



# ***THE BLUE BOOK***

**Kentucky Library Association's Constitution, Bylaws, and  
Manual of Policies and Procedures**

**3rd Edition, 2011**

**All previous revisions have been incorporated into this  
3rd edition of The Blue Book**

## **PREFACE**

This 2011 edition of The Blue Book: Kentucky Library Association's Constitution, Bylaws and Manual of Policies and Procedure replaces all former revisions and editions of Kentucky Library Association's Constitution and Bylaws and Policies and Procedures: The Blue Book. As a charge to the Strategic Planning and Organization Committee, The Blue Book was closely examined for consistency, the inclusion of known changes, and changes to reflect current Board practices.

*Robert Gieszl, Chair  
Strategic Planning and Organization Committee  
2010-2012*

# **The Blue Book: Kentucky Library Association's Constitution, By-Laws, and Manual of Policies and Procedures**

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**KENTUCKY LIBRARY ASSOCIATION  
CONSTITUTION  
October 2004 Revisions**

**Article I. NAME**

The name of this organization shall be the Kentucky Library Association.

**Article II. MISSION**

The Mission of the Kentucky Library Association (KLA) is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

**Article III. AFFILIATIONS**

Sec. 1. This Association is a chapter of the American Library Association.

Sec. 2. The Association is an affiliate of the Southeastern Library Association.

**Article IV. MEMBERSHIP**

Any person interested in the objective of this Association is eligible for membership upon payment of the annual due.

**Article V. OFFICERS**

Sec. 1. The general officers of the Kentucky Library Association shall be President, Vice President/President Elect, and Secretary. These officers shall be elected during the Annual Membership Meeting.

Sec. 2. The Executive Committee of the Association shall be composed of the general officers, the Immediate Past President and the Executive Director, who shall serve as an ex officio, non-voting member.

Sec. 3. The Board of Directors of the Association shall be composed of the general officers, the Immediate Past President, the Chair of each Section, and the American Library Association Councilor. The Editors and Managers of the Association's official publications, Round Table Chairs, and the Executive Director of the Association, shall be ex officio, non-voting members of the Board. The State Librarian and Library Commissioner and a Department of Education Representative shall be invited guests.

**Article VI. MEETINGS**

Sec. 1. The Kentucky Library Association shall meet annually at the time and place to be determined by the Board of Directors

Sec. 2. Special meetings of the Association shall be called by the President of the Association on the written petition of the one hundred members of the Association. Only business specified in the call will be transacted at special meetings.

Sec. 3. Each member shall be notified of the time and place of all meetings of the Association at least thirty days prior to the scheduled meeting date.

## **Article VII. AMENDMENTS**

Any proposal to amend this Constitution shall be approved by a majority of the Board of Directors and presented in writing to the membership for action at annual membership meeting. Amendments of the Constitution require approval by two-thirds of those members present and voting.

## **Article VIII. OFFICIAL YEAR**

The Association's fiscal year shall begin January 1 and end December 31. The fiscal year shall govern all financial activities of the Association.

# **KENTUCKY LIBRARY ASSOCIATION BYLAWS**

## **Article 1. MEMBERSHIP**

Sec. A. Active. A person currently on the payroll of a library or information center.

Sec. B. Student. A full time student in a program of librarianship, library technology, or a library trainee program.

Sec. C. Retired. An individual who is formally withdrawn from active work as a librarian.

Sec. D. Institutional and/or affiliate organizations. Educational institutions, libraries, library associations or similar organizations. The governing board of such organization may annually designate in writing to the Association's Executive Director a representative to cast its vote.

Sec. E. Life (no longer offered) An active membership exempt from annual association dues, but assessed annually section and round table dues.

Sec. F. Trustee. A person serving as a trustee who desires to be a member of the Association and the Trustee Roundtable.

Sec. G. Friends. A person who desires to be a member of the Association.

Sec. H. Unemployed. A librarian or information specialist not currently employed in a library or information services who desires to be a member in the Association.

Sec. I. Vendor. A person who sells a service or product to libraries and desires to be a member of the Association.

Sec. J. Library Support Staff. A person who serves in a library support capacity including paraprofessionals, library technicians, library assistants, and other library support staff who desire to be a member of the Association.

## **Article 2. DUES**

Sec. A. Annual dues for the Association are determined by the Board of Directors and approved by the membership. The dues structure shall be reviewed by the Dues Review Subcommittee and reported to the Executive Committee every three years. Recommendations shall be given to the Board of Directors at the Spring Board Meeting.

Sec. B. For active members, student, retired, friend, and unemployed membership is for one year from the time dues are paid. Payment of dues entitles the member to receive the Association's publications and to select one Section for membership.

Sec. C. For Trustees, membership is for one year from the time dues are paid. Payment of dues entitles the member to receive the Association's publications and membership in both the Public Libraries section and the Trustees Round Table.

Sec. D. For retired, institutional, and vendor members, membership is for one year from the time dues are paid. Payment of dues entitles the member to receive the Association's publications. Section and Round Table memberships are assessed separately.

Sec. E. For Library Support Staff, membership is for one year and entitles the member to receive membership in one Section and the Library Support Round Table.

Sec. F. For Life members, dues for Sections and/or Round Table are due on July 1st.

Sec. G. Association members may join additional Sections and Round Tables upon payment of appropriate dues when paying annual Association dues.

Sec. H. Members whose dues are not received by the end of their membership year shall be automatically dropped from the membership.

### **Article 3. SECTIONS**

Sec. A. The Kentucky Library Association is divided into Sections by the following types: academic, public, school media, and special.

Sec. B. Each Section functions under its own constitution and/or bylaws, no article or section of which is to conflict with those in the Association's governing documents. No Section or individual in a Section shall represent or obligate the Association to any course of action without the approval of the Board of Directors.

Sec. C. Section members shall be members of the Association.

Sec. D. A new Section shall be activated by a petition submitted to the Board of Directors. This petition must be signed by a minimum of seventy-five (75) Association members and accompanied by a proposed constitution and bylaws.

Sec. E. Sections may be dissolved by the Board of Directors when the membership drops below 75 or upon petition of the Section Officers. (3/11/06)

Sec. F. Sections shall only be established or dissolved at the last Board of Directors meeting prior to the annual conference.

### **Article 4. ROUND TABLES**

Sec. A. Round Tables shall be defined as groups of persons who are members of the Kentucky Library Association and who are interested in a similar aspect of library service which is not within the immediate scope of a Section.

Sec. B. Round Tables shall be established by the Board of Directors upon petition. The petition must include the statement of purpose of the Round Table and signatures of fifteen (15) Association members interested in the stated goals of the organization.

Sec. C. Round Tables may be dissolved by the Board of Directors when the membership drops below 15 or upon recommendation of the Round Table Officers. (3/11/06)

Sec. D. Annual reports of activities, membership numbers, financial status and a roster of new officers shall be submitted in writing to the President of the Association immediately following the close of the fiscal year (December 31st). Minutes of all business meetings shall be recorded and become a part of the archival collection of the Round Table.

Sec. E. Round Tables shall only be established or dissolved at the last Board of Directors meeting prior to the annual conference.

### **Article 5. NOMINATION AND ELECTION PROCESS**

Sec. A. A Nominating Subcommittee of three members (the Immediate Past President, one member from each of the two Sections from which the candidates for Vice President/President Elect and Secretary will be drawn) shall be appointed by January 15th, from the Strategic Planning and Organization Committee. The Immediate Past President shall serve as Chair.

Sec. B. The Nominating Subcommittee shall present a slate of one qualified candidate for each of the following offices: 1) Vice President/President Elect, and 2) Secretary. Written acceptance must be given to the Chair of the Nominating Subcommittee.

Sec. C. The nominees for Vice President/President Elect and Secretary shall be selected from the membership of the Sections on a rotating basis.

Sec. D. The slate of nominees shall be printed in the Association's newsletter.

Sec. E. Other nominations may be made by presentation of a petition signed by fifty (50) Association members to the Nominating Subcommittee before August 1st. There shall be written consent of the nominee. Nominations from the membership shall follow the same guidelines and rotation order as presented by the Nomination Subcommittee.

Sec. F. New Sections shall be eligible for placement in the rotation schedule for officers after the Section has been in existence for two years. The Board of Directors shall determine placement in the rotation schedule for officers when appropriate.

Sec. G. If there are no petition candidates, the general officers of the Kentucky Library Association shall be elected by the membership of KLA at the business meeting at the annual conference. The President shall declare the results of the election.

Sec. H. If there are petition candidates for any office, election for that office will take place by mail ballot. The candidate receiving the largest number of votes shall be declared elected. In the event of a tie vote, the Board of Directors shall determine the winner. The President shall declare the results of the election at the annual conference.

Sec. I. The term of office for each shall be one year beginning at the close of annual conference.

Sec. J. On a rotating basis using a pre-established Section rotation, the American Library Association Councilor shall be elected by the KLA membership to serve a three-year term.

## **Article 6. COMMITTEES**

Sec. A. Standing committees may be created or dissolved by the Board of Directors.

Sec. B. Special and/or Ad Hoc Committees may be created or dissolved by the President. Such actions shall be approved by the Board.

Sec. C. No committee chair or individual member of a committee shall be allowed to represent, engage, or obligate the Association to any course of action without the approval of the Executive Board or the Board of Directors.

Sec. D. Vacancies on the standing committees shall be filled by the President and approved by the Board of Directors.

## **Article 7. PUBLICATIONS**

Sec. A. The official publications of the Kentucky Library Association shall be Kentucky Libraries, IN-FO-CUS, the Web page, and the KLA Listserv.

Sec. B. Other publications shall be issued upon authorization of the Board of Directors.

## **Article 8. QUORUM**

Sec. A. A quorum at the annual business meeting shall be those in attendance.

Sec. B. A quorum at special called meetings shall be ten percent of the total paid membership of the Association.

Sec. C. A quorum for meetings of the Board of Directors shall be the majority of the voting members of the Board.

Sec. D. A quorum for the meetings of the Executive Committee shall be a majority of the voting members.

## **Article 9. AMENDMENTS**

Sec. A. Any proposals to amend the Bylaws, other than grammatical changes, shall be approved by a two-thirds affirmative vote of the Board of Directors.

## **Article 10. PARLIAMENTARY AUTHORITY**

Sec. A. The parliamentary authority for the Kentucky Library Association is the latest edition of The Standard Code of Parliamentary Procedure by Alice Sturgis. The rules contained in the current edition of Sturgis' Code shall govern the Association in all cases to which they are applicable.

# **MANUAL OF POLICIES AND PROCEDURES (BY SECTIONS)**

## **1. THE BLUE BOOK AND ITS REVISIONS**

1.1. The Blue Book: Kentucky Library Association's Constitution, Bylaws, and Manual of Policies and Procedures shall be the official governing principles of the Association.

1.2. Additions, deletions, or revisions to the "Manual of Policies and Procedures" must be approved by a majority vote of the Board of Directors. For changes to the Constitution, see Constitution Article VII. For changes to the KLA Bylaws, see Bylaws Article 9.

1.3. Revisions of this Manual made in the future shall be indicated by the date when each change in policy is made. Dates shall be set in parentheses to indicate the date of the Board of Directors meeting when the revision was made. (Example: (3/1/05))

## **2. REVISION OF PROCEDURES BY MEMBERSHIP**

2.1. The membership may rescind any decision made by the KLA Board in regard to bylaws or policy change by using the following procedures:

2.1.1. Presentation of a written petition stating specific objections to a bylaw or policy change and the language considered desirable to the Board of Directors.

2.1.2. The petition must bear the signatures from at least 15% of active KLA members or trustee members as defined by dues category.

2.1.3. The Board of Directors shall direct the Executive Director to determine if the signatures of those signing the petition are members of the Association.

2.1.4. If there are enough valid signatures, the Executive Director shall prepare a mail ballot to the membership presenting rationale on all sides of the issue.

2.1.5. There shall be a printed date for the return of the ballot and members shall be given adequate time to make their decision.

2.1.6. A simple majority of those members who return their ballots by the stated deadline shall resolve the issue.

### **3. KENTUCKY LIBRARY ASSOCIATION MISSION AND 2007 LONG-RANGE PLAN (rev. 7/19/07)**

#### **3.1. MISSION OF THE KENTUCKY LIBRARY ASSOCIATION**

The Mission of the Kentucky Library Association (KLA) is to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

#### **3.2. STRATEGIC AREA: ACCESS TO INFORMATION**

KLA will promote efforts to ensure that every individual has access to needed information in a timely manner and in a format the individual can use, through the provision of library and information services.

#### **3.3. STRATEGIC AREA: LEGISLATION AND FUNDING**

KLA will promote legislation at all levels that will strengthen library and information services and assist libraries in seeking adequate funding from both the public and private sectors.

#### **3.4. STRATEGIC AREA: INTELLECTUAL FREEDOM**

KLA will promote the protection of library materials, personnel, and trustees from censorship; the defense of library personnel and trustees in support of intellectual freedom and the Library Bill of Rights; and the education of library personnel, trustees, and the general public to the importance of intellectual freedom.

#### **3.5. STRATEGIC AREA: PUBLIC AWARENESS**

KLA will promote the role of librarians and the use of libraries and their resources and services as well as the awareness of their importance to all segments of society.

#### **3.6. STRATEGIC AREA: PERSONNEL RESOURCES**

KLA will promote the recruitment, education, professional development, rights, interests, and obligations of library personnel and trustees.

#### **3.7. STRATEGIC AREA: LIBRARY SERVICES, DEVELOPMENT, AND TECHNOLOGY**

KLA will promote the availability of information tools and technologies which assist libraries and library personnel in providing services responsive to the changing needs of society.

#### **3.8. STRATEGIC AREA: ORGANIZATIONAL SUPPORT**

KLA will use its resources wisely and maintain a flexible structure that promotes broad participation of all members and Sections in order to address priorities 3.3 - 3.6.

## **4. FINANCIAL POLICIES OF THE ASSOCIATION**

(Including Travel and other Expenditures)

### **4.1. OVERVIEW**

All persons (i.e. officers, Section members, Committee members, Round Table members), representing the Association shall not incur any expenditures beyond a budgeted item in the name of the Association without prior written approval of the Executive Committee.

### **4.2. ROLE OF THE EXECUTIVE DIRECTOR**

The Executive Director files all federal tax forms for the Association including those for individual Sections.

### **4.3. MEETING AND CONFERENCE EXPENSES FOR OFFICERS AND OTHERS**

**4.3.1.** Each Section will pay travel and room expenses (See Sec. 25.5.3) of its Section Chairs to attend Board of Directors meetings. KLA will provide lunch.

**4.3.2.** Each Section will pay the expenses of its Chair-Elect when attending the Board of Directors and/or Conference Planning meetings. KLA will provide lunch.

**4.3.3.** When a member of the Executive Committee of the Board (i.e. the President, Vice President/President Elect, Past President, Secretary and Executive Director) attends Board meetings and other called meetings, the Association will pay mileage and room expenses.

**4.3.4.** KLA will pay Annual Conferences expenses (i.e. mileage and room expenses) for the Executive Committee.

**4.3.5.** KLA will pay expenses of Executive Committee members (See Sec. 24.3.1) for only those Annual Conference functions where they are representing KLA as officers of the Association.

**4.3.6.** Lunch will be provided for Board of Directors members and invited guests at Board meetings.

**4.3.7.** Standing Committee Chairs who attend Board meetings may be eligible for reimbursement of expenses associated with attendance at a KLA Board meeting. Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed. (See Sec. 30.3.2)

**4.3.8.** Special and Ad Hoc Committee Chairs will be reimbursed for expenses associated with attendance at Board meetings only if a special report to the Board is requested. These invited Committee Chairs who attend Board meetings may be eligible for reimbursement of expenses associated with attendance at a KLA Board meeting. Invited Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed. (See Sec. 30.3.2)

**4.3.9.** The ALA Councilor will be reimbursed for Board meetings and conference expenses as provided for in the KLA annual budget.

**4.3.10.** ALA dues for the President and the Vice President/President Elect are paid by the Association.

**4.3.11.** Expenses (i.e. mileage/transportation and room expenses) will be paid for the President to attend ALA Midwinter and Annual Conferences that fall within the term of office.

**4.3.12.** Expenses (i.e. mileage/transportation and room expenses) will be paid for the Vice President/President Elect to attend ALA Midwinter and Annual Conferences that fall within the term of office.

**4.3.13.** Expenses (i.e. mileage/transportation and room expenses) will be paid for the ALA Councilor to attend ALA Midwinter and Annual Conferences held during the term of office.

#### **4.4. DESIGNATED SALARIES SHALL BE PAID AS FOLLOWS**

**4.4.1.** Executive Director on the first of each month.

#### **4.5. REIMBURSEMENT REGULATIONS**

##### **4.5.1. Travel guidelines**

**4.5.1.1.** Allowance for mileage at prevailing Kentucky government rate and/or coach class air fare, whichever is less.

**4.5.1.2.** Daily meal allotment not to exceed \$30.00 with receipts (not including gratuities). No receipt required for less than \$14.00. No reimbursement for meals when attending Board meetings since lunch is provided.

**4.5.1.3.** Room rate - standard single room, convention rate. Travel of 150 miles one way is required for an individual to be paid room expenses.

**4.5.1.4.** Reasonable allowance for bag handling, registrations, taxi, tolls, gratuities, etc.

**4.5.1.5.** Entertainment, alcoholic beverages and items of a personal nature will not be authorized.

##### **4.5.2. Other appropriate expenses**

Expenses reimbursable with receipts include:

**4.5.2.1.** Postage

**4.5.2.2.** Telephone

**4.5.2.3.** Printing

**4.5.2.4.** Office supplies

**4.5.2.5.** Approved conference expenditures (must include contract copy and receipts)

#### **4.6. SUBMITTING VOUCHERS FOR REIMBURSEMENT:**

**4.6.1.** Any person wishing reimbursement for an allowable expense shall submit a KLA voucher with appropriate receipts within 30 days of the incurred expenses.

**4.6.2.** KLA vouchers can be obtained upon request from the Executive Director or a voucher may be copied from the form in the back of The Blue Book.

**4.6.3.** Upon receipt of a KLA voucher with receipts for an allowable expense, the Executive Director will process the voucher within 30 days.

**4.6.4.** If there is a question about the voucher, the Executive Director will contact the person who submitted the voucher within 30 days for clarification.

**4.6.5.** The original copy of each voucher including receipts shall be held by the Executive Director for five years.

#### **4.7. BUDGET GUIDELINES:**

**4.7.1.** For account reporting purposes, the KLA fiscal year shall be the calendar year (January 1 - December 31)

**4.7.2.** Officers for the new KLA year will submit itemized budget requests for expenses 30 days prior to the new KLA year. Money shall be set aside for committee activities. Committee requests for funds shall be submitted to the Executive Committee (Immediate Past President presides over budget preparation) for approval as needed. (See Appendix B - Budget Checklist)

## **5. MEMBERSHIP TYPES AND FEES OF THE ASSOCIATION**

### **5.1. ACTIVE**

Any person currently on the payroll of a library or information center.

Salary range:	\$0 to \$ 9,999	dues 16.00	to section 7.00
	\$10,000 to \$19,999	dues 28.00	to section 7.00
	\$20,000 to \$29,999	dues 42.00	to section 12.00
	\$30,000 to \$39,999	dues 55.00	to section 12.00
	\$40,000 to \$49,999	dues 67.00	to section 19.00
	\$50,000 to \$59,999	dues 79.00	to section 24.00
	\$60,000 and higher	dues 91.00	to section 24.00

### **5.2. STUDENT**

(\$15.00) Rate for a part-time or full-time person in a program of librarianship, library technology, or library training. This rate is limited to a period of 5 years. Section included.

### **5.3. RETIRED**

(\$15.00) Rate for retired library professionals shall be a rate equal to that for student membership. Section included.

### **5.4. LIBRARY SUPPORT STAFF**

(\$25.00) Rate for support/paraprofessional staff in any type of library. Includes membership in the Library Support Round Table. Section included.

### **5.5. INSTITUTIONAL/AFFILIATE ORGANIZATIONS**

(\$70.00) Educational institutions, libraries, library associations and other similar organizations. Examples of such organizations are: Graduate library school faculty members; Out-of-state library administrators; Regional library network cooperative representatives; or other ALA chapter officers. Members of such organizations who are not employed by or appointed to Kentucky library institutions are entitled to attend conference meal functions and exhibits without paying conference registration fees. Section not included.

### **5.6. LIFE**

(no longer offered) An active membership exempt from annual dues, but must pay annual section and/or round table dues.

### **5.7. TRUSTEE**

(\$25.00) Membership in Public Section and Trustees Round Table included.

### **5.8. FRIEND OF LIBRARY**

(\$25.00) Section included.

### **5.9. UNEMPLOYED**

(\$15.00) Former library employee not currently on a library payroll. Section included.

### **5.10. VENDOR**

(\$70.00) Section not included.

### **5.11. SECTIONS**

All memberships except Trustees, Institutional or Vendor include one section membership of choice. All others are \$7.00 each.

### **5.12. ROUND TABLES**

Library Support Staff membership includes membership in the Library Support Round Table. Trustees membership includes membership in Trustees Round Table. All others are \$5.00 per round table membership.

### **5.13. DUES REVIEW**

Every three years the Dues Review Subcommittee will study the need for changes in the dues structure and report findings to the Executive Committee (See Article V, Sec. 2 for members). Any changes in membership dues will be recommended by the Executive Committee to the Board of Directors at the Spring Board meeting for approval by membership vote in accordance with the Bylaws (See Article 2 and Sec. 35.3.1.3)

### **5.14. MEMBERSHIP DURATION**

Membership in KLA is for one year beginning the first day of the month in which dues are first paid.

### **5.15. RENEWAL**

Renewal memberships received prior to expiration date will be credited for the twelve (12) month period following the expiration of current membership.

### **5.16. DUES PAYMENT**

Membership dues are payable to the Kentucky Library Association.

### **5.17. RATE INCREASE**

Every three years dues will automatically increase 10% in all salary ranges above \$ 9,999 unless revised by the Dues Review Subcommittee and approved by the Board of Directors and membership.

## **6. REVIEW OF FINANCIAL MATTERS**

### **6.1. KLA AUDIT COMMITTEE (See Sec. 31)**

- 6.1.1.** Investigates and documents financial matters of the Association.
- 6.1.2.** Verifies, on behalf of the Board of Directors, all receipts and expenditures.
- 6.1.3.** Certifies internally all financial matters.
- 6.1.4.** Submits a minimum of two written reports a year to the Board of Directors.
- 6.1.5.** Verifies that an external audit is done every three years.

### **6.2. EXTERNAL AUDIT**

- 6.2.1.** An external audit shall be done every three years by a CPA firm.
- 6.2.2.** KLA shall provide the funds for such an audit to take place every three years. No Round Table or Section will be asked to provide funds for said audit.
- 6.2.3.** The audit should include all the Section finances and not be a “yellow book” audit, but one that addresses the general needs of the Association.
- 6.2.4.** When selecting a CPA firm, the Executive Director will obtain three bids (See Sec. 17.4.1.7), and the KLA Board of Directors will secure the most cost-effective audit. (See Sec. 17.4.1.8)

## **10. PRESIDENT**

### **10.1. REQUISITES:**

**10.1.1.** The President must be an active member of the Kentucky Library Association.

**10.1.2.** The President shall have served the previous year as Vice President/President Elect of KLA. (See Sec. 10.4.2 in event Vice President/President Elect cannot succeed)

**10.1.3.** The President must be a member of ALA, or join before election.

### **10.2. TERM**

**10.2.1.** One year, assuming office immediately following the annual conference.

### **10.3. DUTIES OF THE PRESIDENT**

**10.3.1.** Serves as the Association's representative in all official capacities and as its spokesperson on all established policies.

**10.3.2.** Appoints Committee Chairs and members for all standing, special or ad hoc committees using the following procedure:

**10.3.2.1.** Requests names of candidates for committee positions when appropriate from the Section and Round Table Chairs.

**10.3.2.2.** Secures a written acceptance from all appointees prior to submitting the list of chairs and members for all standing, special and ad hoc committees.

**10.3.2.3.** Submits list of appointees to the Board of Directors for approval at the first Board Meeting after Annual Conference.

**10.3.3.** Serves as an ex officio member of all committees except the Nominating Subcommittee.

**10.3.4.** Fills by appointment all vacancies not otherwise provided for, subject to the ratification of the Board of Directors.

**10.3.5.** Calls all meetings of the Board of Directors and the Executive Committee.

**10.3.6.** Prepares the agenda for and presides at all meetings of the Executive Committee, the Board of Directors, at the Annual Business Meeting of the Association, at various regular sessions of the Annual Conference and any special meetings of the Association.

**10.3.7.** Monitors and serves as a resource for the work of all sections, round tables and committees.

**10.3.8.** Assumes the following additional responsibilities with respect to the Annual Conference:

**10.3.8.1.** Assists the Vice President/President Elect in the preparation of copy for the conference program and approves of its printing.

**10.3.8.2.** Assists the Vice President/President Elect with the selection and appointment of the various conference chairs.

**10.3.9.** Reviews the minutes of the meetings of the Board of Directors and the annual business meeting.

**10.3.10.** Accepts annual reports submitted from of all other officers of the Association, Committees, Sections, and Round Tables of the Association.

**10.3.11.** Writes and submits the “President’s Page” for each quarterly issue of Kentucky Libraries and INFO-CUS.

**10.3.12.** Cosigns all checks after approving all vouchers and expenses.

**10.3.13.** Serves as ex officio member of the State Library Advisory Board.

**10.3.14.** Passes on to the incoming President information regarding protocol, procedures, deadlines, traditions (and personal experiences) that have been handled by the President.

## **10.4. REPLACING THE PRESIDENT**

**10.4.1.** In the event of the resignation of the President or the inability of the President to complete the term, the Immediate Past President assumes the office of the President and serves the remainder of the term.

**10.4.2.** In the event the Vice President/President Elect is unable to succeed the President, the Executive Committee shall recommend a member with the same qualifications (See Sec. 10.1) and from the same Section to the Board of Directors for approval at the next meeting or at a called meeting.

## **10.5. EXPENSES**

**10.5.1.** KLA will pay ALA membership dues during the term of office.

**10.5.2.** KLA will pay for room expenses, meals and mileage for attending both Executive Committee and Board Meetings.

**10.5.3.** KLA will pay meeting expenses including registration, room, mileage, meals, functions attended as KLA President and other travel expenses for the following according to the approved annual budget:

**10.5.3.1.** KLA Annual Conference

**10.5.3.2.** ALA Midwinter and Annual Conferences.

**10.5.3.3.** National Legislative Day according to approved annual budget.

**10.5.3.4.** Section Conferences

**10.5.4.** Other expenses may be covered as provided for in the annual budget.

## **11. IMMEDIATE PAST PRESIDENT**

### **11.1. TERM**

**11.1.1.** One year, following the term as President.

### **11.2. DUTIES OF THE IMMEDIATE PAST PRESIDENT**

**11.2.1.** Prepares a proposed budget with the Executive Committee before the first Board Meeting of the new Board for review and action.

**11.2.2.** Attends and votes at all meetings of the Board of Directors and of the Executive Committee.

**11.2.3.** Serves as a member of the Strategic Planning and Organization Committee and chairs the Nominating Subcommittee.

**11.2.4.** Conducts an annual evaluation of the Executive Director by surveying the voting members of the Board and the editors of IN-FO-CUS and Kentucky Libraries. The evaluation should be conducted in a timely manner so that the Executive Director can be advised of the results by the Board Meeting prior to Annual Conference. (See Sec. 17.3)

**11.2.5.** Assumes duties of President if the President resigns or is unable to complete the term.

**11.2.6.** Plans and conducts the Annual Leadership Orientation at the first Board meeting of the new year (usually December).

**11.2.7.** Serves as coordinator and advisor to the Round Tables.

### **11.3. REPLACING THE IMMEDIATE PAST PRESIDENT**

**11.3.1.** In the event of the resignation of the Immediate Past President or the inability of the Immediate Past President to serve, the President shall appoint a member who has served as KLA president, subject to the ratification of the Board of Directors, to complete the remainder of the term.

### **11.4. EXPENSES**

**11.4.1.** KLA will pay for room expenses, meals and mileage for attending both Executive Committee and Board meetings.

**11.4.2.** KLA will pay meeting expenses including registration, room, meals, functions attended as KLA Immediate Past President and other travel expenses for the KLA Annual Conference according to the approved annual budget.

**11.4.3.** Other expenses may be covered as provided for in the annual budget.

## **12. VICE PRESIDENT/PRESIDENT ELECT**

### **12.1. REQUISITES**

**12.1.1.** Vice-President/President Elect must be an active member of the Kentucky Library Association.

**12.1.2.** Vice President/President Elect must be a member of ALA, or join before election.

**12.1.3.** Vice-President/President Elect candidates shall have served one year as a voting KLA Board Member. (See Appendix J for eligible members)

### **12.2. TERM**

**12.2.1.** One year, assuming office immediately following the annual conference.

### **12.3. DUTIES OF THE VICE PRESIDENT/PRESIDENT ELECT**

**12.3.1.** Performs the duties of the President in his/her absence or in his/her temporary inability to serve. The Vice President does not forfeit the office of President Elect by assuming the office of President under these provisions.

**12.3.2.** Attends and votes at all meetings of the Board of Directors and the Executive Committee.

**12.3.3.** Undertakes such special duties as may be assigned by the President.

**12.3.4.** Serves as chair of the Conference Planning Committee. (See Sec. 33)

**12.3.5.** Responsibilities for the Annual Conference include: (See Sec. 40)

**12.3.5.1.** Reports conference plans at every Board meeting and seeks Board approval for significant changes in plans or tradition.

**12.3.5.2.** With the cooperation and approval of the President, selects and appoints Conference Chairs.

**12.3.5.3.** Directs the work of all Conference Chairs in the planning and handling of the mechanics of the Conference.

**12.3.5.4.** Plans the conference budget with the Executive Committee.

**12.3.5.5.** Notifies all Sections, Round Tables, and special groups, of the deadlines for conference planning and requirements for space, programs and meetings, including meal functions, required equipment, etc.

**12.3.5.6.** Meets with the Conference Chairs, and Executive Director to consider the requirements of the conference.

**12.3.5.7.** In cooperation with the President, selects the guest speakers for general sessions and special events, issues invitations and arranges accommodations.

**12.3.5.8.** Presents a preliminary copy of annual conference information for the June Board Meeting; delivers final copy to the Executive Director 90 days prior to the beginning of the conference.

**12.3.6.** Serves on the Audit Committee.

## **12.4. REPLACING THE VICE PRESIDENT/PRESIDENT ELECT**

**12.4.1.** In the event of the resignation of the Vice President/President Elect or the inability of the Vice President/President Elect to serve, the President shall appoint a member with the same qualifications (See Sec. 12.1) from the same Section, subject to the ratification of the Board of Directors, as Vice President/President Elect to complete the remainder of the term.

## **12.5. EXPENSES**

**12.5.1.** KLA will pay ALA membership dues during the term of office.

**12.5.2.** KLA will pay for room expenses, meals and mileage for attending both Executive Committee and Board meetings.

**12.5.3.** KLA will pay meeting expenses including registration, room, mileage, meals, functions attended as Vice President/President Elect and other travel expenses for the following according to the approved annual budget:

**12.5.3.1.** KLA Annual Conference

**12.5.3.2.** ALA Midwinter and Annual Conferences.

**12.5.4.** Other expenses may be covered as provided for in the annual budget.

## **13. SECRETARY**

### **13.1. REQUISITES**

**13.1.1.** Secretary must be an active member of the Kentucky Library Association.

### **13.2. TERM**

**13.2.1.** One year, assuming office immediately following the annual meeting.

### **13.3. DUTIES OF THE SECRETARY:**

**13.3.1.** Attends and votes at all meetings of the Board of Directors and the Executive Committee.

**13.3.2.** Records the minutes of the meetings of the Board of Directors, forwards a draft of the minutes to the President for review within 15 days following each meeting. The Secretary submits the reviewed minutes to the Executive Director within thirty days following each meeting. The minutes should include the following:

**13.3.2.1.** All motions made at Board Meetings and their results shall be recorded. [update 9/25/08]

**13.3.2.2.** Other significant points such as decisions, actions, resolutions, announcements, etc., shall also be recorded in the minutes. [update 9/25/08]

**13.3.3.** Records the minutes of the annual business meeting of the Association, sends a copy to the Executive Director and to the incoming Secretary and files a draft copy with archive materials.

**13.3.4.** Handles such routine correspondence as may be directed by the President.

**13.3.5.** As the last official act to be completed by the end of the calendar year, the secretary selects, with recommendations from the President and Section chairs, the records to be preserved according to guidelines outlined in Appendix A. Submits the list of archive materials to the President as outlined in Appendix A.

**13.3.6.** Serves as member of the Communications Committee.

### **13.4. REPLACING THE SECRETARY**

**13.4.1.** In the event of the resignation of the Secretary or the inability of the Secretary to serve, the President shall appoint a member from the same Section, subject to the ratification of the Board of Directors, as Secretary to complete the remainder of the term.

### **13.5. EXPENSES**

**13.5.1.** KLA will pay room expenses, meals, and mileage for attending both Executive Committee and Board Meetings.

**13.5.2.** KLA will pay meeting expenses including registration, room, mileage, meals, functions attended as KLA Secretary and other travel expenses for the KLA Annual Conference according to the approved annual budget.

**13.5.3.** Other expenses may be covered as provided for in the annual budget.

## **14. PARLIAMENTARIAN**

### **14.1. REQUISITES**

**14.1.1.** Parliamentarian must be an active member of the Kentucky Library Association.

### **14.2. APPOINTMENT**

**14.2.1.** The Parliamentarian shall be appointed by the KLA President.

### **14.3. TERM**

**14.3.1.** One year. Parliamentarian is eligible for successive reappointment once.

### **14.4. DUTIES OF THE PARLIAMENTARIAN**

**14.4.1.** The Parliamentarian serves as an ex officio non-voting member of the Board of Directors.

**14.4.2.** The Parliamentarian serves as a member of the Strategic Planning and Organization Committee and serves as chair of the Constitution and Bylaws Subcommittee.

### **14.5. EXPENSES**

**14.5.1.** The Association shall provide a copy of the current edition of The Standard Code of Parliamentary Procedure by Alice Sturgis to be used by the Parliamentarian.

**14.5.2.** The Parliamentarian, when attending Board meetings, will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**14.5.3.** Other expenses may be covered as provided for in the annual budget.

## **15. ALA COUNCILOR**

### **15.1. DESCRIPTION**

**15.1.1.** An ALA Councilor is authorized by KLA Bylaws and the Councilor is elected by the entire KLA membership from specified Sections on a rotating basis. (See Sec. 37.3.3.2) (Article 5, Sec. J). Elections shall be held in the following years: 2004, 2007, 2010, 2013, etc.

### **15.2. TERM**

**15.2.1.** Three years without immediate succession to begin with ALA Midwinter Conference immediately following election.

**15.2.2.** During the term, the ALA Councilor cannot hold any other office or position in KLA.

### **15.3. REQUIREMENTS FOR ELECTION (3/11/06)**

**15.3.1.** Be a personal member of KLA and ALA.

**15.3.2.** Be an employee of or a retiree from a library or school media center in Kentucky.

**15.3.3.** Have contributed to the development of KLA objectives.

**15.3.4.** Have held a general office in the Kentucky Library Association or served as a KLA Section officer.

**15.3.5.** Be acquainted with the goals of ALA.

### **15.4. DUTIES OF THE ALA COUNCILOR**

**15.4.1.** Represents KLA's interests at ALA Council meetings.

**15.4.2.** Attends and votes at all KLA Board meetings and reports on the actions of the ALA Council.

**15.4.3.** Attends ALA Midwinter and Annual Conferences.

**15.4.4.** Attends all ALA Council, Membership, and Chapter Relations Committee meetings.

**15.4.5.** Submits a semi-annual report to the President of KLA.

**15.4.6.** Is accountable to the KLA Board as its representative.

**15.4.7.** Represents all types of libraries in Kentucky and presents their views to ALA Council when appropriate.

**15.4.8.** Votes according to what the Councilor determines to be the majority viewpoint of Kentucky librarians concerning ALA Council issues.

**15.4.9.** Gives an oral yearly report during the membership meeting of KLA at the Annual Conference.

**15.4.10.** Makes arrangements for the ALA exhibit to be at the KLA Annual Conference.

**15.4.11.** Keeps ALA Headquarters apprised of pertinent dates, information, and changes involving KLA. These may include, but are not limited, to the following:

**15.4.11.1.** Names, addresses, and telephone numbers of KLA officers and the editor of Kentucky Libraries.

**15.4.11.2.** Dates, location, etc. of the next KLA Annual Conference when available.

**15.4.11.3.** Information on any other meetings or workshops of interest in Kentucky.

## **15.5. REPLACEMENT PROVISION**

**15.5.1.** Should the ALA Councilor be unable to fulfill the responsibilities of the office, or miss two consecutive ALA meetings, the KLA Board of Directors may declare the position vacant.

**15.5.2.** The President, with Board confirmation, will appoint a qualified interim officeholder who will serve until a special election is held.

**15.5.3.** The President will notify ALA of such action and submit the name of the interim replacement to ALA.

**15.5.4.** If more than one year remains in the three-year term when the position becomes vacant, a special election will be held. Candidates shall have the same qualifications, come from the same Section, and serve the remainder of the three-year term.

## **15.6. EXPENSES**

**15.6.1.** In recognition of expenses involved in attending ALA Conferences, the KLA Board will provide funds toward these expenses including transportation, registration, room and meals. The exact amount to be provided will be determined on an annual basis.

**15.6.2.** The ALA Councilor, when attending KLA Board meetings, will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**16. SELA KENTUCKY REPRESENTATIVE**

POSITION DISCONTINUED (6/10/2010); SEE APPENDIX M FOR FULL DETAILS OF THIS POSITION.

## **17. EXECUTIVE DIRECTOR**

### **17.1. TERM**

**17.1.1.** The Executive Director is appointed by the KLA Board for a one-year term with option for reappointment by the Board to whom the Executive Director is held accountable.

**17.1.2.** Salary is to be set annually by the Board of Directors including a minimum of a 3% increase over the previous year.

### **17.2. BOND**

**17.2.1.** The Association shall make the necessary financial arrangements to bond this officer.

### **17.3. REVIEW**

**17.3.1.** The Immediate Past-President by means of a performance appraisal from the voting members of the Board of Directors and the editors of IN-FO-CUS and Kentucky Libraries, will conduct an annual review of the duties and job performance of the Executive Director (See Sec. 11.2.4) and report the findings at the Board Meeting immediately prior to the Annual Conference. Recommendations for action will be made first to the Executive Committee and then the Board of Directors at the Annual Conference Board Meeting (See Sec. 24.2.7). A copy of the current contract will accompany the performance appraisal questionnaire.

## **17.4. DUTIES OF THE EXECUTIVE DIRECTOR**

### **17.4.1. BUSINESS MANAGEMENT**

**17.4.1.1.** Assists the Executive Committee in the preparation of a budget.

**17.4.1.2.** Receives and deposits all monies due the Association; pays within thirty days from receipt all valid bills and obligations authorized by the Board of Directors; keeps accurate records of all financial transactions.

**17.4.1.3.** Prepares a written, current report of the following to be included in the official minutes and distributed to voting Board of Directors members at each meeting:

- (a) Current membership total
- (b) Balance sheets of assets
- (c) Budget comparison statement

**17.4.1.4.** Provides data for professional tax preparation and submits the proper federal income tax forms to the Department of Internal Revenue (KLA tax status is 501C3). Maintains tax records for the years required by the IRS.

**17.4.1.5.** Assumes all other responsibilities for the business management of the Association.

**17.4.1.6.** Validates and verifies for the Audit Committee all expenditures paid in the name of the Association.

**17.4.1.7.** Requests and receives three bids for external audit from CPA firms every three years.

**17.4.1.8.** Provides financial information needed to the CPA firm who performs the full external audit every three years.

## **17.4.2. BOARD OF DIRECTORS**

**17.4.2.1.** Serves as an ex officio, non-voting member of the Executive Committee; Board of Directors; Audit Committee; Communications Committee; Conference Planning Committee; Library Awareness Committee; Member Services Committee; Recruitment, Mentoring and Diversity Committee; Strategic Planning and Organization Committee; and Scholarship for Minority Students Committee (rev. 3/29/08)

**17.4.2.2.** Attends all business meetings of the Association, the Board of Directors and the Executive Committee.

**17.4.2.3.** Arranges for suitable meeting facilities for the Board of Directors.

**17.4.2.4.** Makes necessary accommodations for members of the Executive Committee when meetings are called.

**17.4.2.5.** Duplicates and distributes minutes of previous meeting within 30 days prior to the next Board meeting.

**17.4.2.6.** Provides copies of The Blue Book: Kentucky Library Association's Constitution, Bylaws, and Manual of Policies and Procedures to newly elected officers and Section Chairs at the end of the Annual Conference.

## **17.4.3. MEMBERSHIP**

**17.4.3.1.** Sends a membership renewal notice thirty days prior to expiration of membership and second and third notices in thirty-day intervals, if necessary.

**17.4.3.2.** Forwards membership card within thirty days upon receipt of dues.

**17.4.3.3.** Provides chairs of Sections, Round Tables and Committees with mailing labels as needed. Membership lists along with checks for additional members shall be sent to each Section chair on a quarterly basis (November 1, February 1, May 1 and August 1). Round Table Chairs will receive member lists only, but may request funds from their accounts on an "as needed" basis.

**17.4.3.4.** Investigates member's complaints concerning payment of dues and non-receipt of membership and/or Kentucky Libraries.

## **17.4.4. KENTUCKY LIBRARIES**

**17.4.4.1.** Acts as business manager for Kentucky Libraries concerning claims, printing engagements, subscriptions, production and distribution.

**17.4.4.2.** Maintains the mailing list including exchange copies with other associations.

**17.4.4.3.** Sends two copies of the journal to each author of a feature article appearing in the previous issue of the journal as directed by the Editor of Kentucky Libraries.

**17.4.4.4.** Obtains an annual bid for printing of Kentucky Libraries.

**17.4.4.5.** Secures advertising in cooperation with the Advertising Subcommittee of the Communications Committee (See Sec. 32.4.5) for issues of the journal.

**17.4.4.6.** Preserves two copies of Kentucky Libraries for the Archives.

**17.4.4.7.** Sends a copy of the journal to the designated EBSCO representative.

#### **17.4.5. IN-FO-CUS, THE KLA NEWSLETTER**

**17.4.5.1** Acts as the business manager for IN-FO-CUS concerning claims, printing engagements, production and distribution.

**17.4.5.2.** Maintains the mailing list.

**17.4.5.3.** Preserves two copies of IN-FO-CUS for the KLA Archives.

**17.4.5.4.** Receives the copy for IN-FO-CUS from the Editor for three issues each year.

#### **17.4.6. WEB SITE**

#### **17.4.7. LISTSERV**

#### **17.4.8. ANNUAL CONFERENCE**

**17.4.8.1.** Investigates sites within the state which meet the needs of the Association, recommends the Annual Conference site, and upon approval of the Board of Directors, secures a written agreement with the hotel concerning provisions of space, services and costs for the conference. Sites should be recommended, selected and reserved three years in advance.

**17.4.8.2.** Acts as Annual Conference treasurer, consulting with the Vice President/President Elect and assuming the following responsibilities:

**17.4.8.2.1.** Receives itemized financial reports from all committees handling monies and an itemized statement from the hotel/motel concerning meals served and tickets collected. Is authorized to approve payment of all conference expenses within budget guidelines.

**17.4.8.2.2.** Receives bills from all Sections, Round Tables and Committee Chairs for all authorized expenses incurred in connection with the conference.

**17.4.8.3.** Upon the approval of the Board of Directors, determines the exhibitor fees for the Annual Conference and plans all entertainment and functions in conjunction with the Conference Planning Committee.

**17.4.8.4.** Makes Annual Conference hotel reservations for the Executive Committee members, Local Arrangements Chair, Registration Chair, Mini-Session Chair, Vendor Relations Chair and out-of- town speakers for General Sessions. Sections and all other groups are responsible for making reservations for their speakers.

#### **17.4.9. OTHER DUTIES**

**17.4.9.1.** Presents an oral report to the Board at each quarterly meeting and to the membership at the Annual Business Meeting.

**17.4.9.2.** Is or becomes knowledgeable about libraries and the Association.

**17.4.9.3.** Attends library related meetings as directed by the KLA Board. Expenses paid as per contract.

**17.4.9.4.** Displays interpersonal skills necessary to present a positive image of and for libraries and librarians.

**17.4.9.5.** Collects the records of permanent value for the Archives of the Association and transfers to outgoing secretary for selection.

**17.4.9.6.** Handles the Association's informational and statistical inquiries.

**17.4.9.7.** Facilitates the election of ALA Councilor

**17.4.9.8.** Registers as a lobbyist on behalf of the Kentucky Library Association at the direction of the Board of Directors or Executive Committee. Promotes the legislative packet approved by the Board of Directors. Reports pertinent legislation pending to the Library Awareness Committee and Board of Directors. Seeks further directions for action from the Board of Directors and/or Executive Committee as warranted. (See Sec. 24.2.1, 25.4.15 and 34.3.3.1)

#### **17.4.10. SECTIONS**

**17.4.10.1.** Maintains financial responsibilities of Sections who elect to avail themselves of this service. (See Section Finances Sec. 26.5) for details.

## **18. EDITOR OF KENTUCKY LIBRARIES**

### **18.1. AUTHORIZATION**

**18.1.1.** The KLA Bylaws specify Kentucky Libraries as the official quarterly journal of the Kentucky Library Association.

### **18.2. REQUISITES**

**18.2.1.** Editor must be an active member of the Kentucky Library Association.

**18.2.2.** The newly appointed Editor shall co-edit with the outgoing Editor for at least one issue of the next volume.

### **18.3. TERM**

**18.3.1.** The Editor shall be appointed by the incoming president before or immediately following the Annual Conference. The term shall be for two volume years (eight issues), beginning with the winter issue of the next calendar year.

**18.3.2.** This term limit may be waived at the discretion of the incoming president. (3/11/06)

## **18.4. DUTIES OF THE EDITOR OF KENTUCKY LIBRARIES**

**18.4.1.** Fulfills responsibilities as defined in the Publication Manual (Appendix C).

**18.4.2.** Serves as a member of the Communications Committee.

**18.4.3.** Submits information on the activities of KLA including dates and locations of the annual KLA conference for inclusion in appropriate national and regional publications.

**18.4.4.** Serves as an ex officio, non-voting member of the KLA Board of Directors.

**18.4.5.** Appoints two or more active KLA members to assist in reviewing and editing articles, etc.

**18.4.6.** Prepares each issue by:

**18.4.6.1.** Soliciting manuscripts for feature articles.

**18.4.6.2.** Contacting "regular" columnists well in advance of issue deadline to remind them of the due date for their columns. In case of thematic issues, suggests possible subjects and ways to tie in their columns with the theme in an effective and interesting manner.

**18.4.6.3.** Writing brief "Editor's Note" items as necessary, usually to alert readers (and writers) to upcoming issue themes.

**18.4.6.4.** Compiling a list of the new board members for the inside cover of Kentucky Libraries, so that the new names appear in the first issue after the Annual Conference. Updating the list as appropriate.

**18.4.6.5.** Receiving, approving and editing manuscripts. Circulating copies of each submitted feature article to at least two members of the editorial board for purposes of selection and editing.

**18.4.6.6.** Obtaining authors' permission for articles to be published in online databases.

**18.4.6.7.** Editing columns from regular contributors as needed.

**18.4.6.8.** Consolidating editorial revisions into final version for submission to graphic designer.

**18.4.6.9.** Contacting the author of any article deemed unsuitable, too lengthy, or in need of major revisions.

**18.4.6.10.** Communicating with the graphic designer after all feature articles and columns are edited and placed in order to do the final assembly in preparation for publication.

**18.4.6.11.** Reviewing and editing the galleys when the graphic designer returns them to the editor, making necessary corrections and additions, and returning the galleys to the graphic designer in a timely manner per the publication schedule.

**18.4.6.12.** Sending a PDF to EBSCO for indexing the electronic database.

**18.4.6.13.** Sending addresses of authors to the Executive Director so that all authors are sent two copies of the issue in which they were published.

**18.4.6.14.** Printing and Distribution

**18.4.6.14.1.** Graphic designer delivers the galleys to printers.

**18.4.6.14.2.** After printing, the Executive Director facilitates distribution.

## **18.5. EXPENSES**

**18.5.1.** The Editor when attending Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**18.5.2.** Other expenses may be covered as provided for in the annual budget.

## **19. EDITOR OF IN-FO-CUS**

### **19.1. AUTHORIZATION**

**19.1.1.** The KLA Bylaws specify IN-FO-CUS as the official newsletter of the Kentucky Library Association.

### **19.2. REQUISITES**

**19.2.1.** IN-FO-CUS editor must be an active member of the Kentucky Library Association.

### **19.3. APPOINTMENT**

**19.3.1.** Shall be appointed by the President before or immediately following the Annual Conference. Preference should be given to candidates not from the outgoing IN-FO-CUS Editor's section.

### **19.4. TERM**

**19.4.1.** The Editor of IN-FO-CUS is appointed for a two-year term and may be reappointed for an additional term. This term limit may be waived at the discretion of the incoming president. (3/11/06)

### **19.5. DUTIES**

**19.5.1.** Serves as a member of the Communications Committee.

**19.5.2.** Serves as an ex officio, non-voting member of the KLA Board of Directors.

**19.5.3.** Is responsible for the three issues of the IN-FO-CUS newsletter. The conference issue is the responsibility of the Conference Planning Committee. This responsibility includes:

**19.5.3.1.** Soliciting, receiving, approving and editing submissions to the newsletter prior to publication.

**19.5.3.2.** Transmitting the copy to the Executive Director in a timely manner and assisting in the publication process.

**19.5.4.** Posts to the KLA-LIST those news items which are appropriate for the list.

### **19.6. EXPENSES**

**19.6.1.** The Editor when attending Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**19.6.2.** Other expenses may be covered as provided for in the annual budget.

## **20. WEB SITE MANAGER**

### **20.1. APPOINTMENT**

**20.1.1.** Is appointed by the KLA President.

### **20.2 DUTIES**

**20.2.1.** Serves on the Communications Committee as Chair of the Web site Subcommittee.

**20.2.2.** Serves as a non-voting guest of the Board of Directors and attends Board meetings to report as needed or requested.

**20.2.3.** Maintains the Web site by adding and updating content according to established policies.

**20.2.4.** Diagnoses and corrects any technical problems.

### **20.3. TERM**

**20.3.1.** The Web Site Manager is appointed for a two-year term and may be reappointed for an additional term. This term limit may be waived at the discretion of the incoming president. (3/11/06)

## **21. LISTSERV MANAGER**

### **21.1. APPOINTMENT**

**21.1.1.** Is appointed by the KLA President.

### **21.2 DUTIES**

**21.2.1.** Serves on the Communications Committee as Chair of the Listserv Subcommittee.

**21.2.2.** Serves as a non-voting guest of the Board of Directors and attends Board meetings to report as needed or requested.

**21.2.3.** Maintains a listserv member list.

**21.2.4.** Monitors postings and notifies sender of any inappropriate postings which do not adhere to established KLA policy.

**21.2.5.** Encourages use of listserv by fellow librarians.

### **21.3. TERM**

**21.3.1.** The Listserv Manager is appointed for a two-year term and may be reappointed for an additional term. This term limit may be waived at the discretion of the incoming president. (3/11/06)

## **22. STATE LIBRARIAN**

### **22.1. ROLE ON THE KLA BOARD**

**22.1.1.** The State Librarian or a designated representative shall be invited to all KLA Board Meetings as a guest with non-voting status.

## **23. KENTUCKY DEPARTMENT OF EDUCATION**

### **23.1. ROLE ON THE KLA BOARD**

**23.1.1.** A representative from the Kentucky Department of Education shall be invited to all KLA Board Meetings as a guest with non-voting status.

**23.1.2.** The representative should be the KDE person designated for library media services.

## **24. EXECUTIVE COMMITTEE**

### **24.1. AUTHORIZATION AND MEMBERSHIP**

**24.1.1.** The Executive Committee of the Association shall be composed of the elected officers, the Immediate Past President and the Executive Director who shall serve as an ex officio, non-voting member. (KLA Constitution, Article V, Section 2)

### **24.2. FUNCTIONS OF THE EXECUTIVE COMMITTEE**

**24.2.1.** Shall have the power to act for the Board of Directors in the interval between Board meetings, including directing lobbying efforts of the Executive Director as needed. (See Sec. 17.4.9.8)

**24.2.2.** Shall review and recommend action on issues to be presented to the Board of Directors.

**24.2.3.** Shall ratify the appointment of a person to fill any vacancy on the Executive Committee.

**24.2.4.** Shall meet upon the call of the President.

**24.2.5.** Shall prepare proposals for submissions to the Board of Directors.

**24.2.6.** Shall review the budget proposed by the Immediate Past President for approval at the first meeting of the new Board of Directors. (Appendix B - Checklist of Budget Items)

**24.2.7.** Shall review the performance appraisal of the Executive Director as conducted by the Immediate Past President. (See Sec. 11.2.4 and 17.3)

### **24.3. EXPENSES**

**24.3.1.** See Sections 10-13 for individual officers' travel expenses to attend Executive Committee Meetings.

**24.3.2.** Other expenses may be covered as provided for in the annual budget.

## **25. BOARD OF DIRECTORS**

### **25.1. AUTHORIZATION AND MEMBERSHIP**

#### **25.1.1. VOTING MEMBERS**

**25.1.1.1.** The voting members of the Board of Directors of the Association shall include the general officers, the Immediate Past President, the Chair of each Section, and the American Library Association Councilor. (KLA Constitution, Article V, Section 3)

#### **25.1.2. NON-VOTING, EX OFFICIO MEMBERS AND GUESTS**

**25.1.2.1.** The Editors and Managers of the Association's official publications, Round Table Chairs, and the Executive Director of the Association, shall be ex officio, non-voting members of the Board. The State Librarian and Library Commissioner and a Department of Education Representative shall be invited guests. (KLA Constitution Article V, Section 3)

**25.1.2.2.** The Chair-Elect of each Section shall be an invited guest. In the event of the absence of the Chair at a quarterly board meeting, the chair-elect will act as a voting member.

**25.1.2.3.** Chairs of the seven Standing Committees (The Conference Planning Committee's chair is the Vice President/President Elect and not included here.) shall be non-voting, invited guests at each Board meeting. (rev. 3/29/08)

### **25.2. FUNCTION**

**25.2.1.** The Board of Directors shall establish the policy for the Association, direct its activities, and promote the best interests of the library profession in Kentucky.

### **25.3. MEETINGS**

**25.3.1.** The Board of Directors shall hold at least four meetings a year, as called by the President. Individuals other than those named in 25.1 may be invited at the discretion of the President.

**25.3.2.** A majority of voting members of the Board shall constitute a quorum for the meeting.

**25.3.3.** The President shall call a meeting anytime upon the written request of five or more voting members of the Board of Directors.

### **25.4. DUTIES OF THE BOARD OF DIRECTORS**

**25.4.1.** Acts for the Association in the intervals between annual membership meetings.

**25.4.2.** Creates and/or ratifies the appointment of special committees as deemed necessary.

**25.4.3.** Ratifies the appointment of a person to fill any vacancy on the Executive Committee and ALA Councilor.

**25.4.4.** Ratifies the appointment of the Executive Director and the editors and managers of the Association's official publications.

**25.4.5.** Authorizes programs and registration fees for the Annual Conference.

**25.4.6.** Determines the exhibitors' fee for the Annual Conference in consultation with the Executive Director.

**25.4.7.** Authorizes all audits including the internal audits and the external audit (See Sec. 31) which is conducted every three years. (See Sec. 6.2)

**25.4.8.** Approves the annual budget.

**25.4.9.** Authorizes the publications of the Association.

**25.4.10.** Establishes all policies affecting the Association.

**25.4.11.** Considers recommendations of the Strategic Planning and Organization Committee regarding The Blue Book: Kentucky Library Association's Constitution, Bylaws, and Manual of Policies and Procedure.

**25.4.12.** Considers, confirms, modifies, or rejects the recommendations of KLA committees.

**25.4.13.** Instructs the KLA representatives to ALA on all measures of concern to the Association.

**25.4.14.** Cooperates with national, regional, and state organizations on matters of mutual interest and benefit.

**25.4.15.** Directs the Executive Director in lobbying duties on behalf of the Association as warranted (See. Sec. 17.4.9.8)

## **25.5. EXPENSES**

**25.5.1.** A lunch at KLA's expense will be provided to all members of the Board of Directors and invited guests who attend Board Meetings.

**25.5.2.** The President, Vice President/President Elect, Secretary, Parliamentarian, Editor of Kentucky Libraries, Editor of IN-FO-CUS, ALA Councilor, and Standing Committee Chairs will be reimbursed for mileage when attending Board meetings. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**25.5.3.** The expenses of Section Chairs, Section Chair-Elects, and Round Table Chairs are their responsibility or that of the Section or Round Table.

**25.5.4.** Other expenses may be covered as provided for in the annual budget.

## **26. SECTIONS**

### **26.1. AUTHORIZATION**

**26.1.1.** The Kentucky Library Association (KLA) is composed of the following sections: Academic Library Section (ALS); Kentucky School Media Association (KSMA); Kentucky Public Library Association (KPLA); Special Library Section (SLS).

**26.1.2.** Each Section functions under its own constitution and/or bylaws of which no article or section is to conflict with those in the Association's governing documents. No Section or individual in a Section shall represent or obligate the Association to any course of action without the approval of the Board of Directors.

### **26.2. ESTABLISHING A NEW SECTION**

**26.2.1.** A Section shall be established by the Board of Directors upon petition. The petition must include the constitution and bylaws of the Section and signatures of seventy-five (75) KLA members interested in the stated goals of the organization. (KLA Bylaws, Article 3, Sec. D)

### **26.3. DUES**

(See Bylaws Article 2.)

### **26.4. DUTIES OF THE SECTION**

(See Appendix D - Sections)

**26.4.1.** Each Section Chair is a voting member of the KLA Board of Directors and is required to attend all KLA Board Meetings. In the event the Section Chair can not attend, then the Chair-Elect may attend as the Section's voting member.

**26.4.2.** Each Section Chair shall keep the KLA President informed of any official meetings, or change of meetings, of the Section.

**26.4.3.** Section Chairs shall submit annual reports to the President by the end of the calendar year.

**26.4.4.** Section Bylaws, Constitution and/or procedure manuals shall be submitted to the Executive Director by the end of the calendar year that the Section is formed. Changes in such documents should be submitted to the Executive Director in a timely manner.

**26.4.5.** Sections which maintain separate bank accounts and bookkeeping outside the KLA Office shall submit completed quarterly KLA report forms to the Executive Director within fifteen days of the end of each quarter.

**26.4.6.** Section awards and publications are left to the discretion of the individual Section within KLA guidelines.

**26.4.7.** The Chair and Chair-Elect of the Kentucky Public Library Association will serve as representatives on the Library Board of Review (KDLA). This Board reviews library construction grant applications.

**26.4.8.** Each Section is responsible for reporting conference activities and other news to the Editor of IN-FO-CUS.

**26.4.9.** All nominees for office in a Section shall be members of KLA and of the Section at the time of nomination.

**26.4.10.** Annual Conference Responsibilities (See Sec. 40).

**26.4.11.** All Section meetings and conferences are to be reported to the Association's President for inclusion in the Board's Annual Calendar of Events and appropriate publications.

**26.4.12.** When holding a conference, each Section of the Association shall charge an additional conference registration fee for persons who are not members of KLA.

**26.4.13.** Section Chairs shall maintain a list of persons eligible for office in KLA and shall submit this list and recommendations to the KLA Nominating Subcommittee upon request. (See Appendix J for eligible members).

**26.4.14.** Section Chairs shall submit names of qualified members to serve on KLA committees as needed.

## **26.5. FINANCES**

**26.5.1.** Sections have their own funds derived from dues and section activities and are responsible for their own expenses.

**26.5.2.** Sections' federal tax forms are filed by the Executive Director who files them for the Association.

**26.5.3.** Sections shall be included in the external audit authorized by the KLA Board once every three years.

**26.5.4.** For the Sections whose financial accounts are kept by the KLA Executive Director the following guidelines apply:

**26.5.4.1.** A financial statement shall be provided to the Section by the Executive Director at any time upon request. The Section shall give at least 10 working days' notice prior to the date the financial report is needed.

**26.5.4.2.** Deposits will be made from the Association Office. To ensure proper and prompt ledger postings, all funds shall be labeled appropriately (i.e. conference registration, membership dues, etc.).

**26.5.4.3.** All checks shall require the signature of the Section's designated representative (usually the treasurer) and the KLA Executive Director.

**26.5.4.4.** All disbursements shall be accompanied by some form of voucher, either the Section's or KLA's voucher. Each voucher shall be accompanied by receipts to allow for a proper and adequate audit trail.

**26.5.5.** For the Sections that maintain a separate treasury, bank account, etc., the following guidelines apply:

**26.5.5.1.** When a new treasurer is elected, the Section shall send the new treasurer's name and contact information to the Executive Director.

**26.5.5.2.** A quarterly financial report form, supplied by the Executive Director, shall be filled out and submitted to the Executive Director in a timely manner:

For quarter ending March 31, the report is due **April 15**

For quarter ending June 30, the report is due **July 15**

For quarter ending September 30, the report is due **October 15**

For quarter ending December 31, the report is due **January 15**

## **26.6. DISSOLUTION OF A SECTION**

**26.6.1.** Sections may be dissolved when the membership drops below 75 for two consecutive years, the Section is unable to fill its offices or actively represent the Section on committees, or the Section is unable to meet its obligations to the Section membership as stated in its purpose, constitution and/or bylaws.

**26.6.2.** Action to dissolve a Section shall be initiated upon the receipt by the KLA Board of Directors of a written recommendation for dissolution from the most recent Section Officers. This recommendation must state the reasons for the dissolution..

**26.6.3.** Upon receipt of a recommendation for dissolution, the KLA Board shall send a letter and an Opinion Form to all current members of the Section notifying them of the impending action and requesting input.

**26.6.4.** Section members must be provided a minimum of two weeks to respond to the Opinion Form.

**26.6.5.** The Opinion Form shall offer the following options:

- a) Dissolve the Section
- b) Retain the Section, or
- c) Convert to a Round Table..

**26.6.6.** The opinion of the majority of responding members shall determine the recommended action. The option to retain may only be implemented if the Opinion Form responses have identified members to fill the Section officer positions, and to provide the required committee representation and meet the Section's obligations to its members.

**26.6.7.** The KLA Board of Directors shall review the responses and vote on the action. The vote of the KLA Board shall be final.

**26.6.8.** Funds of the dissolved Section shall be dispersed as follows:

**26.6.8.1.** If the Section is dissolved, all funds shall revert to the KLA treasury

**26.6.8.2.** If the Section converts to a Round Table, all funds shall be allocated to the new Round Table.

**26.6.9.** A Section that has been dissolved cannot be re-established as a Section for a period of at least 2 years.

## **27. ROUND TABLES**

### **27.1. AUTHORIZATION**

**27.1.1.** Round Tables shall be defined as groups of persons who are members of the Kentucky Library Association and who are interested in a similar aspect of library science which is not within the immediate scope of a section. (KLA Bylaws, Article 4, Sec. A)

**27.1.2.** No Round Table or individual in a Round Table shall represent or obligate the Association to any course of action without the approval of the Board of Directors.

**27.1.3.** The Round Tables are:

**27.1.3.1.** African American Librarians and Library Employees Round Table (ALLERT)

**27.1.3.2.** Community & Technical College Round Table (rev 7/19/07)

**27.1.3.3.** Genealogy Round Table

**27.1.3.4.** Government Documents Round Table

**27.1.3.5.** Information and Technology Round Table

**27.1.3.6.** Resource Sharing Round Table

**27.1.3.7.** Library Administrators and Management Round Table

**27.1.3.8.** Library Instruction Round Table

**27.1.3.9.** Library Support Staff Round Table

**27.1.3.10.** Trustees Round Table

**27.1.3.11.** Youth Services Round Table

### **27.2. ESTABLISHING A NEW ROUND TABLE**

**27.2.1.** Round Tables shall be established by the Board of Directors upon petition. The petition must include the statement of purpose of the Round Table and signatures of fifteen (15) KLA members interested in the stated goals of the organization. (KLA Bylaws, Article 4, Sec. B)

### **27.3. DUES**

(See Bylaws, Article 2)

### **27.4. DUTIES OF THE ROUND TABLES**

(See Appendix E - Round Tables)

**27.4.1.** All Round Table meetings and conferences are to be reported to the Association's President for inclusion in the Board's Annual Calendar of Events and appropriate publications.

**27.4.2.** Workshops scheduled immediately before or after the Annual Conference must be coordinated with the Conference Planning Committee and approved by the Board of Directors to avoid overlapping topics and times as well as the scheduling of facilities. Round Tables sponsoring workshops shall be responsible for all workshop expenses.

**27.4.3.** The Past President of KLA serves as coordinator and advisor of Round Tables.

**27.4.4.** Round Table awards and publications are left to the discretion of individual Round Tables within KLA guidelines.

**27.4.5.** Round Table Chairs must submit annual reports to the President by the end of the calendar year.

**27.4.6.** Round Table Bylaws, Constitution and/or procedure manuals must be submitted to the Executive Director by the end of the calendar year.

## **27.5. EXPENSES**

**27.5.1.** Round Tables have their own funds derived from Round Table dues and activities.

**27.5.2.** Round Table financial accounts are kept by the Executive Director and the following guidelines apply:

**27.5.2.1.** A financial statement shall be provided to the Round Table by the Executive Director at any time upon request. The Round Table shall give at least 10 working days' prior to the date the financial report is needed.

**27.5.2.2.** Deposits will be made from the Association Office. To ensure proper and prompt ledger postings, all funds shall be labeled appropriately (i.e. conference registration, membership dues, etc.).

**27.5.2.3.** All checks will require the signature of the Round Table's designated representative (usually the treasurer) and the KLA Executive Director.

**27.5.2.4.** All disbursements shall be accompanied by some form of voucher, either the Round Table's or KLA's voucher. Each voucher shall be accompanied by receipts to allow for a proper and adequate audit trail.

**27.5.3.** Round Table chairs are invited to KLA Board Meetings at their own expense or the expense of the Round Table. KLA will provide lunch on the day of the Board Meeting for all board members and invited guests.

## **27.6. DISSOLUTION OF A ROUND TABLE**

**27.6.1.** Round Tables may be dissolved when the membership drops below 15 for two consecutive years, the Round Table is unable to fill its offices or provide conference programming, or the Round Table is unable to meet its obligations to the Round Table membership as stated in its purpose, constitution and/or bylaws.

**27.6.2.** Action to dissolve a Round Table shall be initiated upon the receipt by the KLA Board of Directors of a written recommendation to dissolve the Round Table from the most recent Round Table Officers. This recommendation must state the reasons for the dissolutions.

**27.6.3.** Upon receipt of a request for dissolution, the KLA Board shall send a letter and an Opinion Form to all current members of the Round Table notifying them of the impending action and requesting input.

**27.6.4.** Round Table members must be provided a minimum of two weeks to respond to the Opinion Form.

**27.6.5.** The Opinion Form shall offer the following options:

- a) Dissolve the Round Table, or
- b) Retain the Round Table

**27.6.6.** The opinion of the majority of responding members shall determine the recommended action. The option to retain may only be implemented if the responses to the Opinion Form identified members to fill the Round Table officer positions and to fulfill the Round Table's obligation to its members and for conference programming.

**27.6.7.** The KLA Board of Directors shall review the responses and vote on the action. The vote of the KLA Board shall be final.

**27.6.8.** Funds of the dissolved Round Table shall revert to the KLA treasury.

**27.6.9.** A Round Table that has been dissolved cannot be re-established as a Round Table for a period of at least 2 years.

## **30. COMMITTEES**

### **30.1. AUTHORIZATION**

**30.1.1.** Standing committees may be created or dissolved by the Board of Directors.

**30.1.2.** The Standing Committees of the Association shall be: Audit; Communications; Conference Planning; Library Awareness; Member Services; Recruitment, Mentoring and Diversity; Strategic Planning and Organization; and Scholarship for Minority Students Committee. (rev. 3/29/08)

**30.1.3.** Special and/or Ad Hoc Committees may be created or dissolved by the President. Such actions shall be approved by the Board.

**30.1.4.** No committee chair or individual member of the committee shall be allowed to represent, engage, or obligate the Association to any course of action without the approval of the Executive Board or the Board of Directors.

### **30.2. COMPOSITION**

**30.2.1.** All committee chairs and committee members shall be members of the Association.

**30.2.2.** The composition of all standing committees shall be as specified in the policies for the individual committees.

**30.2.3.** Each Section of the Association shall be represented by a designated member on each committee unless a variance is specifically noted in this manual.

**30.2.4.** Vacancies on the standing committees shall be filled by the President and approved by the Board of Directors.

### **30.3. EXPENSES**

**30.3.1.** Budgets for committees are provided for in the KLA annual budget.

**30.3.2.** Committee Chairs who attend Board Meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **31. AUDIT COMMITTEE**

### **31.1. PURPOSE**

**31.1.1.** The Audit Committee is charged with conducting a minimum of two audits per year of the Kentucky Library Association's financial records.

### **31.2. COMPOSITION**

**31.2.1.** The Audit Committee shall be composed of an Auditor, Assistant Auditor and the KLA Vice President/President-Elect with the Auditor serving as Chair. The Auditor and Assistant Auditor will serve for two years, on a rotating basis, so that the Assistant Auditor will become the Auditor in the second year of the term. The Assistant Auditor will be appointed by the President of KLA immediately following the Annual Conference. In the event the Auditor can not complete the term, the Assistant Auditor will take over the responsibilities of the Auditor, and a new Assistant Auditor will be appointed by the KLA President to serve out the term.

### **31.3. DUTIES**

**31.3.1.** Investigates and documents financial matters of the Association.

**31.3.2.** Verifies, on behalf of the Board of Directors, all receipts and expenditures.

**31.3.3.** Certifies internally all financial matters.

**31.3.4.** Submits a minimum of two written reports a year to the Board of Directors.

**31.3.5.** Verifies that an external audit is done every three years.

**31.3.6.** Chair of the Committee attends each KLA Board Meeting and reports the activities of the Committee to the Board. Other committee members will report at Board meetings when specifically requested by the Board.

### **31.4. EXPENSES**

**31.4.1.** Committee members will be reimbursed for mileage if required to travel to the KLA Office to perform the audit. In the event that attendance requires travel over 150 miles one way, room and meal expenses will also be reimbursed.

**31.4.2.** Other expenses may be covered as provided for in the annual budget.

**31.4.3.** Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **32. COMMUNICATIONS COMMITTEE**

### **32.1. PURPOSE**

**32.1.1.** To provide print and non-print official publications\* of the Kentucky Library Association for its membership and broader general audiences.

\*The official publications of the Kentucky Library Association are Kentucky Libraries, IN-FO-CUS, the KLA Web page <[www.kylibasn.org](http://www.kylibasn.org)>, and the KLA listserv <KLA-LIST@LSV.UKY.EDU>

**32.1.2.** To coordinate, monitor, review, revise, and maintain the policies for all the Association's publications. (Appendix C - Publications Manual)

**32.1.3.** To solicit, receive, approve, and edit materials for publication.

### **32.2. COMPOSITION**

**32.2.1.** Members of the Communications Committee will include: Editor of Kentucky Libraries, Editor of IN-FO-CUS, Web site Manager, Listserv Manager, Executive Director (ex officio), Secretary of the Association, one member from each Section (this person will be that Section's newsletter editor if the Section publishes a newsletter), one representative of the Information and Technology Round Table, and one member-at-large to be appointed at the discretion of the President of the Association. The Chair will be appointed by the President from the members of the Communications Committee

### **32.3. DUTIES**

**32.3.1.** Establishes five subcommittees and coordinates all subcommittee activities for KLA's official publications.

**32.3.2.** Monitors the policies governing the official publications, including but not limited to format, budget provisions, and content of all publications.

**32.3.3.** Monitors in conjunction with the Executive Director the sale and distribution, advertising, and solicitations for advertising for all official publications.

**32.3.4.** Reports activities and concerns of the subcommittees to the Board of Directors.

**32.3.5.** Selects the recipient(s) of the Kentucky Libraries Award with final decision made by the Executive Committee of the KLA Board of Directors. (See Sec. 41.2). See Appendix C, Publication Manual, for procedures for selection of the recipient(s).

**32.3.6.** Chair of the Committee attends each KLA Board Meeting and reports the activities of the Committee to the Board. Other committee members will report at Board meetings when specifically requested by the Board.

### **32.4. SUBCOMMITTEES**

**32.4.1.** The editor/manager of each official publication will serve as the Chair of that subcommittee. Two other members from the Communications Committee will serve on each of the subcommittees with other members appointed by the Communications Committee Chair as needed.

**32.4.2.** The Kentucky Libraries Subcommittee is chaired by the editor of the publication. The subcommittee's members shall include the editorial board.

**32.4.2.1.** The Kentucky Libraries Subcommittee will assist the editor in his/her duties as outlined in Section 18.4.

**32.4.3.** The IN-FO-CUS Subcommittee is chaired by the editor of the publication.

**32.4.3.1.** The IN-FO-CUS Subcommittee will assist the editor in his/her duties as outlined in Section 19.5.

**32.4.4.** The KLA Web site Subcommittee is chaired by the manager of the Web site.

**32.4.4.1.** The Web site Subcommittee will assist the manager in his/her duties as outlined in Section 20.

**32.4.5.** The KLA Listserv Subcommittee will be chaired by the manager of the Listserv.

**32.4.5.1.** The Listserv Subcommittee will assist the manager in his/her duties as outlined in Section 21.

**32.4.6.** The Advertising Subcommittee shall be composed of one member from each Section of KLA and the Executive Director with the chair appointed by the Communications Committee Chair.

**32.4.6.1.** The Advertising Subcommittee in conjunction with the Executive Director will monitor the sale and distribution of advertising and solicitations for all publications.

## **32.5. EXPENSES**

**32.5.1.** Expenses for the Communications Committee will be provided for in the KLA annual budget.

**32.5.2.** Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

### **33. CONFERENCE PLANNING COMMITTEE**

#### **33.1. PURPOSE**

**33.1.1.** To provide professional growth in continuing education to members through an annual conference.

#### **33.2. COMPOSITION**

**33.2.1.** The Vice President/President Elect serves as chair. Other members include the President and Executive Director (as non-voting members), a representative of each Section (usually the President Elect of each Section), a representative from each Round Table, and other members appointed by the chair.

#### **33.3. DUTIES**

**33.3.1.** Coordinates all events of the Annual Conference and directs the activities of appointed subcommittees such as registration, mini-sessions, vendor relations, and local arrangements. (See Sec. 40 - Annual Conference)

**33.3.2.** The Chair of the Committee reports the activities of the Committee to the Board at each Board Meeting. Other committee members will report at Board meetings when specifically requested by the Board.

#### **33.4. EXPENSES**

**33.4.1.** Expenses for the Conference Planning Committee will be provided for in the KLA annual budget.

**33.4.2.** Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed. (See also Sec. 12.5, Vice President/President Elect Expenses)

## **34. LIBRARY AWARENESS COMMITTEE**

### **34.1. PURPOSE**

**34.1.1.** The Library Awareness committee is charged with enhancing public awareness and legislative support of all types of libraries as outlined in the strategic areas 3.3 and 3.5 of the 2007 Long-Range Plan. [updated 9/25/08]

### **34.2. COMPOSITION**

**34.2.1.** The Library Awareness Committee shall be composed of the current chairs of each Section, and the immediate past chairs of each Section. The President of KLA, Executive Director, and ALA Councilor shall serve as ex officio non-voting members.

### **34.3. DUTIES**

**34.3.1.** Portrays the positive use of libraries to the public through activities such as, but not limited to, the following:

**34.3.1.1.** Sponsoring and/or publicizing national, state and local activities promoting the use of libraries at all levels.

**34.3.1.2.** Seeking outside sources of funding and/or public service media outlets.

**34.3.2.** Promotes cooperation among all Sections and Round Tables of KLA.

**34.3.3.** Promotes legislation that will strengthen all types of libraries through activities such as, but not limited to, the following:

**34.3.3.1.** Preparing a legislative packet to be promoted at state and national levels. This packet should include the recommendations to the Board for lobbying duties (if warranted) of the Executive Director. (See Sec. 17.4.9.8)

**34.3.3.2.** Preparing position papers concerning library issues and share them with the membership.

**34.3.4.** Monitors legislative activities in progress and reports through means such as, but not limited to, the following: IN-FO-CUS; Kentucky Libraries; KLA Web site; KLA Listserv; Section newsletters; reports to the KLA Board; other mailings.

**34.3.5.** Ensures accessibility to information about sources of public and private funding for all types of libraries through means such as, but not limited to, the following: IN-FO-CUS; Kentucky Libraries; KLA Web site; KLA Listserv; Section newsletters; other mailings

**34.3.6.** Is responsible for the WILLIAM H. NATCHER AWARD

**34.3.6.1.** The William H. Natcher Award will be given to an individual, organization, or corporation that has made a significant philanthropic contribution to a Kentucky library. The contribution may be monetary, materials, or equipment. (See Sec. 41.3)

**34.3.6.2.** The Library Awareness Committee will accept nominations for the award from Kentucky Library Association members. A name must be placed in nomination by September 1 in order to be eligible for the year.

**34.3.6.3.** Nominations should be limited to an individual, organization, or corporation who has not been a recipient of the Award within the last ten years. (See Appendix G for the list of winners)

**34.3.6.4.** The Library Awareness Committee will review all nominations and recommend a recipient to the Association's Executive Committee.

**34.3.6.5.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Banquet during the Annual Conference.

**34.3.7.** Is responsible for the LIFETIME ACHIEVEMENT AWARD that is given to an individual who has given continuous, sustained support of the library profession through his/her life. (See Sec. 41.5)

**34.3.7.1.** Nominees must be or have been a KLA member for at least 10 years.

**34.3.7.2.** Nominees must have a sustained record of service to the Association.

**34.3.7.3.** Nominees must have contributed significantly to the profession (through publications, presentations, and participation in professional library/information organizations). (See Appendix H for the list of winners)

**34.3.7.4.** Nominees must not be current Executive Board members of the Association.

**34.3.7.5.** The Award does not have to be presented every year.

**34.3.7.6.** A plaque will be presented to the recipient at the Annual Conference.

**34.3.7.7.** Nominations will be solicited by the Library Awareness Committee in the spring and summer months through a mailing to the membership, announcements on the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Committee for final approval.

**34.3.8.** Is responsible for the JAMES A. NELSON ADVOCACY AWARD that is given to an individual who has advocated consistently for libraries, librarians, and library workers for a sustained period of time. (See Sec. 41.6)

**34.3.8.1.** Nominees must have a sustained record of library advocacy.

**34.3.8.2.** Nominees must not be current Executive Board members of the Association.

**34.3.8.3.** The Award does not have to be presented every year.

**34.3.8.4.** A plaque will be presented to the recipient at the Annual Conference.

**34.3.8.5.** Nominations will be solicited by the Library Awareness Committee in the spring and summer months through a mailing to the membership, announcements to the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval.

**34.3.9.** Is responsible for the CAROL J. PARRIS MENTORING AWARD that is given to an individual who has been a mentor to a librarian, library worker, or library science student. (See Sec. 41.7)

**34.3.9.1.** Nominees must have a sustained record of mentoring.

**34.3.9.2.** Nominees must not be current Executive Board members of the Association.

**34.3.9.3.** The Award does not have to be presented every year.

**34.3.9.4.** A plaque will be presented to the recipient at the Annual Conference.

**34.3.9.5.** Nominations will be solicited by the Library Awareness Committee in the spring and summer months through a mailing to the membership, announcements to the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval.

**34.3.10.** Chair of the Committee attends each KLA Board Meeting and reports the activities of the Committee to the Board. Other committee members will report at Board meetings when specifically requested by the Board.

**34.3.11.** Promotes the recognition of libraries, librarians, and library workers during an annual Kentucky Libraries Week.

**34.3.11.1.** Requests a proclamation from the Office of the Governor designating the week of the Annual Conference as Kentucky Libraries Week.

**34.3.11.2.** Requests the proclamation be delivered to the Association Office one week prior to the Annual Conference.

**34.3.11.3.** Presents the Proclamation to the Membership at the Annual Membership Meeting and to attendees at the Awards Luncheon.

#### **34.4. EXPENSES**

**34.4.1.** Expenses for the Library Awareness Committee will be provided for in the KLA annual budget.

**34.4.2.** Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **35. MEMBER SERVICES COMMITTEE**

### **35.1. PURPOSE**

**35.1.1.** To promote the Kentucky Library Association and other library professional organizations in Kentucky through recruitment and retention of KLA membership, and united efforts with regional and national library organization hierarchy.

**35.1.2.** To protect freedom of access and inquiry in libraries by assisting libraries facing censorship/selection inquiries and challenges as outlined in strategic area 3.4 of the 1993 Long-Range Plan and by cooperating with the Intellectual Freedom Committee of ALA.

**35.1.3.** To identify, investigate, and present new benefit options for members to the Board of Directors.

### **35.2. COMPOSITION**

**35.2.1.** The Member Services Committee shall be composed of one member from each Section. The President of KLA and the Executive Director shall serve as ex officio non-voting members.

### **35.3. DUTIES**

**35.3.1.** The Member Services Committee shall appoint the following subcommittees with chairs selected from the Member Services Committee:

**35.3.1.1.** Intellectual Freedom Subcommittee shall be composed of representatives from the Sections. The Intellectual Freedom Subcommittee will carry out activities in support of 35.1.2.

**35.3.1.1.1.** Updates the Intellectual Freedom Manual to be presented for approval at the August KLA Board Meeting.

**35.3.1.1.2.** Promotes freedom of access and inquiry in libraries by assisting libraries facing censorship/selection inquiries and challenges and by cooperating with the Intellectual Freedom Committee of ALA.

**35.3.1.1.3.** Solicits nominations for the Intellectual Freedom Award and chooses a recipient for final approval by the Executive Committee.

**35.3.1.2.** The Membership Subcommittee shall be composed of the Chair of each Section's Membership Committee or designated member. The Membership Subcommittee will carry out activities in support of 35.1.1.

**35.3.1.2.1.** Is responsible for KLA member recruitment and retention.

**35.3.1.2.2.** Evaluates current member services/benefits and suggests new services/benefits for the Member Services Committee to consider.

**35.3.1.2.3.** Updates letters sent to new and renewing members, including new benefits with finalized letters presented to the Board at the Third-Quarter Board meeting.

**35.3.1.3.** The Dues Review Subcommittee shall evaluate the need for a membership dues change and report to the Executive Committee every three years. (See Bylaws Article 2)

**35.3.2.** The Chair of the Member Services Committee attends each KLA Board meeting and reports the activities of the Committee to the Board. Other committee members will report at Board meetings when specifically requested by the Board.

## **35.4. EXPENSES**

**35.4.1.** Expenses for the Members Services Committee will be provided for in the KLA annual budget.

**35.4.2.** Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **36. RECRUITMENT, MENTORING AND DIVERSITY COMMITTEE**

### **36.1. PURPOSE**

- 36.1.1.** To create interest in librarianship as a profession.
- 36.1.2.** To recruit new members to librarianship.
- 36.1.3.** To offer mentoring opportunities for new and existing Kentucky Library Association members.
- 36.1.4.** To promote diversity within the profession and the Association.

### **36.2. COMPOSITION**

**36.2.1.** The Recruitment, Mentoring and Diversity Committee shall be composed of one member from each section, ALA Councilor, the Chair of the African American Librarians and Library Employees Round Table (AALLERT), one at-large member to be appointed at the discretion of the President, and as ex officio members, the President of KLA and the Executive Director.

### **36.3. DUTIES**

- 36.3.1.** Promotes the profession of librarianship through activities, such as but not limited to the following:
  - 36.3.1.1.** Publicizing local, state and national scholarships/grants/awards.
  - 36.3.1.2.** Coordinating and reporting on efforts with representatives of district, regional, and national professional organizations.
  - 36.3.1.3.** Collaborating with library schools in Kentucky and other library associations and entities in recruitment and diversity initiatives as appropriate.
- 36.3.2.** Coordinates an event for new members at the Kentucky Library Association Annual Conference.
- 36.3.3.** Evaluates, develops and/or revises the KLA recruitment brochure every other year or as directed by the President or Board of Directors and presents recommendations for changes to the Board as needed. All changes are subject to budget approval of the KLA Board of Directors.
- 36.3.4.** Coordinates diversity initiatives.
- 36.3.5.** Appoints a Mentoring Subcommittee chair from the members of the committee with subcommittee members appointed from the KLA membership.
- 36.3.6.** Chair of the Committee attends each KLA Board Meeting and reports the activities of the Committee to the Board. Other committee members will report at Board meetings when specifically requested by the Board.

### **36.4. EXPENSES**

- 36.4.1.** Expenses for the Recruitment, Mentoring and Diversity Committee will be provided for in the KLA annual budget.
- 36.4.2.** Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **37. STRATEGIC PLANNING AND ORGANIZATION COMMITTEE**

### **37.1. PURPOSE**

**37.1.1.** To clarify, interpret, and update the governing documents of the Association (i.e. constitution, bylaws, and policies) and to revise these documents as directed by the membership and/or Board of Directors as appropriate.

**37.1.2.** To prepare a slate of nominees for Vice President/ President Elect and Secretary of the Association, and to select candidates for ALA councilor. (See Sec. 37.3.3)

**37.1.3.** To monitor and review the goals, the structure and current operations of the Association and recommend courses of action to the Board of Director.

**37.1.4.** To administer the KLA Antitrust Compliance Program. Full details concerning the KLA Antitrust Compliance Program are found in Appendix N.

**37.1.5.** To verify at the end of the year that all Board-approved changes have been incorporated into The Blue Book.

### **37.2. COMPOSITION**

**37.2.1.** The Committee shall be composed of the Immediate Past President, Parliamentarian, one representative from each Section recommended by Section chairs, the President (non-voting member), the Executive Director (non voting member) and two members-at-large who shall be appointed by the President. The members will serve for two-year terms on a rotating basis with the following Sections starting terms in even years: Academic, KSMA, and the two members-at-large and the following Sections starting terms in odd years: Public and Special.

### **37.3. DUTIES**

**37.3.1.** Chair of the Committee attends the KLA Board Meetings and reports the activities of the committee to the Board at each Board Meeting. Other committee members will report at Board meetings when specifically requested by the Board.

**37.3.2.** Appoints a Constitution and Bylaws Subcommittee which shall be chaired by the Parliamentarian to carry out revisions to The Blue Book as required.

**37.3.3.** Appoints a Nominating Subcommittee which shall have as chair the Immediate Past President and a member of the two Sections from which candidates for President-Elect and Secretary will be selected. The Nominating Subcommittee shall have the following duties:

**37.3.3.1.** To prepare a slate of officers -- Vice President/President-Elect and Secretary -- for the membership. The proposed KLA slate of officers, upon written acceptance of the nominees to the Chair of the Nominating Committee, must be published in the Association's newsletter before the Annual Membership Meeting.

**37.3.3.1.1.** To be eligible to serve as Vice President/President Elect, the candidate must meet the following criteria (See Appendix J for eligible members):

- a. The candidate shall have served at least one year as a KLA Board member.
- b. The candidate shall be selected from the Sections on a rotating basis in the following order:

Academic  
KPLA

KSMA  
Special  
(repeat from the top)

**37.3.3.1.2.** To be eligible to serve as Secretary, the candidate must meet the following criteria:

- a. The candidate shall be an active member of KLA.
- b. The candidate shall be selected from the Sections on a rotating basis in the following order:

KSMA  
Special  
Academic  
KPLA  
(repeat from the top)

**37.3.3.1.3.** A Section may elect to pass its slot in the rotation for Vice President/President Elect or Secretary by notifying the Immediate Past President by December 15th.

**37.3.3.1.4.** The Board of Directors is responsible for alignment of the rotation schedule when needed.

**37.3.3.2.** To select candidates for election by mail ballot for the American Library Association Councilor every three years according to qualifications in the ALA Councilor Section (15) on a Section rotating basis in the following order:

Special  
KPLA  
Academic  
KSMA  
(repeat from the top)

**37.3.3.2.1.** Elections for ALA Councilor will take place every three years, 2004, 2007, 2010, 2013, etc.

**37.3.3.2.2.** A Section may elect to pass its slot in the rotation by notifying the Immediate Past President by December 15th. Ballots shall be prepared and mailed by July 15th. Results shall be compiled and reported by September 1st.

**37.3.3.2.3.** The Board of Directors is responsible for alignment of rotation schedule when needed.

**37.3.3.3.** To submit the slate of officers to the Board of Directors for approval at the spring Board meeting.

**37.3.3.4.** To determine eligibility (See Appendix J) for individuals nominated for office by a membership petition. (See Bylaws, Article 5, Sec. E)

**37.3.3.5.** To determine eligibility (See Appendix J) for individuals nominated for ALA Councilor according to the requirements established in Sections 15 and 16. All KLA members are eligible to vote for the ALA Councilor regardless of their affiliations with ALA .

## **37.4. EXPENSES**

**37.4.1.** Expenses for the Strategic Planning and Organization Committee will be provided for in the KLA annual budget.

**37.4.2.** Committee Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **38. SCHOLARSHIP FOR MINORITY STUDENTS COMMITTEE (rev. 3/29/08)**

### **38.1. PURPOSE**

**38.1.1.** To encourage minority candidates who show excellence in scholarship and potential for accomplishment in librarianship. The scholarship will be granted to a student entering or continuing their library education in an American Library Association (ALA) or National Council for Teacher Education (NCATE)-accredited library school in Kentucky. The recipient also receives a one-year student membership in KLA and free student registration at the KLA annual meeting.

### **38.2. COMPOSITION**

**38.2.1.** The Scholarship for Minority Students Committee shall be composed of one member from each section, and one member from the Trustees Round Table, if possible. Ex officio members shall be the President of KLA and the Executive Director.

### **38.3. DUTIES**

**38.4.1.** Promoting and publicizing scholarship to Kentucky ALA or NCATE accredited library school programs and through other means..

**38.4.2.** Selecting a recipient from qualified applicants.

**38.4.3.** Updating application annually to include current requirements and guidelines.

**38.4.4.** Presenting award to recipient at KLA Fall Conference Awards Luncheon.

### **38.4. EXPENSES**

**38.4.1.** Expenses for the Minority Scholarship Committee, as well as the scholarship itself, will be provided through an annual allocation by KLA, donations from the Sections and Round Tables and other donations as received.

**38.4.2.** Award of scholarship will be based on available funds and will include a one year student KLA membership and attendance at the annual KLA meeting and Awards Luncheon.

**38.4.3.** Chairs who attend Board meetings will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **39. FUNDRAISING COMMITTEE**

### **39.1. Purpose**

- 39.1.1.** Investigate ways in which KLA can increase its revenue source such as:
- a.) Soliciting vendors for our vendor exhibits area;
  - b.) Solicit sponsors to back various events, speakers, awards, receptions; and
  - c.) Sell advertisement on web site banner, conference brochure, etc.
- 39.1.2.** Investigate how other library organizations solicit sponsorships and/or vendors.
- 39.1.3.** Contact potential vendors.
- 39.1.4.** Create a method of solicitations for KLA.
- 39.1.5.** Coordinate with Tom Underwood's office is a vendor or sponsorship is found.
- 39.1.6.** Investigate other income possibilities for KLA to pursue.

## **40. ANNUAL CONFERENCE**

### **40.1. RESPONSIBILITY**

**40.1.1.** Responsibility for the Annual Conference is delegated to the Conference Planning Committee chaired by the Vice President/President Elect.

### **40.2. PLANNING ACTIVITIES**

The Conference Planning Committee shall ensure that the following conference activities are coordinated and accomplished through the following appointed chairs:

#### **40.2.1. Local Arrangements**

**40.2.1.1.** The Local Arrangements Chair is responsible for special events as designated by the Conference Planning Committee.

**40.2.1.2.** The Local Arrangements Chair provides brochures, fliers, and information about the conference location as decided by the Conference Planning Committee.

**40.3.1.3.** The Local Arrangements Chair will be provided a room at the conference hotel.

#### **40.2.2. Registration**

**40.2.2.1.** The Registration Chair shall serve on the Conference Planning Committee.

**40.2.2.2.** The Registration Chair shall solicit and schedule volunteers to work at the registration desk for the duration of the conference. The volunteers are responsible for offering directional information for attendees and handing out registration materials and programs provided by the Association Office.

**40.2.2.3.** The Registration Chair will be provided mileage and room expenses at the conference hotel.

#### **40.2.3. Mini-Sessions**

**40.2.3.1.** The Mini-Sessions Chair is responsible for organizing the solicitation of mini-sessions as decided by the Conference Planning Committee.

**40.2.3.2.** The Mini-Sessions Chair works with the Conference Planning Chair to select Mini-Sessions.

**40.2.3.3.** The Mini-Sessions Chair notifies presenters of the acceptance, or rejection, of the mini-session proposal after consultation with the Conference Planning Committee Chair.

**40.2.3.4.** The Mini-Sessions Chair works with the Conference Planning Chair to assign conference rooms for mini-sessions.

**40.2.3.5.** The Mini-Sessions Chair solicits monitors from the membership for each mini-session.

**40.2.3.6.** The Mini-Sessions Chair will be provided a room at the conference hotel.

#### **40.2.4. Vendor Relations**

**40.2.4.1.** The Vendor Relations Chair, under the direction of the Conference Planning Chair and the Executive Director of KLA, promotes the exhibit area and assists with setting up the hall.

**40.2.4.2.** The Vendor Relations Chair works with the Executive Director to solicit financial support from the vendors for conference events such as breaks and receptions.

**40.2.4.3.** The Vendor Relations Chair serves as a liaison between the vendors and the Conference Planning Chair.

**40.2.4.4.** The Vendor Relations Chair plans activities and events to encourage conference attendees to frequent the vendor area (e.g. Exhibit Opening, prize drawings, spot announcements, etc.)

**40.2.4.5.** The Vendor Relations Chair makes contact with each vendor during the conference and extends welcome and thanks on behalf of KLA.

**40.2.4.6.** The Vendor Relations Chair, with the approval of the Conference Planning Chair, may spend a predetermined amount for prizes and small tokens of appreciation for the vendors.

**40.2.4.7.** The Vendor Relations Chair will be provided a room at the conference hotel.

#### **40.3. EXHIBITS COORDINATOR**

**40.3.1.** The Exhibits Coordinator will be the Executive Director.

**40.3.2.** The Exhibits Coordinator shall request at least two bids for the exhibit decorator.

**40.3.3.** The Exhibits Coordinator shall promote and direct the operations of an effective exhibit area during the Annual Conference.

**40.3.4.** The Exhibits Coordinator may authorize booth space free-of-charge for non-commercial, educational groups as space is available.

**40.3.5.** Fifteen days prior to the Conference, any remaining unsold space will be released for reduced rate purchase.

#### **40.4. CONFERENCE ACTIVITIES AND RESPONSIBILITIES**

**40.4.1.** Sections and Round Tables will forward programming information to the Chair of the Conference Planning Committee so that the pre-conference program and registration forms can be mailed to members no later than six weeks prior to the Annual Conference.

**40.4.2.** No committee shall finalize programming plans until such plans have been accepted by the Executive Committee of the Board. This is to preclude conflicts with major KLA programming at the Annual Conference. All pre-conferences shall be concluded before the official opening of the Annual Conference. All post conference events shall be conducted after the official closing of the Annual Conference.

**40.4.3.** Non-affiliated groups with library interest wishing to meet at the KLA Annual Conference may be charged an administrative fee. This fee is to be paid no later than 90 days prior to the beginning of the conference. This fee will cover listing of meetings in the KLA Program and meeting space.

- 40.4.4.** Any group meeting in conjunction with the KLA Annual Conference will be solely responsible for any and all charges or expenses incurred by the group before, during, or after the conference.
- 40.4.5.** Affiliated groups shall be responsible for all costs not authorized by the Association. Such groups shall be assigned space for a single meeting at the conference without charge. Requests for this space must be made to the Executive Director at least five months in advance of the conference.
- 40.4.6.** There shall be no charges made for meetings during the Annual Conference except meal functions.
- 40.4.7.** All meetings during the conference shall be open to all paid registrants.
- 40.4.8.** There shall be an additional fee charged for registration of non-Association members.
- 40.4.9.** Advance registration by members shall provide them financial advantage. If an individual is a member at the time pre-registration is submitted, the person shall be allowed to attend the conference at member rates. He/she shall receive a written reminder that membership expired before the conference.
- 40.4.10.** Registrants for the conference must abide by published deadlines for meal functions.
- 40.4.11.** Any Section or Round Table desiring to sell merchandise during the Annual Conference must consult with the Executive Director and be given approval by the Board of Directors.
- 40.4.12.** All annual pre or post-conference arrangements must have the approval of the Conference Planning Committee who will determine appropriate charges.
- 40.4.13.** There shall be basic conference program guidelines which shall include a speaker's agreement between sponsoring Section or Round Table and each presenter.
- 40.4.14.** KLA assumes no liability for any damages or negligence resulting from any outside, non-constitutionally defined group meeting in conjunction with the Association during the Annual Conference.
- 40.4.15.** KLA assumes no responsibility or liability for any expenses or charges incurred at the Annual Conference that are not authorized by the Board of Directors, President, Executive Director, and/or Local Arrangement Chair.
- 40.4.16.** All speakers and presenters should be given a copy of the KLA STANDARDS AND GUIDELINES FOR SPEAKERS, which is detailed in Appendix O (rev. 6/10/2010).

## **41. AWARDS**

### **41.1. SECTION/ASSOCIATION/ROUND TABLE AWARDS**

**41.1.1.** Several sections/associations/round tables offer awards and/or scholarships. Most awards are presented at the annual conference. They are:

**41.1.1.1.** Academic Library Section--Outstanding Academic Librarian Award; Professional Development Grant

**41.1.1.2.** Kentucky School Media Association--Jesse Stuart Media Award; Outstanding School Media Librarian Award; Eleanor W. Simmons Memorial Grants; Kentucky School Media Association Service Award for School Administrators; KSMA Award of Merit; Donna Hornsby Memorial Joint Technology Project Award, Technology Student Award, Regional Scholarships, and Resolutions.

**41.1.1.3.** Kentucky Public Library Association--Outstanding Public Library Service Award; Margaret F. Willis Outstanding Community Library Service Award; Public Library Intellectual Freedom Award; Miss Pickle Award for Children's Library Services; James Harrison Outstanding Bookmobile/Outreach Award; Richardson/Conway Outstanding Library Volunteer Award; James E. Gugeler Outstanding Library Trustee Award; Public Library Advocacy Award. [update 9/25/08]

**41.1.1.4.** Special Libraries Section--Special Librarian of the Year; Innovation Award.

**41.1.1.5.** Kentucky Library Trustees Round Table--Outstanding Board of Trustees Award. (rev. 3/29/08)

### **41.2. KENTUCKY LIBRARIES AWARD**

**41.2.1.** Members of the KLA Communications Committee will select the recipient of this annual award from the authors of feature articles published in the preceding volume year of Kentucky Libraries.

**41.2.2.** Procedure:

**41.2.2.1.** The Communications Committee Chair will prepare a list of all qualifying articles. This list will be sent to committee members for rank ordering.

**41.2.2.2.** Each committee member will submit in writing his/her rank ordering of articles to the Chair.

**41.2.2.3.** The article ranked first by a committee member will be assigned one point; the second choice, two points; through the last choice, which is assigned the highest number.

**41.2.2.4.** The nominated article receiving the lowest total of points will designate the recipient of the award for that year.

**41.2.2.5.** The Committee Chair will first notify members of the committee of the selected author and then notify the recipient to whom the award will be made so that the author's presence at the awards program will be ensured.

**41.2.3.** No award will be made for the award period if no article is judged of acceptable quality according to the criteria.

**41.2.4.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Program during the Annual Conference.

**41.2.5.** Eligibility for Award: Any author of a feature article published in Kentucky Libraries during the prescribed period. Out-of-state authors are eligible. Members of the Editorial Committee and Editorial Staff will not be eligible for the award. Any qualifying author who is serving on the Communications Committee is excluded from the process of selection by the Committee.

**41.2.6.** Criteria:

**41.2.6.1.** Scope and Content in the Field of Library and Information Science: A timely, permanent contribution to literature in this field and documentation of sources.

**41.2.6.2.** Literary Value and Qualities: Readability, charm, stimulating, interesting, inspiring, degree of creative or imaginative view and/or expression.

**41.2.6.3.** Ethical Soundness: truthfulness, originality, reliability, profundity, and vitality.

### **41.3. WILLIAM H. NATCHER AWARD**

**41.3.1.** The William H. Natcher Award will be given to an individual, organization, or corporation that has made a significant philanthropic contribution to a Kentucky library. The contribution may be monetary, materials, or equipment.

**41.3.2.** The Library Awareness Committee will accept nominations for the award from Kentucky Library Association members. A name must be placed in nomination by September 1st in order to be eligible for the year.

**41.3.3.** Nominations should be limited to an individual, organization, or corporation who has not been a recipient of the Award within the last ten years. (See Appendix G for the list of winners)

**41.3.4.** The Library Awareness Committee will review all nominations and recommend a recipient to the Association's Executive Committee prior to the Board meeting before the Annual Conference. The Chair of the Committee will then notify the recipient of the Award to ensure their presence at the Awards Program.

**41.3.5.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Program during the Annual Conference.

### **41.4 KENTUCKY INTELLECTUAL FREEDOM AWARD**

Intellectual Freedom, as defined by the American Library Association, is "... the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question, cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas."

**41.4.1.** The Kentucky Library Association Intellectual Freedom Award will be given to an individual or group who has actively promoted intellectual freedom in Kentucky.

**41.4.2.** The Intellectual Freedom Subcommittee of the Members Services Committee (See Sec. 35.3.1.1) will receive nominations from any Kentuckian by September 1st. This Subcommittee will review all nominations and make a recommendation to the KLA Executive Committee prior to the Board meeting before the Annual Conference.

**41.4.3.** Criteria:

**41.4.3.1.** Role played in actively promoting intellectual freedom in the sphere of influence and beyond.

**41.4.3.2.** Degree to which the nominee(s) has exemplified the spirit of intellectual freedom.

**41.4.3.3.** The effect of efforts to promote intellectual freedom and challenge censorship.

**41.4.4.** Nominations should be as well-documented as possible. Evidence in support of nominee may include:

- a. Published articles and/or letters
- b. Documentation of workshops, speeches, and testimony
- c. Letters of recommendation
- d. Pertinent written policies and procedures.
- e. Any other relevant information which further clarifies the nominee's role in promoting intellectual freedom.

**41.4.5.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Program during the Annual Conference. (See Appendix I for the list of winners)

## **41.5 LIFETIME ACHIEVEMENT AWARD**

**41.5.1.** The Award is given to an individual who has given continuous, sustained support of the library profession through his/her life.

**41.5.2.** Nominees must be or have been a KLA member for at least 10 years. (See Appendix H for the list of winners)

**41.5.3.** Nominees must have a sustained record of service to the Association.

**41.5.4.** Nominees must have contributed significantly to librarianship (through publications, presentations, and participation in professional library/information organizations).

**41.5.5.** Nominees must not be current Executive Board member of the Association.

**41.5.6.** The Award does not have to be presented every year.

**41.5.7.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Program during the Annual Conference.

**41.5.8.** Nominations will be solicited by the Library Awareness Committee in the spring and summer months through a mailing to the membership, announcements on the KLA listserv, and announcements in Section Newsletters. A nominee will be recommended to the KLA Executive Committee for final approval prior to the Board meeting before the Annual Conference.

## **41.6 JAMES A. NELSON ADVOCACY AWARD**

**41.6.1.** The Award is given to an individual who has advocated consistently for libraries, librarians, and library workers for a sustained period of time.

**41.6.2.** Nominees must not be current Executive Board members of the Association.

**41.6.3.** The Award does not have to be presented every year.

**41.6.4.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Program during the Annual Conference.

**41.6.5.** Nominations will be solicited by the Library Awareness Committee in the spring and summer months through a mailing to the membership, announcements to the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval prior to the Board meeting before the Annual Conference.

## **41.7 CAROL J. PARRIS MENTORING AWARD**

This award is given to an individual who has been a mentor to a librarian, library worker, or library science student.

**41.7.1.** Nominees must have a sustained record of mentoring a librarian, library worker, or library science student.

**41.7.2.** Nominees must not be current Executive Board members of the Association.

**41.7.3.** The Award does not have to be presented every year.

**41.7.4.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Program during the Annual Conference.

**41.7.5.** Nominations will be solicited by the Library Awareness Committee in the spring and summer months through a mailing to the membership, announcements to the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval prior to the Board meeting before the Annual Conference.

## **APPENDIX A - ARCHIVES GUIDELINES**

### **1. PROCEDURE OVERVIEW**

All archival materials are to be sent to the Executive Director for the appropriate compilation and organization of these items by the Secretary.

### **2. MATERIALS OVERVIEW**

In general, records of the Association, the Sections and the Round Tables shall be preserved according to the guidelines established in recognized archive standards.

### **3. ABRIDGED FORM OF ARCHIVES GUIDELINES**

#### **3.1. MATERIALS TO BE PRESERVED**

- a. Constitution, Bylaws and revisions.
- b. Reports of all annual business meetings as well as the annual reports of Sections, Round Tables, and Committees.
- c. Financial reports, account books, canceled checks for two years, and unusually large checks for extraordinary expenditures for five years.
- d. Minutes.
- e. Programs and proceedings.
- f. Publications including a file of Kentucky Libraries, IN-FO-CUS, and any other publications issued by the Association.
- g. Materials relating to the history, activities, and accomplishments of the Association in general, and to its Sections, Round Tables, and Committees or other subsidiary groups in particular.
- h. Policies and Procedures for the Kentucky Library Association and its incorporated revisions.

#### **3.2. MATERIALS TO BE DISCARDED**

- a. Letters asking individuals to take office, work of Committees, etc., together with letters of acceptance or refusal.
- b. Correspondence relating to plans for meetings, suggestions, and arrangements for programs, the securing of speakers, etc.
- c. Replies to questionnaires, on the assumption that the results will be in the Archives as reports.

#### **3.3. PROCEDURES**

- a. It is the responsibility of the Executive Director to receive archival material of the Association from the President and hold for compilation by the Secretary.
- b. Those responsible for archival material are the Association Officers, and Chairs of Sections, Round Tables and Committees.
- c. After compilation by the Secretary, the archival material should be delivered by the Executive Director to the Kentucky Department for Libraries and Archives in Frankfort for permanent housing.

## APPENDIX B - BUDGET CHECKLIST

The following is to be used as a guide in preparing an Association budget. It is not to be construed as completely inclusive or exclusive - only a guide based on past practices.

<b>Administration</b>	Parliamentarian	ALA Conference
Management Fee (Exec Sec)		Miscellaneous Travel
Phone	<b>Programs/Meetings</b>	
Copies	Leadership Orientation	
Postage	Board Meetings	ALA Councilor Travel
Office Supplies	<b>Conference</b>	Board
Paper	Printing	ALA
Computer	Mailing	
Tax Preparation	Events	Secretary Travel
External Audit (every 3 years)	Speakers	Board
Dues/Subscriptions	Sections	Executive Committee
Miscellaneous	Miscellaneous	Legislative Activities
Other Promotions	Travel	Archive Activities
<b>Sections</b>	Supplies and Phone	
Academic	Exhibits	Committee Chairs
KSMA	KSMA Profit Share	
KPLA	<b>Publications</b>	Special Committees
Special	Directory	
<b>Round Tables</b>	The Blue Book	Board meetings
African American Librarians and Library Employees (ALLERT)	Newsletter (IN-FO-CUS)	Members, ex officio
Government Documents	Journal (Kentucky Libraries)	members, Standing and
Resource Sharing	Web site	Ad Hoc Committee
Community & Technical College (rev. 7/19/07)	Listserv	Chairs, Editors of
Library Instruction	<b>Other</b>	Kentucky Libraries and
Information and Technology	Previous Year's Conference	IN-FO-CUS, Web site
Genealogy	Awards	and Listserv Managers,
Library Administration and Management	Other	and invited guests will
Library Support Staff	Contingency	be provided lunch,
Trustees	Legislative Activity	mileage, reimbursement
Youth Services	Contributions	for hotel if more than
<b>Committees</b>	<b>Executive Expenses</b>	150 miles one way.
Audit	President Travel	
Communications	Board	
Conference Planning	ALA Conferences	
Library Awareness	Legislative Day	
Member Services	Sections Meetings	
Recruitment, Mentoring and Diversity	Professional Dues to ALA	
Strategic Planning and Organization	Legislative Activities	
Ad Hoc/Special Committees	Executive Committee	
Scholarship for Minority Students Committee	Miscellaneous Travel	
<b>Appointed Positions</b>		
Editor, Kentucky Libraries	Vice President/President Elect	
Editor, IN-FO-CUS	Board	
	ALA Conferences	
	Legislative Activities	
	Executive Committee	
	Professional Dues to ALA	
	<b>Executive Director Travel</b>	
	Board	

## **APPENDIX C - KLA PUBLICATION MANUAL**

### **1. KENTUCKY LIBRARIES AND IN-FO-CUS**

The Kentucky Library Association issues a quarterly journal and a quarterly newsletter. Other publications may also be published by the Association and its sections upon approval of the Executive Committee and/or Board of Directors. The official quarterly journal is known as Kentucky Libraries and the official quarterly newsletter is known as IN-FO-CUS. All members of the Association receives both of these publications.

### **2. PURPOSE**

There is a continuing need for a professional journal in Kentucky which reflects the composition of library professionals in the Commonwealth, provides an opportunity for the discussion of local and statewide professional issues, and provides an opportunity for scholarly and professional expression for KLA members. Kentucky Libraries promotes the expression and exchange of ideas among Kentucky libraries and librarians and recognizes its responsibility to keep its readers and members of the profession informed of new developments and thinking in the broad areas of librarianship and information science. There is also a need for a professional newsletter in Kentucky which provides current information about the Association and its members including news items, job changes, obituaries and KLA Section and Round Table reports. IN-FO-CUS serves this purpose. Both publications should be representative of all Sections of the Association.

### **3. FUNDING**

Kentucky Libraries and IN-FO-CUS are financed by the Kentucky Library Association through its annual operating budget with partial defrayment of the cost of printing through sale of advertisements. Back issues are maintained and sold through the office of the Executive Director.

### **4. EDITORIAL STAFF FOR KENTUCKY LIBRARIES**

The Editor of Kentucky Libraries will select at least two KLA members to assist with receiving, approving, and editing of manuscripts for Kentucky Libraries.

### **5. KENTUCKY LIBRARIES EDITOR (See Sec. 18)**

#### **5.A. Requisites for Editor**

**5.A.1.** Editor must be an active member of the Kentucky Library Association.

**5.A.2.** The newly appointed Editor shall co-edit with the outgoing Editor of Kentucky Libraries for at least one issue before becoming sole Editor of Kentucky Libraries.

#### **5.B. Term of office**

**5.B.1.** The Editor shall be appointed before or immediately following the Annual Conference by the incoming President. The term shall be for two volume years (eight issues), beginning with the winter issue of the next calendar year.

**5.B.2.** An appointee may not serve more than two consecutive terms in order to allow for the widest participation from the Association's membership.

### **5.C. Duties of the Editor (See Sec. 18.4)**

**5.C.1.** Serves a member of the Communications Committee.

**5.C.2.** Submits information on the activities of KLA including dates and locations of the annual KLA conference for inclusion in appropriate national and regional publications.

**5.C.3.** Serves as an ex officio, non-voting member of the KLA Board of Directors.

**5.C.4.** Appoints two or more active KLA members to assist in reviewing and editing articles, etc. (See Sec. 18.4.5)

**5.C.5.** Is a member of the committee which selects the recipients of the Kentucky Libraries Award. (See Sec. 41.2)

**5.C.6.** Prepares each issue by:

**5.C.6.1.** Soliciting manuscripts for feature articles.

**5.C.6.2.** Contacting "regular" columnists well in advance of issue deadline to remind them of the due date for their columns. In case of thematic issues, suggests possible subjects and ways to tie in their columns with the theme in an effective and interesting manner.

**5.C.6.3.** Writing brief "Editor's Note" items as necessary, usually to alert readers (and writers) to upcoming issue themes.

**5.C.6.4.** Compiling a list of the new board members for the inside cover of Kentucky Libraries, so that the new names appear in the first issue after the Annual Conference. Updating the list as appropriate.

**5.C.6.5.** Receiving, approving and editing manuscripts. Circulating copies of each submitted feature article to at least two members of the editorial board for purposes of selection and editing.

**5.C.6.6.** Obtaining authors' permission for articles to be published in online databases.

**5.C.6.7.** Editing columns from regular contributors as needed.

**5.C.6.8.** Consolidating editorial revisions into final version for submission to graphic designer.

**5.C.6.9.** Contacting the author of any article deemed unsuitable, too lengthy, or in need of major revisions.

**5.C.6.10.** Communicating with the graphic designer after all feature articles columns are edited and placed in order to do the final assembly in preparation for publication.

**5.C.6.11.** Reviewing and editing the galleys when the graphic designer returns them to the editor, making necessary corrections and additions, and returning the galleys to the graphic designer in a timely manner per the publication schedule.

**5.C.6.12.** Sending a PDF to EBSCO for indexing the electronic database

**5.C.6.13.** Sending addresses of authors to the Executive Director so that all authors are sent two copies of the issue in which they were published.

**5.C.6.14.** Printing and Distribution

**5.C.6.14.a.** Graphic designer delivers the galleys to printers.

**5.C.6.14.b.** After printing, the Executive Director facilitates distribution.

#### **5.D. Expenses for the Editor**

**5.D.1.** The Kentucky Libraries Editor, when attending Board meetings, will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**5.D.2.** Other expenses may be covered as provided for in the annual budget.

### **6. IN-FO-CUS EDITOR (See Sec. 19)**

#### **6.A. Requisites**

**6.A.1.** The IN-FO-CUS Editor must be an active member of the Kentucky Library Association.

#### **6.B. Term of Office**

**6.B.1.** Shall be appointed by the President before or immediately following the Annual Conference. Preference should be given to candidates not from the outgoing IN-FO-CUS Editor's section

**6.B.2.** An appointee shall not serve more than 2 consecutive terms in order to achieve the widest possible participation.

### **6.C. Duties**

**6.C.1.** Serves as a member of the Communications Committee.

**6.C.2.** Serves as an ex officio, non-voting member of the KLA Board of Directors.

**6.C.3.** Is responsible for the three issues of the IN-FO-CUS newsletter.

**6.C.4.** Posts to the KLA-LIST listserv those news items which are appropriate for the list.

### **6.D. Expenses**

**6.D.1.** The IN-FO-CUS Editor, when attending Board meetings, will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**6.D.2.** Other expenses as may be covered as provided for in the annual budget.

## **7. THE EXECUTIVE DIRECTOR (See Sec. 17)**

### **7.A. Overview**

**7.A.1.** As the chief administrative officer of the Association, the Executive Director is responsible for the business and financial details of the publication as well as related management functions.

### **7.B. Responsibilities for *KENTUCKY LIBRARIES***

**7.B.1.** Acts as business manager for Kentucky Libraries concerning claims, printing engagements, subscriptions, production and distribution.

**7.B.2.** Maintains the mailing list including exchange copies with other associations.

**7.B.3.** Sends two copies of the journal to each author of a feature article appearing in the previous issue of the journal as directed by the Editor of Kentucky Libraries.

**7.B.4.** Obtains an annual bid for printing of Kentucky Libraries.

**7.B.5.** Secures advertising for issues of the journal.

**7.B.6.** Preserves two copies of Kentucky Libraries for the Archives.

**7.B.7.** Mails two copies of each issue to contributing authors.

### **7.C. Responsibilities for IN-FO-CUS, The KLA Newsletter**

**7.C.1.** Acts as the business manager for IN-FO-CUS concerning claims, printing engagements, production and distribution.

**7.C.2.** Maintains the mailing list.

**7.C.3.** Preserves two copies of IN-FO-CUS for the KLA Archives.

**7.C.4.** Receives the copy for IN-FO-CUS from the Editor of IN-FO-CUS for three issues each year.

### **8. WEB SITE MANAGER (See Sec. 20)**

### **9. LISTSERV MANAGER (See Sec. 21)**

## **10. EDITORIAL POLICIES FOR KENTUCKY LIBRARIES**

### **10.A. Guidelines**

Kentucky Libraries is published according to the guidelines established by the Editorial Board. Its material should be of the magazine type -- that is, not primarily "spot news" but more general, in-depth treatment of issues, problems, accomplishments, and personalities. Everything that is of interest or concern to the library public is a potential subject. Primary emphasis on Kentucky and appropriate coverage of regional and national topics shall be given. Good quality photographs and drawings will be used whenever available and suitable. Its principal purpose is to further the objectives of the Association as stated in the constitution and bylaws.

### **10.B. Manuscript evaluation**

All manuscripts submitted for consideration shall be evaluated for appropriateness and currency. In cases of doubt, a decision shall be withheld until the members of the Editorial Board can be consulted for assessment of the work. Manuscripts accepted for publication may be edited but not materially changed without the approval of the author. Authors are responsible for the validity of content and avoidance of plagiarism. Unsigned letters shall not be printed in the journal.

### **10.C. Kentucky Authors**

Kentucky Libraries encourages publication by Kentucky authors and regional authors. It recognizes its responsibility to keep its readers informed of new developments and thinking in the broad areas of librarianship and information science. Works of non-

librarians and non-Kentucky librarians may be published when space is available and the subject seems particularly germane to Kentucky librarianship. The treatment of subjects is considered for publication on the basis of accuracy, quality, and significance, not on the point of view or biases expressed. There must be no editorial prejudice except to guard against the scurrilous, the libelous, or the obscene. The use of Kentucky Libraries as a communication medium for a particular institution is to be avoided.

#### **10.D. Non-partisan Publication**

Kentucky Libraries is a non-partisan publication. Opinions expressed by its contributors are their own and do not necessarily represent those of the Association or its officers. The Editor reserves the right to reject manuscripts which do not meet standards set for content and/or literary expression. The Editor is assisted by the Editorial Board and consultation will be made with members concerning questionable articles. The Association is only responsible for those statements or opinions advanced in the journal which are authorized by the Executive Committee or the Board of Directors or reflect duly established policies of the Association.

#### **10.E. Editorials**

An editorial expressing concern for an Association activity or policy must clearly state that it is an opinion of the Editor and/or guest author and, as such, must be signed. Such editorials must be factually based and demonstrate an appreciation for professional issues and the reputation and the status of the Association. Issues and not individuals should be the focus of such editorials. This policy clearly serves as an endorsement of the principle of intellectual freedom for which the Association stands. It also serves to hold the Association leadership to a high standard of professional duty and demeanor appropriate to the leadership role of the Association through the journal's direct informational contact with the membership at large.

#### **10.F. Subscriptions**

Kentucky Libraries should be available to individuals on payment of annual membership dues. Subscriptions by institutions shall be payable to the Kentucky Library Association. Single issues may be purchased if available.

#### **10.G. Credits**

By-lines and picture credits will be used whenever appropriate, including credit for material reprinted from other publications. Some issues may be devoted to one subject or theme or a subject may be covered in a series of two or more issues. Individual libraries may be featured when materials is available.

#### **10.H. Printing Schedule**

Winter issue: Copy due - December 15; At printer - January 15; Published - February 15.  
Spring issue: Copy due - March 15; At printer - April 15; Published - May 15  
Summer issue: Copy due - June 15; At printer - July 15; Published - August 15  
Fall issue: Copy due - September 15; At printer - October 15; Published - November 15  
Contents: Conference follow up, new officers in Inside Cover, new President featured in President's Page.

## **10.I. Contents**

All issues contain:

- President's Page
- Kentucky Kaleidoscope
- Publication Schedule
- Publication Guidelines
- Subscription information

## **11. PRINTING FOR KENTUCKY LIBRARIES AND IN-FO-CUS**

### **11.A. Printer Quality**

The printing should be done by a qualified printer to insure a quality product. The Executive Director should negotiate a contract with a printer and make a copy available to the Editor. The contract should list deadlines for each issue.

### **11.B. Print Bid**

Selection of a printer should be done through informal bid and negotiation following established specifications. The bid specifications and contract must be approved by the KLA Board of Directors.

### **11.C. Bid Evaluation**

Information to be considered when preparing specifications and evaluating bids may include:

- 11.C.1.** Size and variety of type available
- 11.C.2.** Costs for paper (consider recycled paper, coated or uncoated)
- 11.C.3.** Costs for issue run based on per page cost
- 11.C.4.** Costs for photographs and advertising copy
- 11.C.5.** Time needed for printing after receipt of copy
- 11.C.6.** Time needed for printing after receipt of corrected galley proofs
- 11.C.7.** Cost of mailing labels
- 11.C.8.** Cost of mailing issues

## **12. BUDGET FOR KENTUCKY LIBRARIES AND IN-FO-CUS**

### **12.A. Revenue Sources**

- 12.A.1.** Funds budgeted from dues, other Association funds and other sources
- 12.A.2.** Revenue from subscriptions
- 12.A.3.** Funds budgeted from advertisements

### **12.B. Budgeted support for Editor**

- 12.B.1.** Office supplies
- 12.B.2.** Telephone
- 12.B.3.** Photocopying costs
- 12.B.4.** Mailing and postage costs
- 12.B.5.** Travel expenses for editors to Board Meetings and other approved meetings and functions.

## **13. ADVERTISING FOR KENTUCKY LIBRARIES**

### **13.A. Advertising Solicitation and Policy.**

The Executive Director with the Advertising Subcommittee of the Communications Committee (See Sec. 32.4.5) is responsible for soliciting advertising and its inclusion in issues of Kentucky Libraries and for establishing and carrying-out the advertising policy of the Association.

### **13.B. Specific Duties**

**13.B.1.** Solicit advertising on a regular basis from companies and businesses

**13.B.2.** Maintain all advertising schedules for the journal

**13.B.3.** Check all advertising copy for placement and quality in issue proofs

**13.B.4.** Communicate with advertisers

**13.B.5.** Prepare and make available advertising rate schedules (sheets) to prospective advertisers

**APPENDIX D - PURPOSES OF THE SECTIONS**  
(taken from Article II of the Constitution of each section)

**1. ACADEMIC LIBRARY SECTION OF THE KENTUCKY LIBRARY ASSOCIATION**

The purposes of this organization are:

- (a) to contribute to the professional development of its members in support of KLA's greater mission of providing leadership for the improvement of the library profession at all levels.
- (b) to develop, improve, and promote library and information services in the colleges and universities of the commonwealth of Kentucky.
- (c) to promote professional meetings, activities, and collaborative initiatives within both, the section and the Association, as well as with affiliated, library-related groups within Kentucky and the greater region.
- (d) to provide a mechanism for communication with the Association of College and Research Libraries of the American Library Association (ACRL).
- (e) to support and emulate KLA's efforts to use its resources wisely and maintain a flexible structure that promotes broad participation of all members in order to address all relevant priorities as stated in the seven (7) "Strategic Areas" of the new KLA strategic plan.
- (f) to engage with the newly established Federation of Kentucky Academic Libraries (FoKAL) in furthering equitable and cost-effective access, as well as teaching, learning and research through cooperation.

**2. (deleted 9/27/06)**

**3. KENTUCKY PUBLIC LIBRARY ASSOCIATION**

The purposes of this organization are:

- (a) to encourage professional growth among its members through offering opportunities for study and for participation in professional activities.
- (b) to promote the improvement of public library service in Kentucky and in the nation.
- (c) to cooperate with other library agencies in improving all types of library service in Kentucky and in the nation.

**4. KENTUCKY SCHOOL MEDIA ASSOCIATION (KSMA)**

The purposes of the Kentucky School Media Association are:

- (a) to encourage professional growth among its members through offering opportunities for study and for participation in professional activities.
- (b) to promote the improvement of school library services in Kentucky and the nation.
- (c) to cooperate with other educators and library agencies in improving all types of library service for young people in Kentucky and the nation.

## **5. SPECIAL LIBRARY SECTION OF THE KENTUCKY LIBRARY ASSOCIATION**

The purposes of the organization are:

- (a) to encourage professional growth among its members by offering opportunities for study and participation in professional activities.
- (b) to cooperate with KLA to promote and improve library service in Kentucky.
- (c) to promote, improve and develop special library service in Kentucky.

## **APPENDIX E - PURPOSES OF THE ROUND TABLES**

### **1. AFRICAN AMERICAN LIBRARIANS and LIBRARY EMPLOYEES (ALLERT) ROUND TABLE**

- (a) to address the low number of the library employees and students.
- (b) to address the exodus of African American librarians from Kentucky (over 70% loss since 1980 and we are still losing).
- (c) to address the low organization participation on the state level, and the need for support, networking, and mentoring.
- (d) to promote a sense of awareness.

### **2. COMMUNITY & TECHNICAL COLLEGE ROUND TABLE (rev. 7/19/07)**

- (a) to facilitate communication and serve as a catalyst for the enhancements of library services in community and technical colleges. (rev. 7/19/07)
- (b) to engage in communication and cooperation with other organizations having similar purposes.

### **3. GENEALOGY AND LOCAL HISTORY ROUND TABLE**

The purpose of the Genealogy and Local History Round Table is to assist librarians in the understanding, methodology, promotion and utilization of local history and genealogy collections. These goals are accomplished through workshops at the Kentucky Library Association Annual Conference, through correspondence and through networking of members.

### **4. GOVERNMENT DOCUMENTS ROUND TABLE**

- (a) to promote access to government publications at all levels through communication among interested librarians.
- (b) to provide a forum for the exchange of ideas, concerns, and problems affecting this access.
- (c) to increase awareness of resources available in documents.
- (d) to create a viable working group willing to disseminate information and materials published by government agencies.

### **5. INFORMATION AND TECHNOLOGY ROUND TABLE**

- (a) to advance Information and Technology in Kentucky libraries.
- (b) to provide peer support through the sharing of ideas and concerns with colleagues statewide.
- (c) to encourage professional growth among members through opportunities for continuing education and participation in professional activities.

## **6. RESOURCE SHARING ROUND TABLE**

- (a) to promote cooperation and resource sharing among Kentucky libraries.
- (b) to provide peer support to library staff involved in Interlibrary Loan, Document Delivery, Circulation, Electronic Resources, Reserves, and Distance Education.
- (c) to encourage professional growth among its members.

## **7. LIBRARY ADMINISTRATION AND MANAGEMENT ROUND TABLE**

The purpose of the Library Administration and Management Round Table is to provide a forum for presentation and discussion of current management topics that are broadly applicable to the management and general administration of libraries.

## **8. LIBRARY INSTRUCTION ROUND TABLE**

- (a) to provide a forum for discussion of activities, programs and problems in the use of libraries.
- (b) to contribute to the education and training of librarians for library instruction.
- (c) to promote instruction in the use of libraries as an essential library service.
- (d) to serve as a channel of communication on instruction in the use of libraries.

## **9. LIBRARY SUPPORT STAFF ROUND TABLE**

- (a) to promote support staff as valued library professionals.
- (b) to provide peer support through the sharing of ideas and concerns with colleagues statewide.
- (c) to encourage growth among members through opportunities for continuing education and participation in professional activities.
- (d) to cooperate with other library agencies to promote library service in Kentucky and in the nation.

## **10. TRUSTEES ROUND TABLE**

- (a) to provide continuing education for trustees.
- (b) to exchange information among local libraries.
- (c) to influence legislation on behalf of public libraries.
- (d) to encourage citizen support of public libraries.
- (e) to promote public library service.
- (f) to stimulate public library usage.
- (g) to recommend to local library boards that policies regarding library operations be adopted.
- (h) to cooperate with and advise the Kentucky Department for Libraries and Archives, library associations, and other organizations concerning the improvement of public library service.

## **11. YOUTH SERVICES ROUND TABLE**

- (a) to provide a forum for collaboration and shared learning about service for youth including but not limited to literature, research, programs, partnerships and best practices.
- (b) to promote youth services and involvement by youth services professionals at a statewide level.
- (c) to serve as a channel for communication about library service to youth.

[new section added 9/25/08]

**APPENDIX F - PAST PRESIDENTS  
OF THE KENTUCKY LIBRARY ASSOCIATION**

William F. Yust	1907-11	Ruth Bentley	1962-63
Lilian Lindsey	1912	Roscoe M. Pierson	1963-64
Florence Dillard	1913	Dan M. King	1964-65
Anna M. Spears	1914-17	Sherwood Kirk	1965-66
George T. Settle	1917-18	Rezina Senter	1966-67
Susan S. Towles	1918-19	Omer Hamlin	1967-68
Frank Kavanaugh	1919	Vera Grinstead	1968-69
Florence Ragland	1920	Tom Sutherland	1970-71
Euphemia K. Corwin	1921	Rebecca T. Bingham	1971-72
Mrs. A.S. Gardner	1922-23	Madge Davis	1971-72
Jennie M. Flexner	1924	Michael Harris	1972-73
Fannie Rawson	1925	William Garner	1973-74
Margaret I. King	1926-27	Jimadean Ireland	1974-75
Margie Helm	1928-29	Joy Terhune	1975-76
May McClure Currey	1930	Vivan Hall	1976-77
(died in office)		Edwin Strohecker	1977-78
O. Cochran	1931-33	Barbara Miller	1978-79
Mary L. Leiper	1933-35	Louise Bedford	1979-80
Harold J. Brigham	1935-37	Sara Leech	1980-81
Leon B. Nofcier	1937-39	Betty Delius	1981-82
Mary Floyd	1939-40	Margaret Trevathan	1982-83
Edna Grauman	1940-41	James A. Norsworthy, Jr	1983-84
John G. Barrow	1941-42	Rebekah Heath	1984-85
Mrs. J. Eugene Gilbert	1942-43	Jennie S. Boyarski	1985-86
Evelyn J. Schneider	1943-44	Patty B. Grider	1986-87
Bernice W. Bell	1944-45	Linda H. Perkins	1987-88
Elizabeth Gilbert	1945-	Jean M. Almand	1988-89
Clarence R. Graham	1946-47	John Bryant	1989-90
Azile Wofford	1947-48	Karen Turner	1990-91
Virginia Winstandley	1948-49	Rose Gabbard	1991-92
Virginia Hayes	1949-50	Candy Wilson	1992-93
Sara Tyler	1950-51	Janet Stith	1993-94
Margaret Roser	1951-52	June Martin	1994
Jacqueline Bull	1952-53	Janet Stith	1995
Margaret Willis	1953-54	Lucinda Brown	1995-96
Clarice Williams	1954-55	Elaine Steinberg	1996-97
Ralph Shoemaker	1955-56	Sally Livingston	1997-98
E.J. Humeston, Jr.	1956-57	Carol Brinkman	1998-99
Virginia Jones	1957-58	Carolyn Tassie	1999-00
Eleanor Simmons	1958-59	Judith Burdine	2000-01
James A. Graves	1959-60	Terri Kirk	2001-02
Ione M. Chapman	1960-61	Sue Burch	2002-03
Josephine Johnson	1961-62	Carol Nutter	2003-04

Linda Kompanik	2004-05
Christine McIntosh	2005-06
Laura Davison	2006-07
Fannie Cox	2007-08
Debra Oberhausen	2008-09
Emmalee Hoover	2009-10
Leoma Dunn	2010-11

## **APPENDIX G - WILLIAM H. NATCHER AWARD WINNERS**

- 1994 William H. Natcher (posthumously)
- 1995 Mary Bingham
- 1996 Lucille Caudill Little
- 1997 Mr. and Mrs. David A. Jones, Sr.
- 1998 William T. Young, Sr.
- 1999 E. Rhodes and Leona B. Carpenter Foundation
- 2000 Dominican Sisters of St. Catharine of Siena
- 2001 Toyota Motor Manufacturing North America, Inc.
- 2002 Robert L. Holloway
- 2003 Dr. Thomas D. Clark
- 2004 Carleton L. West
- 2005 Ashland Inc.
- 2006 Emily Hundley
- 2007 Rosemary and Mark Schlachter
- 2008 Harold Tomlinson
- 2009 J.C. and Azalie Egnew
- 2010 Dr. Paul Maddox

## **APPENDIX H - LIFETIME ACHIEVEMENT AWARD WINNERS**

2000 Ellen Hellard  
2001 Evelyn Richardson  
2002 Phil Carrico  
2003 Linda Stith  
2004 Geneva Pullen  
2005 Sue Burch  
2006 James Nelson  
2007 Carol Nutter  
2008 Judith Burdine  
2009 Carolyn Tassie  
2010 Pam Federspiel

## **APPENDIX I - INTELLECTUAL FREEDOM AWARD WINNERS**

2000 EmmaLee Hill  
2007 Barbara Caron  
2010 Dr. Ron Critchfield

## APPENDIX J - Kentucky Library Association Eligible Members for Vice President/President Elect, and ALA Councilor

	<b>Academic</b>	<b>Public</b>	<b>CYAS</b>	<b>KSMA</b>	<b>Special</b>		<b>Trustees</b>
1992	Cynthia Atkins	Jeff Sauer	Lena Smith	Neata Wiley	Jan Kulkarni		
1993	Cynthia Atkins	Lori Schecter	<i>Elaine Steinberg</i>	<i>Sally Livingston</i>	Amy Lain		
1994	<i>Carolyn Tassie</i>	Wayne Onkst	Susan Cooper	Jackie White	Winn Theirl		
1995	Glenda Neely	Judith Gibbons	Linda Stith	Donna Hornsby (dec)	<i>Sue Burch</i>		
1996	Frances Davis (ret)	Harriett Henderson	Neata Wiley	Earlene Arnold	Ebba Jo Sexton (ret)		
1997	Mary Anne Dewey	Pamela Federspiel	Susan Moore	Margarette Morris (ret)	<i>Laura Davison</i>		
1998	Steve Gowler	Brenda Macy	<i>Patty Grider</i>	<i>Terri Kirk</i>	Gracie Hale		
1999	<i>Sue Burch</i>	Jim Powers	Ashley Fowlkes	<i>Emmalee Hill</i>	Laura Whyne		
2000	Marcia Freyman	<i>Linda Kompanik</i>	Maquel Sarantakos	Susan Melcher	Ann Woosley		Jim Gugeler
2001	<i>Carol Nutter</i>	Kay Morrow	Cindy Maglinger	<i>Christine McIntosh</i>	Carol Parris (dec)		Jim Gugeler
2002	Kathleen Bryson	Susan Eubank	Ginnie Hoover	Margaret Roberts	Christie Robinson		Jim Gugeler
2003	Margo Smith	Alisa Carmichael	Julie Keller	Tammy Rich	Amy Osborne		James Wyrick
2004	Stacey Nickell	<i>Debra Oberhausen</i>	Vickie Stovall	Crystal Smallwood	<i>Fannie Cox</i>		James Wyrick
2005	Rose Davis	Nanette Eichell	Ceased	Lisa Hughes	Mary Congleton		James Wyrick
2006	Mary Margaret Lowe	Lisa Rice		Angie Hawkins	Constance Ard		John Osgatharp
2007	Amy Osborne	Geneva Huttenlocher		Darlah Zweifel	Patrick Davison		Ceased
2008	Matt Onion	Sara King		Evie Topcik	<i>Leoma Dunn</i>		
2009	Jason Vance	Kristi Tucker		Fred Tilsley	<i>Terry Buckner</i>		
2010	Lesley Jackson	JC Morgan		Melissa Gardner	Betsy Hughes		
2011	James Manasco	Dave Schroder		Brenda Metzger	Virginia McClure		
	<b>Secretary</b>	<b>Section</b>	<b>ALA Councilor</b>	<b>Section</b>	<b>SELA Representative</b>	<b>Section</b>	<b>KLA President</b>
1992	<i>June Martin (ret)</i>	Academic	Ellen Hellard	Public	<i>Elaine Steinburg</i>	CYAS	Candy Wilson KSMA
1993	<i>Cindy Brown</i>	Public	Ellen Hellard		<i>Elaine Steinburg</i>		Janet Stith SLS
1994	<i>Elaine Steinberg</i>	CYAS	Ellen Hellard		<i>Elaine Steinburg</i>		June Martin ALS
1995	Judy Burchett	KSMA	<i>Linda Perkins</i>	KSMA	Sally Ann Strickler	Academic	Janet Stith
1996	Winn Theirl	Special	<i>Linda Perkins</i>		Sally Ann Strickler		Cindy Brown PLS
1997	<i>Carolyn Tassie</i>	Academic	<i>Linda Perkins</i>		Sally Ann Strickler		Elaine Steinberg CYAS
1998	Judith Gibbons	Public	<i>Linda Perkins</i>		Sally Ann Strickler		Sally Livingston KSMA
1999	Linda Stith	CYAS	<i>Janet Stith</i>	Special	<i>Linda Perkins</i>	KSMA	Carol Brinkman SLS
2000	Margarette Morris (ret)	KSMA	<i>Janet Stith</i>		<i>Linda Perkins</i>		Carolyn Tassie ALS

2001	<i>Laura Davison</i>	Special	<i>Janet Stith</i>		<i>Linda Perkins</i>		Judith Burdine PLS
2002	Tyler Goldberg	Academic	Linda Stith	CYAS	<i>Linda Perkins</i>		Terri Kirk KSMA
2003	<i>Linda Kompanik</i>	KPLA	Linda Stith		Christie Robinson	Special	Sue Burch SLS
2004	Candy Zaluski	KSMA	Linda Stith		Christie Robinson		Carol Nutter ALS
2005	Laura Whayne	Special	Ashley Fowlkes	KPLA	Christie Robinson		Linda Kompanik KPLA
2006	Matthew Onion	Academic	Ashley Fowlkes		Christie Robinson		Christine McIntosh KSMA
2007	Susie Lawrence	KPLA	Ashley Fowlkes		Lisa R. Rice	KPLA	Laura Davison SLS
2008	Darlah Zweifel	KSMA	<i>Carolyn Tassie</i>	Academic	Lisa R. Rice		Fannie Cox ALS
2009	<i>Leoma Dunn</i>	Special	<i>Carolyn Tassie</i>		Lisa R. Rice		Debbe Oberhausen KPLA
2010	<i>Terry Buckner</i>	Academic	<i>Carolyn Tassie</i>		Lisa R. Rice		Emmalee Hoover KSMA
2011	Lisa Rice	Public	Terri Kirk	KSMA	Ceased		Leoma Dunn SLS
2012			Terri Kirk				Terry Buckner ALS

Names in italics indicate those who have served previously as KLA Presidents.

## APPENDIX K - Kentucky Library Association Officer Timeline

(7/8/06)

<b>President-Elect Timeline</b>	
<b>Estimated Date</b>	<b>Activity</b>
<b>Feb/March board meeting</b>	Slate offered to KLA Board (petitioned nominees have August 1 deadline). Candidate submits written acceptance to Past President who serves as Chair of Nominating Subcommittee).
<b>July/August</b>	Select a theme for next year's conference.
<b>September/October</b>	Introduced at the Fall Conference where conference theme and poster are presented at the Business Meeting.
<b>October – December</b>	Selects conference committee chairs. [Registration, Mini-sessions, Pre-Conferences, Local Arrangements, etc.] Begins selection of General Session speakers.
<b>December board meeting</b>	KLA Board meeting. Conducts first conference planning session after the meeting.
<b>January</b>	Good idea to have a conference planning meeting to allow plenty of time for brainstorming and for making sure all committee members know procedures, forms, deadlines.
<b>January</b>	Attends <i>Leadership Orientation</i> at ALA Mid-Winter (if possible).
<b>Feb/March board meeting</b>	Board meeting. Conducts conference planning meeting. Mini-session and program forms finalized so they can be discussed and presented at Section spring meetings.
<b>May</b>	Mini-sessions and program request deadline.
<b>May/June board meeting</b>	KLA Board meeting. Conducts conference planning meeting.
<b>July</b>	Program finalized.
<b>July/August board meeting</b>	KLA Board meeting. Conducts conference planning meeting. Presents tentative Calendar of Events for next year's board meetings and other KLA events in order to receive Board's input for the final calendar for the new Board in October. Conference Program presented to the Board for approval and corrections. <b>NOTE: Remember, KLA requires a no-conflict time for Annual Membership meeting.</b>
<b>September</b>	See October under ' <i>President Timeline.</i> ' Must submit the first <i>President's Page</i> for <b>Kentucky Libraries</b> immediately after the Conference. Be prepared and plan ahead!
<b>Sept/Oct conference &amp; board meeting</b>	Fall conference and beginning of Presidential year. <i>In-Fo-cus</i> copy due for President's column.

<b>President Timeline</b>	
<b>Estimated Date</b>	<b>Activity</b>
<b>October</b>	<p>The President of KLA serves as an ex-officio member of the State Library Advisory Council that meets in Frankfort. The first meeting is usually soon after the KLA Annual Conference.</p> <p>Presents Calendar of Events (Board meeting dates, KLA, and ALA conference dates and locations) at the October Board Meeting.</p> <p>‘President’s Page’ for <i>Kentucky Libraries</i> which reviews the conference is due <b>October 1</b> or as soon as possible after the conference.</p> <p><i>In-Fo-cus</i> copy due President’s column.</p>
<b>October – December</b>	<p>Selects committees (Membership, Library Awareness, Strategic Planning, Communications). Checks Blue Book for membership requirements. Gives charges to Committee chairs.</p> <p>Appoints Editors, according to years of terms. Submits new officers’ names and address to web manager.</p>
<b>December board meeting</b>	<p>Presides at first Executive Committee meeting and Board meeting.</p> <p>Attends Leadership Workshop planned by Past President.</p> <p>Presents list of committee members to Board for approval and</p> <p>Gives a copy to the Secretary for archives and also presents list of committee members to web manager.</p>
<b>December 15</b>	<i>President’s Page</i> for <i>Kentucky Libraries</i> Winter issue is due.
<b>January</b>	Attends ALA Mid-Winter. Attends chapter meetings. Good idea to also attend <i>Leadership Orientation</i> session with President-Elect.
<b>March 15</b>	<i>President’s Page</i> for <i>Kentucky Libraries</i> Spring issue is due.
<b>February</b>	<i>In-Fo-cus</i> copy due for President’s column.
<b>Feb/March board meeting</b>	KLA Executive Committee meeting and Board meeting.
<b>March/April</b>	Attends KLA Section Spring Meetings.
<b>May</b>	<i>In-Fo-cus</i> copy due for President’s column.
<b>May/June board meeting</b>	KLA Executive Committee meeting and Board meeting. Also, checks with Library Awareness Committee chair regarding Natcher Award, Lifetime Achievement Award, and other awards preparations.
<b>June 15</b>	<i>President’s Page</i> for <i>Kentucky Libraries</i> Summer issue is due.
<b>July</b>	<i>In-Fo-cus</i> copy due for President’s column.
<b>July/August board meeting</b>	KLA Executive Committee meeting and Board meeting.
<b>August – May</b>	Plans KLA Awards Luncheon (Fall Meeting). Gets speaker. Plans table decorations for luncheon.

<b>Past President Timeline</b>	
<b>Estimated Date</b>	<b>Activity</b>
<b>October – December</b>	<p>Plans annual Leadership Conference/Workshop for the December Board meeting.</p> <p>Selects Nominating Subcommittee members from the Sections appropriate for the next election (Check <i>Blue Book</i>).</p> <p>Reviews budget with Executive Director and makes appropriate reallocations. Is prepared to explain budget at December Board meeting.</p> <p>Communicates with chairs of Round Tables to make sure they have officers, answers their questions, and lets them know that the Past President serves as the coordinator of the Round Tables.</p>
<b>December board meeting</b>	<p>Presents Leadership Conference/Workshop at the December Board meeting.</p> <p>Presents budget at the Board meeting.</p>
<b>December – March</b>	<p>Meets with Nominating Subcommittee to select the next President-Elect and Secretary from the rotation list of Sections (Check <i>Blue Book</i>).</p>
<b>Feb/March board meeting</b>	<p>Presents Slate of Officers to Board at KLA Board meeting.</p>
<b>March – August</b>	<p>Prepares for elections of ALA Councilor (every three years) as necessary.</p>
<b>June – August</b>	<p>Conducts evaluation of KLA's Executive Director. Evaluations mailed to all voting members of the Board.</p>
<b>July/August board meeting</b>	<p>Presents and discusses the Executive Director's evaluation with Board. Nomination of officers presented to the Board.</p>
<b>Sept/Oct conference &amp; board meeting</b>	<p>Makes recommendations to the Board regarding the Executive Director.</p>

## **APPENDIX L - Quarterly Reports Order and Numbering System**

### General:

- G-1. Unfinished Business Documents
- G-2. New Business Documents

### Standing Committees:

- ST-1. Audit
- ST-2. Communications
- ST-3. Member Services
- ST-4. Library Awareness
- ST-5. Strategic Planning & Organization
- ST-6. Recruitment, Mentoring & Diversity
- ST-7. Scholarship for Minority Students
- ST-8. Fund Raising

### Ad Hoc Committees:

- AH-1. Archives
- AH-2. Structure and Long Range Planning
- AH-3. Conference Proceedings
- AH-4. Conference Partnerships

### Administrative Reports:

- A-1. President
- A-2. President-Elect
- A-3. Secretary
- A-4. Past President
- A-5. Executive Director
- A-6. ALA Councilor
- A-7. Kentucky Libraries Editor
- A-8. IN-FO-CUS Editor
- A-9. Web Manager
- A-10. Listserv Manager
- A-11. KDLA Representative
- A-12. KDE Representative

### Sections:

- S-1. Academic Libraries
- S-2. Kentucky School Media Association
- S-3. Kentucky Public Library Association
- S-4. Special Library

Round Tables:

- RT-1. Kentucky Library Trustees
- RT-2. African-American Librarians & Library Employee
- RT-3. Community & Technical College
- RT-4. Genealogy & Local History
- RT-5. Government Documents
- RT-6. Resource Sharing
- RT-7. Information & Technology
- RT-8. Library Administration & Management
- RT-9. Library Instruction
- RT-10. Library Support Staff
- RT-11. Youth Services

## **APPENDIX M - SELA Representative (rev. 6/10/2010)**

### **16.1. DESCRIPTION**

**16.1.1.** A SELA Representative is authorized by KLA bylaws and the representative is elected by the entire KLA membership from specified Sections on a rotating basis. (See Sec. 37.3.3.3 and Bylaws Article 5, Sec. J). Elections shall be held in the following years: 2006, 2010, 2014, 2018, etc.

### **16.2. TERM**

**16.2.1.** Four years without immediate succession with the term beginning immediately after the KLA Annual Conference following the election.

**16.2.2.** During the term of office, the SELA Representative shall hold no other office or position in KLA.

### **16.3. REQUIREMENTS FOR ELECTION**

**16.3.1.** Be a personal member of KLA and SELA.

**16.3.2.** Be an employee of or a retiree from a library or school media center in Kentucky.

**16.3.3.** Be a former member of the KLA Board of Directors and/or an active member of a KLA committee and/or held an elected position in a KLA section and/or round table.

### **16.4. DUTIES OF THE SELA REPRESENTATIVE**

**16.4.1.** Represents KLA's interests at all SELA Board meetings.

**16.4.2.** Attends and votes at all KLA Board meetings and reports on the actions of the SELA Board.

**16.4.3.** Submits an annual report to the President of KLA, which will be included in the annual report to the membership.

**16.4.4.** Is accountable to the KLA Board as its representative.

**16.4.5.** Represents all types of libraries in Kentucky and presents their views to the SELA Board when appropriate.

**16.4.6.** Votes according to what the SELA Representative determines to be the majority viewpoint of Kentucky librarians concerning SELA issues.

**16.4.7.** Is responsible for arranging the SELA exhibit at KLA Annual Conference.

**16.4.8.** Is responsible for arranging the KLA exhibit at the biennial conference of SELA.

**16.4.9.** Keeps SELA Headquarters apprised of pertinent dates, information, and changes involving KLA. These may include, but are not limited, to the following:

**16.4.9.1.** Names, addresses, and telephone numbers of KLA officers and the editor of Kentucky Libraries.

**16.4.9.2.** Dates, location, etc. of the next KLA Annual Conference when available.

**16.4.9.3.** Information on any other meetings or workshops of interest in Kentucky.

**16.4.10.** Is responsible for reporting news items from Kentucky to the Southeastern Librarian when appropriate.

## **16.5. REPLACEMENT PROVISION**

**16.5.1.** Should the SELA Representative be unable to fulfill the responsibilities of the office, the KLA Board of Directors may declare the position vacant.

**16.5.2.** The President, with Board confirmation, will appoint a qualified interim officeholder who will serve until a special election is held.

**16.5.3.** The President will notify SELA of such action and submit the name of the interim replacement to SELA.

**16.5.4.** If more than one year remains in the four-year term when the position becomes vacant, a special election will be held. Candidates shall have the same qualifications, come from the same Section, and serve the remainder of the four-year term.

## **16.6. EXPENSES**

**16.6.1.** In recognition of expenses involved in attending SELA Conferences, the KLA Board will provide funds toward these expenses including transportation, registration, room and meals. The exact amount to be provided will be determined on an annual basis.

**16.6.2.** The SELA Representative, when attending KLA Board meetings, will be reimbursed for mileage and lunch will be provided. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **APPENDIX N - KLA Antitrust Compliance Program (rev. 3/6/2010)**

### **I. KLA Antitrust Compliance Statement**

The Kentucky Library Association's policy is to comply with all applicable antitrust laws. Under no circumstances will KLA directly or indirectly be involved in any conduct or communications that lead to or imply an attempt to solicit an agreement among its members that would restrain trade and/or otherwise violate antitrust laws. Any conduct by KLA's officers, directors, employees or members that is contrary to antitrust laws is contrary to KLA policy. Any officer, director, employee or member found in violation of this policy or the applicable antitrust laws shall be subject to appropriate actions

### **II. Dissemination of information regarding the KLA Antitrust Compliance Program**

- A. The KLA Antitrust Compliance Program in its entirety, which includes the KLA Antitrust Compliance Statement, have been made available online at the web site of KLA ([www.kylibasn.org](http://www.kylibasn.org)) and is issued to each member of the KLA Board
- B. All members of the KLA Board are required to sign the KLA Antitrust Compliance Statement of Agreement, which is then filed with the KLA Antitrust Compliance Officer

### **III. Antitrust Compliance Officer**

The duties of the Antitrust Compliance Officer will be levied on the position of the Chair of the Strategic Planning & Organizational Review Committee and are as follows:

- A. To serve as the primary contact person for all matters concerning the KLA Antitrust Compliance Program
- B. The distribution of the KLA Antitrust Compliance Policy Statement of Agreement, which is found in Appendix P, to all new members of the KLA Board for the purpose of their signing and returning this agreement to said KLA Antitrust Compliance Officer
- C. The retention of all relevant documents, including the KLA Antitrust Compliance Policy Statement of Agreement, to be housed at the headquarters of KLA

### **IV. Document Retention**

All relevant documents will be retained for a period of four years.

### **V. KLA-sponsored LISTSERVS**

The KLA Antitrust Compliance Statement as well as the KLA Antitrust Compliance Program will be posted online with all Listservs sponsored and maintained by KLA

### **VI. Conflict of Interest Policy**

In accordance with the Public Company Accounting Reform and Investor Protection Act of 2002 (commonly known as the Sarbanes-Oxley Act), the Kentucky Library Association (henceforth, KLA) has developed the following conflict of interest policy in order to ensure that members of the KLA Board are aware of their legal obligation of loyalty to KLA in that the financial interests of KLA should be the primary goal of all members of the KLA Board, especially above their own.

Each member of the KLA Board must sign the KLA Conflict of Interest Statement, which is found in Appendix Q.

Should a member of the KLA Board have a conflict of interest at any time, he or she will be excluded from discussions and votes in areas related to that conflict of interest.

Furthermore, the KLA Board has the right to request a member of the KLA Board to remove his- or herself from the KLA Board should a conflict of interest be determined by the KLA Board to be so great as to necessitate the removal of that individual from the KLA Board.

## **APPENDIX O - KLA STANDARDS AND GUIDELINES FOR SPEAKERS (rev. 6/10/2010)**

**These standards and guidelines are intended to provide guidance to speakers at events sponsored by KLA. Registrants attend conferences to gather information that can help them do their own jobs more effectively.**

**To achieve this result for our members and guests, KLA desires that speakers and moderators:**

- **Have a significant knowledge and expertise of the subject area**
- **Keep presentations relevant to members of the audience and the specific focus of the event.**
- **Behave in a respectful manner towards all conference attendees, volunteers and vendors**

**The Kentucky Library Association is constantly striving to upgrade the quality of its conference programs. You can assist us in this quest by adhering to our philosophy that all conference presentations be educational and non-commercial. Our attendees desire and expect all subject matter to be presented in an objective manner. Sales pitches are not acceptable and ultimately not in the speaker's own best interest. It is also not acceptable to make disparaging remarks about a business or product.**

### **GUIDELINES FOR SPEAKERS**

#### **Before Presentation**

**Please arrive at the designated location at least 15 minutes prior to the scheduled time. This will help insure that you have the equipment you need and that your session begins on time.**

**Speakers are encouraged, but not required, to provide participants with bibliographies or handouts where appropriate. Please ensure handouts are provided to the session monitor before the presentation begins.**

**It is strongly encouraged that speakers dress in appropriate professional attire during presentations.**

**Please inform the audience of how you wish to handle questions, either throughout the presentation or at the end.**

**Major commercial affiliations of a speaker (relevant to the presentation) are to be communicated clearly in information provided by the speaker to KLA to put in the conference program, during the presentation, and in any printed material given to the participants.**

**In the event that an emergency should prevent a speaker from presenting a session, KLA strongly encourages him or her to notify KLA immediately, and, to the best of their ability, attempt to provide a substitute to fill the vacancy.**

## **During the Presentation**

**Please use the microphone (and please speak directly into it) even if you think everyone can hear you.**

**Please repeat each question from an attendee before answering it even if you think everyone heard the question.**

**Speakers should avoid the use of language that could be construed as vulgar, inappropriate, sexist or as derogatory toward any group.**

**Presentations shall be limited to professional topics and shall be free from inappropriate humor, sales pitches and other assertions singularly advantageous to the speaker or their organization, and expression of religious, political, philosophical, or other beliefs.**

**Speakers are encouraged, but not required to allow their session to be taped at the request of participant(s) or at the request of the Conference Planning Committee.**

**Please provide contact information to attendees who wish to obtain more information.**

**Please ensure that your session ends on time. Your session monitor will help you keep track of time.**

**APPENDIX P - KLA ANTITRUST COMPLIANCE POLICY STATEMENT OF AGREEMENT**



**1501 Twilight Trail  
Frankfort, Kentucky 40601  
502-223-5322  
FAX 502-223-4937**

**Antitrust Compliance Policy Statement of Agreement**

*To be completed by all members of the Board of the Kentucky Library Association  
(henceforth, KLA)*

I, as a member of the Board of KLA, hereby state that:

1. I have been provided a copy of the KLA Antitrust Compliance Program, which includes the KLA Antitrust Compliance Policy and details;
2. I have read and understand the KLA Antitrust Compliance Program, which includes the KLA Antitrust Compliance Policy;
3. I agree to comply with the KLA Antitrust Compliance Program, which includes the KLA Antitrust Compliance Policy; and
4. I will, in the future, immediately report to the Board of the KLA information concerning any possible infraction of the KLA Antitrust Compliance Program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of KLA Board Member

\_\_\_\_\_  
Name (please print)

**Completion of this statement of agreement is a requirement of the KLA Antitrust Compliance Program and will be kept on file with the Antitrust Compliance Officer.**

## APPENDIX Q - KLA CONFLICT OF INTEREST STATEMENT



1501 Twilight Trail  
Frankfort, Kentucky 40601  
502-223-5322  
FAX 502-223-4937

### **KLA Conflict of Interest Statement**

*To be completed by all members of the Board of the Kentucky Library Association  
(henceforth, KLA)*

I, as a member of the KLA Board, hereby state that I have/do not have the following personal, business, or professional relationships that may present a conflict of interest:

(Circle the appropriate statement.)

I do not have any conflict of interest.

I have the following relationships or business interests that may pose a conflict of interest:

(List those relationships and businesses that might pose as a conflict of interest.)

As a member of the KLA Board, I commit to placing the agency's interest and gain ahead of my own and will further commit to excusing myself from any discussion or votes related to those areas in which I may have a conflict of interest.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of KLA Board Member**

\_\_\_\_\_  
**Name (please print)**