



# GREEN COUNTY

## PUBLIC LIBRARY

### **Board Policies**

Created- 1/15/2013  
Reviewed- 7/17/2018  
Revised- 8/21/2018

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# Welcome

Welcome to the Green County Public Library Board of Trustees!

The Library is tasked with providing services to the people of Green County. To that end, the Library has adopted the following statement of that mission:

## **Enrich...Empower...Educate**

The mission of the Green County Public Library is to provide current materials, services, programs, and technology to meet the educational, informational, and recreational needs of community members of all ages.

We shall provide a place that is conducive to learning and recreational reading, as well as an area for meetings and programs that foster literacy and community.

We shall strive to meet all statewide standards for libraries, and we shall provide service hours and staff sufficient to serve the community needs.

We shall reach beyond our own resources to gain access to materials that we do not own, thus building cooperative ties that will benefit our community at large.

Knowing this mission gives you an idea of the Library's goals in the community. We hope that you will support us in meeting these goals as well.

The Board is governed by the Kentucky Revised Statutes, its own Bylaws, and the policies that it sets. Policies may not change or circumvent the provisions set forth in the Bylaws. The Bylaws may not change or circumvent the regulations covered in the Kentucky Revised Statutes.

The Library is grateful for the efforts of its Board. Your governance is a service to the entire county.

# **Bylaws**

Created 1/15/13  
Revised  
Reviewed 2/18/14

Whereas, this Board of Trustees, having been officially appointed by the County Judge/Executive of Green County, Kentucky, in accordance with the Kentucky Revised Statute Number 173.720, and having been officially designated as the GREEN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES, is desirous of operating in an organized manner.

Now, therefore, be it resolved that the following BYLAWS be adopted and by the passage of this resolution by majority vote are declared to constitute the official BYLAWS of the GREEN COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES.

## **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 Green County. This shall consist of establishing, equipping and maintaining libraries 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 without any conflict of interest by the board. Please note the "Conflict of Interest" policy adopted by the board in the Board Policy Handbook.

## **Article II (Membership)**

The membership of this Board shall consist of five members.

## **Article III (Term)**

Members of this Board shall be appointed in accordance with the Kentucky Revised Statutes. Terms shall begin on 15 February of the year of such appointment. Terms will expire after four years. Members may only 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)**

- Section 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.
- Section 2.* Officers shall be nominated by nominations from the floor.
- Section 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 (Duties of Officers)**

- Section 1.* The President shall preside at all meetings of the Board and is eligible to vote on all matters coming before the Board when only three members of the Board are present or when there is an equal number of votes, for and against, concerning a particular motion. The President shall appoint all special committees of the Board and can serve as an ex-officio member at any special committee meeting. The President oversees the preparation of all agendas, conducts all meetings in an orderly manner, and performs generally those duties of a presiding officer.
- Section 2.* The Vice-President shall perform all the duties and assume all the responsibilities of the President in his/her absence at a regular or special meeting of the Board.

*Section 3.* The Secretary shall oversee the keeping of true and accurate accounts of all the proceedings of Board meetings to include records of attendance of Board members at regular monthly meetings; notification of any member who has missed three regular meetings in any one year of his/her term; and notification of any member of his/her automatic resignation upon missing four regular monthly meetings in any one year of his/her term. The Secretary shall ensure the safekeeping of all official minutes and other official records of the Board. The Secretary shall perform all the duties and assume all the responsibilities of the President in his/her absence and in the absence of the Vice-President at a regular or special meeting of the Board.

*Section 4.* The Treasurer shall be in charge of the funds, securities, and obligations belonging to the District and thus must be bonded by the library. The Treasurer shall see that proper records are kept, showing receipts and disbursements of the Board, with vouchers in support thereof. The Treasurer shall see that a financial report is prepared for each regular meeting of the Board. Budgeted expenditures approved by the Board may be paid by the Treasurer in a timely manner prior to the regular monthly meeting. Such expenditures shall be recorded in the minutes of the Board meeting. Any non-budgeted expenditures must be approved by the Board prior to payment. All checks issued covering the disbursements of the Board shall require two signatures. Signers authorized by the Board shall include the Treasurer, the President, the Library Director, and any designated official representing the Library who has been approved by the Library Board and duly recorded in the minutes of the Board meeting.

### **Article VIII (Meeting Dates and Location)**

The regular meetings of the Board shall be open to the public and held each month. Meetings shall be held on the third Tuesday of each calendar month at 3:00 p.m. in the community room of the library unless exception is noted and posted. Date, time, and location shall be announced at each meeting for the following month. Dates, times, and locations of all meetings shall be posted in the Library's paper of record at least once each year. Changes to the schedule will be posted in a timely manner.

## **Article IX (Special Meetings)**

Special meetings 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 and advertising of such meetings shall be at least twenty four hours in advance, in accordance with the Open Meetings Act(KRS 61.800-850).The notice must contain the item(s) of business to be considered at the special meeting. The notification of the meeting and agenda must be posted at the Library twenty four hours prior to the meeting.

## **Article X (Annual Meeting)**

The Board shall hold an annual meeting each year in February. Election of officers shall occur during this meeting bi-annually on even numbered years.

## **Article XI (Fiscal Year)**

The Fiscal Year of the GREEN COUNTY PUBLIC LIBRARY DISTRICT BOARD OF TRUSTEES, shall commence July 1<sup>st</sup> and close June 30<sup>th</sup>.

## **Article XII (Duties)**

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

1. Secure adequate funds.
2. Hire an interested, trained, capable Library Director.
3. Determine, review and revise Library policies as necessary.
4. Approve expenditure of Library funds.
5. Hire an independent accounting firm certified to conduct an audit of the library every 4 years and modify any procedures if deficiencies are discovered in audit.
6. Encourage and receive gifts to the Library.
7. Work actively for the improvement of all libraries by supporting library legislation in the state and nation.
8. Attend Board meetings regularly.
9. Familiarize themselves with what constitutes good library service by reading, attending library meetings and visiting other libraries.
10. Be a liaison with the public at large concerning the Library's program of services.



11. Cooperate and consult with the Kentucky Department for Libraries and Archives in the development of library services.

### **Article XIII (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. Review of Agenda
3. Invitation for Public Comment
4. Staff Reports (as necessary)
5. President's Report (as necessary)
6. Correspondence
7. Attorney's Report (as necessary)
8. Regional Librarian's Report (as necessary)
9. Library Director's Report
10. Committee Reports (as necessary)
11. Unfinished Business
12. New Business
13. Approval of payment vouchers and financial report
14. Revision/Approval of Minutes of previous meeting
15. Announcement of next meeting date, time, and location
16. Adjournment

### **Article XIV (Duties of Librarian)**

The Library Director is the administrator of the Library program of the District and shall:

1. Attend all Board meetings other than the time during which his/her own salary or tenure are being discussed.
2. Put together a Board packet which includes minutes, financial and statistical reports for monthly board meetings and distribute to each member either through the mail service or hand delivery one week prior to meeting.
3. Determine and recommend needed policies for Board action.
4. Carry out the policies of the Library as adopted by the Board.
5. Maintain the operation of the Library as adopted by the Board.
6. Be in charge of the hiring of all Library personnel, supervise all branch heads and department heads, and submit employee evaluation reports to the Board when requested.

7. Oversee the selection and purchase of books, Library materials and other necessary supplies.
8. Provide for a continuous and active public relations program.
9. Formulate and carry out plans for extending the use of Library facilities to all parts of the District served.
10. Make regular reports, the required state annual report, UFIR report and the biannual Library Standards in a timely manner as required.
11. Attend professional meetings and library workshops.
12. Provide for the continuing education and development of staff members.
13. Develop resourcefulness in providing service to all citizens, by learning where needed information and materials may be secured, so that no citizen remains unserved who requests help or special material.

### **Article XV (Attendance)**

Absence of a trustee from four regular monthly meetings of the Board during any one year of the trustee's term shall constitute automatic resignation from the Board by the Trustee. The count of absences shall begin on the first day of the Member's appointment to the Board.

### **Article XVI (Compliance)**

This Board shall periodically review operations and policies to ascertain that all Statutes pertaining to libraries are being complied within the operations of the Library.

### **Article XVII (Amendments to Bylaws)**

The BYLAWS of the GREEN 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 prior to any official vote on said proposed changes and/or amendments.
2. Any changes and/or amendments to the official BYLAWS shall be introduced at the prior monthly meeting before the meeting in which the vote for changes and/or amendments are voted upon.
3. Three favorable votes of the members of the Board present at a regular scheduled meeting shall be deemed sufficient to adopt any changes and/or amendments to these BYLAWS.

## Code of Ethics

The Green County Public Library District Board of Trustees strives to maintain the highest moral standards in the administration of the Library District. All trustees do affirm they shall:

- Adopt the most recent Green County Code of Ethics as required.
- Observe ethical standards with absolute truth, integrity and honor;
- Avoid situations in which personal interests might be served or financial benefits gained at the expense of the Library or its users;
- Excuse one's self immediately whenever there is the appearance of a conflict of interest;
- Ensure their personal philosophies or interests do not interfere with their administration of the Board or their support of its decisions;
- Respect the confidential nature of Library business while being aware of the applicable laws governing freedom of information;
- Support to the fullest the efforts of librarians in resisting censorship of Library materials by groups or individuals;
- Accept and perform all of the duties and functions of the position of Trustee;
- Listen and respect the opinions of other Board members, never criticizing other Board members for their opinions;
- Recognize that authority lies only within legal meetings of the Board and not with its individual members;
- Keep the Board informed of relevant information that would be of interest to all of its members;
- Read the distributed materials before the meetings and come to all meetings prepared to discuss the issues;
- Participate actively in meetings and actions and inform the Library Director when unable to attend;
- Attempt to interpret and anticipate the needs of the users of the Library;
- Refer concerns to the proper level on the chain of command within the Library;
- Recognize that the Board's responsibility is to ensure the Library is well managed, never undermining the authority of the Director in that management;
- Represent all users and potential users of the Library fairly and equally;
- Ensure that the Library and its facilities are well maintained, financially secure, growing, and always operating in the best interests of its users;
- Advocate for the Library, both within the community and within other organizations;
- Use the Library and become familiar with its staff and operations;
- Take advantage of opportunities for continuing development.

# **Appointment of Board Members**

## **Board Diversity**

The Board recognizes the need for diversification among its members so that a variety of segments and interests within the population are represented. The Board also requires (as mandated by KRS 173.725) that its members represent all of the geographical regions of the county. Special attention will be given to developing an array of professional experience that will benefit the Board's decision making abilities.

## **Postings and Applications**

All Board openings will be posted. Notification of the opening will be sent to the paper of record. Postings will include any specific interest(s) that the Board expects of the applicants, the geographical area that requires representation, and the term of office.

Interested applicants will be required to fill out an application and/or may be asked to submit a letter of interest and a resume. Applications, letters and resumes will be collected by the Library Director.

## **Selection Committee**

The Board and Director will review all letters and resumes and make a selection of candidates. A committee may be formed that will be responsible for interviewing selected candidates and then submitting the names of two qualified individuals to the full Board for approval.

## **Submission and Approval**

With the Board's approval, the Library Director will submit the names of the selected candidates to the State Librarian for approval. The State Librarian will send the approved names to the County Judge-Executive for appointment. Appointments will be made by the Judge-Executive and approved by the County Magistrates. By statute, the Judge-Executive may only choose from the names that are submitted by the Library's Board.

Until such appointment is made, the current Board members continue to serve in their present capacities and offices.

### **Oath of Office**

All incoming Board members will be sworn in by the County Judge-Executive or by a qualified and approved notary public of the Commonwealth of Kentucky. Appointments for the administering of the oath of office are made by the Judge-Executive's office.

### **Open Meetings and Open Records statement**

Each Board member, upon appointment, must sign a document that is provided by the County Judge-Executive which details the Board's support of Open Records and Open Meetings laws.

### **Termination**

Board members are appointed by the Judge-Executive and may not be removed by a decision of the Board itself.

### **Resignation**

A Board member may resign at any time. If a Board member resigns, the Board follows the same process for filling the position as it would a position vacated in the regular fashion. The incoming Board member would, however, only serve the remaining term of the outgoing Board member. The incoming Board member would be eligible to serve up to two more terms, if appointed.

### **Resignation by non-attendance**

A Board member who fails to attend four Board meetings during a year will automatically be determined to have resigned from the Board. (Each "year" begins on the first day of the Board member's appointment which is generally February 15<sup>th</sup> .) In such case, the Board will notify the State Librarian and the County Judge-Executive. The Board will then begin procedures to fill the vacant position.

## **Conflict of Interest Policy**

The Green 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.

Adopted by the Green County Public Library Board of Trustees this 15<sup>th</sup> day of May, 2012.

## Orientation of New Board Members

The Green 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 Green County Public Library:

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

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

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

- The Library's latest Annual Report
- The Library's Standards Report
- The Library's long-range or strategic plan

- The Library's current and previous year's budget
- The Library's tax rate (Special Purpose Government Entity)
- Board packets from the previous three months meetings, including minutes, statistics, and financial reports
- An organizational chart of the Library staff with names and titles
- A copy of the Library's policies or the location where they can be accessed
- Brochures or other concise information about the library or library services
- PR or information on any recent Library accomplishments

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

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

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

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

Adopted by the Green County Public Library Board of Trustees this 15<sup>th</sup> day of May, 2012.



# Board Communications

This policy is intended to cover only the internal communications of the Board.

## Board Packets

The Director will mail all Board members a packet of materials prior to each Board meeting.

The mailed packet will include:

- The agenda for the upcoming Board meeting;
- A narrative report from the Director of Library activities that month and current issues;
- Library statistics including:
  - Monthly circulation;
  - Monthly new borrowers;
  - Patron counts;
  - Programming and program attendance;
- Minutes of any Board meetings since the last packet was sent;
- Current monthly income and expenditures reports;
- Year to date income and expenditures reports;
- Transaction report which details all checks written by the Library during the past month;
- Other information pertinent to discussions by the Board during the upcoming meeting.

It is the responsibility of each Board member to familiarize him/herself with the materials in the packet prior to the upcoming Board meeting.

## Email

Board members may use their own private email accounts to conduct Library business. Board members should remember that all work-related communications are subject to the Open Records Act. By statute, all work-related email messages must be retained for two years.

## Contact information

The Library maintains contact information for all Board members. This information will be updated annually. The contact information for Board members is public record and will be released to the public upon request and advertised to the public as required by law.

## **Continuing Education**

The Kentucky Department for Libraries and Archives (KDLA) strongly encourages continuing education activities that involve Board members.

Each year, KDLA hosts an annual continuing education workshop. Other regional workshops may also be given.

In addition to these workshops, Board members may also be given opportunities to attend special workshops that focus on particular library issues including library administration, library promotion, and policy making.

Board members are sometimes asked to attend meetings with the Library staff.

An email listserv for Board members is maintained by the Kenton County Public Library. This listserv allows Board members across the state to communicate with each other and help each other in the execution of their duties. Board members who wish to be added to the listserv should contact the Director.

## **Reimbursement of Expenditures**

The Green Public Library Board members may be reimbursed only for pre-approved out-of-pocket travel expenses actually incurred in the performance of their duties for the Green County Public Library, including attendance of continuing education events. Prior authorization by a vote of the Library Board is required for expenditures to qualify for reimbursement. Travel expenses must always be minimized to the extent reasonably possible under the circumstances.

Original receipts must document claimed expenses. No expenses will be reimbursed for friends or relatives accompanying a Board member on Green County Public Library business. No expenses will be paid or reimbursed for non-business-related travel or extension of stay beyond completion of the business of the Library. All travel expenses must be pre-approved to be eligible for reimbursement.

## **Travel meal expenses**

Board members who engage in pre-approved out-of-town travel on official Green County Public Library business will be reimbursed for any reasonable expenses incurred for meals while travelling. The Library will not reimburse for the cost of alcoholic beverages. To request reimbursement, the Board member must submit a voucher with receipts attached. The voucher will be signed by the Board President and Secretary and submitted to the Library Director/Bookkeeper for reimbursement.

## **Business meeting meals**

The Green County Public Library's Board members do, on occasion, meet during meals or invite special guests (such as visiting performers/authors, and potential employees) for meals. The Board will approve all expenditures for business meeting meals in advance. Expenditures for business meeting meals will be made on the Library credit card. No charges for alcoholic beverages will be paid by the Library. Business meeting meals should be reasonably priced, appropriate for the event, with care taken to limit the expense to the Library. Excessive expenses will become the responsibility of the Board members. Receipts for all business meeting meal expenses are required before reimbursement may be made.

## **Mileage reimbursements**

When pre-approved out-of-town travel on official Green County Public Library business is conducted using a Board member's personal vehicle, mileage shall be recorded and will be reimbursed by the Library. Mileage will only be reimbursed for the shortest of the most direct routes between either the Board member's residence and the destination, or the Library and the destination. The Library credit card should not be used for gasoline expenses except when used for vehicles owned, rented or leased by the Library. Mileage will be reimbursed at the rate approved by the Commonwealth of Kentucky Finance and Administration Cabinet on a quarterly basis. Please ask the Director for the current rate.

Requests for reimbursement for mileage should be made to the Director using the *Mileage Reimbursement* Form which should be submitted within 30 days of returning from the event.

## **Special transportation**

Airline fares for a Board member's pre-approved out-of-town travel on official Green County Public Library business will be paid for by the Library in advance. Taxi cabs must be paid using the Board member's own personal funds. The Library will reimburse reasonable taxi cabs expenditures upon the Board member's return. Pre-approved rental vehicles should be paid for with Library credit card. Board members should take reasonable efforts to seek the most economical means of travel available.

## **Lodging**

Pre-approved hotel expenses for pre-approved out-of-town travel on official Green County Public Library business should be paid for with the Library credit card. Reasonably priced accommodations (for conferences, at the conference rate) should be sought. Only reasonable expenses related to the lodging itself will be paid for by the Library.

## **Requests for reimbursement**

All requests for travel expense reimbursements must be submitted on appropriate forms with appropriate supporting documentation. For special trips (such as conference attendance), reimbursement requests may be made upon the Board member's return. Routine mileage reimbursements may be requested monthly.

## **Safety**

Board members traveling on Library business are required to wear seatbelts at all times. Traffic violations and citations are the responsibility of the driver. Restrict cell phone/texting use. Obey Kentucky law of no texting while driving.

# Public Relations

## Library Promotion

Each Board member has the responsibility to promote the Library to the community. Such promotion may include:

- Mentioning the Library and its services to members of the community;
- Supporting library-friendly legislation with elected officials;
- Representing the Library at community functions.

## Public Statements

The Board appoints and supports the Library Director as the public relations official for the Library. Generally, the Board will allow the Director to issue statements on behalf of the Board and the Library without prior approval. In special cases, the Board may choose to limit the Director's statements or ask for prior approval.

In some cases, the Board may choose to issue statements on behalf of the Library. Generally and where feasible, such statements should be coordinated with the Library Director's input. If the Board chooses to make public statements, remarks should be communicated by the President of the Board with the approval of the full Board.

## **Recruitment and Hiring of Library Director**

One of the Board's primary and most important responsibilities is hiring the Director of the Library. The Board may choose to modify the procedures outlined below as it sees fit. The Board may also choose to hire an outside contractor to conduct the search for a new Director.

### **Search Committee**

Upon notification of the current Director's separation from service, the Board will form a Search Committee from its membership to oversee and coordinate the search for the new Director. The Search Committee may include the current Director, the Interim Director, or another individual contracted by the Board to assist in the selection process.

The Search Committee should determine a designated contact for individuals to solicit for information, to arrange interviews, to gather correspondence, and to generate correspondence.

The Search Committee should agree on interview questions. The same questions should be used in all interviews. All members of the Search Committee should be involved in asking questions during the interview. The Search Committee may choose to solicit questions from the Library's general staff.

The Search Committee should prepare a procedure and time frame for:

- Advertising the position;
- Selecting candidates;
- Conducting and evaluating initial interviews;
- Conducting and evaluating second interview(s);
- Proposal of the selected candidate to the Board for approval.

### **Advertising**

The Search Committee will review the current job description for the Director and generate a job posting based upon that description. The revised job description and job posting should be approved by the full Board.

The job posting should include:

- A brief description of the Library's facilities;
- A brief description of the Library's collection;
- A brief description of the Library's staff (the number of total staff, the number of FTEs, the number of MLS librarians);
- A brief description of the community;
- Job responsibilities;
- Education requirements;
- Experience requirements;
- Salary range;
- Name of the designated contact for the Search Committee;
- Mailing address for applications.

The Library should advertise the open position thoroughly including postings on:

- All public and staff bulletin boards;
- The Kentucky Department for Libraries and Archives website;
- The library's website and face-book page;
- The City of Greensburg website;
- The Greensburg Record-Herald;
- Radio public announcements

### **Selecting Candidates**

The Search Committee will review all applications and select candidates for interview.

Candidates who are not local should be reimbursed for travel, meals, and lodging. Mileage should be reimbursed at the rate set for Library staff.

The Search Committee may also choose to conduct telephone interviews with candidates who are not local. Even if telephone interviews are conducted, the candidate should be asked to come to the Library for a regular interview. If a telephone interview is conducted, the Search Committee should agree on a format and questions for the interview.

Each candidate should be informed of the interview process and given a timeline for the process.

## **Initial Interview**

The initial interview should involve only the candidate and the Search Committee. From these interviews, the Search Committee will select a candidate(s) for a second interview.

## **Second Interview(s)**

The candidate(s) selected for a second interview should be given a packet of information including:

- The current Long Range Plan for the Library;
- A copy of Personnel and General Policies;
- Minutes from a recent Board meeting;
- A copy of the Library's current annual report.

The purpose of this packet is to give the candidate(s) a sense of the Library's current issues and future plans.

The second interview(s) should include:

- A meeting with the Search Committee;
- A tour of the Library's facilities;
- A meeting with the full board. The Board should prepare set interview questions and involve all members. The Selection Committee can inform the Board of previous discussions with the candidate(s).

After the second interview, the Search Committee should consult with the staff to solicit their opinions.

## **Selecting a final candidate**

After the second interview, the Search Committee may choose to recommend a candidate(s) to the Board. The Board will vote to select a candidate. The Board should also discuss any salary limitations or other contractual arrangements that are appropriate. (Please see *Contract for Director*.)

## **Job Offer**

The President of the Board should contact the selected candidate to offer the job. Details of the candidate's salary and other contractual arrangement should be discussed with the candidate at this time.



After this discussion, a formal letter of offer including the contract for employment should be sent to the candidate. Once these documents have been returned, other employment documents can be mailed.

### **Announcing the Candidate**

The Interim Director should notify the staff of the candidate's acceptance and provide some biographical information about the new Director.

A meeting of the Library's staff with the candidate should be arranged by the Interim Director.

A press release should be sent announcing the Library's new Director to the public.

### **Letters of Non-Acceptance and Extended Search**

A form letter to all applicants for the position of Director should be sent by the official contact person advising them that the position has been filled.

Personalized letters should be sent to all applicants whom the Board interviews but chooses not to hire. If the search for the new Director becomes extended (longer than three months), the contact person will send a form letter to all current applicants advising them of the extension.

### **Documentation**

All documentation created by the committee including any received resumes, correspondence, background checks, and related information should be retained for a minimum of one calendar year.

Documentation for the successful candidate will become a part of the employee's personnel file.

# **Contract for Director**

## **Initial Contract**

The Board will negotiate a contract with the incoming Library Director at the time the position is offered.

The contract will include:

- The negotiated salary;
- Other negotiated benefits including Vacation Leave;
- Anniversary date;
- Annual merit increase;
- Separation clause for the Board;
- Separation clause for the Library Director;
- The contract term.

Other benefits for the Director are the same as those of regular Library employees. The Board may negotiate any special provisions of the contract with the Director at the time of hiring or during contract renewal.

## **Contract Renewal**

The contract term is set by the Library Director and the Board. Before the end of the contract, the Board will meet with the Library Director in executive session to discuss the terms of the new contract. The renewed contract will contain all of the elements of the initial contract, removing any unnecessary special provisions and adding any new.

## **Evaluation of Library Director**

The Board will evaluate the Library Director annually. The format for evaluating the Director will be agreed upon by the Board and Library Director. The timing of the evaluation should coincide with the Director's anniversary date for employment.

Each Board member should be given the opportunity for input in the Director's evaluation. Board members should be given this opportunity in executive session without the Director present.

The Board President will discuss the comments of the Board with the Director. Both the Director and the President should sign all copies. The Director's signature is not meant to imply agreement, only receipt and acknowledgement of discussion. The chance for a written challenge should be allowed. The written evaluation (and any challenge) should be included in the Director's personnel file. Copies of the compiled evaluation (and any challenge) should also be distributed to each Board member.

If there is a challenge to an evaluation, the Board will meet to discuss the challenge with the Director in closed session. The same conditions which might apply as in a disciplinary action (including the ability to produce witnesses) will be allowed. The Board will deliver a written response to the challenge within seven calendar days. The response will become a part of the Director's personnel file.

## **Dismissal of the Director**

The Board has the responsibility and the obligation to ensure that the Library Director is performing his/her duties in a fashion that will sustain and enhance quality service to the patrons of the Library. As such, the Board may take action to remove a Library Director whose performance has become detrimental to the continued advancement of the Library.

The Board should follow an established and logical procedure in the discipline of a Library Director whose performance has become suspect.

### **Investigation and Discussion**

The Board may choose to meet in executive session at any time to discuss the performance of the Director. The Director may or may not be present, as the Board wishes. If the Board needs assistance, other individuals may be asked to attend such meetings including:

- A Regional Librarian or other representative from the State Library;
- The Library's attorney;
- Staff of the Library;
- Other individuals whose advice or testimony might be valuable to the Board in conducting an investigation or making a decision.

### **Disciplinary Procedure**

After the Board has discussed the Director's performance, the Board may choose to:

- Ask the President of the Board to speak with the Director privately;
- Ask the Director to attend a meeting with the Board in executive session to discuss any issues;
- Meet in executive session to draft a written letter of reprimand for the Director;
- Suspend the Director with or without pay until further discussions can take place or further guidance can be solicited;
- Terminate the Director.

While this list does outline a procedure, the Board is in no way obligated to follow the list sequentially. Depending on the nature of the Director's failure to perform to the Board's satisfaction, the Board may choose to skip any steps in the disciplinary process that it deems prudent.

### **Termination**

If the Board chooses to terminate the Director, grounds for such dismissal should be reviewed with the Library's attorney. The attorney should also advise the Board regarding its legal obligations under the existing contract with the Director. The full Board, a committee or delegation of the Board, or the President of the Board should meet with the Director to outline the reasons and conditions of his/her dismissal.

## **Interim Director**

If the current Library Director is unable to perform his/her duties for any reason, it is the Board's responsibility to provide for an Interim Director for the continued and uninterrupted administration of the Library.

### **Selection**

The Board may choose to select anyone willing and capable of administering the Library as Interim Director. The Board will, however, seek to fill the position with a candidate who generally meets the expectations for someone hired for the position.

The Board may choose to temporarily promote a current staff member to the position of Interim Director while the new Director is being hired.

The selected Interim Director should not be a key or substantial witness to any investigation involving the outgoing Director, if such a situation should exist.

The selected Interim Director should be contacted by the President of the Board (or designee) when the position is offered.

### **Contract for Interim Director**

The Board will negotiate a temporary contract with the Interim Director. Salary should be based upon a negotiated settlement with the candidate. If a current staff member is chosen, the negotiated salary should be informed by the candidate's current salary. Current salary information can be obtained through the library's CPA .

The contract should expire with a suitable overlap period for the transition from the Interim Director to the new Library Director.

Any special responsibilities or limitations that the Board chooses to place upon the Interim Director should be outlined in the contract.

### **Special Considerations**

If the outgoing Director was terminated by the Board, the Interim Director should be informed of any issues that s/he might face as a result. The Interim Director should not be informed of any issues that may result in litigation unless such information is necessary to the continued administration of the Library. Before any such discussions of a termination, the advice of the Library's attorney should be sought.

The Interim Director may or may not be involved in the search for a new Director as the Board chooses. If the Interim Director is a candidate for the open position, s/he should not be involved in any way in the search for a new Director.

The Board should keep in mind that if the Interim Director is selected from the staff that the responsibilities of that staff member will need to be adjusted. Other staff members who take on these obligations might also have to receive adjusted salaries during this interim period.

## Grievances

Staff members of the Library have the ongoing opportunity to file formal grievances with the Board. The Grievance Policy is contained in the Personnel Policies of the Library. The Board should ensure that the staff member has completed all of the steps outlined in the Personnel Policies before a grievance hearing is granted.

Staff members who are granted a hearing should be given that opportunity at the next scheduled Board meeting. Prior to the hearing, the Board President (or designated individual) should contact the staff member to ascertain whether other witnesses will be requested by the staff member. The staff member should be limited to an appropriate amount of time (generally thirty minutes) to present his/her arguments. The staff member should be informed of the allotted time prior to the hearing.

The hearing will be conducted in open session.

During the hearing, the Board may ask questions and request other information or witnesses as necessary. The minutes of the hearing will be a part of the Board's regular minutes but should also be recorded separately for inclusion in the personnel file of the employee.

After the hearing, the Board President (or designated individual) will write a summary of the Board's decision including any corrective measures that may be deemed necessary. The written decision will be included with the Board's regular minutes and will be included in the employee's personnel file. The decision will also be delivered to the employee.

All decisions of the Board in a grievance hearing are final. If the employee is not satisfied with the Board's decision, s/he may pursue legal advice or actions as s/he deems appropriate.



## **Long Range Planning**

Planning for the future development of the Library's facilities, staffing, and services is one the most important functions of the Board. Each year, the Library should revisit its long range plans, revise them as necessary, and discuss the past year's performance.

The Board may choose to hold a special meeting to discuss the long range planning of the Library. While the entire Board should be involved, a subcommittee may also be formed to participate more intimately with the planning process.

The Director will provide a copy of the approved long range plan to the Fiscal Court.

## Tax Rates

The Library receives revenue from taxes as a SPGE. Taxes are collected by the Sheriff or County Clerk on behalf of the Library. For this service, the Sheriff and the County Clerk receive a percentage of the total revenue collected as compensation for their expenses in collecting the tax.

The tax rate is proposed each year based on revenue projections provided by the Kentucky Department for Libraries and Archives. These projections are based on the value of property as assessed by the Green County Property Valuation Assessment office and certified by the Kentucky Department of Revenue. The time line for the process is addressed in the Kentucky Revised Statutes and can vary.

Separate tax rates are determined for:

- Real Estate—Includes all real estate that is privately held within the county. The collection does not include property that has been given a “tax break” as determined by the federal, state or local governments. This tax represents the bulk of the Library’s income from taxes;
- Personal Property—Includes all taxable personal property of a business including furnishing, equipment and inventory;
- Motor Vehicles and Watercraft—The tax rate for this category by state law may not exceed the rate set on January 1, 1983.

In addition to these tax rates, the Library also receives revenue from the following taxes:

- Franchise Tax—This tax includes the property of public service businesses who own property over a large region including railroad and utility companies. The tax is assessed by the Kentucky Department of Revenue. The Library’s revenue from this tax is determined by the tax rate set on both real estate and personal property taxes. The tax is collected and distributed by the Sheriff;
- Railroad and Aircraft—The railroad tax is based on the number of miles of railroad track and the traffic on those tracks. The tax rate is based on the Library’s personal property rate. It is collected and distributed by the Kentucky Department of Revenue. Aircraft in Green County are all privately owned aircraft. The tax is based on the personal property tax. The tax is collected and distributed by the Kentucky Department of Revenue;

- Omitted Tangibles—This tax is assessed on property (motor vehicles, furnishing, inventory, etc.) that was not reported at the beginning of the calendar year to the county Property Value Assessment Office. It is assessed, collected, and distributed by the Kentucky Department of Revenue. The tax rate is determined by the personal property tax rate;
- Telecommunication Tax—This tax is assessed on the service provided by satellite, cable, and telephone companies. This tax is assessed, collected, and distributed by the Kentucky Department of Revenue. The tax rate used for this tax is the personal property tax.

Each year, the Library may adopt a tax rate that produces a 4% increase (or less) in income without the option for public petition to recall the tax. A tax rate that produces revenue that exceeds a 4% increase in income is subject to public petition and recall within 45 days.

### **Tax Rate Hearing**

The Library will ensure that appropriate legal postings are placed in the Library's paper of record concerning all matters related to setting the tax rate.

The tax hearing is a public meeting; it must be open to the public at all times. The hearing must be held at a time and place which is convenient to the public.

Members of the public may attend the hearing and cannot be required to identify themselves (or "sign in") in order to attend. The library cannot place conditions on attendance of the public other than the conditions required to maintain order. The library must permit news media coverage, including recording and broadcasting. A member of the public, as well as the media, must be permitted to record the meeting.

Since the General Assembly has not established procedural rules for the conduct of meetings and citizen participation, each library district must adopt its own rules of procedure, but those rules cannot conflict with the Open Meetings Act. This includes the ability to place "reasonable time limits" for each speaker. A quorum of the board is not required to attend the meeting, though if one does it becomes a "special board meeting" under the open records act. The information which must be contained in the hearing notice is detailed in KRS 132.023. This information is provided with the tax rate information KDLA sends to the Library.

## Annual Budget

The annual budget is created by the Library Director. The Board reviews the proposed budget in detail with the Director. The Board will approve the finalized budget in May of each year.

The budget includes projected income from:

- Taxes:
  - Includes all tax receipt checks received from the County Clerk, the Sheriff's office, and the Kentucky Department of Revenue.
- Services
  - Includes income from copiers, fines, and fees.
- Donations
  - Includes donations from individuals and organizations in the county.
- Grants
  - Includes the annual state aid check from the Kentucky Department for Libraries and Archives and any other grant money that the Library currently is eligible to receive.
- Other
  - Includes other miscellaneous income (generally reimbursements) received by the Library.

The budget expenditures for the Library include:

- Capital Expenditures
  - Capital Improvement—Includes renovation or building projects.
  - Capital Outlay—Includes new equipment and furnishings.
- Library Materials
  - Includes expenditures for circulating materials, electronic databases, processing costs, and other expenditures related to the collection.
- Operating Expenditures
  - Includes service contracts, payment for services, insurance for facilities, public relations, programs, utilities, and other miscellaneous expenses.
- Personnel Expenditures
  - Includes salaries, benefits, retirement, various employee related insurance costs, and other miscellaneous personnel expenditures.

By law, the budget expenditures must be equal to the budgeted income. The Library can direct revenue into reserve accounts to apply toward future capital expenditure projects.

## **Budget Reports**

The Board is provided with an abbreviated copy of the Library's budget in its monthly packet. A more detailed version can be requested at any time. The final budget report to the Board for the fiscal year is provided in detailed form. A list of all financial transactions is provided to the Board each month.

The Library files an annual Uniform Financial Information Reporting (UFIR) form with the Department of Local Government. A summary of the proposed annual budget is filed with the County Clerk each year as well. A report of the Library's past fiscal year expenditures is included with the annual report filed with the Kentucky Department for Library and Archives (KDLA).

## **Audit**

The Library is audited every 4 years by an independent accounting firm certified to conduct audits under current governmental accounting rules and standards. The Board will approve the accounting firm used for this service each year.

The accounting firm will:

- Conduct tests of the Library's accounting practices;
- Evaluate the Library's financial status including all liabilities and assets (both financial and physical);
- Create a written report on the Library's financial status;
- Review and provide a verbal report on the expenses related to the Library Director.

The Board will approve the report of the auditor in January. Copies of the report will be kept in the Library's Business Files and will be made available to interested parties or individuals as required. Each Board member will be given a copy of the final report.

## **Litigation**

When the Library becomes involved in litigation, the Board will retain the services of a lawyer trained in the type of litigation being conducted. The Library retains a lawyer at all times for consultation.

Board members will not comment to the press during the course of litigation. All communication with the press will be channeled through the Library's appointed attorney or the Library Director. If the Board's direct opinion is solicited, all communication should be conducted through the President of the Board and should be a reflection of the entire Board's opinion.

## **Professional Assistance**

The Board may occasionally retain the services of a contracted professional to advise or provide expertise in a particular area. This may include:

- Special legal counsel;
- Architects;
- Financial auditors;
- Other special services.

When the Board retains such services, communication with the contracted agent should be delivered through the Library Director or the President of the Board in order to avoid excessive billable charges for services.

The Board may also seek the professional assistance of the Regional Librarian and other individuals employed by the Kentucky Department of Libraries and Archives (KDLA).



# Library Policies

The Library relies upon many policies in order to provide for its day to day operations. The policies of the Library are grouped into eight categories:

- Circulation Policies
  - Circulation Policies cover all aspects of the Library's circulation of materials including library cards, loan periods, damaged/lost materials, and fine schedules. All circulation staff should review these policies frequently.
- Collection Development Policies
  - Collection Development Policies guide the Library in selecting/adding materials to the collection, withdrawing materials from the collection, adding new formats for materials, accepting donations, and provide an overview of the ordering process.
- Emergency Procedures
  - Emergency Procedures covers all types of major and minor incidents that the Library could face including natural disasters, patron misbehavior, building/facility failure and other similar events.
- General Policies
  - General Policies cover most of the operations of the Library. While all of the policies in this grouping are important, some have more impact on a day to day basis including: *Acceptable Behavior Standards*, *Internet Acceptable Use*, and *Unattended Children*. Supervisors should review these three policies regularly with staff.
- Income and Disbursements
  - Income and Disbursements Policies are required by law.
- Investment Policies
  - Investment Policies are required by law and guide the Board, the Director, and other entities that the Library conducts business with, in the investment of the Library's funds.

- Personnel Policies
  - The personnel policies define the working environment including entry level salaries, job classification, leave policies, benefits, evaluations, and grievance procedures. Every employee should review these policies at the time of hiring and at the time of his/her annual evaluation. Supervisors may also find it necessary to review them with an employee during a disciplinary action.
  
- Volunteer Policies
  - Volunteer Policies govern the Library's use of volunteers in the conduct of its operations. These policies should be reviewed with each volunteer at the beginning of volunteer service.

The Meeting Room Policy also contains the form for its use. It is maintained separately from these groups.

### **Creation**

The Library Director is tasked with the creation of Library policies. The Board should, however, recommend the creation of policies as deemed necessary and beneficial to the ongoing administration of the Library.

Policies created by the Library Director will be reviewed and approved by the Board.

### **Revision**

The Board reviews the policies of the Library according to an annual schedule. While revision of the policies may occur at any time, the annual review provides the opportunity for discussing and anticipating any necessary changes.

### **Administration**

The Library Director is charged with the administration of approved policies of the Library. The Director will determine procedures for the administration of the policies.

The Library Director will ensure that policies and procedures are communicated to the staff of the Library.

## **Open Meetings**

The Board shall always operate in accordance with the Kentucky Revised Statutes (KRS) that govern the public's right to attend all meetings, be informed of such meetings, and have open access to the records of the Library.

### **Advertising Meetings**

All meetings of the Board must be in accordance with applicable Kentucky Revised Statutes governing its regular, special, and committee meetings.

The Board may choose to meet at a location other than the Library. Advertising such meetings follows the same rules as established in the Bylaws.

### **Public Attendance of Meetings**

The Board shall allow the public to attend any meeting of its members. Such meetings shall be advertised at least 24 hours in advance, in accordance with the Open Meetings Act (KRS 61.800-850).

Members of the public may be allowed to speak at any meeting. The Board may also choose not to allow the speaker or to limit the speaker's time in order to secure the orderly progression of its meeting. Such limitations shall be made by the Board President. Speakers may be required to schedule a time on the agenda prior to a meeting. Generally, speakers will be limited to fifteen minutes.

Members of the public may be asked to leave a meeting when the Board goes into Executive Session. Members of the public may also be asked to leave when their behavior is deemed inappropriate or disruptive to the regular conduct of the meeting. The Board will approve any action to remove a member of the public from its meeting.

# Board of Trustees and Library Employee Ethics Policy

The Green 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's 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 personal gain.
- 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 Green County Public 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 calendar year (and at the commencement of his/her service) during his or her tenure with the Green 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 or law 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 employee. This requirement does not absolve any Board members of their independent obligation 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:

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted by the Green County Public Library Board of Trustees this 15<sup>th</sup> day of May, 2012.

# Fiscal Responsibility Policy

Created  
Revised  
Reviewed

## **General Purpose:**

It is the policy of the Green County Public Library that the public office will 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 Green 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 act 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 Green 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://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 employee impacted by an action under this policy may appeal to the Board, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board, or by a committee appointed by the Board for this purpose. If actual violation is determined, the Board 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 65.007, 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.

Adopted by the Green County Public Library Board of Trustees this 15<sup>th</sup> day of May, 2012.

## **Board Investment Policy**

It is the policy of the Green County Public Library to invest funds in a manner which will provide the highest investment return with the maximum security of principle 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 principle 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, 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 own affairs, not for speculation, but for investment considering the probable safety 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 or 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 savings and loan institution which are insured by the Federal Deposit Insurance Corporation or similar entity or which are collateralized, to the extent 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 in operation for at least (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 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. Reserve funds may be invested in securities exceeding 1 year, 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 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 investment.

Adopted by the Green County Public Library Board of Trustees this 15<sup>th</sup> day of May, 2012.

## Oath of Office

*All new trustees will be asked to take an Oath of Office. The oath is administered by the County Judge-Executive. (The administration of the oath is an excellent publicity opportunity for the Judge and the Library.)*

*The text of the oath:*

I, \_\_\_\_\_, do hereby solemnly swear that I will support the Constitution of the Commonwealth of Kentucky, and to the best of my ability I will perform the duties and accept the responsibilities of Trustee of the **Green County Public Library** and that I will observe all the laws relating to said office of Trustee now in force or which may hereafter be enacted during my term of service.

I, being a citizen of this State, have not fought a duel with deadly weapons within this State nor out of it, nor have I sent or accepted a challenge to fight a duel with deadly weapons, nor have I acted as second in carrying a challenge, nor aided or assisted any person thus offending, so help me God.

Signed \_\_\_\_\_  
*Trustee*

Subscribed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Signed \_\_\_\_\_  
*President*

Signed \_\_\_\_\_  
*Judge or Certifying Officer*