



TRUSTEE HANDBOOK

LAST UPDATED

1/23/2024

The Library's mission is to empower our community through free and open access to relevant, informative, and engaging resources and services.

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Welcome

Approved 1/13/2015

Revised 1/23/2024

Congratulations on your appointment as a trustee of the Bullitt County Public Library! We are proud of this organization and hope you are excited about your new role. The Library's mission is to "empower our community through free and open access to relevant, informative, and engaging resources and services." The board of trustees ensures that it remains strong, vibrant, and relevant to users with a wide variety of needs, hopes, and dreams. We are truly dedicated to improving lives every day.

The Library is funded almost entirely by local tax dollars from the citizens and businesses of Bullitt County, and we feel that it is a high priority to provide each and every taxpayer with the highest level of service available. A trustee is part of a decision-making team that includes the rest of the trustees and the library director. For a board to function effectively, all members must bring enthusiasm, preparation, and dedication to the task and have a firm understanding of the different roles played by the board, the director, and the library staff. With your commitment to advocating for library resources and advising and supporting the library administration as representatives of your community, our library will continue to be strong and successful.

Library trustees are special, as they freely contribute their time and energy to a board because they believe in the importance of free and strong public libraries in their communities. This generosity and dedication are vital to our success.

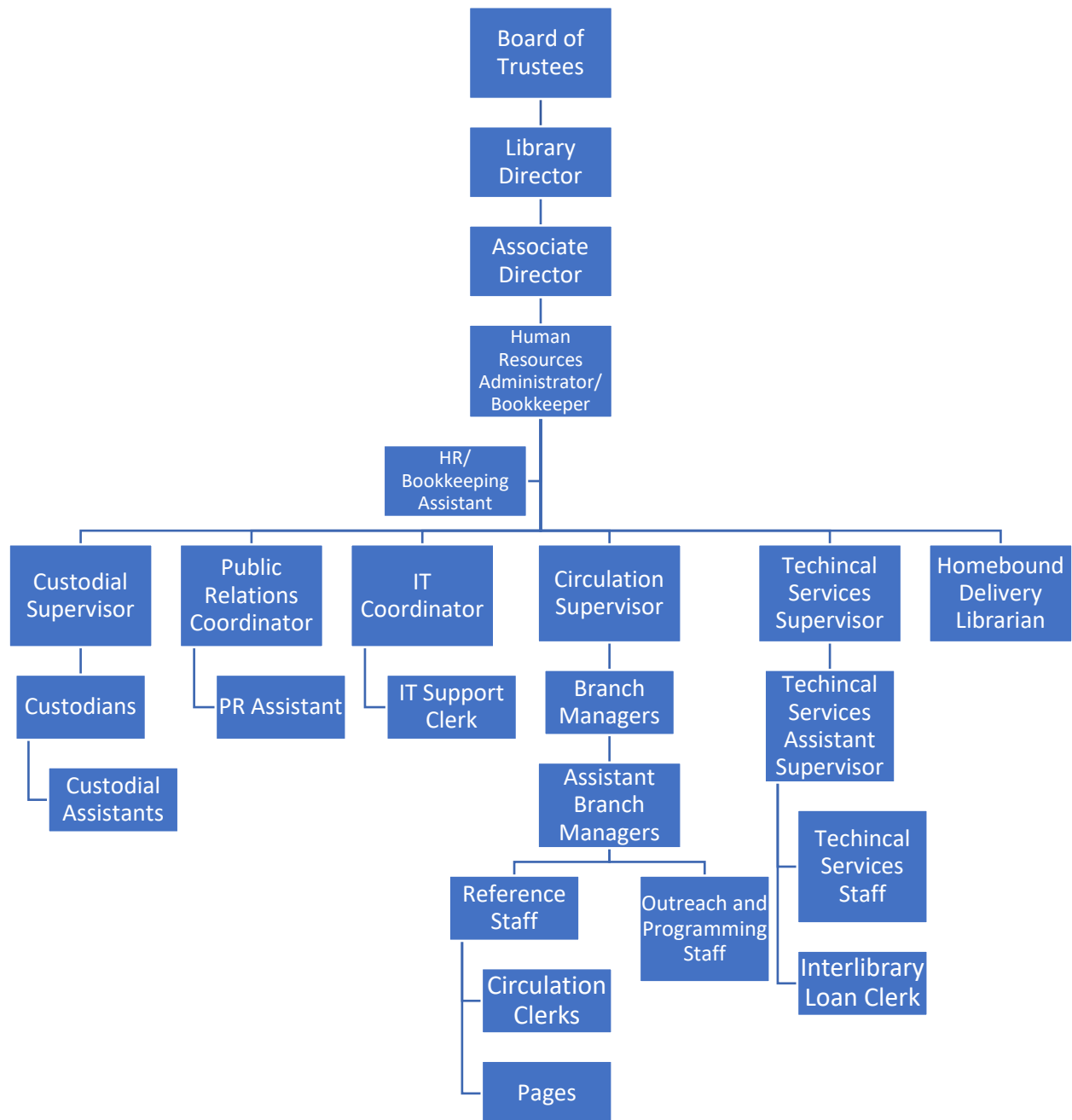
This handbook consists of basic information needed by you, the trustee, to be an effective board member and library advocate. Each section includes sources of additional information that may be utilized if you run into an issue or question not addressed.

By working together, we continue to improve library services to Bullitt County. Thank you for your time and commitment to the Bullitt County Public Library.

Organization Chart

Created 1/13/2015

Reviewed 1/23/2024



Bullitt County Public Library By-Laws

Reviewed 1/24/2023

Revised 1/23/2024

Article I — Authority

The Bullitt County Public Library is a tax-supported institution, formed by petition under KRS 173.720. It has as its legal basis the library laws of the Commonwealth of Kentucky.

Article II — Library Objectives

The objectives of the Bullitt County Public Library shall be:

1. To assemble, organize, preserve, and make easily available significant materials and other library resources that will provide information, education, and recreation for all citizens of their community.
2. To keep the public constantly aware of the library services and materials available to them.
3. To evaluate and anticipate the ever-changing needs and demands of the community.
4. To maintain a fresh and topical supply of material to aid in the continuous education of people at all age levels.
5. To stimulate the flow of ideas among all groups of the community.
6. To exercise dynamic leadership in the community and take the initiative in suggesting pertinent material on problems known to exist.
7. To provide the community with the best service possible by constantly improving the library's collection, programs, and facilities.

Article III — Board of Trustees

Section 1 - Duties and Responsibilities

The policy of the Board of Trustees shall be to:

1. Employ a competent and qualified Library Director, who shall be certified in accordance with the provisions of KRS 171.240 to 171.300. The Board may also employ other persons as recommended by the Library Director to operate the Library program efficiently.
2. Sue and be sued, complain and defend, purchase or lease real property or facilities; purchase, lease, occupy, modify, remodel or erect appropriate buildings for the use by the Bullitt County Public Library and any branches that may be established by the

- Library; sell and convey real and personal property for and on behalf of the Library; receive gifts of real and personal property for the use and benefit of the Library. Any real property, personal property, or facilities gifted or transferred to the Board shall be held and controlled by the Board according to any conditions outlined in the terms of the deed, gift, devise, or bequest of such property
3. Determine and adopt written policies to govern the operation and program of the library.
 4. Determine the purposes of the library and secure adequate funds to carry on the library mission.
 5. Know the program and needs of the library in relation to the community.
 6. Keep abreast of state standards and library trends.
 7. Establish, support, and participate in a planned public relations program.
 8. Assist in the preparation of the annual budget.
 9. Know local and state laws and actively support library legislation at the state and national level.
 10. Establish among the library policies those dealing with book and material selection.
 11. Attend all board meetings and ensure that accurate records are kept on file at the library.
 12. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
 13. Be aware of the services of the Kentucky Department for Libraries and Archives for libraries and patrons alike.
 14. Report regularly to the governing officials and the general public, including annually to the Kentucky Department for Libraries and Archives and Bullitt County Clerk in accordance with KRS 173.770.
 15. Understand that the absence of a Trustee from four (4) regular meetings of the Board during any consecutive twelve (12) month period of the Trustee's term shall constitute automatic resignation from the Board by the Trustee.
 16. To make other policies, procedures, and motions in accordance with appropriate laws and practices to allow for the smooth, equitable, and efficient operation of the library system.

Section 2 - Membership

The membership of the Board of Trustees of the Bullitt County Public Library ("Board") shall consist of five (5) members, all of whom must reside in Bullitt County, Kentucky. The Board is a corporate body with perpetual succession (KRS 173.350(1)) in which is vested management and control of the Bullitt County Public Library (KRS 173.340(1)) for the primary purpose of

providing library service to residents who reside within Bullitt County, Kentucky. When possible, the Board will select new Trustees in a manner that will best represent the different geographic regions of Bullitt County. However, the needs of the Board supersede any requirement for geographic representation.

Section 3 - Appointment

Trustee nominations are made by the Board and sent to the Kentucky State Librarian for review and recommendation. The State Librarian sends the recommended list to the Bullitt County Judge Executive for appointment from the list of eligible candidates, as set forth in KRS 173.725 to 173.730.

Section 4 - Term of Office

1. Members of the Board shall serve on the Board in accordance with the term of office specified by the appointing authority at the time of appointment; however, said term shall not exceed four (4) years.
2. A Trustee may serve for two (2) consecutive full-length terms, not including fulfillment of any previous member's unexpired term, after which the Trustee shall not be eligible to immediately succeed in another open position. Former members of the Board may be reappointed to the Board no earlier than twelve (12) months following the end of their last service, as set forth in KRS 173.730.
3. When a member resigns or is removed before the end of his/her term, a successor will be designated by the appointing authority. The successor shall fulfill the unexpired term of the departing member.
4. A member of the Board may be removed from office as provided by KRS 65.007.

Section 5 - Attendance

A Trustee's absence from four (4) regularly scheduled monthly meetings of the Board during any consecutive twelve (12) month period of the Trustee's term shall constitute an automatic resignation from the Board by such Trustee, as set forth in KRS 173.730.

Section 6 - Compensation

Members of the Board shall not receive compensation for their services as a member of the Board but shall be reimbursed for their actual expenses incurred in the performance of their Board duties upon vouchers duly approved by the Board. Travel outside the county will be reimbursed but travel within the county will not.

Section 7 - 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 IV — Officers

Section 1 - Election

Officers of the Board of Trustees shall be elected by the Board during the June meeting bi-annually or as necessary to fill vacancies and shall be as follows: President, Vice-President, Secretary, and Treasurer.

Section 2 - Nominations for Officers

Officers shall be nominated by taking nominations from the floor.

Section 3 - Terms of Office

Officers shall be elected for a term of two (2) years (per KRS 173.735). Officers are eligible to succeed themselves.

Article V — Duties of Officers

Section 1 - President

The President of the Board shall:

1. Preside at all meetings.
2. Appoint all committees.
3. Authorize calls for special meetings.
4. Sign approved minutes of the previous meeting.
5. Sign approved contracts.
6. Generally perform the duties of a presiding officer.

Section 2 - Vice-President

The Vice-President of the Board shall:

1. Perform the duties of the President in the absence of the President.

Section 3 - Secretary

The Secretary of the Board shall:

1. Keep a true and accurate account of all proceedings of the board meetings.
2. Issue notices of all regular meetings and, on the authorization of the President, of all special meetings.
3. Notify the appointing body of any vacancies on the board.
4. Notify any trustee who has missed three (3) regular monthly meetings in any one year of his/her term.
5. Notify any trustee of his/her automatic resignation upon missing four (4) regular monthly meetings in any one year of his/her term.
6. Write official letters of the board and keep these filed with official library records.

Section 4 - Treasurer

The Treasurer of the Board shall:

1. Have charge of the library funds and income.
2. Sign checks on the account on the authorization of the Board.
3. Report at each meeting on the state of the funds.
4. Assure that an annual report for presentation to the Kentucky Department for Libraries and Archives and the Bullitt County Fiscal Court is prepared.

Article VI — Meetings

Section I - Regular Meeting Time and Location

The Bullitt County Public Library Board of Trustees shall hold twelve regular monthly meetings during the calendar year. The regular monthly meeting of the Bullitt County Public Library Board of Trustees will typically be held on the fourth Tuesday of each month at 5:00 p.m. at the Central Library. Regular meetings of the Board shall be open to the public. Changes to the schedule and/or location of the regular board meeting, if deemed necessary by the Board, will be posted for public view in a timely manner.

Section 2 - Special Meetings

Special meetings may be called in the following ways:

1. By the President.
2. By the Vice-President, should the President be unreachable or unwilling to call a special meeting.
3. At the request of any two other members of the Board, should both the President and Vice-President be unreachable or unwilling to call a special meeting.

Notification of twenty-four hours previous to the scheduled time shall be considered ample notice. The notice must contain all of the item or items of business to be considered at the special meeting. The notification of the meeting and agenda must be posted at the Library at least twenty-four hours prior to the meeting.

Section 3 - Notification

Notice of all meetings shall be given by the Director to all members at least four (4) days before the meeting whenever possible.

Section 4 - Order of Business and Agenda Items

The order of business at the regular meetings shall be as follows:

1. Call to order.
2. Approval of minutes.
3. Approval of the treasurer's report.

The agenda should include the following:

1. Public comments.
2. Library Director's report.
3. Regional Librarian's report.
4. Committee reports.
5. Communications and correspondence.
6. Unfinished business.
7. New business.
8. Adjournment.

Article VII — Quorum

A quorum for the transaction of business shall consist of three (3) members of the Board. Any official business brought before a quorum of three members of the Board requires a unanimous vote to pass.

Article VIII – Fiscal Year

The fiscal year shall be from July 1 to June 30.

Article IX — Committees

Special committees for the study and investigation of special problems may be appointed by the President. Such committees shall serve until the work for which they were appointed is completed.

Article X — Library Director

The Library Director shall be considered the executive officer of the Board and shall:

1. Have sole charge of the administration of the library.
2. Be held responsible for:
 - a. The care of the buildings and equipment.
 - b. Hiring and firing of staff in accordance with Board Policies.
 - c. The efficiency of the library's service to the public.
 - d. The operation of the library under the financial conditions as set forth in the annual budget. The director may authorize purchases up to an amount authorized by the Board of Trustees without prior approval.
3. Attend all board meetings except those at which his/her appointment or salary is to be discussed or decided.
4. Determine and recommend needed policies for Board action.
5. Carry out the policies as adopted by the Board.
6. Maintain the operation of the Library as adopted by the Board.
7. Approve the hiring of all Library personnel and supervise staff members.
8. Oversee the selection and purchase of Library materials and supplies.
9. Provide for a continuous and active public relations program.
10. Formulate and carry out plans for extending the use of Library resources to all parts of the district served.
11. Make regular reports on the progress of the Library
12. Attend professional meetings, conventions, and workshops.
13. Provide for the continuing education and development of staff members.
14. Develop resourcefulness in providing service to all citizens to ensure Library materials and resources are available that help and/or are of interest to all.
15. Draw up the agenda, in consultation with the President, for Board Meetings.

Article XI — Compliance

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

Article XII — Amendments

These 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 of the meeting.

Bullitt County Code of Ethics

COMMONWEALTH OF KENTUCKY ORDINANCE NO.13-01

AN ORDINANCE AMENDING ORDINANCE 95-46 AND RELATING TO THE ESTABLISHMENT OF A CODE OF ETHICS FOR COUNTY OFFICIALS AND EMPLOYEES IN BULLITT COUNTY, KENTUCKY

WHEREAS, Bullitt County Fiscal Court has the authority pursuant to KRS Chapter 65, to enact an ordinance establishing a code of ethics to guide the conduct of elected and appointed officers and employees of Bullitt County, including the Judge/Executive and members of Fiscal Court, Sheriff, County Attorney, Jailer, County Clerk, Coroner, Surveyor, and Constable; and

WHEREAS, the officials of the County of Bullitt are committed to the operation of a government that manifests the highest moral and ethical standards among its officers, employees, board or commission members, and desires to comply with all requirements of the Commonwealth's local government ethics law.

NOW; THEREFORE, be it ordained by the Fiscal Court of County of Bullitt, Commonwealth of Kentucky as follows:

SECTION 1. Title. This Ordinance shall be known and may be cited as the "Bullitt County Code of Ethics".

SECTION 2. Finding. The Bullitt County Fiscal Court finds and declares that:

- (A) Public office and employment with the County are public trusts.
- (B) The vitality and stability of the County government depends upon the public's confidence in the integrity of its elected and appointed officers, employees, board or commission members. Whenever the public perceives a conflict between the private interests and public duties of a county officer, employee, board or commission member that confidence is imperiled.
- (C) The county government has a duty to provide its citizens with standards by which they may determine whether public duties are being faithfully performed, and to make its officers, employees, board or commission members aware of the standards which the citizenry rightfully expects them to comply with while conducting their public duties.

SECTION 3. Purpose and Authority.

- (A) It is the purpose of this ordinance to provide a method of assuring that standards of ethical conduct and financial disclosure requirements for officers, employees, board or commission members of the county shall be clearly established,

uniform in their application, and enforceable, and to provide the officers, employees, board or commission of the county with advice and information concerning potential conflicts of interest which might arise in the conduct of their public duties.

- (B) It is the further purpose of this ordinance to meet the requirements of KRS 65.003.
- (C) This Ordinance is enacted under the power vested in the county and pursuant to requirements of KRS 65.003.

SECTION 4. Definitions. As used in this Ordinance, unless the context clearly requires a different meaning:

- (A) "Business" means any corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, organization, self-employed individual, holding company, joint stock company, receivership, trust, professional service corporation, or any legal entity through which business is conducted for profit.
- (B) "Board of Ethics" means the Bullitt County Board of Ethics which is created and vested by this Ordinance with responsibility of enforcing the requirements of the cities and county's Code of Ethics.
- (C) "Candidate" means any individual who seeks nomination or election to a county office. An individual is a candidate when the individual files a notification and declaration for nomination for office with the County Clerk or Secretary of State, or is nominated for office by a political party, or files a declaration of intent to be a write-in candidate with the County Clerk or Secretary of State.
- (D) "County" refers to Bullitt County, Kentucky.
- (E) "County agency" means any board, commission, authority, non-stock corporation, or other entity created by the county, either individually or jointly with any city located within the county.
- (F) "Employee" means any person, whether full-time or part-time, and whether paid or unpaid, who is employed by or provides service to the county. The term "employee" shall not include any independent contractor or subcontractor or any of their employees.
- (G) "Immediate Family member" means a spouse, an unemancipated child residing in the officer's or employee's household, or a person claimed by the officer or employee or the officer's or employee's spouse as a dependent for tax purposes.
- (H) "Office" means any person, whether full-time or part-time, and whether paid or unpaid, who is one of the following:

- | | |
|------|--|
| (1) | Fiscal Court member |
| (2) | County Clerk |
| (3) | County Attorney |
| (4) | Jailer |
| (5) | Coroner |
| (6) | Surveyor |
| (7) | Constable |
| (8) | Sheriff |
| (9) | County Judge Executive |
| (10) | Any person who occupies a non-elected office on a board or commission created by the County. |

STANDARD OF CONDUCT

SECTION 5. Conflicts of Interest in General. Every officer and employee of the county shall comply with the following standards of conduct:

- (A) No officer, employee, board or commission member, nor any immediate family member of any officer, employee, or board or commission member, shall have an interest in a business or engage in any business, transaction, or activity, which is in substantial conflict with the proper discharge of the officer's, employee's, board or commission member's public duties.
- (B) No officer, employee, board or commission member shall intentionally use or attempt to use his or her official position with the county to secure unwarranted privileges or advantages for himself or herself or others.
- (C) No county government officer, employee, board or commission member shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his objectivity or independence of judgment.
- (D) No county government officer, employee, board or commission member shall undertake any employment or service, compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties.
- (E) Every officer, employee, board or commission member who has a prohibited financial interest which the officer, employee, board or commission member believes or has reason to believe may be affected by his or her participation, vote, decision or other action taken within the scope of his or her public duties shall disclose the interest to the governing body of the county or county agency served by the officer, employee, board or commission member and the disclosure shall be entered on the official record of the proceedings of the governing body. The officer, employee,

board or commission member shall refrain from taking any action with respect to the matter that is the subject of the disclosure.

- (F) No county government officer, employee, board or commission member or member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office of government by the Kentucky Revised Statutes.
- (G) No county government officer, employee, board or commission member shall be prohibited from giving or receiving an award publicly presented in recognition of public service, or reasonable hosting, including travel and expenses, entertainment, meals or refreshments furnished in connection with public events, appearances, ceremonies or fact-finding trips related to official county government business, commercially reasonable loans made in the ordinary course of a lender's business.
- (H) No county government officer shall be prohibited from accepting a gratuity for solemnizing a marriage.
- (I) No county government officer, employee, board or commission member, or business organization in which he has an interest shall represent any person or party other than the local government in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he serves.
- (J) No county government officer shall be deemed in conflict with these provisions if, by reason of his participation in the enactment of any ordinance, resolution or other matter required to be voted upon or which is subject to executive approval or veto, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of such business, profession, occupation or group.
- (K) No elected county government officer shall be prohibited from making an inquiry for information or providing assistance on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the officer or a member of his immediate family, whether directly or indirectly, in return therefore; and
- (L) Nothing shall prohibit any county government officer, employee, board or commission member or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his or their own interests.
- (M) No officer, employee, board or commission member shall be deemed in violation of any provision in this section if, by reason of the officer's, employee's, board or

commission member's participation, vote, decision, action or inaction, no financial benefit accrues to the officer, employee, board or commission member, a family member, an outside employer, or a business in which the officer, employee, board or commission member, or any family member has a financial interest, or any business with which the officer, employee, board or commission member, or any family member is negotiating or seeking prospective employment, or other business or professional relationship, as a member of any business, occupation, profession, or other group, to any greater extent than any gain could reasonably be expected to accrue to any other member of the business, occupation, profession, or other group.

SECTION 6. Conflict of Interest in Contracts.

(A) No officer, employee, board or commission member of the county, or any county agency shall directly or through others undertake, execute, hold, or enjoy, in whole or in part, any contract made, entered into, awarded, or granted by the county, or a county agency, except as follows:

(1) The prohibition in subsection (A) of this section shall not apply to contracts entered into before an elected officer filed as a candidate for county office, before an appointed officer was appointed to a county or county agency office, or before an employee was hired by the county, or county agency. However, if any contract entered into by a county, or county agency officer, employee, board or commission member, before he or she became a candidate, was appointed to office, or was hired as an employee, is renewable after he or she becomes a candidate, assumes the appointed office, or is hired as an employee, then the prohibition in subsection (A) of this section shall apply to the renewal of the contract.

(2) The prohibition in subsection (A) of this section shall not apply if the contract is awarded after public notice and competitive bidding, unless the officer, employee, board or commission member is authorized to participate in establishing the contract specifications, awarding the contract, or managing contract performance after the contract is awarded. If the officer, employee, board or commission member has any of the authorities set forth in the preceding sentence, then the officer, employee, board or commission member shall have no interest in the contract, unless the requirements set forth in subpart (3) below are satisfied.

(3) The prohibition in subsection (A) of this section shall not apply in any case where the following requirements are satisfied:

(a) The specific nature of the contract transaction and the nature of the officer's, employee's, board or commission member's interest in the contract are publicly disclosed at a meeting of the governing body of the county, or county agency and refrain from participating in voting.

(b) The disclosure is made a part of the official record of the governing body of the county, or county agency before the contract is executed.

(c) A finding is made by the governing body of the county, or county agency that the contract with the officer, employee, board or commission member is in the best interest of the public and the county, or county agency because of price, limited supply, or other specific reasons.

(d) The finding is made a part of the official record of the governing body of the county or county agency before the contract is executed.

(B) Any violation of this section shall result in a civil fine payable to the Commission not exceed five hundred dollars. Additionally, a violation of this section shall be grounds for removal from office or employment with the county in accordance with any applicable provisions of state law and ordinances, rules or regulations of the county.

SECTION 7. Receipt of Gifts. No officer, employee, board or commission member of the county, or any county agency shall directly or indirectly through any other person or business, solicit or accept any gift having a fair market value of more than one hundred dollars (\$100.00), whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence the officer, employee, board or commission member in the performance of his or her public duties.

SECTION 8. Use of County Property, Equipment, and Personnel. No officer, employee, board or commission member of the county shall use or permit the use of any county time, funds, personnel, equipment, or other personal or real property for the private use of any person, unless:

(A) The use is specifically authorized by a stated county policy; or

(B) The use is available to the general public, and then only to the extent and upon the terms that such use is available to the general public.

SECTION 9. Misuse of Confidential Information. No officer, employee, board or commission member of the county or any county agency shall intentionally use or disclose information acquired in the course of his or her official duties, if the primary purpose of the use or disclosure is to further his or her personal financial interest or that of another person or business. Information shall be deemed confidential, if it is not subject to disclosure pursuant to the Kentucky Open Records Act, KRS 61.872 to 61.884, at the time of its use

or disclosure.

SECTION 10. Hongaria.

- (A) No officer, employee, board or commission member of the county or a county agency shall accept any compensation, honorarium or gift with a fair market value greater than \$100.00 in consideration of an appearance, speech or article unless the appearance, speech or article is both related to the officer's, employee's, board or commission member's activities outside of government service and is unrelated to the officer's, employee's, board or commission member's service with the county.
- (B) Nothing in this section shall prohibit an officer, employee, board or commission member of the county from receiving and retaining from the county or on behalf of the county actual and reasonable out-of-pocket expenses incurred by the officer, employee, board or commission member in connection with an appearance, speech or article, provided that the officer, employee, board or commission member can show by clear and convincing evidence that the expenses were incurred or received on behalf of the county or county agency and primarily for the benefit of the county and not primarily for the benefit of the officer, employee, board or commission member or any other person.

FINANCIAL DISCLOSURE

SECTION 11. Who Must File. The following persons shall file an annual statement of financial interests with the Bullitt County Board of Ethics:

- (A) Elected county officials.
- (B) Candidates for elected county office.

SECTION 12. When to File Statements.

- (A) All statements of financial interest shall be filed no later than 4:00 p.m. on the 30th day of June, each year, provided that: A candidate for county office shall file his or her initial statement no later than ninety (90) days after the date on which the person becomes a candidate for elected county office. A write-in candidate shall file within 24 hours from the date of the filing of his affidavit for write-in candidacy.
- (B) The Bullitt County Board of Ethics may grant a reasonable extension of time for filing a statement of financial interest for good cause shown.

SECTION 13. Control and Maintenance of the Statements of Financial Interests.

- (A) The Bullitt County Clerk shall be the "official custodian" of the statements of financial interest and shall have control over the maintenance of the statements of financial

interest. The statements of financial interest shall be maintained by the Bullitt County Clerk as the "custodian," as public documents, available for public inspection immediately upon filing.

- (B) A statement of financial interest shall be retained by the Bullitt County Clerk, or the designated administrative official, for a period of five (5) years after filing, provided that:
- (1) Upon the expiration of three (3) years after a person ceases to be an officer of the county, the Bullitt County Clerk shall cause to be destroyed any statements of financial interests or copies of those statements filed by the person.
 - (2) Upon the expiration of three (3) years after any election at which a candidate for elected county office was not elected, the Bullitt County Clerk shall cause to be destroyed any statements of financial interests or copies of those statements filed by the person.

SECTION 14. Financial Interest Statement In General.

- (A) The financial disclosure statement should be filed with the Bullitt County Clerk by all filers specified in Section 11 of this Ordinance.
- (B) Nothing in this section shall be construed to require any officer or candidate for office to disclose any specific dollar amounts nor the names of individual clients or customers of business listed as sources of income.
- (C) Each statement shall be signed and dated by the individual filing the statement of financial interest. Signing a fraudulent statement shall be a Class A misdemeanor.
- (D) All financial disclosure statements shall be open records. Each individual or organization requesting to view financial disclosure statements shall complete a form giving full name, address, telephone number and organization/individual represented if other than individual making request. One copy of this form shall be attached to the statement so requested and shall become a part of the record.
- (E) The financial disclosure statement should include the following information:
- (1) Name of filer.
 - (2) Current business address, business telephone number and home address of filer.
 - (3) Title of filer's public office or office sought.
 - (4) Occupations of filer and spouse.
 - (5) Position held by the filer and any member of the filer's immediate

family in any business organization or nonprofit entity from which the filer or any member of the filer's immediate family received compensation in excess of \$10,000.00 during the preceding calendar year, and the name, address, and telephone number of the business organization or nonprofit entity.

(6) Name, address and telephone number of each source of income from within the Commonwealth of Kentucky of both filer and spouse which exceeded \$10,000.00 during the preceding calendar year.

(7) Name, address and telephone number of each business organization located within the Commonwealth in which the filer or any member of the filer's immediate family had an interest of ten thousand dollars (\$10,000.00) at fair market value or five percent (5%) ownership interest or more during the preceding calendar year;

(8) The location and type (commercial, residential, agricultural) of all real property within the county, other than the filer's primary residence, in which the filer or the filer's spouse had an interest of ten thousand dollars (\$10,000.00) or more during the preceding calendar year;

(9) Offices, Directorships or Employment held by the filer, or members of his immediate family as of June 30 of the reporting year. Nonprofit, charitable, and religious organizations shall be excluded from this disclosure.

NEPOTISM

SECTION 15. Nepotism is hereby prohibited and the county's personnel policies and procedures shall specifically define the rules and regulations concerning nepotism.

(A) No officer, employee, board or commission member shall participate in any action relating to the employment or discipline of a family member, except that this prohibition shall not prevent an elected or appointed official from voting on or participating in the development of a budget which includes compensation for a family member, provided that the family member is included only as a member of a class of persons or a group, and the family member benefits to no greater extent than any other similarly situated member of the class or group.

(B) The prohibitions in this section shall not apply to any relationship or situation that would violate the prohibition, but which existed prior to January 1, 1995.

ENFORCEMENT

SECTION 16. Board of Ethics Created.

(A) There is hereby created a Bullitt County Board of Ethics which shall have the authorities, duties, and responsibilities as set forth in this ordinance to enforce the

provisions of this ordinance.

- (B) The Bullitt County Board of Ethics shall consist of three (3) members. No member shall hold any elected or appointed office or be employed as a county government employee. Each member shall have been a resident of Bullitt County for at least one year prior to the date of appointment and shall reside in the county throughout the term in office. Members shall receive no compensation but may be reimbursed for all necessary expenses if said expenses are approved by the Fiscal Court prior to being incurred.
- (C) The terms of the members shall be four (4) years, except that with respect to members initially appointed, one member shall be appointed for a term of one year, one member shall be appointed for a term of two years, and one member shall be appointed for a term of four years. The members shall be appointed by the Judge/Executive of Bullitt County, subject to the approval Fiscal Court. The members may be re-appointed for any number of consecutive terms. Any member may be removed by the Fiscal court for misconduct, inability, or willful neglect of duties.
- (D) Vacancies on the Bullitt County Board of Ethics shall be filled within sixty (60) days by the Judge/Executive of Bullitt County, subject to the approval Fiscal Court. If a vacancy is not filled within sixty (60) days, the remaining members of the Bullitt County Board of Ethics shall fill the vacancy. All vacancies shall be filled for the remainder of the unexpired term.
- (E) The Board of Ethics shall, upon the initial appointment of its members, and annually thereafter, elect a chairperson from among the membership. The chairperson shall be the presiding officer and a full voting member of the Board.
- (F) Meetings of the Bullitt County Board of Ethics shall be held, as necessary, upon the call of the chairperson or at the written request of a majority of the members.
- (G) The presence of two (2) or more members shall constitute a quorum and the affirmative vote of two (2) or more members shall be necessary for any official action to be taken. Any member of the Bullitt County Board of Ethics who has a conflict of interest with respect to any matter to be considered by the Board shall disclose the nature of the conflict, shall disqualify himself or herself from voting on the matter, and shall not be counted for purposes of establishing a quorum.
- (H) Minutes shall be kept for all proceedings of the Bullitt County Board of Ethics and the vote of each member on any issue decided by the Board shall be recorded in the minutes.

SECTION 17. Facilities and Staff. Within the limits of the funds appropriated by Fiscal Court in the annual budget, Fiscal Court shall provide the Bullitt County Board of Ethics, either directly or by contract or agreement, with the facilities, materials, supplies, and staff needed

for the conduct of its business.

SECTION 18. Power and Duties of the Bullitt County Board of Ethics. The Bullitt County Board of Ethics shall have the following powers and duties:

- (A) To receive and investigate complaints, hold hearings, and make findings of fact and determinations with regard to alleged violations of the provisions of this ordinance.
- (B) To issue orders in connection with its investigations and hearings requiring persons to submit in writing and under oath reports and answers to questions that are relevant to the proceedings and to order testimony to be taken by deposition before any individual designated by the Board who has the power to administer oaths.
- (C) To administer oaths and to issue orders requiring the attendance and testimony of witnesses and the production of documentary evidence relating to an investigation or hearing being conducted by the Board.
- (D) To refer any information concerning violations of this ordinance to the Judge/Executive, Fiscal Court, the governing body of any county agency, the county attorney, or other appropriate person or body, as necessary.
- (E) To render advisory opinions to the county and county agency officers, employees, board or commission members regarding whether a given set of facts and circumstances would constitute a violation of any provision of this ordinance.
- (F) To enforce the provisions of this ordinance with regard to all officers, employees, board or commission members of the county and county agencies who are subject to its terms by issuing appropriate orders and imposing penalties authorized by this ordinance.
- (G) To control and maintain all statements of financial interests that are required to be filed by this ordinance and to insure that the statements are available for public inspection in accordance with the requirements of this ordinance and the Kentucky Open Records Act.
- (H) To develop and submit any reports regarding the conduct of its business that may be required by Judge/Executive or Fiscal Court. To adopt rules and regulations and to take other actions, as necessary, to implement the provisions of this ordinance, provided that the rules, regulations, and actions are not in conflict with the provisions of this ordinance or any state or federal law.

SECTION 19. Filing and Investigation of Complaints.

- (A) All complaints alleging any violation of the provisions of this ordinance shall be submitted to the Bullitt County Board of Ethics, or the administrative official designated

by the Board of Ethics. All complaints shall be in writing, signed by the complainant, and shall meet any other requirements established by the Board of Ethics. The Board of Ethics shall acknowledge receipt of a complaint to the complainant within ten (10) working days from the date of receipt. The Board shall forward within ten (10) working days to each officer, employee, board or commission member of the county or county agency who is the subject of the complaint, a copy of the complaint, and a general statement of the applicable provisions of this ordinance.

- (B) Within thirty (30) days of the receipt of a proper complaint, the Board of Ethics shall conduct a preliminary inquiry concerning the allegations contained in the complaint. The Board shall afford a person who is the subject of the complaint an opportunity to respond to the allegations in the complaint. The person shall have the right to be represented by counsel, to appear and be heard under oath, and to offer evidence in response to the allegations.
- (C) All proceedings and records relating to a preliminary inquiry being conducted by the Board of Ethics shall be confidential until a final determination is made by the Board, except:
 - (1) The Board may turn over to the Commonwealth's attorney or county attorney evidence which may be used in criminal proceedings.
 - (2) If the complainant or alleged violator publicly discloses the existence of a preliminary inquiry, the Board may publicly confirm the existence of the inquiry, and, at its discretion, make public any documents, which were issued to either party.
- (D) The Board shall make a determination based on its preliminary inquiry whether the complaint is within its jurisdiction and, if so, whether it alleges reasonable grounds to believe that a violation of this ordinance has occurred. If the Board concludes that the complaint is outside of its jurisdiction, frivolous or without factual basis, the Board shall immediately terminate the inquiry, reduce the conclusion to writing, and transmit a copy of its decision to the complainant and to all officers, employees, board or commission members against whom the complaint was filed.
- (E) If the Board of Ethics concludes, based upon its preliminary inquiry, that the complaint is within its jurisdiction and contains allegations sufficient to establish reasonable grounds to believe that a violation has occurred, the Board shall notify the officer, employee, board or commission member who is the subject of the complaint and may:
 - (1) Due to mitigating circumstances such as, lack of significant economic advantage or gain by the officer, employee, board or commission member, lack of economic loss to the county and its taxpayers, or lack of significant impact on public confidence in county government issue, in writing, a confidential reprimand to the officer or employee concerning the alleged violation and

provide a copy of the confidential reprimand to the executive authority and governing body of the county or county agency.

(2) Initiate a hearing to determine whether there has been a violation.

- (F) Any person who knowingly files with the Board a false complaint alleging a violation of any provision of this ordinance by an officer, employee, board or commission member of the county or any county agency shall be subject to a Civil fine not to exceed \$500.00 payable to the Commission.

SECTION 20. Notice of Hearings. If the Board of Ethics determines that a hearing regarding allegations contained in the complaint is necessary, the Board shall issue an order setting the matter for a hearing within thirty (30) days of the date the order is issued, unless the alleged violator petitions for and the Board consents to a later date. The order setting the matter for hearing, along with a copy of any pertinent regulations of the Board relating to the hearing shall be sent to the alleged violator within twenty-four (24) hours of the time the order setting a hearing is issued. The alleged violator shall have at least ten (10) days notice of any hearing.

SECTION 21. Hearing Procedure.

- (A) The Kentucky Rules of Civil Procedure and the Kentucky Rules of Evidence shall not apply to hearings conducted by the Bullitt County Board of Ethics; however, the hearings shall be conducted in accordance with this section and in accordance with any additional rules and regulations adopted by the Board so as to afford all parties the full range of due process rights required by the nature of the proceedings.
- (B) Prior to the commencement of the hearing, the alleged violator, or his or her representative, shall have a reasonable opportunity to examine all documents and records, intended to be introduced at the hearing, in connection with the matter to be heard. The Board shall inform the alleged violator, or his or her representative, of any exculpatory evidence in its possession.
- (C) All testimony in a Board hearing shall be taken under oath, administered by the presiding officer. All parties shall have the right to call and examine witnesses, to introduce exhibits, to cross-examine witnesses, to submit evidence, and to be represented by counsel. All witnesses shall have the right to be represented by counsel.
- (D) Any person whose name is mentioned during the hearing and who may be adversely affected thereby may appear personally before the Board, with or without counsel, to give a statement regarding the adverse mention, or may file a written statement regarding the adverse mention for incorporation into the record of the proceeding.
- (E) All hearings of the Bullitt County Board of Ethics shall be public, unless the members vote to go into executive session in accordance with KRS 61.810.

- (F) After the conclusion of the hearing, the Bullitt County Board of Ethics shall, as soon as practicable, begin deliberations in executive session for the purpose of reviewing the evidence before it and making a determination whether a violation of this ordinance has been proven. Within thirty (30) days after completion of the hearing, the Board shall issue a written report of its findings and conclusions.
- (G) If the Board concludes in its report that no violation of this ordinance has occurred, it shall immediately send written notice of this determination to the officer, employee, board or commission member who was the subject of the complaint and to the party who filed the complaint.
- (H) If the Board concludes in its report that in consideration of the *evidence* produced at the hearing there is clear and convincing proof of a violation of this ordinance, the Board may:
 - (1) Issue an order requiring the violator to cease and desist the violation.
 - (2) In writing, publicly reprimand the violator for the violations and provide a copy of the reprimand to the executive authority and governing body (if different than the executive authority) of the county or county agency with which the violator serves.
 - (3) In writing, recommend to the executive authority and the governing body (if different than the executive authority) that the violator be sanctioned as recommended by the Board, which may include a recommendation for discipline or dismissal, or removal from office.
 - (4) Issue an order requiring the violator to pay a civil penalty of not more than \$500.00.
 - (5) Refer evidence of criminal violations of this ordinance or state law to the county attorney or commonwealth's attorney of the jurisdiction for prosecution.

SECTION 22. Appeals. Any person who is found guilty of a violation of any provision of this ordinance by the Bullitt County Board of Ethics may appeal the finding to the circuit court of the county within thirty (30) days after the date of the final action by the Bullitt County Board of Ethics by filing a petition with the court against the Board. The Board shall transmit to the clerk of the court all evidence considered by the Board at the public hearing.

SECTION 23. Limitation of Actions. Except when the period of limitation is otherwise established by state law, an action for a violation of this ordinance must be brought within one (1) year from the time the party complained about leaves office, board, commission or employment.

SECTION 24. Advisory opinions.

- (A) The Bullitt County Board of Ethics may render advisory opinions concerning matters under its jurisdiction, based upon real or hypothetical facts and circumstances, upon its own initiative, or when requested by any officer, employee, board or commission member of the county or a county agency who is covered by this ordinance.
- (B) An advisory opinion shall be requested in writing and shall state relevant facts and ask specific questions. The request for an advisory opinion shall remain confidential unless confidentiality is waived, in writing, by the requester.
- (C) The Board may adopt regulations, consistent with the Kentucky Open Records Law, to establish criteria under which it will issue confidential advisory opinions. All other advisory opinions shall be public documents, except that before an advisory opinion is made public, it shall be modified so that the identity of any person associated with the opinion shall not be revealed.
- (D) The confidentiality of an advisory opinion may be waived either:
 - (1) in writing by the person who requested the opinion.
 - (2) by majority vote of the members of the Board, if a person makes or purports to make public the substance or any portion of an advisory opinion requested by or on behalf of the person. The Board may vote to make public the advisory opinion request and related materials.
- (E) A written advisory opinion issued by the Board shall be binding on the Board in any subsequent proceeding concerning the facts and circumstances of the particular case if no intervening facts or circumstances arise which would change the opinion of the Board if they had existed at the time the opinion was rendered. However, if any fact determined by the Board to be material was omitted or misstated in the request for an opinion, the Board shall not be bound by the opinion.
- (F) A written advisory opinion issued by the Board shall be admissible in the defense of any criminal prosecution or civil proceeding for violations of this ordinance for actions taken in reliance on that opinion.

SECTION 25. Reprisals Against Persons Disclosing Violations Prohibited.

- (A) No officer, employee, board or commission member of the county or any county agency shall be subject to reprisal, or directly or indirectly use, or threaten to use, any official authority or influence in any manner whatsoever which tends to discourage, restrain, deter, prevent, interfere with, coerce, or discriminate against any person who in good faith reports, discloses, divulges, or otherwise brings to the attention of the Board of Ethics or any other agency or official of the county or the Commonwealth any facts or information relative to an actual or suspected violation of this ordinance.
- (B) This section shall not be construed as prohibiting disciplinary or punitive action if an

officer, employee, board or commission member of the county or any county agency discloses information which he or she knows:

- (1) to be false or which he or she discloses with reckless disregard for its truth or falsity.
- (2) to be exempt from required disclosure under the provisions of the Kentucky Open Records Act, KRS 61.870 to 61.884.
- (3) is confidential under any other provision of law.

SECTION 26. Severability. If any provision of this ordinance is deemed by a court of competent jurisdiction to be unenforceable or unconstitutional, the remaining provision of this ordinance shall continue in full force and effect.

SECTION 27. Conflicting Ordinances Repealed. All other ordinances and parts of ordinances in conflict with this ordinance are hereby repealed to the extent of the conflict.

SECTION 28. Effective Date. This ordinance shall take full force and effect on _____, 20____.

Given first reading on the _____ day of _____, 20____.

Given second reading and duly enacted by the Bullitt County Fiscal Court on the _____ day of _____, 20____.

BULLITT COUNTY FISCAL COURT

MELANIE J. ROBERTS
BULLITT COUNTY JUDGE/EXECUTIVE

ATTESTED TO:

BULLITT COUNTY CLERK

FINANCIAL DISCLOSURE STATEMENT FOR BULLITT COUNTY
(See Bullitt County Ordinance No. 12-____)

**TO BE COMPLETED BY ALL COUNTY GOVERNMENT OFFICERS AND
CANDIDATES FOR ELECTED OFFICE**

This document is to be filed with the Bullitt County Clerk no later than
4:00 p.m., June 30.

| | | |
|-------------------------|---------|-----------------------|
| Name _____ | | |
| (Last) | (First) | (MI) |
| Home Address: _____ | | |
| _____ | | |
| Business Address: _____ | | |
| _____ | | |
| Home/cell phone: _____ | | Business Phone: _____ |

| |
|---|
| Title of office currently held or sought: |
|---|

| |
|-----------------------|
| Occupation of filer: |
| Occupation of spouse: |

| |
|--|
| Position held by filer, filer's spouse or member of immediate family in any business or non-profit entity from which the filer, spouse or member of immediate family received compensation in excess of \$10,000 during the preceding calendar year. Include name, address, and telephone number of business or non-profit entity: |
|--|

Name, address and telephone number of each source of income within the Commonwealth of Kentucky of both filer and spouse which exceeded \$10,000 during the preceding calendar year:

Name, address, and telephone number of each business organization within the Commonwealth of Kentucky in which the filer, spouse or member of immediate family had an interest of at least \$10,000 at fair market value or at least 5% ownership interest during the preceding calendar year:

Location and type (commercial, residential, agricultural) of all real property within Bullitt County, other than the filer's primary residence, in which the filer or spouse had an interest of at least \$10,000 during the preceding calendar year:

Offices, Directorships or Employment held by filer, spouse or member of immediate family during the preceding calendar year (Non-profit, charitable and religious organizations shall be excluded from disclosure):

Trustee Orientation Policy

Approved 6/12/2012

Revised 9/28/2021

Reviewed 1/23/2024

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

Once the new Trustee has been appointed, the Director or Board President will contact the Trustee to welcome him/her to the Board of Trustees.

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

1. The Kentucky Public Library Trustee Manual
2. A list of Trustees with their contact information, terms of office, and offices held
3. The location and schedule of Board meetings
4. A copy of the current Trustee bylaws and essential Board related policies
5. A sample agenda

Documents each Trustee 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 Trustee orientation process may include the following documents, among others:

1. The Library's latest Annual Report
2. The Library's Standards Report
3. The Library's Strategic Agenda
4. The Library's current and previous year's budget
5. The Library's tax rate (taxing districts only)
6. Board meeting packets from the previous three months' meetings, including minutes, statistics, and financial reports
7. An organizational chart of the Library staff with names and titles of key staff
8. A copy of the Library's policies or the location where they can be accessed
9. Brochures or other concise information about the Library and its services

10. 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 Trustee 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:

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

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

Investment Policy

Created 01/03/1995

Revised 1/23/2024

It is the policy of the Bullitt County Public Library to invest funds in a manner that 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 money in investment fund accounts.

Investment Objectives

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

1. **Safety.** The safety of the 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.
2. **Liquidity.** The Library's investment portfolio shall remain sufficiently liquid to enable the Library to meet all operating requirements that might be reasonably anticipated.
3. **Return on Investment.** The Library's investment portfolio shall be designed to attain 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 of Trustees 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 person" 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 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:

1. Authorized Investment Instruments

- a. 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.
- b. 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 obligation of any corporation of the United States government as per KRS 41.240.
- c. 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).
- d. Shares of mutual funds and money markets, each of which will have the following characteristics:
 - i. the mutual funds shall be an open-end diversified investment company registered under the Federal Investment Company Act of 1940, as amended;
 - ii. the management company of the investment company shall have been in operation for at least (5) years;
 - iii. all of the securities in the mutual fund shall be eligible investments under this section.

2. Limitation on Investment Transactions

- a. 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:

1. Audited financial statements.
2. Regulatory reports on financial condition.
3. Written Memorandum of Agreement for the deposit of public funds or trading resolution, as appropriate.
4. 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 above 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 the 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 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:

1. Name of financial institution from which the investment was purchased or in which assets are deposited.
2. Type of investment.
3. Certificate or other reference number, if applicable.
4. Percentage yield on an annualized basis.
5. Purchase price, and maturity date.
6. 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 the 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 to avoid the premature liquidation of any current investment.

Fund Balance and Net Assets Policy

Approved 9/13/2016

Revised 1/24/2024

Libraries must not only think about meeting the current needs of patrons in their preferred manner, but they must also position themselves to meet patrons' future needs via new information delivery systems and the implementation of new services. Decisions need to be made about how much of the library's resources are to be dedicated to providing information via traditional means versus how much will be expended to support new technologies. In addition, given the continued growth of Bullitt County's population, we must be prepared to expand our reach beyond our current buildings.

It is the Bullitt County Public Library Board of Trustees' philosophy to support fiscal sustainability as our priority while also building funds for future needs. Adequate fund balances and net asset levels are crucial in long-term financial planning and the execution of capital projects. The purpose of such a policy is to provide financial stability, cash flow for operations, and the assurance that the Library will be able to respond to emergencies and capital projects with fiscal strength.

The following parameters will be used as part of the budget process to establish targets for the following funds:

Operating Fund

The Operating Fund is the general operating fund of the Library. It is used to account for administrative, library, and all financial resources, except those accounted for in another fund. This fund also will be set to contain a reserve amount capable of funding no less than six months of operating expenditures, as recommended by the Kentucky Public Library Association Standards Committee, to cover any possibility of delayed tax income receipt or other large income delays. The Board of Trustees may transfer funds over the reserve minimum to the other Funds through Board resolution.

Emergency Reserve Fund

Emergency Reserve Fund monies are solely for the purpose in case of emergencies that directly affect the ability of the Library to provide normal services to the community (e.g. damages to a facility, failure of network and/or central server, etc.). Emergency Reserve Fund levels match cost projections planned for by the Board of Trustees.

Capital Projects Fund

The Capital Projects Fund is for new or ongoing capital projects for the library, such as land acquisition, construction or remodeling of buildings or other structures, and large-scale furniture or equipment purchases. This fund allows the Library to add or improve services and

locations without impacting the operating budget for existing services and locations. The Capital Projects Fund is filled from surplus monies from the Operating Fund or from monies no longer needed for our other Funds as seen fit by the Board of Trustees.

Kentucky Retirement System Pension Liability Fund

A fund to account for potential liabilities caused by the Bullitt County Public Library's participation in the Kentucky Retirement System. Fund balances are determined based on the figures provided via the Kentucky Retirement System Proportionate Share Audit Report.

Trustee Conflict of Interest Policy

Approved 6/12/2012

Revised 10/23/2018

Reviewed 1/24/2023

The Bullitt County Public Library Board of Trustees 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 Trustees do not conflict with the interests of the Library. To that end, the Board has adopted the following policy:

1. A Trustee 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 Trustee participate in any decision or recommendation involving the Library in which they have a personal financial interest.
2. Any Trustee aware of a personal conflict of interest regarding a matter coming before the Board of Trustees 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 Trustee 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 of the Board has a conflict or perceived conflict, the Vice-President will fulfill the role of investigating and ruling on the conflict.
4. A Trustee 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.

Trustee Reimbursement of Expenses Policy

Approved 6/12/2012

Revised 1/24/2024

Bullitt County Public Library Trustees may be reimbursed only for pre-approved out-of-pocket travel expenses incurred in the performance of their duties for the Bullitt County Public Library, including attendance of continuing education events. Prior authorization by a vote of the Library Board of Trustees 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 Trustee on Bullitt County Public Library business. No expenses will be paid or reimbursed for non-business-related travel or extension of stay beyond the completion of the business of the Library. All travel expenses must be pre-approved to be eligible for reimbursement.

Travel Meal Expenses

Trustees who engage in pre-approved out-of-town travel on official Bullitt County Public Library business will be reimbursed for any reasonable expenses incurred for meals while traveling. The Library will not reimburse for the cost of alcoholic beverages. To request reimbursement, the Trustee 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 Bullitt County Public Library's Trustees do, on occasion, meet during meals or invite special guests (such as visiting performers/authors, and potential employees) for meals. The Board of Trustees will approve all expenditures for business meeting meals in advance. No charges for alcoholic beverages will be paid by the Library. Business meeting meals should be reasonably priced, and appropriate for the event, with care taken to limit the expense to the Library. Excessive expenses will become the responsibility of the Trustee. 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 Bullitt County Public Library business is conducted using a Trustee'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 Trustee's residence and the destination, or the Library and the destination. 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 or contact the Business Office for the current rate.

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

Special Transportation

Airline fares for a Trustee's pre-approved out-of-town travel on official Bullitt County Public Library business will be paid for by the Library in advance. Taxi cabs must be paid using the Board member's personal funds. The Library will reimburse reasonable taxi cab expenditures upon the Trustee's return. Trustees should make reasonable efforts to seek the most economical means of travel available.

Lodging

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. No other expenses (telephone service, internet service, meals, etc.) should be added to the hotel expense.

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 Trustee's return. Routine mileage reimbursements may be requested monthly.

Safety

Trustees traveling on Library business are required to wear seatbelts at all times. Traffic violations and citations are the responsibility of the driver.

Fiscal Responsibility Policy

Created 10/24/2017

Revised 1/24/2024

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

District Funds

The Bullitt County Public Library Board of Trustees defines all district funds as “public funds.” This includes but is not limited to, all sums 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 Trustee will use or permit the use of Library funds, vehicles, equipment, telephones, materials, or property for their personal benefit or profit. Neither the Director nor a Trustee will ask or require a Library employee to perform services for the personal benefit or profit of a Trustee or the Director. The Director and all Trustees will safeguard Library property, equipment, money, 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 Bullitt County Public Library shall institute a system of internal controls and a segregation of duties that 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.

Policy Enforcement

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

Any alleged violation of this policy by Library staff shall be investigated by the Director. If an actual violation is determined, the Director shall impose sanctions 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 of Trustees, as allowed by the district's general employee policy.

Any alleged violation of this policy by the Director shall be investigated by the Board of Trustees, or by a committee appointed by the Board of Trustees for this purpose. If an actual violation is determined, the Board of Trustees shall impose sanctions appropriate to the degree of violation, up to and including termination.

Any alleged violation by a Trustee shall be investigated by the remaining Trustees. If an actual violation is determined, the Board of Trustees may impose sanctions as warranted, up to and including requesting the resignation of the Trustee. At the option of the Board of Trustees, and in accordance with KRS 65.007, the fiscal court may be requested to instigate removal proceedings for any Trustee 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.

Library Sponsorship Policy

Approved 09/13/2016

Revised 1/23/2024

The Bullitt County Public Library welcomes sponsorship from local businesses, corporations, families, and individuals. Sponsorship aims to obtain funding or in-kind support to provide services and equipment that may not otherwise be available. The Board of Trustees believes that libraries play an essential role in the quality of life of our citizens, and in this important function, the Library should be supported through public funding. Therefore, sponsorship revenue should only be used to fund additional, optional services or new, "start up" services.

Guiding Principles

The following principles will guide the Bullitt 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 do 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 Materials Selection Policy.

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 acknowledgment to and recognition of sponsors:

- A letter of acknowledgment 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 acknowledgment of sponsorship in the Library's promotional materials will normally be restricted to a statement of the sponsor's name and a display of the 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 acknowledgment will not take precedence or have prominence over the library's logo or promotional material.
- For gifts and/or sponsorships valued at over \$1,000, the Library may submit a press release to local newspapers and/or publish an article regarding the sponsorship in their 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 the 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 Library Director. The solicitation of gifts, grants, or in-kind support by Library staff and valued at over \$500 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 the type of equipment, materials, furnishings, and other components of a gift will reside with Library management. All details as to the design of programs and allocation of resources will also reside with Library management. The Library reserves the right to deny partnerships or 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.

Procurement Policy

Approved 9/13/2016

Revised 1/23/2024

As the governing authority of the Bullitt County Public Library, the Board of Trustees is authorized to enter into contracts and otherwise purchase products and services necessary to “establish, equip and maintain libraries...and do all things necessary to provide efficient library service.” KRS 173.745(1).

Purchasing Authority

Unless otherwise provided for in this policy, the Library Director, or designee, shall have the authority to purchase or lease products or services within the budget adopted and may sign contracts and other instruments of the Board when authorized to do so by the Board. All procurement expenditures are subject to audit.

Any purchase or procurement of \$20,000 or more not specifically included as an item within the approved budget shall be brought before the Board for approval.

Purchases Over Forty Thousand Dollars

As required under KRS 45A.385 and KRS 424.260, all purchase orders or contracts for products or services in excess of forty thousand dollars (\$40,000), except those exempted below, must be advertised for bid. Purchases may not be parceled, split, or scheduled over a period of time to subvert the intent of this requirement.

All such bid processes shall be conducted according to the provisions of KRS 424.130 and 424.140.

State or Federal [GSA] Contract Pricing

As authorized under KRS 45A.050, KRS 45A.420, and KRS 66.470, the library may purchase products and services outside of the bidding process if those products and services meet the specifications of price contracts awarded by the state Finance and Administration Cabinet or the Federal Government.

Competitive Bidding Exemptions

The following purchases are exempt by law or Finance and Administration policy from competitive bidding. However, the Board may elect at any time to solicit bids or proposals for the purchase of exempt products and services to obtain the best value for the library.

- Contractual services where no competition exists, such as electrical energy, telephone service, and other public utility services. KRS 45A.095 45A.380(2)
- Contractual Services of a licensed professional, such as an attorney, physician, psychiatrist, psychologist, certified public accountant, registered nurse, or educational specialist; a technician such as a plumber, electrician, carpenter, or mechanic; or an artist such as a sculptor, aesthetic painter, or musician, provided, however, that this provision shall not apply to architects or engineers providing construction management services rather than professional architect or engineer services when a written determination has been made that competition is not feasible. KRS 45A.380
- Subscriptions for the purchase of periodicals in either paper or electronic format. A subscription may include a professional journal, newspaper, or other required publication. KRS 45A.050 45A.380(1)
- Copyrighted material in either paper or electronic format for which only one source of supply is available. Items commonly covered under this section include:
 - Library books. KRS 45A.095 45A.380(1)
 - Published books, maps, periodicals, and technical pamphlets. KRS 45A.050 45A.380(1)
- Works of art for museum and public display. KRS 45A.050 45A.380(1)
- Services of a visiting speaker, professor, expert witness, or performing artist. KRS 45A.095 45A.380(3)
- Rates fixed by law or ordinance. KRS 45A.09
- Cooperative purchases made between state agencies, political subdivisions, state universities, agencies of other states, or agencies of the federal government. KRS 45A.300 45A.420
- Advertisements, public media, public displays, billboards, signage, and booths. Dissemination of information and the purchase or rental of promotional related items for library use. (for clarification, see FAP 111-09-00 45A.380{2})
- Equipment repair service and parts. (for clarification, see FAP 111-09-00 45A.380{5})
- A product or service for which there is only one (1) known capable supplier as occasioned by the unique nature of the requirement, supplier, or market condition. (for clarification, see FAP 111-10-00 45A.380{2})
- Contracts for group life insurance, group health, and accident insurance, group professional liability insurance, worker's compensation insurance, and unemployment insurance. KRS 45A.380
- A product or service made necessary by an emergency that will cause public harm as a result of the delay in competitive procedures. KRS 45A.380

Purchases Less Than Forty Thousand Dollars

Purchases of products and services less than forty thousand dollars (\$40,000) but more than five thousand dollars (\$5,000) may be made in the open market, without newspaper advertisement. Such purchases shall, whenever possible, be based on at least three (3) competitive written proposals or ascertained from the vendor's price lists or other quote information. The award shall be made to the supplier offering the best value.

Purchases Less Than Five Thousand Dollars

Purchases of products and services less than five thousand dollars (\$5,000.00) may be made without competitive proposals but shall be made with attention to the lowest possible cost, consistent with the needs of the library with regard to durability, performance, delivery, and service.

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. This exemption applies only to purchases of 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 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 Board of Trustees 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 cosigned by two signees with designated approval, as set by the Board.

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

Purchasing Procedures

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

Confidentiality, Open Records, and Open Meetings

Approved 9/9/2003

Revised 1/23/2024

Confidentiality

It is the policy of the Bullitt County Public Library to protect as far as possible the privacy of all library patrons and to make no inquiry into the purposes for which a patron requests information or materials. Records that may be required in controlling the use of materials either on or off the premises of the library are for the sole purpose of protecting public property and such records are not used directly or indirectly to identify the kinds of materials used by individual library patrons, except insofar as the Library may be helpful to such a patron in finding requested information.

Confidential patron records can only be made available to third parties with the appropriate court order or in accordance with the laws of the Commonwealth of Kentucky and the Federal Government.

Open Meetings

The Board shall always operate in accordance with the Kentucky Revised Statutes (KRS 61.800-850) 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.

Open Records

The Library, as a public agency, is required to comply with all applicable state and federal laws and regulations related to Open Records. KRS 61.870 through KRS 61.884 covers the Kentucky General Assembly's intent regarding Open Records. These statutes are further clarified, as necessary, by decisions of the Office of the Attorney General.

Requests for Records

The Library Director (or designee) acts as Custodian for all Open Records Requests. KRS 61.870(5).

There are two ways to prepare an open records request:

1. A self-prepared written request that must contain:
 - a description of the records you seek;
 - your name printed/typed legibly;
 - your signature;
 - your mailing address or email address if you ask for copies by mail or email.

It should also include:

- the date submitted;
- whether you wish to review records on agency premises OR receive copies by mail;
- a statement that your request is noncommercial or commercial;
- A statement that you are a resident and the section of KRS 61.870(10) under which you qualify:
 - A person who lives in KY - KRS 61.870(10)(a);
 - A business located in KY - KRS 61.870(10)(b);
 - A business registered in KY - KRS 61.870(10)(c);
 - A person who is employed/works in KY - KRS 61.870(10)(d);
 - A person who owns property in KY - KRS 61.870(10)(e);
 - An authorized representative of any of the above - KRS 61.870(10)(f);
 - A news gathering organization as defined in KRS 189.635(8)(b)1 - KRS 61.870(10)(g).

A form for this purpose is provided by the library but is not required.

2. Requestors may also use the standardized request form provided by the Kentucky Attorney General's office, which is available on the agency's website (<https://ag.ky.gov/>).

Mailed requests must be addressed to:

Bullitt County Public Library
ATTN: OPEN RECORDS REQUEST
740 Conestoga Pkwy
Shepherdsville, KY 40165

Requests may be delivered in person to the same address. Requests may also be delivered by fax to (502) 543-5487 or submitted via email to recordsrequest@bcplib.org.

Open Records Requests made through any other means will not be honored. The requestor will be directed to make the request through one of the acceptable methods.

Response

A public agency has five days (excluding Saturdays, Sundays, and legal holidays) in which to respond to an Open Records Request. This time begins to expire the day after the request is received. KRS 61.880(1).

The response to a request ideally will contain the materials collected but may instead indicate a reasonable timeframe for securing the requested documents or a reason why the request will not be met. KRS 61.880(1)

On Site Examination of Records

Individuals requesting information will be allowed to conduct on-site inspection of records during the regular office hours of administration staff (9 a.m. until 5 p.m., Monday through Friday). An on-site inspection may be required by the Library if the request is not specific or if the requestor resides or maintains an office within Bullitt County. KRS 61.872(3)(a).

Exempt Records

The Library will not honor requests for personnel or medical records for past or present employees nor the circulation records for individual patrons. KRS 61.878(1)(a). The Library also considers other records as exempt as determined by KRS 61.878.

Denial of Request

In some cases, the Library may find that a request creates an unreasonable burden and may deny such request. Requests that the Library believes are intended to disrupt its essential functions may also be denied. In these cases, the Library will provide evidence to the requestor of the basis of its belief, and notice of the refusal will be reported to the Office of the Attorney General. Evidence may include an estimation of time/expense to retrieve the records or duplication in the type/nature of the request. KRS 61.872(6).

The Kentucky Open Records Act relates to existing public records, not the compilation or creation of records upon request. We cannot guarantee access to records that are not being actively collected.

Copies

Copies of any requested materials may be provided at a cost of \$0.10 per page. Requests for specialized copies (i.e. color or oversized copies, other physical formats) will be provided at the cost incurred by the Library to produce them. Payment is expected before the delivery of the requested pages along with postal costs, as necessary. KRS 61.872(3)(b).

Retained Records

The Library will maintain and retain records in accordance with applicable laws and regulations. Such practices will include the permanent retention of:

- Annual budgets;
- Auditor reports;
- Blueprints (duplicate copies may be discarded);
- Board meeting minutes and agendas;
- Financial records (not including invoices);
- Library policies;
- Official correspondence;
- Payroll records.

Other records not specifically noted or required by applicable laws may be retained or discarded according to applicable timetables.

Destruction of documents

The Library destroys documents regularly as a part of its record retention schedule. Once a document has been retained for a sufficient time to satisfy its retention cycle, it is subject to destruction at any time. The Library Director acts as the Custodian for the Library's official documents and will ensure that the schedule of retention and destruction of records is maintained.

A Records Destruction Certificate will be completed and filed with the Kentucky Department for Libraries and Archives' Records Division whenever documents are destroyed according to the retention schedule.

Whistleblower Policy

Approved 03/12/2013

Revised 1/23/2024

The Bullitt County Public Library is committed to operating in compliance with all applicable laws, rules, 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 that 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 Bullitt 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 of Trustees or the Library 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 Bullitt 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 a court, truthful information relating to the possible commission by any of its employees, Trustees, or other agents, of any wrongdoing of the type set forth above.

If a Bullitt County Public Library employee has a reasonable belief that any of the Library's employees or Trustees have 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 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. Such anonymous concerns should be in writing and sent directly to the Library Director or the President of the Board of Trustees at the Library's business address:

Bullitt County Public Library
740 Conestoga Parkway
Shepherdsville, KY 40165

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

The Bullitt 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 Bullitt 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.

Whistleblower Procedure

Who Can Report

Any person may report allegations of suspected improper governmental activities, as defined in the Bullitt County Public Library's Whistleblower Policy.

Suspected improper governmental activities may include any actual or suspected violations of law or policy or any 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.

Reports are encouraged to be made in writing to assure a clear understanding of the issues raised, however, they may be made orally to the Library Director or the President of the Board of Trustees. Such reports should be factual rather than speculative or conclusive and contain as much specific information as possible to allow for proper assessment of the nature, extent, and urgency of preliminary investigative procedures.

Reports by Employees

Under KRS 61.102 employees are protected from retaliation for making reports of improper governmental activities.

Anonymous Reports and Reports by Members of The Public

Whistleblower reports may be made anonymously and by members of the public. Anonymous whistleblowers must provide sufficient corroborating evidence to justify the commencement of an investigation.

Because of the inability of investigators to interview anonymous whistleblowers, it may be more difficult to evaluate the allegations and, therefore, less likely to cause an investigation to be initiated.

Where to File

Oral or written reports may be directed to any of the following:

- Reports of impropriety regarding employees go to the employee's supervisor or Human Resources administrator.
- Reports of impropriety regarding the Library Director go to the Board of Trustees or Human Resources administrator.
- Reports of fiscal impropriety regarding one or more Trustees go to the state auditor or the state police.
- Reports of inefficiency, neglect of duty, malfeasance, or conflict of interest by one or more Trustees go to the appropriate fiscal court (KRS 65.007).

Content of Whistleblower Report

In providing information, the whistleblower is not to conduct any investigative procedures or obtain evidence to which he or she does not have a right of access. Doing so may constitute a violation of law or Bullitt County Public Library policy.

Providing the following information regarding each allegation is most useful; however, answers to all these questions are not required to file a whistleblower report.

- **WHAT?** What is the alleged improper activity? What makes it an improper governmental activity? Do any documents exist that would provide evidence of the improper activities? Where are the documents located? Who controls them?
- **WHO?** Who are the subjects of the allegation? Who else do you believe is involved -- complete names and work location? If you believe an organization is involved, who are the contact people? Do the subjects of the complaint know about this report? Can anyone else corroborate the improper activities being reported and how can they be contacted?
- **WHERE?** In which Bullitt County Public Library department is the alleged improper activity occurring?
- **WHEN?** When did the alleged improper activity occur? Is it ongoing? How frequently has it occurred?
- **HOW?** How did you become aware of the alleged improper activity? How did the subject carry out the activity? Do you believe that a circumvention of controls or lack of controls is involved? If so, describe.

Board of Trustees and Library Employee Ethics Policy

Approved 6/12/2012

Revised 1/23/2024

The Bullitt County Public Library depends on the trust of the community to successfully achieve its mission. Therefore, all Trustees and employees shall conduct business on behalf of the Library with the highest level of integrity and avoid the appearance of any impropriety.

Guiding Principles

1. Trustees and employees should uphold the integrity of the Library and should perform their duties impartially and diligently.
2. Trustees 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.
3. Trustees and employees should protect and uphold library patrons' right to privacy in their use of the Library's resources.
4. Trustees 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.
5. Trustees and employees should avoid situations in which there is a reasonable probability that their interests may appear to conflict with the best interests of the Library.
6. Trustees should abstain from any official action in which their interest could reasonably be perceived as compromising their ability to act in a fair, impartial, and objective manner.
7. Trustees should not use Library resources, or allow Library resources to be used, for their personal use or benefit.
8. Trustees 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 Trustees or employees.
9. Trustees 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.
10. Trustees and employees should not be swayed by partisan interests, public pressure, or fear of criticism when carrying out their official duties.
11. Trustees and employees should strive to uphold the integrity of the Library and be respectful to their fellow Trustees and Library employees in public settings.

12. The Bullitt County Public Library resolves that it places itself under the Bullitt County ethics code as now written and as it may be amended in the future, subject to periodic review by this board. The Bullitt County Public Library shall also continue to abide by any statutes and administrative regulations that may apply to this entity both now and in the future. In the event there is any conflict between the Library code of ethics and the county code of ethics, the provision mandating the most restrictive conduct shall apply.

Therefore

To preserve and uphold Bullitt County Public Library's reputation as an organization of unimpeachable integrity, each Trustee 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 Bullitt County Public Library.

Compliance

If any Trustee or the Director appears to be in conflict with 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 Trustee 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 Trustee or termination of the Director. Employees who are or appear to 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.

Acknowledgment

The following statement will be completed and signed annually by each Trustee. This requirement does not absolve any Trustee 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:

Signed: _____ Date: _____