Monthly Report May 2012

Kentucky Dept. for Libraries & Archives
Timothy Gampp
tim.gampp@yahoo.com

Serving Kentucky's Need to Know

Ten Essential Board Policies

KDLA is recommending ten essential board policies that library boards should adopt to enhance and maintain public confidence in the library board's efforts to conduct business in a responsible and transparent manner. During a time of increased scrutiny of public agencies, adoption of these policies makes a statement to the public about the desire of the Board to operate in a manner that represents the best interests of the taxpayer. Descriptions of the ten policies are in this month's Trustee Tip. The example policies can be found online at: http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx. Contact your KDLA Regional Consultant for additional help with developing these or other library policies.

The Twenty-Eighth Annual Kentucky Archives Institute

The 28th annual Kentucky Archives Institute is scheduled for June 22, 2012, at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort. The Institute, sponsored by the Friends of Kentucky Public Archives, Inc., provides information for scholars, general researchers, and genealogists interested in archival research. Featured speakers at this year's event include J. Mark Lowe, CG, FUGA; Walter Bowman, David Kirkpatrick, and Mark Myers of the Kentucky Department for Libraries and Archives. Participants will also have the opportunity to tour the Kentucky State Archives. The institute is from 8:30 a.m. -4:00 p.m. Eastern Time. The deadline to register is June 15th and space is limited to 50 persons. Participants will earn 4 contact hours towards certification renewal. The registration form, fee information and agenda is available at:
http://kdla.ky.gov/researchers/Pages/2012KentuckyArchivesInstitute.aspx.

Read and Feed—Summer Reading/Summer Food Service Program Grants

KDLA has partnered with KDE to offer grant funds to expand Summer Reading Programs in conjunction with the Summer Food Service Program. 56% of the children enrolled in Kentucky's public schools qualify for free or reduced food. According to the KDE Division of School and Community Nutrition, only 13% of those children participate in the Summer Food Service Program. Grant funds can be used to hire staff to manage the library's participation in the Summer Food Service Program, to extend and/or expand the duration of the Summer Reading Program, to expand the number of age appropriate programs and ultimately to increase the number of children participating in SRP. To learn more about this grant and to apply, you can go to our website at:
http://kdla.ky.gov/librarians/funding/Pages/2012%20Library%20Grants.aspx.

KDLA Salary Survey

The 2012 KDLA Salary Survey is now available on our website at http://kdla.ky.gov/librarians/plssd/Pages/LibraryStatistics.aspx (first link under library comparisons). Seventy counties responded with staffing information including hourly salary and years of service for several different library positions.

KDLA May 2012 Trustee Tip of the Month
What Policies Are Essential for Every Board to Adopt?

One of the many important duties of public library trustees is that of developing policies that define how the library will operate in fulfilling its mission. Kentucky Revised Statutes charge public library boards with establishing bylaws and creating policies as needed for efficient management and control of the library's assets, personnel, and facilities. [KRS 173.350(2), 173.520(2)(c), 173.745(2)(c)]

Bylaws and policies provide guidance to the board and library staff on the appropriate response to various issues and ensure that library business is conducted in compliance with all laws and regulations. Carefully developed and clearly written policies reduce the need for crisis policymaking, decrease the risk of liability, ensure equal and fair treatment of all library users, and provide guidance for the operation and use of the library.

While all policies address important aspects of library management, policies addressing financial issues assure the efficient and economical use of public funds and the safeguarding of public assets. These policies and the development of essential internal controls guarantee good stewardship and accountability of the library board in the prudent use of public resources used to provide the high quality of library services the community needs and wants.

Some essential policies that the library board should adopt to enhance and maintain public confidence in the library board's efforts to conduct business in a transparent manner include:

1. *Board Expense Reimbursement Policy* outlines how reimbursements will be made to a trustee who has incurred expenses while on library business.
2. *Board Orientation & Training Policy* describes the methods and documents that will be used to familiarize a new trustee with the library, staff, board bylaws and policies and how the trustee can continue to develop and grow in his/her knowledge of library issues and best practices.
3. *Code of Ethics* is a statement covering issues of transparency and integrity in governance.
4. *Conflict of Interest Policy* outlines the ethical principles that prevent trustees or their families from entering into a business relationship with the library, and the adoption of anti-nepotism policies on employment of family members.
5. *Fiscal Responsibility Policy* explains the ethical standards used in handling library funds or assets and the segregation of duties and internal controls that will be followed to maintain adequate fiscal oversight and prevent misuse or loss of funds or assets.
6. *Investment Policy* defines how public funds will be managed and invested.
7. *Open Records Policy* outlines the procedure for requesting access to library records that are subject to the Open Records Act and for how the library will respond to the request.
8. *Procurement Policy* establishes the methods the library will use to purchase goods and services in a fair, transparent, and competitive manner.
9. *Sponsorships/Partnerships Policy* clarifies how the library will interact with businesses and organizations that sponsor library events or become partners for a library event.
10. *Whistleblower Policy* details how the staff, trustees, or community members can communicate potential illegal or fraudulent activities in conducting library business, how these reports will be handled, and the protections afforded to any employee who, in good faith, reports his/her concerns.

Check the KDLA Website for samples of each of these policies at: **http://kdla.ky.gov/librarians/Pages/LibraryPolicies.aspx** or contact your KDLA Regional consultant for additional help with developing these or other library policies.