial assets held directly by the Library. These financial assets are accounted for in the Library's annual financial report and include all moneys in investment fund accounts.

INVESTMENT OBJECTIVES

The Library's primary investment objectives, in order of priority, are the following:

A. Safety: Safety of principal is the foremost objective of the Library's investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
B. Liquidity: The Library's investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements which might be reasonably anticipated.
C. Return on Investment: The Library's investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the Library's investment risk constraints and the cash flow characteristics of the portfolio.

INVESTMENT AUTHORITY

Management responsibility for the investment policy may be delegated by the Board to a designated official, who is usually the Library Director or Board Treasurer. The official shall have the authority to establish additional specific written procedures for the

operation of the investment program, which are consistent with this investment policy. The procedures shall include explicit delegation of authority, if any, to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established. The designated official shall be ultimately responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials and employees. The controls shall be designed to prevent and control losses of funds arising from fraud, employees' error, and misrepresentation by third parties, or imprudent actions by officers and employees. The designated official shall maintain all records related to the Library's investment program, and furnish a monthly investment report to the Board for their approval.

PRUDENT PERSON RULE

The actions of the designated official in the performance of his or her duties as manager of the Library's funds shall be evaluated using the "prudent man" standard. Investments shall be made with judgment and care under prevailing circumstances which persons of prudence, discretion and intelligence would exercise in the management of their capital as well as the probable income to be derived.

AUTHORIZED INVESTMENTS

The funds of the Library available for investment shall be invested in accordance with this policy and all applicable state statutes only in the following type of investment instruments:

A. Authorized Investment Instruments

1. Obligations of the United States and its agencies and instrumentalities, including obligations subject to repurchase agreements, provided that delivery of these obligations subject to repurchase agreements is taken either directly or through an authorized custodian.
2. Obligations and contracts for future delivery for purchase of obligations backed by the full faith credit of the United States or a United States government agency and/or obligations of any corporation of the United States government as per KRS 41.240.
3. Certificates of deposit insured by or other interest-bearing accounts of any bank or saving and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extend uninsured, by any obligations permitted by KRS 41.240(4).
4. Shares of mutual funds and money markets, each of which will have the following characteristics:
    a. The mutual funds shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;

b. The management company of the investment company shall have been operation for at least five (5) years;
c. All of the securities in the mutual fund shall be eligible investments under this section.

B. Limitation on Investment Transactions

With regard to the investments authorized in this section, the following limitation shall apply:

No investments shall be purchased for the Library on a margin basis or through the use of any similar leveraging technique.

DIVERSIFICATION OF INVESTMENTS

The library recognizes that some level of risk is inherent in any investment transaction. Losses may be incurred due to market price changes or closing investments prior to maturity due to unanticipated cash flow needs. Diversification of the Library's investment portfolio by type of investment instrument and term to maturity is the primary method to minimize investment risk.

To the extent possible, the Library will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow need, the Library's funds should not, in general, be invested in securities maturing more than one (1) year from the date of the purchase. However, the Library may collateralize its repurchase agreements using longer-dated investments not to exceed 30 years, if maturities of the investments are made to coincide as nearly as practical with the expected use of the funds.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Board shall maintain a list of financial institutions authorized to provide investment services to the Library. All financial institutions that desire to provide investment services to the Library shall supply the Board with information sufficient to adequately evaluate the institution and answer any and all inquiries posed by the Board, including the following information:

A. Audited financial statements
B. Regulatory reports on financial condition
C. Written Memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
D. Any additional information considered necessary to allow the Board to evaluate the creditworthiness of the institution.

No financial institution shall be selected as a depository of Library funds if the Library funds on deposit at any time will exceed 10% of the institution's capital surplus and

stock. The Board shall evaluate the financial capacity and creditworthiness of financial institutions prior to the placement of the Library's funds. The board shall conduct an annual review of the financial condition and registrations of financial institutions and based on the review, make any recommendations regarding investment policy or program changes determined to be necessary.

SAFEKEEPING AND CUSTODY

To protect against potential fraud and embezzlement, investment assets shall be secured through third-party custody and safekeeping procedures. Bearer instruments shall be held only through third-party institutions.

Any officer or employee of the Library authorized to engage in investment transactions shall be bonded in an amount established by the Board. Collateralized securities, such as repurchase agreements shall be purchased using the delivery vs. payment procedure. The safekeeping procedures utilized in the Library's investment program shall be reviewed by an independent auditor in accordance with KRS 65.065.

COLLATERAL

It is the policy of the Library to require that all cash and investments in excess of the amount insured by the FDIC maintained in any financial institution named as a depository to be collateralized. In order to anticipate market changes and provide a level of security for all funds, the collateralization level shall be 100% of the market value of principal, plus accrued interest. Collateral shall be limited to the types of instruments authorized as collateral for state funds in KRS 41.240.

Collateral shall always be held by an independent third-party custodian with whom the Library has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Library and retained by the Board.

INVESTMENT REPORTING

The designated official shall prepare and submit to the Library Board a monthly report regarding the status of the Library's investment program. As to each investment, the report shall include the following information:

A. Name of financial institution from which the investment was purchased or in which assets are deposited.
B. Type of investment.
C. Certificate or other reference number, if applicable.
D. Percentage yield on an annualized basis.
E. Purchase price and maturity date.
F. Current market value of the investment.

In addition, the report shall explain the month's total investment return and compare the return with the budgetary expectations.

AUDIT

In connection with the audit of Library's funds, conducted by an independent certified public accountant, the auditor shall conduct a review of the Library's investment program including internal controls and procedures, and the results of the review including recommended changes shall be included in the Library's audit.

INVESTMENT POLICY ADOPTION

The Library's investment policy shall be adopted by order of the Library Board and shall become effective on the date set forth in the order. The policy shall be reviewed annually and revised, as appropriate. Any amendments to this policy must be made by order of the Board.

At maturity or liquidation, the monies previously invested, if reinvested, shall be invested only in accordance with this policy. The Board may take a reasonable period of time to adjust the existing portfolio to the provisions of this policy in order to avoid the premature liquidation of any current investments.

M. Information Center Announcement Policy *(REVISED 4.18.2015)*

The following guidelines are to be followed for announcements on the Robertson County Information Center sign located at the library. The Information Center is to be used for library, local government, school, tourism, civic organizations, state agencies, weather, emergency, community, non-profit fundraisers and educational announcements. No personal messages will be permitted. Anything not outlined in the policy is to be determined by the Library Director or Library Board. In order to avoid posting incorrect information all persons wishing to request an announcement posting must use a Robertson County Information Announcement Form. This form may also be downloaded from our website at www.youseemore.com/robertsoncountypl and submitted electronically, or forms may be obtained and faxed to the library.

Every effort will be made to accommodate all announcement requests. The length and details of the announcement will depend upon the availability of time, space and number of characters. A one-week notice is recommended to assure announcements being posting in a timely manner. The Robertson County Public Library Board of Trustees or staff will not be held responsible for announcements not getting posted or any misinformation on announcements. There is to be no charge for announcements.

N. **Reserve Fund Policy** (ADOPTED 04.13.2021)

The Robertson County Public Library Board of Trustees is responsible for allocating the library's reserve, bearing both current and future library services in mind, into funds designated for specific purposes. The Board supports the Library's fiscal sustainability as its first priority when accumulating and holding assets for reasonable projected future needs. Having an adequate level of current assets is crucial to long-term maintenance of the Library's facilities, programs, and services as needs change over time. Having adequate reserves will also serve to avoid unnecessary borrowing and will improve the Library's credit rating when borrowing is necessary.
This reserve policy guides the Board of Trustees in providing financial stability by ensuring sufficient cash flow for day-to-day operations, allowing the library to respond to emergencies, and replacing, repairing, or adding to capital assets in a timely manner. These policies are consistent with Kentucky Public Library Association standards and serve taxpayers by defining the need for the current assets held by the Library. To accomplish these goals, the Board has established the following reserve funds. The Board will distribute current assets to these reserve funds as set out below. The following reserve targets should be re-evaluated on a regular basis to ensure that they are adequate. Monies may be re-apportioned among the various reserve funds a forecasted needs change.

Operational Reserve:
By statute, the library's fiscal year begins July 1, with the bulk of the Library's revenues expected to arrive six months later in December. To bridge this funding gap. The board of Trustees will ensure that this fund contains an operational reserve at the end of each fiscal year in an amount capable of sustaining at least 6 months of operating expenditures.

Emergency Reserve:
The Emergency Reserve may be used for unforeseen emergencies such as unusually late tax collection, replacement, or major repair to systems such as roof or HVAC, or any other circumstance that would hinder normal operation of the Library. The Board of Trustees will keep $ 20,000 in this fund. This fund amount should be evaluated annually to confirm that it is still adequate to deal with foreseeable emergencies.

Capital Facility Reserve:
The Capital Facility Reserves will be used to support long-term capital improvements including major furniture replacement, vehicle purchase or replacement, or construction projects forecasted to occur over the next ten years. The Board of Trustees may consult with financial advisors, architects, or other consultants to determine capital needs over the ten-year period. This fund may also be used to pay off bonds issued for construction and land acquisition projects. Money will be added to this fund as they are available after the other funds have met the targeted goals listed above. An amount equal to 1 % of the total annual expenditures will be added to the Capital Facility reserve each year. If a large

capital construction project moves into an active planning process, this policy will be updated to reflect appropriate financial preparation for that project.

Evaluation:
Once reserve targets are met, total library income should be examined with a qualified financial planner to project ongoing needs. If income is projected to regularly exceed what is required for expenditures and the reserve goals enumerated above, the board should then consider a plan to adjust tax rates over time to more accurately match library income with needs.

SECTION II.

LIBRARY MISSION STATEMENT

&

BY-LAWS

A. Library Objective

To assemble, organize, preserve and make available significant books and other printed material which will prove stimulation, education and recreation for all citizens of our community; and to keep the public constantly aware of library services available to them.

To evaluate and anticipate the ever changing needs and demands of the community, to maintain a fresh and topical supply of material to aid in the continuous education of the people and to stimulate the flow of ideas among all groups of the community.

To serve as an education support center, to exercise dynamic leadership for the community and take the initiative in suggesting pertinent material on problems known to exist.

To stimulate young children's interests, and create an appreciation and love for reading. To provide the community with the best service possible by constantly improving the library facilities.

B. By-Laws

ARTICLE I (Purpose)

The purpose of this Board is to serve as the body corporate through which the best and most efficient library service may be provided in and for the people of Robertson County. This shall consist of establishing, equipping and maintaining the library and/or contracting with existing libraries for the furnishing of library service for the district and doing all things necessary to provide the best and most efficient library service.

ARTICLE II (Membership and Officers)

The membership of this Board shall consist of five members.

The Board shall elect the following officers: President, Vice-President, Secretary and Treasurer. The duties of the officers are as follows:

President – The President of the Board shall:

a) Preside at all meetings
b) Appoint all committees
c) Authorize calls for special meetings
d) Sign and approve minutes of the previous meeting
e) Sign approved contracts
f) Generally perform the duties of a presiding officer

Vice-President – The Vice-President of the Board shall:

a) Perform the duties of the President in the absence of the President

Secretary – The Secretary of the Board shall:

a) Keep a true and accurate account of all proceedings of the Board meetings
b) Have custody of the minutes and other records of the Board

c) Notify any Trustee that has missed three (3) regular monthly meetings in any one year of his/her term
d) Notify any Trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term
e) Write official letters of the Board and keep these filed with official library records

Treasurer – The Treasurer of the Board shall:

a) Have charge of the library funds and income
b) Sign checks on library accounts
c) Report at each meeting on the state of library funds

ARTICLE III (Term)

Members of this Board shall be appointed in accordance with the Kentucky Revised Statutes. Terms shall begin on July 1 of the year of such appointment. Terms will expire after four years. Members may serve two consecutive terms. When a member resigns or is removed prior to the end of his/her term, a successor will be designated by the appointing authority. The successor shall fulfill the term of the departing member.

ARTICLE IV (Voting)

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

ARTICLE V (Quorum)

A majority of the members of the Board officially holding appointments from the appointing authority shall constitute a quorum and a quorum shall be necessary for the transaction of any official business. If the quorum consists of three members of the Board their vote upon any official business brought before them must be unanimous.

ARTICLE VI (Election of Officers)

1. The Officers of the Board shall be a President, a Vice-President, a Secretary and a Treasurer, and shall be selected in accordance with Section 2 of this Article.
2. Officers shall be nominated by nominations from the floor.
3. All elected Officers shall serve for a term of two years and until their successors have been elected and qualified. Officers are eligible to succeed themselves.

ARTICLE VII (Meeting Dates and Location)

The regular meetings of the Board shall be open to the public and held each month. Meetings shall be held at the Library unless exception is noted and posted. Date, time and location shall be announced at each meeting for the following month. Changes to the schedule will be posted in a timely manner.

ARTICLE VIII (Special Meetings)

Special meeting of the Board shall be called by the President or in his/her absence by the Vice-President. Any two members of the Board can have a call for a special meeting issued. Notification of twenty-four hours prior to the scheduled time shall be considered ample notice. The notice must contain the item(s) of business to be considered at the special meeting. The notification of the meeting must be posted at the Library at least twenty-four hours prior to the meeting.

ARTICLE IX (Fiscal Year)

The Fiscal Year of the **Robertson County Public Library Board of Trustees** shall commence on July 1st and close June 30th.

ARTICLE X (Duties)

In order that the District be furnished the best and most efficient library service possible, the members of this Board shall:

1. Secure adequate funds
2. Shall hire an interested, trained, capable Library Director
3. Determine, review and revise Library policies as necessary
4. Approve expenditure of Library funds
5. Encourage and receive gifts to the Library
6. Work actively for the improvement of all libraries by supporting library legislation in the state and nation
7. Attend Board meetings regularly
8. Familiarize themselves with good library service by reading, attending library meetings and visiting other libraries
9. Effect a liaison with the public at large concerning the Library's program of services
10. Cooperate and consult with the Kentucky Department for Libraries and Archives in the development of library services

ARTICLE XI (Order of Business)

The current edition of Robert's Rules of Order will be used in conducting all meetings of the Board. The regular order of business to be conducted at meetings of the Board shall include the following items:

1. Call to order
2. Reading and approval/revision of minutes of previous meeting
3. Treasurer's Report
4. Library Director's Report
5. Committee Reports (as necessary)
6. Regional Librarian's Report
7. Old Business
8. New Business
9. Announcement of next meeting date, time and location
10. Adjournment

ARTICLE XII (Duties of Library Director)

1. Attend all Board meetings
2. Determine and recommend needed policies for Board action
3. Carry out the policies of the Library as adopted by the Board
4. Maintain the operation of the Library as adopted by the Board
5. Approve the hiring of all Library personnel, supervise department heads and submit employee evaluation reports to the Board when requested
6. Oversee the selection and purchase of books, library materials and other necessary supplies
7. Provide for a continuous and active public relations program
8. Formulate and carry out plans for extending the use of Library facilities to all parts of the District served
9. Make regular reports on the progress of the Library
10. Attend professional meetings and library workshops
11. Provide for the continuing education and development of staff members
12. Develop resources in providing service to all citizens by learning where needed information and materials may be secured

ARTICLE XIII (Attendance)

The absence of a Trustee from four regular monthly meetings of the board during any 12 months of the Trustee's term shall constitute resignation. KRS 173.340; 173.490; 173.730

- The first absence of a trustee from a regular monthly meeting is the beginning of the 12-month period. For example, if a trustee misses a regular monthly meeting in September, they cannot miss more than two additional regular monthly meetings until the following October.
- All official correspondence of the board should be written on library letterhead and signed by the president or secretary.

ARTICLE XIV (Compliance)

This Board, recognizing that it received its legal status as a corporate body under the Revised Statutes of the Commonwealth of Kentucky, shall periodically review operations and policies to ascertain that all Statutes pertaining to libraries are being complied with in the operations of the Library.

ARTICLE XV (Amendments to By-Laws)

The **BY-LAWS** of the **ROBERTSON COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES**, as officially adopted, shall be amended only in accordance with the following procedure:

1. All members shall be furnished a written copy of the proposed changes and/or amendments at least thirty-five days prior to any official vote on said proposed changes and/or amendments.
2. Any changes and/or amendments to the official **BY-LAWS** shall be read at two consecutive meetings of the Board, said meetings to be regular meetings held in accordance with the provision of the **BY-LAWS** presently in effect.

3. Three favorable votes of the members of the Board as it is now constituted present at a regular scheduled meeting shall be deemed sufficient to adopt any changes and/or amendments to these **BY-LAWS** provided that provisions of this Article have been complied with.

C. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information and enlightenment of all people of the community the library serves.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Amended February 2, 1961, June 27, 1967 and January 23, 1980 by the ALA Council

SECTION III.

LIBRARY PERSONNEL

A. Selection of a Library Director

GENERAL QUALIFICATIONS:

In addition to considering personality, academic education, professional experience and training, the Board should look for these attributes in a Library Director:

1. Imagination, enthusiasm, dependability, self-confidence and be a county resident
2. Have a wide knowledge of books, other Library materials and the ability to collect, organize and interpret them
3. Capacity for being a leader in the educational and cultural life of the community
4. Have a sympathetic understanding of people and the ability to work with them
5. Competence to supervise financial records and insure the efficient use of the Library's funds
6. Have the ability to plan, assign and supervise the work of the Library staff fairly and objectively, and to secure efficient service
7. Demonstrate an interest in furthering Library development through the work of state and national library organizations

After determining the special qualifications required to fulfill the program of service established by the board to meet the needs of the community, the Board should:

- Set a salary commensurate with the necessary qualifications
- Consult accredited library schools, the state library and leading librarians for possible candidates
- Check references given by applicants and evaluate their qualifications
- Arrange for personal interviews

THE SELECTION OF A COMPETENT LIBRARIAN IS THE MOST IMPORTANT RESPONSIBILITY OF THE LIBRARY BOARD.

B. Job Descriptions

1. Duties and Responsibilities of the Library Director:

1. The Library Director is the administrator of the Library
2. Act as professional advisor to the Board; recommend needed policies for Board action
3. The Library Director will hire all personnel, allocate and supervise their work.
4. Carry out policies of the Library as adopted by the Board
5. Suggest and carry out plans for extending and improving Library services
6. Maintain an active program of public relations
7. Prepare annual budget for the Library in consultation with the Library Board, and together with the Treasurer present a financial report at each regular meeting of the Board
8. Know local and state laws, actively support library legislation in the state and nation

9. Select and order all books and other Library materials
10. Prepare library payroll, write checks and keep all Library records efficiently
11. Attend all Board meetings other than those in which his/her salary are under discussion; may serve as Secretary of the Board
12. Affiliate with state and national professional organizations, attend professional meetings and workshops
13. Make use of the services and consultants of the state library extension agency
14. Make use of the services of the regional librarian
15. Report regularly to the Library Board, to the officials of local government and to the general public
16. Perform other administrative duties as are necessary to keep the Library operating efficiently and effectively

2. Duties and Responsibilities of Library Staff:

1. Carry out work assigned by the Library Director
2. Act as receptionist for the Library
3. Search and process inter-library loans for patrons
4. Assist patrons with technology
5. Process and catalog books and materials
6. Issue library cards and maintain customer data base
7. Assist patrons in their search for information
8. Circulate, weed and shelve collection
9. Keep up-to-date, overdue materials program operating efficiently
10. Prepare, execute and assist in programming as needed
11. Obtain proper certification within specified time

C. Personnel Policies

The Library is an affirmative action/equal opportunity employer. No person will be denied employment on the basis of race, color, age, sex, religion, national origin or handicap. Job openings will be announced by the most suitable means. Applications for employment must be filed with the Library Director or designated person before the applicant will be granted an interview. Proficiency tests for technical skills may be required as part of the application process. The Board of Trustees may not newly employ anyone related closer than a second cousin to any of its members. To avoid possible problems arising from a conflict of interest, an effort will be made so that no person may hire or supervise an employee who is related by blood or marriage.

- The Library Director will be hired by the Board of Trustees
- The Library Director, will hire all other employees
- Every effort will be made to hire qualified residents of Robertson County
- All personnel must comply with state regulations on certification

1. **Probationary Period**

   The first six (6) months of employment are considered a probationary period. During this period the Board, Library Director and Regional Librarian shall closely observe the work of the employee. If the employee's work or attitudes are not suitable for a long term of service, the employee may be permanently terminated at any time, but in any event before six (6) months of service has been completed. Employees who complete the probationary period satisfactorily and are assumed to be capable and conscientious in their work are eligible for full-time employment.

2. **Termination of Employment**

   Resignation – Notice of resignation must be submitted to the Director at least fourteen (14) calendar days before the final working day. The Director is requested to give at least thirty (30) days' notice to the Board; a longer notice is desired. If proper resignation is not given employee will not be eligible for rehire.

   All resignations must be in writing and shall include announcement of intention to resign, the reason for it and the date of the last day to be worked. A copy of the resignation will be placed in the employee's personnel file.

   An employee who properly resigns and then later returns to the staff does so as a new employee. Salary, benefits, leaves, etc. will be determined by the position accepted and not by those granted during the period of previous employment.

   A full-time employee is expected to give two weeks' notice to the Library Director before he/she resigns. The Director will, in turn, notify the Library Board of any and all changes in the staff. The employee who is resigning will receive accumulated vacation leave if a two week notice is given as required. Unused sick leave will not be reimbursed.

   Dismissal – An employee may be dismissed at any time if just cause has been determined after careful factual consideration. An employee will be given two (2) weeks written notice before dismissal or two (2) week's pay. The employee will receive a written notice stating effective date of dismissal and the reasons for dismissal. A copy of the notice of dismissal will be put in the employee's personnel file.

   A staff member may be dismissed for one of the following reasons:
   - Incompetence or unfitness
   - Insubordination (refusal to carry out work assignments)
   - Willful and persistent disregard of direction of supervisor or Library Director
   - Failure to maintain work performance standards but only after the employee has been warned and deficiencies brought to their attention in writing, and given the opportunity to correct them
   - Malfeasance/felony (does not require prior notice or severance pay)

- Financial exigency of the library requiring the cutting of staff and operations
- Abolition of position but only after a genuine effort has been made to place the person in a new position
- During the probationary period when it becomes evident that the employee is not suited to this particular job (the employee should have been given written warnings and the opportunity to improve performance)
- Repeated rudeness and poor conduct in dealing with the public or other staff
- Reporting for work intoxicated by alcohol or under the influence of other personality or consciousness altering drugs
- Violating a patron's right to privacy may be considered grounds for dismissal

At the discretion of the Director, immediate dismissal may be made for serious cases of insubordination or misbehavior.

3. **Evaluations**

All employees will be evaluated annually. The Library Director will evaluate Library staff and the Library Director will be evaluated by the Board of Trustees. Each Board member will individually evaluate the Director with the appropriate evaluation form. The Board of Trustees will then meet as a whole to compile scores and for discussion. The Library Director will then be asked to appear before the Board to discuss the evaluation. Employees will be given a copy of their evaluation and a copy will be placed in the employee's file.

4. **Salary**

All library employees shall be paid on a bi-monthly basis. Increases are to be approved and recommended by the Board before the beginning of each fiscal year.

- The Library Director is paid a straight salary for 37.5 hours per week
- The Library Clerk is paid hourly
- A substitute Library Clerk will be hired as needed and paid hourly
- Pay will be based on the nearest fifteen (15) minute time shown on the clock

5. **Overtime**

Hourly employees are to paid 1.5 times their regular rate of pay for all hours worked over (40) hours in a work week.

6. **Employee Classifications**

Permanent Full-Time Employees: Employees who have satisfactorily completed a six-month probationary period, been employed by the library for 12 consecutive months and works an average of 37.5 hours or more per week.

Regular Part-Time Employees: Employees who have satisfactorily completed a six-month probationary period, been employed by the library for 12 consecutive months and works an average of at least 20-24 hours per week.

Part-Time II Employees: Employees who have satisfactorily completed a six-month probationary period, been employed by the library for 12 consecutive months and works less than an average of at least 20 hours per week.

7. **Personal/Vacation Leave** ***(Revised 05.2021)***

Permanent Full-Time Employees and Regular Part-Time Employees shall receive Personal/Vacation Leave days as listed in schedule below.

1 – 4 years	=	1 vacation day per month	12/yr.
5 – 9 years	=	1 ¼ vacation days per month	15/yr.
10 – 14 years	=	1 ½ vacation days per month	18/yr.
15 – 20 years	=	1 ¾ vacation days per month	21/yr.
21 + years	=		23/yr.

Part-Time II Employees shall receive two (2) Personal/Vacation Leave days per year.

The vacation anniversary date for all new employees is dependent on when the employee began working at the library. If an employee began work on or before the 15th of the month, the vacation anniversary date would be the 1st of that month. If an employee began work on or after the 16th of the month the vacation anniversary date would be the 1st of the following month.

First Day of Employment	Vacation Anniversary Date	Vacation Eligibility Schedule if the Employee Maintains Eligibility Status
July 3, 2019	July 1, 2020	Regular vacation schedule 12 days will be earned on July 1, 2020 15 days will be earned on July 1, 2025 18 days will be earned on July 1, 2030 21 days will be received on July 1, 2035 23 days will be received on July 1, 2036
July 16, 2019	August 1, 2020	Regular vacation schedule 12 days will be earned on August 1, 2020 15 days will be earned on August 1, 2025 18 days will be earned on August 1, 2030 21 days will be received on July 1, 2035 23 days will be received on July 1, 2036

Personal/Vacation Leave days not taken within the year starting with the anniversary date and ending June 30 are forfeited. Thereafter Regular Personal Vacation leave days are based on the fiscal year: Beginning July 1, and ending on June 30. When an official holiday occurs during a vacation, that day is not charged against vacation time.

Employees must put in a schedule request for at least half of their vacation days by July 1 for (July 1 – December 31) and all unused vacation days by Jan 1 for (Jan 1 – June 30) of each fiscal year.

No Personal/Vacation Leave will be paid to employees who are terminated from their job or employees who quit their position without the required two-week written notice.

Vacation Requests

When possible, vacation requests will be granted as requested by staff members. However, staff members must bear in mind that operating the library requires an adequate number of trained staff. This can mean that a request for certain Personal/Vacation Leave days may be denied if it would cause insufficient staffing of library.

Staff members should request vacation time as far in advance as possible. The procedure for requesting Personal/Vacation Leave time will be as follows: Staff members will make the request in writing to the Library Director. All requests should be submitted on the "Request for Vacation and other Absences" form. When the Library Director has approved or denied requested days, staff member requesting days will be notified and it will appear on the Work Schedule Calendar posted in Staff Room.

8. **Sick Leave/FMLA**

Permanent Full-Time Employees and Regular Part-Time Employees shall receive Personal/Sick Leave days as follows:

- Employees may accrue 1 (7.7 hours) day per month = 92.40 hours per year
- Employees may not exceed a maximum of 500 accumulated hours (65 days) at any given time; this includes maternity and sick leave
- Accumulated days may be applied towards an extended medical leave if necessary
- Employees are requested to provide a written excuse from a doctor if required sick leave will be greater than three consecutively scheduled workdays
- No accrued Personal Leave will be paid to Permanent Full-Time employees who are terminated from their job or who quit their position without required two-week written notice
- Unused Sick Leave will not be reimbursed

Family Medical Leave Act (FMLA)

The Robertson County Public Library, as a governmental agency, adopts the provisions of Public Law 103-3; 29 U.S.C. sec. 2601, 29 CFR 825, the *Family Medical Leave Act*. Under the auspices of this act the Library has no employees eligible for FMLA benefits as there are fewer than 50 staff members employed by the Library. Unless the threshold of 50 staff members is reached, the Library will not provide FMLA benefits. If the Library employs 50 or more staff members in the future a more detailed policy will be developed.

9. **Holidays**

The Library will observe state holidays.

Permanent Full-Time Employees and Regular Part-Time Employees shall receive paid "state" holidays if holiday falls on a regularly scheduled day for that employee. Additional holiday closings may be considered annually when library usage would be so small as to make Library opening unpractical. Permanent Full-Time Employees and Regular Part-Time Employees shall be paid for additional holiday closing if holiday falls on a regularly scheduled day for that employee.

If a holiday occurs during an employee's authorized vacation the holiday will not be counted as a vacation day. Employees on leave without pay will not be paid for holidays falling within the leave period.

10. **Special Closings**

When the Library is closed by proclamation of the Board of Trustees, Library Director, Mayor, Judge or other public official, all employees will be paid for the hours they would have worked. Employees not scheduled to work, on sick leave, vacation or other leave will not be paid unless the closing is proclaimed a holiday. Announcements of closings will be made by telephone to employees.

11. **Inclement Weather** ***(Revised 11.09.15)***

The Library Director will authorize any emergency Library closing or delays. When changes in hours of operations are necessary due to emergency situations such as inclement weather or loss of utilities, the Director, (or another person appointed by the Director), will notify staff who are scheduled to work that day.

In the event of Inclement weather, wherein the library is NOT officially closed, employees will report to work as soon as it is safely possible. The first employee arriving will answer the phone, contact the snow removal personnel, and advise patrons that the Library WILL NOT OPEN until it is safely accessible. If the Library remains open during bad weather employees will paid only for the hours, they are present.

Guidelines

- In the event that inclement weather MAY result in a library closing, a reasonable attempt must be to notify anyone who may have to Community Room reserved. Possible options should include, when reasonable to do so, for them to pick up the keys on an earlier or to formulate other plans as necessary, (cancel, reschedule, add them to the morning's call list once a decision has been made whether to close. etc.)

Procedure

- If the Director determines there will be insufficient staff for the Library to operate, that conditions are unsafe for travel to work or the parking lot is deemed unsafe, the Director may close the Library for the duration of unsafe time frame and open the Library on a delayed schedule, (1 hour, 2 hours, etc.). The Library Director may choose to close the Library early if conditions develop/worsen during the day.
- The Director will notify the public via social media, radio, LED sign or other appropriate venues.
- When possible, signs will be posted on the entry door(s) to notify the public of changes in regularly scheduled hours.
- The following list is provided for convenience/reference, and is not intended to be considered an all-inclusive or exclusive list:

  Library's Facebook Page: www.facebook.com/library.rcpl
  Channel 5: (513) 412-5055 or newsdesk@wlwt.com
  Channel 9: (513) 852-4071 or newsdesk@wcpo.com
  Channel 12: (513) 579-1212 or
  Channel 18: (859) 259-1818 or lex18news@lex18.com
  Channel 27: (859) 299-2727 or newstip@wkyt.com
  Channel 36: (859) 294-3636 or news36@wtvq.com
  Maysville Radio Station: (606) 564-2324

Kentucky Snow Emergency Guidelines (***Adopted 11.19.2015)***

During snow emergencies where snowfall accumulation is two inches or greater, no vehicle may be parked and no person, corporation, partnership, joint venture, unincorporated association, or any combination thereof, may park or permit any vehicle to be parked upon any public road right of way.

Any person violating any provision of this ordinance, or any lawful order, rule or regulation promulgated pursuant to it, may be issued a citation by the Robertson County Police, Sheriff or any other authorized official; and upon conviction, shall pay a fine or not less than twenty ($20.00) dollars nor more than one hundred ($100.00) dollars.

Level 1

Conditions: Roadways are hazardous with blowing and/or drifting snow, roadways may be icy.
Advisory: Cautious driving is advised.
Effect: Library will be open, unless otherwise determined by Library Director. Library staff who does not report to work will not be paid for hours scheduled to work.

Level 2

Conditions: Roadways are hazardous with blowing and drifting snow, and roadways may be icy.
Advisory: Only motorists whose travel is necessary should be on the roadways. Library staff is to contact their employer concerning work schedules.
Effect: Library will be closed. Staff scheduled to work that day will retain regular pay for the hours scheduled to work. If Conditions improve during working hours, staff will be advised, (to check with Library Director), as to whether to report to work.

Level 3

Conditions: All roadways are restricted to emergency personnel, travel for work, provisions, medical supplies, or medical treatment, and private snow removal operations.
Advisory: *Essential travel only is advised. Violators are subject to prosecution. Library staff is to contact employer concerning work schedules.*
Effect: Library will be CLOSED. Staff scheduled to work that day will retain regular pay for the hours scheduled to work. If conditions improve during working hours, The Library will remain closed until the next regular business day.

Pay Policy for Inclement Weather Closings and Delays

- In the event of Library Director-appointed altered schedules due to inclement weather, staff who earn an hourly wage, (or those who earn salary wages), will not be paid for the hours not worked, and will not be required to charge the time to vacation/holiday/sick time, or leave without pay.
- If the Library opens late due to an emergency situation, staff-regularly scheduled or otherwise – who report to work will receive credit for the time present.
- When the Library is open but extreme weather conditions make it impossible for an employee to arrive to work at regular time, reasonable allowances for lateness will be made. If employee cannot report for work within reasonable time, (as determined by the Director), he/she can charge the day to vacation/holiday/sick time, or leave without pay, equal to their regular work schedule, (or hours missed if arriving late), for that day. The Library should be notified as soon as possible. This policy exists to prevent repeat absences by employees who otherwise would be able to make it to work but elect not to.
- If the Library closes due to inclement weather, staff scheduled to work that day may opt to make up the missed hours at another time, (i.e., work their regular day off or ask for an additional shift.)
- If Robertson County declares a Level 2 or 3 Emergency the Library will be closed for the duration of the designation. If the Level 2 or 3 Emergency is lifted during the day, employees will be notified as to whether to report to work. In the event of Level 2 or 3 Emergency situations, staff scheduled to work that day shall be paid for the hours they are scheduled with no penalty from their vacation or sick time.

12. **Retirement**

The Library has no retirement fund or provisions for retirement. Staff members should give a (30) day notice before retirement.

13. **Health Insurance**

The Library has no provisions for health insurance.

14. **Education** ***(Revised 05.2021)***

All Library staff and Board members are encouraged to attend workshops, conferences and other activities which will enhance or improve their job performance. Expenses at conferences, workshops, training and activities will include registration fees, mileage and any meals which are an integral part of the program and fall under meal reimbursement guidelines. The Library Director will schedule attendance for such events. Each employee is responsible for submitting proof of attendance and expenses on travel voucher for reimbursement.

A. Certification: The Library shall pay/award a grant for tuition, travel, books, software, lodging and time spent at the continuing education events. Books, software and materials will remain the property of the Library after coursework is completed. Employees who enroll in classes must provide evidence of a satisfactory final grade. (Satisfactory grades are considered to be an A or B. In the case of pass/fail grading a passing grade is satisfactory.) If employee fails or withdraws from class or leaves Library employment within two year after course completion, employee may be required to provide reimbursement for all expenses incurred by Library. Employees requesting tuition assistance must have completed their probationary period with satisfactory ratings. Travel will not be reimbursed for travel to semester-length on-campus classes taken at local colleges/universities. Only one class per semester for each person will be paid for by Library for employees working towards initial certification requirement. Certification fees assessed by Kentucky State Board for the Certification of Librarians will be paid for by the Library.

For initial certification, the following opportunities will be provided by the Library:

- College credit courses that relate to staff member's work and are approved by Kentucky State Board for the Certification of Librarians
- Two-week Public Library Institute as provided by Kentucky Department for Libraries and Archives
- Asynchronous training courses with a minimum of ten (10) educational contact hours in length provided by an institution or organization that meets the requirements of the Approved Guidelines for Asynchronous Training Courses.

B. Certification Renewal: The purpose of Certification Renewal is to ensure that library staff continually updates their skills. Employees that are working towards renewal shall attend workshops, conferences and other training in job related field that will enhance or improve their job performance and provide contact hours. The following number of Contact Hours (CH) must be earned within a five year period.

Professional 100 CH
Paraprofessional 75 CH
Paraprofessional II and III 50 CH

Library Director will pre-approve attendance for such educational activities. The Library will also pay for books and materials required for certification renewal. Library Director must pre-approve purchase of such materials. Books, instructional CDs/DVDs and other materials will remain the property of the Library after training is completed. Expenses at conferences, workshops, training and activities will include registration fees, mileage and any meals which are an integral part of the program and fall under meal reimbursement guidelines. The Library Director will schedule attendance for such events. Each employee is responsible for submitting proof of attendance and expenses on travel voucher for reimbursement. Employees who enroll in classes must provide evidence of a satisfactory final grade. (Satisfactory grades are considered to be an A or B. In the case of pass/fail grading a passing grade is satisfactory.) If employee fails or withdraws from class or leaves Library employment within two year after course completion, employee may be required to provide reimbursement for all expenses incurred by Library.

The following opportunities will be provided by the Library:

- College credit courses that relate to staff member's work and are approved by Kentucky State Board for the Certification of Librarians
- Continuing education events provided by Kentucky Department for Libraries and Archives
- Continuing education events provided at universities and colleges that relate to staff member's work and are approved by Kentucky State Board for the Certification of Librarians
- Continuing education events that provide certificate of education awards and are approved by the Kentucky State Board for the Certification of Librarians

C. Continuing Education Classes: The Library Board, as finances permit, will pay 100% of tuition for one (1) three-hour credit class per semester for employees who wish to enroll in additional continuing education classes. Requirements are that these classes are ones that will increase their skills and knowledge in order to keep abreast of developments in the information age. They shall also be classes that enrich the individual librarian and promote quality library service. Employees who enroll in classes must provide evidence of a satisfactory final grade. (Satisfactory grades are considered to be an A or B. In the case of pass/fail grading a passing grade is satisfactory.) If employee fails or withdraws from class or leaves Library

employment within two year after course completion, employee may be required to provide reimbursement for all expenses incurred by Library.

D. Employees requesting tuition assistance must have completed their introductory evaluation period with satisfactory ratings.

E. Staff Requirements: Staff members are required to meet certification standards within five years of receiving Temporary Certification status as provided by the Kentucky State Board for the Certification of Librarians. Once staff members are awarded their five-year certification, they will submit Annual Summation of Learning Activities Report to the KDLA Continuing Education Consultant. When time to renew their five-year certification, they will submit a Renewal Application for Certification of Librarianship to the KY State Board for the Certification of Librarians. Certification renewal fees assessed by Kentucky State Board for the Certification of Librarians will be paid for by the Library.

15. **Expense & Travel Reimbursement**

Expenses incurred for educational and other required travel and activities will be reimbursed by the Library. All requests for reimbursement of expenses must be made using the appropriate form provided by the Library Director and must be filed at the end of the month in which the expenses were incurred.

Expenses at conferences, workshops and meetings will include registration fees, mileage and any meals which are an integral part of this program.

Travel Reimbursement Expenses

A Library employee or Board member shall be eligible for reimbursement for subsistence for breakfast, lunch and dinner expenses at the following rates while traveling, if authorized work requires absence during mealtime hours:

Reimbursement Schedule

a. Breakfast – authorized travel 6:30 a.m. through 9:00 a.m.	$ 7.00
b. Lunch – authorized travel 11:00 a.m. through 2:00 p.m.	$ 8.00
c. Dinner – authorized travel 5:00 p.m. through 9:00 p.m.	$15.00

These rates will be paid per-diem with proper travel voucher submitted to Library Director.

16. **Credit Card Policy**

A credit card is available to the Library Director and staff members for the purpose of purchasing supplies, materials, services or equipment for the Library; and for travel expenses related to Library business.

- The credit card is to be used for appropriate Library business only
- The Library Director is authorized to carry a Library credit card to be used for purchases and travel expenses approved by the Board
- The Board Treasurer shall review the Library Director's use of the Library's credit card and approve the expenditures prior to submission of the statement to the Treasurer
- The Library credit card is available to staff members for purchases and travel expenses that are approved and reviewed the Library Director; when this credit card is used the following steps will provide for protection of both the credit card and staff members who have access to the card:

    a. When the credit card is borrowed from the Library Director the employee will provide the date and his/her signature on the sign-out form provided

    b. When returning to the Library, employee will return credit card to the Library Director and enter the following information on the sign-out form:

        - The Date credit card was returned
        - The Expenses are to be logged and receipt(s) attached to sign-out form
        - The Signature of the staff member returning the card

- Library Director will review all of the expenditures made by staff members and check receipts provided before sending credit card statement to the Treasurer
- The Employee shall be responsible for timely payment of any unsupported credit card charges or disallowed expenses at the discretion of the Board
- Board shall make every effort to ensure that all review procedures are performed in a timely manner to avoid late fees and finance charges

Director Expenditures

It is the responsibility of the Library Director to present an annual budget to the Board of Trustees for approval. This budget should be reviewed with a committee made of appointees by the Board President and presented no later than the May meeting each year.

Within that budget, line items should represent anticipated revenue as well as expenditures. Expenditures should include amounts sufficient to cover unexpected repairs or needed equipment.
Routine expenditures required in the daily management of the facility are the responsibility of the Library Director. However, the Director is to consult with the Board regarding any expenditure over $2,500 if the expense has not been approved as part of the budget.

17. **Work Scheduling**

The Library Director will determine library employee's work schedules. Unless prior approval is given by Library Director, no one is to vary from their regularly scheduled hours. Library Director is authorized to alter work schedules as deemed necessary in order to provide the best library service to the public.

Each employee will be informed of his/her work schedule in advance. An effort will be made to maintain consistency in each employee's schedule from week to week. Voluntary time to finish routine work without authorization of Library Director will not be compensated for.

18. **Lunch and Breaks**

At the discretion of the Library Director, lunch breaks and other break times may be staggered or altered to insure adequate staffing for public service. A paid 30 minute lunch break is provided to each employee working a seven (7) or more hour day. Employees are to stagger their lunch breaks so that the circulation desk will not be left unattended and so that each employee will have an uninterrupted lunch break. Breaks will not be taken within less than two hours of opening or closing time without special permission. Library employees will receive a ten (10) minute break during each four (4) hours worked. Employees are expected to observe these breaks without being reminded by the Library Director.

19. **Recording of Work Time**

Each employee is responsible for submitting to the Library Director a bi-monthly completed time sheet no later than the last work day before or on the 15th of the current month, and before or on the last day of the month whichever is closer. Employees may expect to be paid on the 16th day of the month and the day after the final day of the month. If that day falls on a weekend the following regularly scheduled workday will be payday. Time worked is to be recorded daily and posted in a designated location.

20. **Tardiness**

Repeated tardiness by an employee will not be tolerated and may lead to termination.

21. **Phone Usage**

Proper phone etiquette should be observed at all times. Employees should identify the library, speak distinctly and clearly, and record messages on message pad for other employees not available to take calls. If caller cannot be given an immediate answer to an inquiry, caller's name and number should be taken and call returned with requested information on the same day if possible. Phone lines should not be monopolized for an undue time.

Personal calls should be made and received only as needed to confer specific information and should be kept as brief as possible. All personal calls should be made and received on the library secondary line as often as possible. No personal cell phone usage or texting will be permitted during regular work hours.

22. **E-Mail/Social Networking**

The use of e-mail and/or social networking for personal communication, transactions, etc., is not permitted during working hours. Employees checking their e-mail for library related business are required to use staff computers only. Library employees may not post on Library social networking sites without approval from the Library Director.

23. **Patron Confidentiality and Personal Conversation**

All transactions between library staff and patrons are confidential. The Library is obligated to protect the privacy of its patrons including registration records, circulation records, computer usage and reference transactions. Library employees are not to engage in personal conversations about others or groups in a way that divulges personal information, derogatory remarks or personal opinion while in the Library.

This will not be tolerated and will be grounds for termination.

24. **Alcohol, Drugs, Smoking**

Drinking alcoholic beverages or using illegal drugs is strictly prohibited by employees working in the Library or when representing the Library. The Library observes the "Pro-Children Act of 1994" which prohibits smoking in the Library building.

25. **Paid and Unpaid Leave**

Military Leave – Military leave will be granted as follows: A Regular Full-Time or Part-Time Employee who is a member of any organized reserve unit of the United Sates Armed Forces or who is a member of the Kentucky National Guard will be allowed military leave not to exceed fifteen (15) days annually with pay when ordered to active duty training. Such leave is in addition to other leaves to which the employee is entitled.

Jury Duty – Jury duty is recognized as a civic responsibility and staff members are encouraged to fulfill this obligation. All Employees will be granted time off with pay to serve on a jury or as a witness when subpoenaed. The Library Director may request a copy of such official notice before leave is granted. If jury or court appearance does not require a full work day the employee is expected to return to work. The staff member will be permitted to retain the jury compensation. Court appearances by employees of a personal business nature will be counted as vacation time.

Funeral Leave – Employees will be granted leave with pay for the day of the funeral of immediate family members, i.e., mother, father, grandparents, spouse, child, brother,

sister, aunt or uncle. Attendance at other funerals will be charged to sick or vacation time. The Library Director, upon request, may grant compassionate leave with pay for the death of an immediate family member, i.e., mother, father, grandparents, spouse, child, brother or sister. The Library Board of Trustees may grant compassionate leave for the Library Director upon request. Compassionate leave may not exceed five (5) working days.

Family Leave – When it becomes necessary for an employee to interrupt his/her service because of pregnancy, adoption, serious illness or serious illness in the immediate family, he/she will be granted a leave of absence without pay. Accumulated sick leave and vacation leave may be used toward necessary leave. In order to qualify for family leave the employee must be willing to return to work not later than three (3) months after the birth or adoption of a child, or for three (3) months total leave for family illness.

26. **Dress Code**

As an employee of the Robertson County Public Library you are the face of the Library and your personal appearance affects the Library's public service image.

Employees must be neat, clean and dressed appropriately to portray a professional image to Library customers and the public while on duty.

While carrying out work assignments employees are expected to present a neat, clean and professional appearance that is consistent with the requirements of their position and accepted social standards.

Responsibility for maintaining a neat, clean appearance remains with the employee. A poor or unprofessional personal appearance may reflect poorly on the Library and may adversely affect the level of customer confidence in the Library.

Dress Code: Business casual dress is appropriate for Library staff although there may be situations requiring more formal attire such as meeting attendance, on site visitors or presentations with other library professionals.

Library name badge must be worn and visible at all times (worn above the waist).

Dress/Personal Appearance

The following are never appropriate:

- Clothing that is tight, sloppy, torn, dirty/stained or in need of repairs
- Shorts of any type or length
- Blue jeans, exercise apparel, sweat pants, jogging clothes, pajama/lounge pants
- Above-the-knee garments
- Clothing that reveals cleavage, shoulders, midriff, abdomen, chest or buttock areas

- Low-rise pants/skirts, mini-skirts, tops with low/open necklines
- Tank tops, crop tops, halter tops, tube tops, low cut tops, spaghetti straps or beach dresses
- Sexually provocative clothing
- Casual T-shirts or sweatshirts
- Clothing should be free of any messages and graphics, exceptions are Library specific shirts issued by RCPL or other shirts on approved dates
- Shoes that are inappropriate for a public service environment including flip-flops, house slippers, crocs, stilettos or snow boots (except for traveling purposes)
- Shoes that are dirty or in poor condition
- Hats, caps, headphones, cell phone earpieces, jewelry or accessories that are inappropriate or excessive for a business professional environment
- Visible facial piercing jewelry, tongue piercings, multiple earrings, barbells and gauge earrings are not permitted while on duty
- Visible tattoos must be limited in quantity to maintain a professional business image
- Tattoos must not be offensive, obscene or suggestive in content
- Fingernails should be clean and trimmed to a moderately short length
- Extreme or poorly maintained hairstyles including mustaches and beards
- Offensive body odor, bad breath, poor personal hygiene, cigarette smoke and excessive use of perfume or cologne that can be offensive to customers and co-workers

Maintenance Staff Dress/Personal Appearance Guidelines

- Custodial/Maintenance staff will follow current dress code
- Knee length or longer shorts are appropriate for positions requiring cleaning and outside work
- T-shirts without slogans will be permitted for maintenance staff
- Clean blue jeans without holes or stains will be permitted for maintenance staff

Professional appearance on the part of all staff is important. Your appearance must be neat, clean and hygienically acceptable.

The items listed above are examples and this list is not all inclusive. These should be used as a guide to making a decision of what may/may not be worn in the workplace. Since we all come from different backgrounds and walks of life, guidelines help us in understanding the expectations. It is impossible to cover all contingencies of dress so questionable attire should be cleared in advance with the Library Director. If you think something may be inappropriate it probably is and, therefore, should not be worn.

At the discretion of the Library Director or supervisor, employees who dress inappropriately will be asked to leave the workplace until properly dressed/groomed; this is unpaid time.

Issues will be addressed on a case by case basis to ensure unique circumstances are considered. Reasonable accommodations regarding the dress code will be made for employees' religious beliefs and disabilities whenever possible as long as it is consistent with the business necessity to present a professional appearance to the public. Written request for these accommodations must be given to the Library Director for review and approval.

An environment of mutual cooperation is the goal, keeping in mind that appearance communicates to each Library customer and the community, "I respect you, my employer and myself".

27. **Security/Emergency Situations**

The personal safety and security of Library employees is of utmost importance. Every effort is made to provide a secure and safe environment for the Employee and Library patrons.

In case of emergencies proper procedures should be followed:

a. Fire: Call the fire department immediately
b. Accident: Do not attempt to move injured person; call emergency services and the victim's family immediately
c. Problem or angry patron:
    - Allow person to talk and do not argue or interrupt; allowing the patron to vent anger will often diffuse the situation
    - Ask other staff members in the building to assist you until the problem is solved; if working alone, offer to call the Library Director or Board of Trustees member to discuss the situation
d. Drunk, irrational or threatening patron:
    - If you fear for your own safety stay in the front of the building near the desk or door; do not shelve books
    - People who care about you will gladly respond
    - When the opportunity arises call for someone to be with you if you are alone; call the police if you feel the situation warrants the call

28. **Sexual Harassment**

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when submission to or rejection of the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. Sexual harassment can be classified as unspoken, spoken or physical.

Unspoken sexual harassment can include, but is not limited to, gaping, inappropriate facial expressions, inappropriate items or décor. Spoken sexual harassment can include,

but is not limited to, pet names, hearsay, inappropriate sounds or comments and the steering of conversation improperly.

Physical sexual harassment can include, but is not limited to, someone continuously watching or following another person, indecent exposure and repeatedly finding opportunities to brush up against another person or touch them in an unwelcome manner.

It is the legal obligation of the Library to provide a work place that is free from sexual harassment as stated by the Equal Employment Opportunity Commission.

If either a co-worker or library patron is harassing a member of the Library staff it is their responsibility to report the incident to the Library Director immediately. The offended party should fill out an incident report and give it to the Library Director within 24 hours of the incident. The Library Director is to contact the President of the Library Board to hold a special called meeting to take action on the incident report as soon as possible.

If Library staff is not satisfied with results of the incident report, grievance procedures should be followed.

29. **Grievance Procedure**

All staff members shall receive a fair hearing for grievances. Any employee who feels he/she has been discriminated against, unfairly treated or evaluated, or unfairly dismissed may file a grievance. The employee should first discuss the problem with Library Director. If a satisfactory solution cannot be reached between the employee and the Director, the Board of Trustees will act upon the grievance at the next regularly scheduled meeting. Within one (1) week of the Board meeting the President will notify staff member in writing of the Board's decision. The decision of the Board is final. The employee who had the grievance may not schedule his/her own appearance before the Board without the knowledge of the Library Director. Such action shall be considered insubordination and may be grounds for dismissal.

30. **Whistleblower Policy**

The Robertson County Public Library is committed to operating in compliance with all applicable laws, rule and regulations, and it prohibits unlawful retaliatory practices against its employees by any of its Board members, officers, employees or agents. Employees may report any actual or suspected violations of law or policy, or any facts or information relative to actual or suspected mismanagement, waste, fraud, abuse of authority, or substantial and specific danger to public health or safety to any public body with apparent authority to remedy or report such actions. This policy applies to any matter which is related to the Library's business and does not relate to private acts of an individual not connected to the business of the Library.

As per KRS 61.102, the Robertson County Public Library will not subject any employee, as defined in KRS 61.101, to reprisal, either directly or indirectly, for having made a

good faith report of suspected wrongdoing of the type set forth above, either internally to the Board or Director, or externally to any public body with apparent authority to remedy or report such wrongdoing, nor will the Library take any such retaliatory action against any person who supports, aids or substantiates such an employee in having done so.

In addition, the Robertson County Public Library will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel, or to court, truthful information relating to the possible commission by any of its employees, officers, Board members or other agents, of any wrongdoing of the type set forth above.

If a Robertson Public Library employee has a reasonable belief that any of the Library's officers, employees or Board members has engaged in any wrongdoing of the type set forth above, that employee is encouraged to immediately internally report such information to the Library Director or to the Board of Trustees.

Suspected wrongdoing of the type set forth above may be internally reported by the employee confidentially or anonymously. Reports of suspected wrongdoing will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Concerns may be submitted anonymously through the contact information for the Library Director and for the Library Board Trustees which is available on the Library's website. Such anonymous concerns should be in writing and sent directly to the Library Director or the President of the Library Board at the Library's business address: P.O. Box 282, Mt. Olivet, KY, 41064.

An anonymous concern from any employee or citizen may also be submitted through the Library's website at: www.youseemore.com/robertsoncountypl.

All internal reports of suspected wrongdoing of the type set forth above will be promptly investigated as appropriate. In conducting its investigations, the Robertson County Public Library will strive to keep the identity of the reporting employee(s) as confidential as possible.

The Robertson County Public Library may take disciplinary action (up to and including termination) against any employee who has engaged in unlawful retaliatory conduct in violation of this policy.

The Robertson County Public Library will ensure that all employees are advised of the content of the Whistleblower Policy and will train all levels of library supervision on the prohibition of retaliation in accordance with this policy.

D. Employee Certification *(Revised 05.2021)*

(725 KAR 2:060, Section 2)
Required Certification by Public Library Position:

1. A full-time or part-time library director serving a population of more than 15,000 shall hold or obtain a Professional I or II certificate.
2. A full-time or part-time library director serving a population of 15,000 or less shall hold or obtain at least the Professional III or IV certificate.
3. A full-time or part-time assistant director, branch head, department head, manager, supervisor, or bookmobile librarian, as determined by the library director or designee, shall hold or obtain at least the Paraprofessional I certificate.
4. Any other full-time position providing library services, as determined by the library director or designee using the Approved Guidelines for Determination of Paraprofessional Level of Certification, shall hold or obtain the Paraprofessional II or Paraprofessional III certificate.

Types of Certificates:

1. A Professional I Certificate shall be:
   (a) Awarded if the applicant has obtained a master's degree in library science from an ALA accredited school; and
   (b) Valid for five (5) years.

2. A Professional II Certificate shall be:
   (a) Awarded if the applicant has obtained:
      1. A master's degree in library science from a library school that has not been ALA accredited; or
      2. A master's degree with at least fifteen (15) graduate hours in library science; and
   (b) Valid for five (5) years.

3. A Professional III Certificate shall be:
   (a) Awarded if the applicant has obtained:
      1. A bachelor's degree with at least twenty-one (21) graduate or undergraduate college credit hours in library science; or
      2. A master's degree with at least fifteen (15) graduate or undergraduate college credit hours in library science; and
   (b) Valid for five (5) years.

4. A Professional IV Certificate shall be:
   (a) Awarded if the applicant has obtained:
      1. A bachelor's degree with at least nine (9) graduate or undergraduate college credit hours in library science and six (6) graduate or undergraduate college10 credit hours in a job-related field of study; or

2. A master's degree with six (6) graduate or undergraduate college credit hours in library science and three (3) graduate or undergraduate college credit hours in a job-related field of study; and

(b) Valid for five (5) years.

5. A Paraprofessional I Certificate shall be:

(a) Awarded if the applicant has completed or obtained:

1. a. A high school diploma or high school equivalency diploma;
b. 360 total job-related educational contact hours, including 144 educational contact hours in library science and seventy-two (72) educational contact hours in Human Resources or Management; and
c. 4,000 hours of library work experience; and

(b) Valid for five (5) years.

6. A Paraprofessional II Certificate shall be:

(a) Awarded if the applicant has completed or obtained:

1. a. A high school diploma or high school equivalency diploma;
b. 288 job-related educational contact hours; and
c. 4,000 hours of library work experience; and

(b) Valid for five (5) years.

7. A Paraprofessional III Certificate shall be:

(a) Awarded if the applicant has completed or obtained:

1. a. A high school diploma or high school equivalency diploma;
b. 144 job-related educational contact hours; and
c. 2,000 hours of library work experience; and

(b.) Valid for five (5) years.

8. A Professional or Paraprofessional Certificate shall be renewed according to 725 KAR 2:070.

9. A Temporary Certificate shall be valid for five (5) years and shall be issued to a person who:

(a) Holds or is promoted to a job requiring certification as provided in Section 2 of this administrative regulation; or

(b) Does not meet the requirements of Section 2 of this administrative regulation.

SECTION IV.

LIBRARY POLICIES

A. Services of the Library

1. The Library will select from the mass of available materials and organize for easy access those books and materials that best meet the needs of the community.

2. Library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and audio-visual resources.

3. The Library will provide information and materials to help people:
    - Equip themselves for efficient activities in useful occupations and practical affairs, including vocational information, parent and home education, child care, nutrition, physical health, emotional stability and growth, budgeting, consumer information, specialized business, industrial and agricultural information
    - Increase their competence to form sound judgments on public problems, to encourage them to express their opinions and to act according to their judgment
    - Increase their understanding and appreciation of literature, the arts, sciences, the political and natural world
    - Promote personal and social well-being and develop creative and spiritual capacities

4. Library staff will provide guidance and assistance for people to obtain the information they seek as recorded in print and audio-visual resources. Library staff will show researchers location of archives and materials but due to time limitations will be unable to assist with actual research.

    Library staff will assist patrons in accessing the Internet for research as time permits but cannot offer personal instructions on how to use the Internet. Staff members will be available to help patrons locate books, periodicals and videos about the Internet.

    Library staff will not provide individualized training sessions for computer usage or applications on a daily basis due to time constraints and other duties. Computer classes will be held at the Library as needed, or patrons will be referred to the Robertson County Adult Education Program for individualized instruction in computer usage.

    Staff members will maintain printers and retrieve printed patron copies from printers, however, they cannot spend extended periods of time assisting computer users.

5. The Library will initiate programs, exhibits, book lists, etc., to stimulate use of Library materials for the enlightenment of people of all ages.

6. The Library will cooperate with other community agencies and organizations to:
    - Determine and meet the educational needs of the community

- Assist them with their programs through such services as program planners' clinics, discussion, leadership training, special bibliographies, materials and exhibits

7. The Library accepts responsibility for securing information beyond its own resources by:
    - Collecting information about, and listing for referral, resources of agencies, institutions, organizations, and individuals in and beyond the community
    - Borrowing for patrons with serious interest, materials which are not owned by the Library and which cannot be purchased or materials for which the demand does not justify purchase

8. The Library will endeavor to maintain a balance in its services to men, women, young people and children. The Library will cooperate with, but cannot perform, the functions of school or other institutional libraries which are designed to meet curricular needs.

9. Library services will be provided during the hours which best meet the needs of the community.

10. Periodic review will be made of Library service to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.

B. Library Operation

1. Hours of Operation

The Robertson County Public Library will be open daily *except Sunday* and closed on designated holidays, observing the following schedule:

Monday, Tuesday, Thursday, Friday	9:00 a.m. – 5:00 p.m.
Wednesday	9:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 12:00 p.m.

2. Holidays

The Library will observe state holidays.

3. Special Closings

When the Library is closed by proclamation of the Board of Trustees, Library Director, Mayor, Judge or other public official, announcement of closing will be made through the local radio station as soon as possible, and by telephone to employees.

The Outreach Vehicle will run only when school buses run in inclement weather. The Outreach Librarian shall use his/her own judgment when out on the route and inclement weather is imminent.

4. Who May Use the Library

The Library will serve all residents of Robertson County. Service will not be denied or abridged because of religious, racial, social, economic or political status.

Use of the Library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by, but not limited to, students, genealogists, and others whose demands for staff time, available materials or space, would prohibit attention and service to other individuals or groups.

The use of the Library or its services may be denied for due cause. Such cause may be the failure to return books and materials, pay fines, destruction of Library property, disturbance of other patrons and staff, or any other objectionable conduct on Library premises.

5. Outreach Service

The Robertson County Public Library provides books to shut-ins by an Outreach Service. Outreach staff personnel will deliver and pick up books and materials to Library customers. The Outreach Service will run bi-monthly in Robertson County and can be scheduled by calling the Library. The Outreach schedule will be designed to meet the needs of its patrons within reason. Outreach circulation rules will follow Library guidelines as much as possible.

6. Registration of Borrowers

Borrowers are required to register by completing a form providing accurate information consisting of: Name, phone number, home and business addresses, driver's license, reference, and proof of residency as shown on a piece of mail addressed to Borrower. Borrower's name and address must match that of the current driver's license or picture ID. Teenagers are required to give school and parent or guardian's names. Borrowers must list first and last names of all persons in household to be included on registration form. Borrowers are required to show proof of identity and may be required to show proof of county residence.

Borrowers are required to re-register after a period of five (5) years. Borrowers must notify Library of any change in registration information.

Borrowers will be issued a Library card and will be required to present their card upon borrowing any Library material or to use Library computers. There will be no

charge for the first Library card and key tag. Replacement cards will cost patron $2.00 each.

7. Non-Resident Borrowers

Out-of-county residents currently employed in the county, have children attending school in Robertson County, or owning property in the county may apply for a Library card. Non-residents who prove to be responsible patrons will be served with the approval of the Library Director.

8. Patron Obligation

It is the obligation of the Library patrons to abide by the rules and regulations of the Library and to demonstrate socially acceptable behavior in all dealings with Library facility, staff and other patrons. Any person demonstrating disruptive behavior may be asked to leave the Library. Loud talking and other disturbances will not be tolerated. Food and drink are prohibited in the Library except in designated areas. Animals, (with the exception of guide dogs), are not permitted in the Library. Use of electronic devices without headphones are prohibited in the Library. Cell phone use is permitted in designated areas only.

9. **Unattended Child Policy** ***(Revised 05.2023)***

To protect children while they are using the Library and to promote child safety, the Robertson County Public Library has an unattended child policy. Under its guidelines, children age nine (9) and under must be accompanied by a parent, guardian or other responsible adult. Library staff will not take legal responsibility for an unattended child in case of emergency. Parents are responsible for the behavior of their children and young adults who may disrupt service for others. Parents must deal with disruptive children to correct the problem immediately. Disruptive adults, young people, and adults with disruptive children may be asked to leave.

The Robertson County Public Library welcomes children of all ages to use its facilities and services but does not accept responsibility for their safety and supervision. The Library strives to provide a safe environment, but safety cannot be guaranteed. The Library does not act in loco parentis.

For the safety and well-being of Children:

Children age 9 and under must be adequately supervised, defined as a parent/guardian or assigned caregiver in the immediate vicinity (within sight and conversational distance). Older children 10 and older may use the library unattended if they maintain proper behavior.

Programs for children Birth – 5 years – During story time or other programs, adults who do not attend the program with the child must remain in the building and must be visible when the program is over.

Programs for children 6 – 9 years – The child must be signed up for the library program they plan to attend. Parents must be visible when the program is over. If children 6-9 are found without an adult, staff will attempt to locate the parent or other caregiver.

Staff is authorized to contact appropriate authorities if a situation appears to be dangerous or neglectful to a child, if a parent/guardian or caregiver cannot be located or contacted within 30 minutes, or if a child is suspected to be truant. The library cannot be held responsible for children not being picked up by library closing time. Failure to comply with this policy may result in suspension of library privileges. Appropriate authorities in order Director, Board President, Sheriff.

In addition, library employees and volunteers who work with children and youth (under age 18) should observe the two-person rule or the open-door policy. The two-person rule requires that employees shall make every reasonable effort to avoid situations where an employee or volunteer is alone with a child or youth in a closed room with no outside visual contact. The open-door policy requires any solid panel door to be open at all times an employee or volunteer is alone with a child or youth (under age 18). Under no circumstances will a staff member give a child or youth a ride home, or take a child or youth outside the building except on official library business such as a teen volunteer work assignment, or remain in a building alone with an unattended child. Library staff should never make physical contact with any patron without prior consent from the individual or their caretaker unless that patron is exhibiting behaviors that are dangerous to themselves or others.

In order for library staff and volunteers to be easily identified, designated RCPL badges must be worn at all times when representing the library.

10. Library Material Loans

Books, audios, magazines and CDs may be borrowed for a period of two (2) weeks. The renewal period for materials is two (2) weeks. Materials may only be renewed twice. Videos/DVDs may be borrowed for two (2) days, or if checked out on Friday will be due on Monday. The loan period for interlibrary loans is determined by the lending library. The maximum number of books and other individual Library materials that may be borrowed by one person at any given time is ten (10), or may be limited to less than ten (10) based on borrowing history and patron status. Two (2) videos/DVDs and three (3) CDs per household is the maximum that may be borrowed at one time. In order to maximize the Library's resources among many users only two books on one subject and only two Kentucky books may be borrowed at one time. Reference works may be borrowed from the Library only in special circumstances at the discretion of the Library Director.

11. Interlibrary Loans

Interlibrary loans are to be offered to any person in good standing who is unable to find the material desired within the county.

Pertinent contact information is to be recorded from patrons as needed to fill request through proper regional and state channels. Patrons must abide by borrowing period established by lending library. Patron requesting interlibrary loan must pay fines assessed by other libraries. Patron may not have more than four (4) interlibrary loans pending unless Library Director grants exception.

12. Materials Charges *(Revised 02.2024)*

The borrower is responsible for the care and prompt return of all books and materials borrowed from the Library. Parents/Guardians are responsible for materials borrowed by their juvenile children. Family Privileges will be suspended when a member of the household has fees for non-return, lost, or damaged materials. Patrons must be eighteen (18) years old to check out DVDs.
The library does not charge late fees on items returned in good condition after the due date. A telephone or postal notice shall be given two to three weeks after the due date. Patrons will be charged the replacement cost of the unreturned, lost, or damaged materials.

Replacement cost of materials

The patron is responsible for all materials borrowed on their card. The charge for lost materials is

- Actual replacement cost, plus processing fees.

Damage cost of materials

Patrons are not charged for the normal wear and tear of materials. If an item has been damaged due to misuse or neglect, the following charges may be assessed:
Minor damage that can be repaired: $1.00 per damaged part

- Damaged/torn plastic book cover
- Damaged/torn paper dust jacket
- Damaged/torn jacket for DVD, music CD, audiobook
- Damaged spine labels, or barcode

Suspension of borrowing privileges for the patron or household

- One or more items on the account are long overdue.
- One or more items on the account have lost status.
- The patron has not paid the replacement cost of the materials unreturned, lost, or damaged.

Restoring of borrowing privileges for the patron or household

- All items long overdue are returned.
- Lost items on the account of the patron or household are returned.
- Items on the account of the patron or are paid in full.
- Damaged materials are paid in full.

Charges may be reduced at the discretion of Library staff with the approval of the Library Director. If a patron issues a check and it is returned, the patron will be charged $25 per returned check.

13. Book and Media Drop

Book and media drops are available in front of the Library and are to be used after normal operating hours. They are to be used for the return of books or DVDs only unless consent is given by the Library staff. Books/DVDs placed in the book/media drops will be retrieved the next business day. The fines for overdue materials will be based on the last day the Library was open.

14. Equipment Control Policy

Anyone wishing to borrow audio-visual equipment must hold a current Library card and be an established patron six (6) months or more, in good standing.

Equipment may be borrowed for twenty-four (24) hours only, unless the Library Director has granted an extended period of time.

It is the responsibility of the patron to check condition of equipment that is borrowed before checking out equipment, and responsibility of Library staff to inspect, with the patron, the equipment upon return.
Damage charges will be assessed if it is determined equipment has been abused. It is the sole responsibility of the borrower to ascertain correct usage of the equipment. Failure to abide by this policy may result in suspended future borrowing privileges.

The Robertson County Public Library takes reasonable precautions to avoid damage and theft of all Library equipment, furnishings, floor cover and other Library property. The Library reserves the right to require a damage deposit from users. Any broken or damaged equipment, materials and/or furnishings must be replaced by the organization or individual contracted to use the room or a replacement fee will be assessed to those using the room.

15. Measuring Wheel and Engraver

The Library has a measuring wheel to be used for measuring distances and an engraver. Wheel or engraver may be checked out for three (3) days. Should the item become damaged beyond use due to neglect or rough handling, borrower will be responsible for replacing item. Borrower must fill out Measuring Wheel Form or Engraver Loan Form at time of checkout.

16. Circulation Desk

Access to the area behind the circulation desk is limited to Library staff only. Security of Library materials is important and employees need clear access to all Library records. All Library business is to be conducted from the public side of the

desk. It is the responsibility of Library staff to politely ask non-staff persons to stay from behind circulation desk.

17. Gifts and Sponsorship

The Library welcomes gifts of books and materials but accepts them with the donor's understanding that the Library has the right to handle or dispose of them to serve the best purposes of the Library program. Gifts such as books which meet the Library's standard of selection may be added to the collection, sold, given to other educational or community institutions or discarded. The Library will not accept gifts which it feels are not in the best interest of the Library or due to limitations of space and processing costs.

The Library is not equipped to house museum, rare or valuable items. It is the general policy not to accept such items except for short periods of time for special occasions or exhibitions. It is the policy of the Library not to accept special collections of books to be kept together in a separate physical entity. Gift collections may be integrated into the general collection.

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

a. Guiding Principles

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

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

- Gifts of books or other Library materials will be accepted in accordance with the terms outlined in the Library's Collection Development and Management Policy.

b. Recognition and Acknowledgement

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

- A letter of acknowledgement for gifts of money and in-kind support will be sent to all sponsors and a copy will be placed on file.
- Any special recognition agreements will be stipulated in the letter.
- Public acknowledgement of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of logo. Standards controlling the size, format and location of such acknowledgment will be developed by the appropriate staff person to ensure both consistency and quality of appearance. Such acknowledgement will not take precedence or have prominence over the Library's own logo or promotional material.
- For gifts and/or sponsorships valued at over $500, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their own newsletter if the sponsor is willing.
- Acknowledgement of sponsorship may also take the following forms at the Library's discretion:
    - Launch of a special program or media campaign to announce the gift
    - Include sponsor's name on promotional materials
    - Small standardized plaques may be placed on donated furniture or equipment
    - Library bookplates will be placed on donated items
    - In all cases, the type and scope of donor recognition required by the donor will be weighed against the benefit to the Library Approval

All gifts, grants or in-kind support given with special requirements must be approved by the Director. The solicitation of gifts, grant or in-kind support by Library staff, or Friends of the Library, of any value must receive prior approval of the Director.

Authority for Implementation

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

18. Memorials

Memorials are welcomed and encouraged by the Library. Books donated to commemorate someone or some group should be properly designated with a memorial plate on the inside of the book. An acknowledgement is sent for memorial gifts.

19. Displays, Exhibits

Displays or exhibits by members of the community are encouraged and welcomed. Approval by the Library Director is required for any display inside or outside of the Library. Limitations may be imposed due to physical facility and scheduling of other exhibits. Posting of announcements on bulletin boards are also included.

20. Genealogy Research

Genealogists are requested to sign in and list address. Researchers are asked to never mark, mutilate, rearrange, or relocate any original, printed, microfilm or electronic document or artifact in the Library. The archives collection does not circulate and no material may be removed from the area except to be photocopied.

Library staff will show researchers location of archives but due to time limitations will be unable to assist with actual research.

21. Copies, Fax, Notary Public

The fee for copies made by the copy machine will be $0.20 per page for black & white; front and back sides of a sheet are to be charged $0.40 total; color copies are $0.25 per page. Copies made by computer printers are $0.10 per page. Students printing from the computer for class work will be charged $0.05 per page. Copies made by reader/printer will be $0.20 per page.

The fee for sending a fax is $0.50 per page excluding cover sheet. No fees will be charged for receiving faxes or for transmitting to toll-free numbers.

No charge will be made by Library staff for Notary Public service.

Fees collected will be used as petty cash.

22. Collection Development and Management

Collection development and management includes not only materials selection but materials maintenance as well. Every effort possible will be made within the confines of budget, time and staff ability to update and maintain a collection to fulfill the information and recreational needs of the general community. Special interest group

materials will be collected and maintained only as they are useful to the total community. Materials are to be removed as the situation warrants.

A. Policy on Materials

The Library will provide any materials which help to meet its objectives.

Materials may include: books, periodicals, pamphlets, newspapers, pictures, slides, films, maps, recordings, microfilms, compact disks and audios.

Materials acquired will meet high standards of equality in content, expression and format.

The Library will keep itself informed of other publicly available resources in the area to avoid unnecessary duplication.

The Library will not attempt to furnish materials needed for formal courses of study offered by elementary and secondary schools, or by institutions of higher learning. The Library has materials for self-study but is not primarily designed to furnish reading required for academic study.

All materials except those which are in special demand and cannot be duplicated, including rare and fragile items, will be loaned for home use under Library regulations and procedures.

The Library subscribes to the Library Bill of Rights of the American Library Association.

The Library subscribes to the Freedom to Read statement and the Freedom to View statement prepared by the American Library Association and the American Book Publishers' Council.

Materials which are no longer useful in the light of the state objectives of the Library will be systematically weeded from the collection according to accepted professional practices. Such materials will be removed.

B. Materials Selection

The purpose of material selection is to insure that the Library contains a variety of materials suitable to the many tastes, interests and reading abilities of the community, and the limitations of Library funds. It is the Library's policy to purchase books and materials to fulfill its objectives by the following methods:

- Objectively realizing the community's overall needs and desires as established as part of the Library's long-range plan

- Utilizing material reviews in established Library literature, general selection list, current periodicals, special bibliographies for reference and subject matters
- Considering overall purpose; timeliness or permanence; importance of subject matter; quality of the writing and production, readability and popular appeal; format and price
- Popular demand within the confines of item number three (3) above

Periodicals will be selected to reflect the needs of the general community public. Periodicals with limited usefulness or readership will be under the authority of the Library Director based on recommendations of staff reflecting their knowledge and skilled use of selection aids and public's needs and desires.

C. Responsibility for Materials Selection

The Library Board adopts, as part of its policy, the following paragraphs from the Library Bill of Rights:

a) *Books and other library resources should be provided for the interest, information and enlightenment of the community and library services. Materials should not be excluded because of the origin, background or view of those contributing to their creation.*

b) *Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.*

D. Censorship

The selection of library books and materials is predicated on the library patron's right to read, and similarly, its 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 merit of the material 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 the parent or guardian. Selection will not be inhibited by the possibility that books may inadvertently come into the possession of minors.

E. Controversial Materials

The principles of freedom to read and the staff's responsibility for materials selection must be defended rather than any material itself. Oral written complaints are to be received courteously and without undue comment.

A legibly written, printed or typed "Request for Reconsideration of Library Material" form may be completed by any complainant and the following procedure will ensue:

- Temporarily withdraw the material pending a decision by the Board of Trustees, Library Director and Regional Librarian who will:
- Read and examine material
- Check general acceptance of material by reading reviews
- Weigh values and faults, form opinions based on the material as a whole and not passages out of context
- Meet to discuss the material and prepare a report on it
- File a copy of "The Request for Reconsideration of Library Material" and file the report in the permanent files of the Library and the regional library office
- Notify the complainant of the decision

The Board of Trustees does not accept responsibility for the informational/entertainment reading materials viewed by minors. Parents must accept responsibility for personally restricting or giving freedom to minors for any materials borrowed from or used in the Library.

F. Procedure for Handling Library Material Complaints

1) Patron must fill out the "Citizen's Request for Reconsideration of Library Materials" form.
2) The request will be taken by the Library Director to the next Library Board of Trustees meeting and a decision will be made on the request.
3) The Library Director will notify the patron of the Library Board's decision within one (1) week of the meeting.

G. Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each library of the United States:

- Formally adopt a policy, which specifically recognizes its circulation records and other records, identifying the names of library users with specific materials to be confidential in nature.
- Advise all librarians and library employees that such records shall not be made available to any agency of state, federal or local government except pursuant to such process, order or subpoena as may be authorized under the authority of and pursuant to federal, state or local law relating to

criminal or administrative discovery procedures of legislative investigative power.

- Resist the issuance or enforcement of any such process, order or subpoena until such a time as a proper showing of good cause has been made in a court of competent jurisdiction*

*Note: Point three (3) above means that upon receipt of such process, order or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.

Adopted January 20, 1971; revised July 4, 1975, by the ALA Council

1. **Information Security Policy** ***(REVISED 4/18/15)***

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

The Robertson County Public Library will comply with best practices established by the Department for Local Government (as required in KRS 61.932). See *Security and Incident Investigation Procedures and Practices for Local Government Units* for these best practices.

Per the Department of Local Governments guidance, a "Point of Contact" is designed by Robertson County Public Library to

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

Library Director is Robertson County Public Library's Point of Contact for the purpose of adherence to Department for Local Government guidance.

a) Parton information
The Robertson County Public Library acts to limit the amount of personally identifiable information that it retains. Some information, however, is necessarily and understandably retained for the transaction of day-today business.
Most Information related to patrons is kept for the purposes of circulating materials and ensuring that responsibility is attributed to the correct person when an item is borrowed. This information is not publicly available and, beyond interactions between the Library and the patron, will be shared only with third-party vendors with whom the Library has contracted services necessary for conducting business and law enforcement personnel upon valid, legal request. Information related to delinquent patrons may be shared with a third-party vendor for purposes of collection. The Library will not share personally identifiable patron information for any other purpose.

When a patron record has been inactive for (3) years and carries no outstanding debt (financial or in borrowed materials), the record is deleted from the Library's computer system and is not archived.

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

b) Staff Information
Robertson County Public Library retains information about its staff that is directly related to the work environment. Social security numbers, health information, and performance records are retained only as part of standard human resources processes (such as payroll, retirement, or health insurance). This information is subject to records retention policies of the Commonwealth of Kentucky and the Robertson County Public Library. Records will be retained and destroyed according to the records retention schedule.
Personal information about staff members is, in some cases, subject to the Open Records Act and will be shared with anyone properly requesting that information as specified by Kentucky Revised Statute. Information protected from

disclosure under the Open Records Act will not be shared with any outside agency for any purpose other than for the reason it was collected (i.e., to a payroll vendor for tax purposes.

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

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

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

Where the Library's systems do have interaction with any outside vendor or patron (i.e., through the internet-based catalog), transactions will take place using secure transmission protocols. Such interactions will be limited to the purpose of the transaction only and will allow access to any more information than is required for the purpose of the transaction (i.e., a patron reviewing a list of items that are currently checked out to him/her).

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

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

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

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

H. Weeding and Inventory

Weeding is to be performed on the Library collections periodically. Each item should be physically examined and a decision made as to the current value of the item to the public served. Criteria used to determine whether to keep or discard an item should be as follows: Appearance, duplicates, age, misleading information, items superseded by a newer edition, popularity and circulation. Inventory should be done every five (5) years.

23. Copyright

Copyright is a form of protection provided by laws of the United States (Title 17, U.S. code) to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works. It is illegal for anyone to violate any of the rights provided by the Act to the owner of copyright.

24. Record Retention *(REVISED 10/13/14)*

Robertson County Public Library will retain records in accordance with the Records Retention Schedule according to the State Archives and Records Commission Division of Archives and Records Management, Department of Libraries and Commonwealth of Kentucky, dated January, 1983.

The Robertson County Public Library adopts as its Records Management and Retention Policy the specific time frames and categories set forth in *Local*

Government General Records Retention Schedule and the Public Library & Library Board Records Retention Schedule approved by the Kentucky State Archives and records Commission, in accordance with KRS 171.410-740. These schedules are available on the Website of the Kentucky Department for Libraries and Archives.

The Custodian of Public Records for the Robertson County Public Library shall be the Library director and all records shall be maintained in the Robertson County Public Library main business office at: 207 North Main St., Mt. Olivet, KY 41064. All requests to view public records shall be answered in compliance with the requirements of the Kentucky Opens Records Law (KRS 61.870-884).

The Retention Schedules to be used for records maintenance are available online at:

Local Government General Records Retention Schedule:
https://kdla.ky.gov/records/recretentionschedules/Documents/Local Records Schedules/LocalGovernmentGeneralRecordsRetentionSchedule.pdf

Public Library & Library Board Records Retention Schedule:
https://kdla.ky.gov/records/recretentionschedules/Documents/Local Records Schedules/PublicLibraryRecordsRetentionSchedule.pdf

Records Retention General Schedule for Electronic and Related Records:
https://kdla.ky.gov/records/recretentionschedules/Documents/State Records Schedules/erecordsgeneral.PDF

These Schedules will be reviewed annually for updates and changes.

Records in Electronic Format

Records in any format are subject to the same retention schedule categories: The Library shall categorize records sent via electronic media according to the subject matter therein and retain and destroy records to the requirements for the retention schedules above and according to the *Records Retention General Schedule for Electronic and Related Records.*

Procedures for this retention of e-mail are based on Guidelines for *Managing E-Mail in Kentucky Government.* Approved and recommended by the Kentucky Department for Libraries and Archives.

All e-mails to, form, or among library staff that document decisions, policies, procedures, resource expenditures, operations, or delivery of services, shall be copied to the library's Records Manager, who shall appropriately store, organize, schedule and dispose of them in compliance with the *General Records Retention Schedule* and the *Public Library & Library Board Records Retention Schedule.*

Destruction of Records

When a record has been determined to have fulfilled the minimum period specified in the appropriate retention schedule, not subject to litigation or an Open Records request, or to be no longer needed by the library, the records manager will have the records destroyed in a secure and appropriate manner, upon approval as outlined in the internal authorization and approval process. This process includes providing appropriate staff with a list of the records due for disposal and also board authorization.

Destruction of records will be documented for proof of destruction, using KDLA's Records Destruction Certificate. Destruction of records will be handled in a secure manner, be irreversible, with environmental friendliness in mind, and in a timely manner to minimize storage cost.

A printed copy of the completed and signed Destruction Certificate will be sent to the local Records Regional Administrator at the KDLA Public Records Division. A copy will also be kept on file of all certificates for the destruction of library records.

Any records that are to be kept longer than required by the Commission's Retention Schedules for local business purposes are listed below.

[List of exceptions:] N/A

25. Reference Department Guidelines

Library staff will direct patrons to information regarding reference questions in the order in which they are received. Patrons are responsible for doing their own research.

C. Volunteer Policy *(Adopted 02.2022)*

1. Purpose

Robertson County Public Library staff and volunteers work together to meet the goals and mission of the Library. Volunteers are expected to act in accordance with the library policies and to reflect positive customer service attitudes to all library patrons. The Robertson County Public library will use volunteers to supplement and not replace the work done by library staff.

2. Definition of a Volunteer

A volunteer is considered to be an individual, 12 years or older, who contribute time, energy, and talents directly or on behalf of the Robertson County Public Library and is not paid by library funds.

All volunteers must be accepted by the library prior to the performance of assigned tasks.

3. Types of Volunteers

1. Teen (12 years old to 17 years old)

2. Adult (18 years old)

4. How to Become a Volunteer

- All volunteers are required to fill out a Volunteer Application Form.
  - This form is available from the Library Director.
- The Robertson County Public Library Director, or Robertson County Public Library Board of Trustee, will review the completed application form.
- Volunteers are based on the needs of the library at any given time.
- Volunteers under consideration may be subject to a background check. The library reserves the right to discontinue services based on the results of a background check.
- The Robertson County Public Library Director will keep track of all volunteer hours.
- Volunteers under the age of 18 must have the application signed by a parent or legal guardian.
- Acceptance of an application is at the library's discretion.
- The Robertson County Public Library reserves the right to terminate the services of the volunteer.

5. Supervision

Each volunteer is expected to follow the producers established by the Director, and assigned staff member. The assigned staff member is who the volunteer will be assisting. This person will be responsible for the day's management and guidance of a volunteer's work and will be available for consultation and assistance. Volunteers should feel free to ask any questions of this person or report any problems or concerns about their assignment.

Volunteers are expected to perform their assigned duties to the best of their abilities and to be loyal to the mission, values, goals, and policies of the library. All volunteers should keep the library Director informed of their projects and work status, and of their comings and goings in the library.

6. Dress and Behavior

Volunteers and staff are representatives of the library. The presentation of a positive, professional image is important to maintaining the library's reputation in the community. As such, certain standards of dress and behavior are expected to be maintained.

a) Dress Code

As a volunteer of the Robertson County Public Library, you are the face of the Library and your personal appearance affects the Library's public service image.

Volunteers must be neat, clean, and dressed appropriately to portray a professional image to Library customers and the public while on duty.

While carrying out work assignments volunteers are expected to present a neat, clean, and professional appearance that is consistent with the requirements of their position and accepted social standards.

Responsibility for maintaining a neat, clean appearance remains with the volunteer. A poor or unprofessional personal appearance may reflect poorly on the Library and may adversely affect the level of customer confidence in the Library.

Dress Code: Business casual dress is appropriate for volunteers.

Library name badge must be worn and visible at all times (worn above the waist).

b) Dress/Personal Appearance

The following are never appropriate:

- Clothing that is tight, sloppy, torn, dirty/stained, or in need of repairs
- Shorts of any type or length
- Blue jeans with holes, exercise apparel, sweat pants, jogging clothes, pajama/lounge pants
- Above-the-knee garments
- Lacy tops must be worn with a cami or tank top under them.
- Clothing that reveals cleavage, shoulders, midriff, abdomen, chest, or buttock areas
- Low-rise pants/skirts, mini-skirts, tops with low/open necklines
- Tank tops, crop tops, halter tops, tube tops, low cut tops, spaghetti straps, or beach dresses.
- Sexually provocative clothing
- Casual T-shirts or sweatshirts
- Clothing should be free of any messages and graphics, exceptions are Library specific shirts issued by RCPL or other shirts on approved dates
- Shoes that are inappropriate for a public service environment including flip-flops, house slippers, crocs, stilettos, or snow boots (except for traveling purposes)

- Shoes that are dirty or in poor condition
- Hats, caps, headphones, cell phone earpieces, jewelry, or accessories that are inappropriate or excessive for a business professional environment
- Visible facial piercing jewelry, tongue piercings, multiple earrings, barbells, and gauge earrings are not permitted while on duty
- Visible tattoos must be limited in quantity to maintain a professional business image
- Tattoos must not be offensive, obscene, or suggestive in content
- Fingernails should be clean and trimmed to a moderately short length
- Extreme or poorly maintained hairstyles including mustaches and beards
- Offensive body odor, bad breath, poor personal hygiene, cigarette smoke, and excessive use of perfume or cologne that can be offensive to customers and co-workers

7. Guidelines for Volunteers

- The number of volunteer hours is based on the amount of work available.
- Volunteer will notify the Library Director or Library Staff as soon as possible if they will be late or absent.
- Volunteer must sign in and sign out of the volunteer notebook.
- Volunteer must always wear their name badge while working in the library.
- Volunteers must dress and groom themselves in an appropriate manner: must follow the dress code. If a volunteer is dressed in an inappropriate manner, they may not be able to work their shift.
- Volunteers will direct all questions or concerns raised by patrons relating to the library's collection, services, policies, and procedures to a staff member.
- Library-Owned equipment and supplies are for library use only and may not be used for personal business.
- Volunteers, in their capacity as unpaid staff, are expected to meet the same standards of professionalism required of library staff. Because an unsatisfactory volunteer is an unfair burden upon fellow volunteers and library employees, those who fail to meet the requirements set forth in this policy or violate any other policies will be dismissed. To end a volunteer commitment, please notify the Library Director of the decision.

8. Volunteer Agreement

As a volunteer, I agree to the following:

- A volunteer chooses to perform services for RCPL without compensation or expectation of compensation.

- A volunteer must be officially accepted prior to the performance of the task.
- A volunteer completes tasks as agreed upon.
- Volunteers adhere to an agreed-upon schedule.
- Volunteers will record all hours worked.
- Volunteers wear a name tag and dress appropriately for the assignment.
- Volunteers will treat both customers and staff with courtesy and will treat others in a way that they would like to be treated.
- In case of an emergency, volunteers will follow the directions of library staff to either exit the building or to shelter in place.
- Volunteers will adhere to policies within the Volunteer Guidelines.

This form is available from the Library Director.

9. Volunteer Waiver and Release of Liability ***(Adopted 08.2014)***

All volunteers must sign a form and agree to the following terms:

a. Release and Waiver Agreement
Volunteer does hereby release and forever discharge and hold harmless the Library and its successors and assigns from any and all liability, claims and demands of whatever kind or nature which arise or may hereafter arise from Volunteer's activities with the Library. Volunteer understands that this release discharges the Library from any liability or claim with respect to any bodily injury, personal injury, illness, death or property damage that may result from Volunteer's activities. Volunteer understands that the Library does not assume any responsibility for or obligation to provide financial assistance or other assistance in the event of injury or illness

b. Medical Treatment
Volunteer does hereby release and forever discharge the Library from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered or not rendered in connection with the Volunteer's activities with the Library.

c. Assumption of Risk
The volunteer assumes all risk for activities performed for the Library and understands that the normal activity/work of the volunteer could include, but is not limited to:
    - Places material back on shelves in proper order
    - Searches for reserved materials
    - Checks books to determine need for repair or rebinding
    - Cleans multimedia items
    - Helps prepare books for cataloging
    - Locates/sorts/shifts books and all other Library materials
    - Operates photocopier as needed

- Assists in keeping periodical holdings neat, correctly filed and up to date
- Assists in preparing and setting up rooms, tables and chairs for meetings or other purposes
- Folds and staples newsletters, flyers, brochures and pamphlets
- Assists with children's and adult's programming as needed
- Performs related work as assigned

If travel is required the volunteer hereby expressly and specifically assumes the risk of injury or harm which may result and releases the Library from any liability.

d. Insurance
The volunteer understands that, unless otherwise agreed to by the Library in writing the Library does not carry or maintain health, medical or disability insurance coverage for any volunteer. Each volunteer is expected and encouraged to obtain their own medical or health insurance.

e. Other
Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of Kentucky, and that this Release shall be governed by and interpreted in accordance with the laws of Kentucky. Volunteer agrees that in the event that any clause or provision of this release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this release which shall continue to be enforceable.

f. Use of Image
Photos of volunteer activities are often used in promotional materials or other reasons. The volunteer agrees that the Library shall be allowed to use volunteer images unless volunteer submits an objection in writing prior to the initial use of the image. This form is available from the Library Director.

D. Facility Use

1. Community Room/Gazebo/Grounds Policy *(REVISED 05.2021)*

The Board of Trustees of the Robertson County Public Library will make the Community Room and other Library public areas deemed appropriate by the Board of Trustees, available to any group of citizens who currently live in; or own property in the county, with the understanding that they meet the following rules:

1. Library-sponsored activities are given priority in scheduling the use of the Community Room/Gazebo/Grounds. The maximum number of persons allowed in the Community Room is 50.

2. Businesses/Organizations may reserve the Community Room/Gazebo/Grounds for meetings and events; and individuals may use the Community Room for personal use, such as showers, receptions, and family-oriented gatherings.
3. The Community Room/Gazebo/Grounds may not be reserved for any events that would involve discrimination of any kind; including that based on race, gender, age, country of origin, class ethnicity, religion, sexual orientation, or beliefs.
4. Granting permission for use of the Community Room/Gazebo/Grounds does not imply endorsement by the Robertson County Public Library, Board of Trustees, or staff in the beliefs of the organization/individual making the reservation.
5. The minimum age of a person making a reservation request is twenty-one (21).
6. Supervised children's groups may use the facility provided they are supervised by at least one (1) adult for every ten (10) children.
7. No smoking or alcoholic beverages is permitted anywhere on Library grounds.
8. Permission to use the facility may be denied to any group that has a history of violating these rules.
9. No games or activities will be permitted that will damage the facility, grounds, buildings, or equipment, or be a safety or health hazard, due to safety and liability issues. Absolutely no bouncy houses, trampolines, slip and slides, pools, or anything of that nature is permitted.
10. Reservation for use of Community Room/Gazebo/Grounds must be made in advance and upon approval, reservations will be assigned in the order in which requests were received. No reservation will be final until a deposit is made and forms are completed and filed by the Library. Requests for use of the facility by organizations or individuals should be made at least one week in advance and the reservation form must be filled out and signed by an authorized representative. Reservations for meetings may be arranged by telephone, however, one week before the scheduled meeting; an official representative of the group or individual requesting reservation must come to the Library to complete the Facility Reservation Request Form. The person completing the form assumes all responsibility for reservation and complying with the Robertson County Public Library Community Room/Gazebo/Grounds Use Policy.
11. There is no charge for use of the Community Room by non-profit agencies or individuals, however; the required security deposit amount for non-profit organizations and individuals: is $50 (full refund). Required security deposit amount for the profit meeting $50 ($25 refund). Rental fees may be adjusted by the Library Board of Trustees at their discretion.
12. The security deposit will be refunded as long as the Community Room/Gazebo/Grounds are left clean, trash is taken with you, tables and chairs are neatly stacked, the floor is swept and mopped if needed, kitchen area and restrooms are to be left clean, all lights must be turned off, doors locked, and security system set upon departure and there are no damages to the Community Room/Gazebo/Grounds. Any Community Room/Gazebo/Grounds damage through misuse, carelessness, or accidents must be replaced and repairs paid for

by the organization/individual using the Community Room/ Gazebo/ Grounds at the time. For public use brooms, mop, and the bucket are located in the kitchen utility closet. Cleaning supplies and trash bags are under the sink. The person completing the reservation form assumes all responsibility. The security deposit must be picked up by the person making the reservation the next library business day after the meeting is held. The exit checklist which accompanies the reservation is to be completed and placed in the Library night-drop box upon departure from the grounds.

13. Picking up Community Room keys; In case of Library hour meetings, arrangements must be made for picking up Community Room keys before the Library closes on the day of the scheduled meeting. If the meeting is to be held on a Library non-business day, keys must be picked up the prior business day. Due to the replacement cost of commercial door locks, the actual replacement cost of the lock will be assessed for keys that are not returned.
14. If the reservation is after Library business hours; other areas inside the Library are off-limits. The Library is closed and no books or other Library materials may be checked out unless it is a Library sponsored event and staff services are made available.
15. If audio-visual equipment is needed, arrangements must be made in advance.
16. The name or address of the Robertson County Public Library may not be used as the official address or headquarters of any organization, without permission from the Library board.
17. No group may reserve the Community Room/Gazebo/Grounds for longer than three (3) days in succession without prior approval of the Library Director. The Library Board/Director reserves the right to cancel reservations if emergency business meetings become necessary for Library personnel, Civil Defense, or for any other reason.
18. The Library accepts no responsibility and will not be held liable for any types of loss or damage to persons, or their property arising from the use of the Community Room/Gazebo/Grounds. The Library will not be held responsible for loss or damage to items left in the Community Room/Gazebo/Grounds; or personal property of those attending meetings/events. The Library shall not be held responsible for accidents or injuries occurring during the use of the Community Room/Gazebo/Grounds. Care should be taken so as not to endanger the safety of anyone while attending an event. By completing the reservation form, all individuals/ groups agree to hold the Robertson County Public Library Board of Trustees and staff harmless from any loss, damage, liability, costs, and/or expenses that may arise during, or to be caused in any way by use of Library facilities. The person signing the Community Room Reservation Form is responsible for restitution for all damages to Library property, due to carelessness, accidents, misuse, or vandalism during the use of facilities, or improperly following policies upon departure from the facility.

19. Any Organization or individual in violation of the above policy may lose their right to future use of the facility. The Library Director has the right to terminate use if facility use policies are not followed. Appeals concerning the use of the Community Room/Gazebo/Grounds may be made in writing and will be reviewed by the Library Board of Trustees, Library Director, and Regional Librarian.
20. The Robertson County Public Library takes reasonable precautions to avoid damage and theft of Library equipment, furnishings, supplies, and other Library property.
21. Security cameras are located around the facility/grounds to help enforce this policy.
22. A copy of the Facilities Use Policy shall be given to each Organization/Individual reserving the facility.

2. Weapons in the Library

In accordance with KRS 237.115 the Robertson County Public Library cannot prohibit adult users from carrying concealed or unconcealed deadly weapons onto the premises. However, the Robertson County Public Library does request that users not bring deadly weapons into the Library unless doing so for professional purposes such as the carrying of deadly weapons by law enforcement personnel. Per KRS 527.100 the Robertson County Public Library prohibits juvenile users (those under the age of 18) from carrying handguns, except in the circumstances prescribed by KRS 527.100.

3. Active Shooter

When a hostile person(s) is actively causing death or serious bodily injury, or if there is the threat of imminent death or serious bodily injury:

Figure Out – In the first few seconds try to figure out the situation.

- What is going on? Where is it happening?
- Is there a path of escape?
- Is there a well-protected hiding place where the shooter might not find you?
- Trust your intuition, your "gut feeling." It's a built in survival mechanism.
- Make a decision and act quickly.

Get Out, Get Away – If you think you can safely make it out of the building or away from the threat, do so.

- Do not sound the fire alarm.
- Once outside, do not run in a straight line. Use vehicles, bushes, trees, etc. to conceal yourself as you run.
- Call 911 to report the incident as soon as it is safe to do so.

Hide Out – If you cannot make it out of the building safely, take shelter in the nearest office or room. Stay out of lobbies, hallways or open areas.

- Lock and barricade the door.
- Turn off lights and all audio equipment. Set cell phones to "SILENT."
- Spread out within the room and take cover.

- If communication is available and the shooter will not hear you, dial 911.
- Quietly talk about what you'll do if the shooter enters.

Take Out – If you are directly confronted with the shooter, the only remaining option may be to fight back. In this kind of situation, anything you do or anything you don't do may involve life-threatening risks.

- Yell, throw things, or use improvised weapons.
- Act as a team to charge and swarm the shooter.
- Total commitment and absolute resolve are critical.

Comply with Instructions from Police –

- Once the police arrive obey all commands
- Show your hands, do not run up to the Police or do anything that may appear to be a threat.
- You may have weapons pointed at you. You may be handcuffed, searched, or made to put your hands in the air. This is done for safety and once circumstances are evaluated by the police they will give you further directions to follow.

The City of Houston Office of Public Safety and Homeland Security has produced a six-minute video entitled Run, Hide, Fight: Surviving an Active Shooter Event which is available for viewing at http://www.youtube.com/watch?v=cSwejU2D0.

E. Computers

1. Computer Usage

The computers designated for public use are available for all Library patrons. The following rules have been established to prevent damage to the computers, ensure fairness among patrons, and provide the most useful service to all patrons. Failure to comply with these rules may result in loss of computer privileges.

a. Patrons must enter their patron ID at the designated computer to use any of the Library computers.
b. Adults must read, agree to terms, and sign a current Internet Acceptable Use Agreement. This agreement will kept on file for each patron. Parents/guardians of patrons under eighteen (18) years of age must come to the Library to sign an Internet Acceptable Use Agreement before minor patrons will be allowed to access the Internet from the Library.
c. Patrons may come to the circulation desk to borrow software for in-house use and return the disc to Library staff when finished.
d. Any patron changing computer settings will forfeit their computer privileges.
e. Patrons using computers have the right to expect privacy while using the computers. Other patrons may not stand behind, sit beside or be disruptive to computer users.
f. Trying to access the e-mail accounts of others is illegal and strictly prohibited.
g. Patrons using computers for entertainment purposes may be asked to allow another patron access to the computer for educational information. To provide maximum public access to the Internet, users will be limited to 15

minutes per session if someone is waiting to use computers. The Library staff reserves the right to put a time limit on a patron if done so in a fair manner. All computer stations are available on a first-come, first-served basis.

h. Computer usage manuals are available upon request.
i. Small children and toddlers without computer skills are not able to access computers without the assistance of a parent or guardian.
j. Absolutely no food or drink is allowed at computer workstations.
k. Activities that disrupt the Library or its network are prohibited and may result in loss of computer access.

2. Internet Acceptable Use Statement

The Robertson County Public Library is committed to its role in serving the information and lifelong learning needs of all its citizens. Providing access to the Internet can enable the Library to expand greatly its information services beyond the traditional collections and resources, and is a powerful educational tool. The first priority of these computers is for educational purposes. The Internet is a global collection of computer networks that connects thousands of computers all over the world. Use of the Robertson County Public Library's Internet provides patrons access to the vast amount of information available through these connections. While the Internet offers a wide range of useful and interesting sites, all Internet sites are accessible - some of which may contain inaccurate, controversial and even offensive material. Not all sources on the Internet provide information that is accurate, complete, current, legal or philosophically acceptable to all citizens. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may come across material that is inconsistent with the goals of the Library.

The Library has no control over the information accessed through the Internet, and cannot be held responsible for its content. The Robertson County Public Library is unable to monitor or control content of materials on the Internet which change rapidly and unpredictably. Information on the Internet may be erroneous, out-of-date, illegal, considered offensive, controversial or sexually explicit. The entire responsibility for identifying/avoiding such information is with the user. Parents are encouraged to work closely with their children to select Internet sites which are consistent with their family's values and boundaries.

As with other Library materials, parents and legal guardians who are concerned about their children's use of the Internet should provide guidance to their own children and should monitor their use of its resources. Use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension and eventually cancellation of this privilege.

Examples of inappropriate use include, but are not limited to, the following:

- Violation of computer system integrity
- Unauthorized tampering with computer hardware or software

- Storage of data to anything other than a CD/DVD/stick or flash drive
- Violation of software license agreements and copyright laws
- Violation of another user's privacy

Illegal acts involving Library computing resources may also be subject to prosecution by local, state or federal authorities.

Chatlines:
Under no circumstances are patrons allowed to use chat lines or chat rooms.

E-Mail:
Accounts may be opened and used at the Library with a free commercial service such as Gmail, Hotmail, Yahoo, etc.

Internet Etiquette:
Patrons are expected to abide by proper rules of Internet etiquette. The following are not permitted:

- Displaying offensive messages or pictures
- Using or displaying obscene language
- Use of sounds or visuals which might be disruptive to others
- You are asked to respect the privacy of other computer users; this includes not representing yourself as another user, not modifying passwords, not trying to gain access to someone else's data and not "hovering" over other users while waiting for your turn

Violations of these regulations are unethical and may constitute a criminal offense. The Library reserves the right to terminate a patron's access to the Internet for violation of these regulations. The Robertson County Public Library may suspend or terminate Internet access of public access computer privileges if the Library reasonably believes that any person has violated these guidelines.

The Library's staff will assist patrons with Internet use as time permits but cannot offer personal instruction. Reference staff members are always available to help patrons locate books, periodicals and videos about the Internet.

Manuals for each of the programs are available at the Circulation Desk. The Library cannot provide individualized instruction in the programs or the computers.

Staff members will refill paper trays, un-jam paper misfeeds or replace toner cartridges for the printers, however, they cannot spend extended periods of time assisting computer users.

Users may not attach other hardware, (laptops, CD-ROM drive, printers, etc.), to the public computers or install their own software.

Users may download files (FTP) to their own formatted disk or flash drive. Files downloaded to the C drive will be irretrievable.

Patrons must enter their patron ID at the designated computer station to be allowed to access the computers.

Printing Options:
The Internet computers share a laser printer. The Library charges $0.10 per page for black & white printouts. Color printing is available at $0.20 per page but must be saved to a stick/flash drive and printed with assistance by Library staff on Library's color printer. All patrons must pay this printing charge or forfeit the use of the printer. The Library reserves the right to ask for payment.

3. Wireless Acceptable Use

The Robertson County Public Library provides free wireless access. Access points are unsecured and may be accessible only during normal Library hours. All RCPL Internet policies and guidelines apply to wireless network users.

Any person connecting to wireless internet access must abide by the following guidelines:

- Wireless users are required to use the Internet in a courteous, reasonable and responsible manner. The Library is a public place and, therefore, discretion should be used in viewing text or graphics that may be offensive to others. Obscene, pornographic or any other similar content is prohibited.
- Since the wireless network is accessible by minor children the connection is filtered accordingly.
- Restriction or monitoring of a minor's wireless access is the responsibility of the parent or guardian. Even with content filtering, some resources may be personally offensive.
- A minor child possessing a laptop, smartphone or any device that can access the Internet, (with no parent or guardian present), is seen as implied parental consent.
- Wireless connections are not secure and can be monitored, captured or altered by others. Cautious and informed wireless users should not transmit personal information (credit card numbers, passwords and any other sensitive information.)
- Wireless users should have up-to-date virus protection on their laptops or other wireless devices. The Library is not responsible for any information that is compromised, or for any damage caused to hardware or software due to security issues.
- Wireless users must use battery-operated electronic devices and be responsible for battery charging. Use of the Library's electrical outlets is not guaranteed.
- Wireless users requiring sound must use headphones so as not to disturb others.

- Library printers are not available via the wireless connection.
- Library staff is not responsible for connecting your device to the wireless network and will not troubleshoot problems related to your wireless device or assist in making changes to your device's network settings and/or hardware configuration. The Library does not guarantee that your device will work with the wireless access.

Disclaimer: Use of the wireless network is entirely at the risk of the user. The Library disclaims any and all liability for loss of confidential information or damages resulting from that loss, or any and all damages resulting from use of the wireless network.

Responsibility: It is the responsibility of all persons using wireless Internet access to be familiar with this policy. Access is a privilege and can be removed. The Library reserves the right to terminate an Internet session at any time. Violations of Library Internet policy may result in the loss of access.

4. Social Networking

In keeping with the Robertson County Public Library's mission to "be an integral part of its community by providing all residents with a wide variety of popular and educational materials, resources and services which facilitate their day-to-day lives, and extend their personal and intellectual development," the Library participates in various "social software" applications whereby Library staff and community members can interact through virtual (internet) communication. The Robertson County Public Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving the communities needs for informational, educational, cultural and recreational pursuits.

Social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites and wikis. Many social networking sites allow users of those sites to become a "friend", "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, YouTube and various blogging sites like Blogger and Wordpress. As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource. Parents are responsible to see that children abide by all the rules of each social networking site, especially regarding allowable access age.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help or other similar activities. Users may remove

themselves at any time from the Library's "friends" or "fan" lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts and messages are welcome on the Robertson County Public Library's social networking sites. While the Robertson County Public Library recognizes and respects differences in opinion, all such interactions will be regularly monitored and reviewed for content and relevancy, (before publishing when possible). All postings which contain any of the following will be removed and the person posting barred from posting any subsequent messages to Library social networking sites:

- Obscene or racist content
- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized or copy-written material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam
- Organized political activity
- Photos or other images that fall in any of the above categories

In addition, the Robertson County Public Library reserves the right to edit or modify any postings or comments for space or content, while retaining the intent of the original post. The Library shall also be granted the right to reproduce comments, post and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the Library website. Identifying information, other than first name, will be removed unless prior approval is granted by the user.

The Robertson County Public Library assumes no liability regarding any event or interaction that takes place by any participant in any library-sponsored social networking service, and does not endorse or review content outside the "pages" created by the Robertson County Public Library staff. Participation in the Robertson County Public Library social networking services implies agreement with all Library policies, including its Social Networking Policy and Acceptable Use of Internet and Public Computers Policy, and the Terms of Service of each individual third-party service. If a user does not agree to these terms they are not to use the services provided.

The role and utility of social networking sites will be evaluated periodically by Library staff and may be terminated at any time without notice to subscribers.

Any employee who maintains, make entries to or uses a social networking profile or site, (Blogs, FaceBook, etc.), is required to abide by the following rules and regulations:

Workplace

- Library equipment including computers and electronic systems are limited to business use only
- Employees must abide by confidentiality policies
- Employees must comply with other Library policies, (such as rules against sexual harassment)

Non-Workplace

- Use of the Library logo or other branding used to identify the Library may only be used with the permission of the Library Director or his/her representative
- Employees are to make clear that the views in their Blogs or social network pages are their own and not those of the employer
- Employees are prohibited from making discriminatory, defamatory, libelous or slanderous comments when discussing the employer, the employee's superiors, co-workers, patrons, and/or competitors in a personal or workplace Blog or social networking page

Approval of Online Presences

The Director must approve any and all representation of the Library on the Internet. No Library employee may set up an online account of any kind that represents the Library without prior approval even if the account is not intended for public distribution or access. Representing the Library in any way, even through a personal account, is subject to the approval of the Director. Representing the Library, such as by commenting on an online Blog, or an online news article, must also be approved by the Director. Failure to receive approval before securing an online Library account of any kind, by representing the Library within a personal account, or by representing the Library using a comment feature within a social networking site, (or regular website), will be considered a very serious offense and could result in termination or employment.

Library staff members who initiate or maintain an online account must familiarize themselves with, and periodically review End User Agreements that are provided by the social networking site's host organization. Staff members may not make any agreements with an online provider which would infringe upon the privacy of its patrons, violate other Library policies or obligate the Library in any way, (including financially), beyond terms that are approved by the Director.

F. Pro-Children Act of 1994

The Pro-Children Act of 1994 provides in Section 20 U.S.C.S. (2), any person or agency which provides children's services consistent with the Pro-Children's Act of 1994 may not allow any smoking inside the facility after December 26, 1994.

The definitional section, 20 U.S.C.S. 6083 provides: (2) Children's services – The term "children's services" means the provision on a routine or regular basis of health, day care, education or library services.

The penalty section, 20 U.S.C.S. 6083 (d) provides: The penalty for violating this Act is a fine not to exceed $1,000 for each violation or subject to an administrative compliance order, or both as determined by the Secretary for Health and Human Services. 20 U.S.C.S. (f) – each day a violation continues constitutes a separate violation.

G. Patriot Act

Law enforcement authorities requesting patron information must abide by the following procedures:

Staff should immediately ask for identification if they are approached by an agent or officer and then immediately refer the agent or officer to the Library Director or other designated officer of the institution in his/her absence.

Staff member must first notify Library Director before disseminating any patron information to law enforcement authorities.

Library Director must notify President of Library Board of Trustees.

Library legal counsel shall be immediately notified.

The American Library Association shall be called and shall be given the following message:
"This is <caller's name> with the Robertson County Public Library and I need legal counsel."

The Library Director or Library Officer should meet with the agent with Library counsel or another colleague in attendance. If the agent or officer does not have a court order compelling the production of records the Library Director or Library Officer should explain the Library's confidentiality policy and the state's confidentiality law, and inform the agent or officer that users' records are not available except when a proper court order, in good form, has been presented to the Library.

Without a court order neither the FBI nor local law enforcement has authority to compel cooperation with an investigation or require answers to questions other than the name and address of the person speaking to the agent or officer. If the agent or officer persists or

makes an appeal to patriotism, the Library Director or Library Officer should explain that, as good citizens, the Library staff will not respond to informal requests for confidential information, in conformity with professional ethics, First Amendment freedoms and state law. If an agent or officer presents a court order the Library Director or Officer should immediately refer the court order to the Library's legal counsel for review.

H. Americans with Disabilities Act (ADA)

POLICY
The Robertson County Public Library will comply with the Americans with Disabilities Act (ADA) providing equal access for all to the services of the public library and to employment within the public library system. The Library Director and Board of Trustees will have responsibility for developing a program for ADA compliance.

PROGRAMMING AND PUBLIC INFORMATION
Provisions will be made to assist individuals with disabilities at programs upon the individual's request. Information concerning the accessibility of programs will be provided in all program announcements. The statement to be included in all announcements is as follows:

"Facility physically accessible to individuals with disabilities. Individuals with disabilities who would like assistance please call 606-724-5746 at least one week prior to programs."

REFERENCE AND INFORMATION REQUESTS
The Library's collection includes materials in alternative formats including large print materials and multimedia. We will purchase videos with closed captions if available. There are interlibrary loan services for additional materials.

On request, our Outreach service provides materials to homebound individuals unable to come to the Library.

STAFF TRAINING
The Library will encourage the development of staff awareness and sensitivity to service patrons with disabilities. All staff will receive ongoing training to ensure proper attitude, enable them to provide assistance, and emphasize the Library's responsibility to persons with disabilities.

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