

Policies and Procedures

Section 1. Duties of the Officers

The Chair

- Presides at all meetings;
- Represent the Section on the Kentucky Library Association Board and reports to the KLA Board on PLS activities;
- Serves on the KLA *Library Awareness* committee;
- Represents the Section on the Kentucky Department of Libraries and Archives Board of Review;
- Represents the Section at the annual ALA Legislative Day in Washington, D.C., along with the Past-Chair;
- Appoints KPLA representatives for vacancies on KLA standing (*Member Services, Professional Development, Strategic Planning, and Communication*) and special committees;
- Appoints chairs for KPLA standing committees;
- Serves as an ex-officio member of the Kentucky Library Trustees Association and the Friends of the Kentucky Libraries;
- Serves as the official spokesperson for the Executive Committee and the Section;
- Plans and implements programming for the Section at the annual KLA conference;
- Informs the KLA President of any official meetings of the Section;
- Prepares a report of the KPLA-sponsored programs at the KLA annual conference and submits it for inclusion in *Kentucky Libraries* by the Friday following the conference;
- Maintains a list of persons eligible for KLA office and submits this list with recommendations to the KLA Nominating Committee when requested;
- Signs all contractual agreements for the Section.

The Chair-Elect

- Presides in the absence of the Chair;
- Serves as the Chair of the Conference Planning Committee for the KPLA Spring Conference following election;
- Represents the Section on the Kentucky Department for Libraries and Archives Board of Review;
- Serves as parliamentarian for the Section;
- Undertakes such special duties as assigned by the Chair;
- Attends KLA Board Meetings as a nonvoting invited guest.

The Secretary

- Keeps accurate minutes of all meetings;
- Prepares all correspondence and notices of all Section and the Executive Committee meetings;
- Serves as the Chair of the Membership Committee;
- Keeps an updated list of members;
- Maintains a list of award recipients;
- Maintains all KPLA official documentation and turns this over to the new secretary at the end of office. (Older documents are archived at KDLA.)

The Treasurer

- Receives and expends funds for activities of the Section upon approval of the Executive Committee;
- Keeps and reports accurate records of same at all Section and Executive Committee meetings.
- Obtain from the Chair and Chair-Elect all speaker agreements for the Spring and Fall Conferences and approve payment to the respective speakers.
- Responsible for all duties related to registration for Spring Conference.

The Past Chair

- Chairs the Nominating Committee and the Budget Committee; Provides copies of the KPLA and KLA Manuals of Policies and Procedures to newly elected officers of the Section;
- Reviews the KPLA Manual of Policies and Procedures annually and recommends to the Executive Committee any needed changes;
- Serves on the KLA *Library Awareness* committee;
- Represents the Section at the annual ALA Legislative Day in Washington, D.C., along with the Chair;
- Selects the conference site for the next KPLA conference subject to the ratification of the Executive Committee.

Section 2. Financial Policies

No one representing the Section shall incur any expenditures beyond a budget item without prior written approval of the Executive Committee. KPLA fiscal year is January 1 through December 31. Each year the Legislative Committee receives \$5.00 funding for each KPLA registration at the KPLA Spring Conference.

The Section will recognize the following travel standards:

- Travel of 150 miles one way is required for reimbursement of room expense;
- Rooms are reimbursed at the standard, single occupancy room rate;
- Food expenses are reimbursed at the state per diem rate;
- Reasonable allowance for baggage handling, tolls, cab fares, gratuities, etc.;
- Allowance for mileage and/or coach class air fare, whichever is less;
- Entertainment and other personal items will not be reimbursed.

The Section will reimburse the following Executive Committee expenses:

- Travel and room expenses of the Chair and Chair-Elect to attend KLA Board Meetings;
- Expenses incurred for a KPLA Executive Committee meeting;
- Travel expenses of the Chair and Past-Chair or designates to attend ALA's annual Legislative Day in Washington, D.C.
- Travel expenses for the Chair to attend the annual KLA conference;
- KPLA Conference registration, room, and meals for the Executive Committee. Rooms will be paid through master billing and meals at the standard per diem state rate.

Expenses occurred during conference planning or committee work are allowed with appropriate receipts.

Section 3. Awards and Scholarships

The Kentucky Public Library Association gives four awards and as many continuing education scholarships as fiscally possible each year at the KPLA Spring Conference. These recipients are recognized at the KLA Fall Conference Awards Luncheon.

Award Criteria

James Harrison Outstanding Bookmobile / Outreach Services Award

The purpose of this award is to recognize and emphasize the achievements of a bookmobile/outreach services librarian who has made outstanding contributions to the development, promotion, and implementation of bookmobile/outreach services in the local community.

- Nominees must be members of the Kentucky Public Library Association;
- Nominees must hold certification from the *Kentucky State Board for the Certification of Librarians*;
- Nominees' primary job responsibility must be in providing bookmobile or outreach library services;
- Nominations must include narratives of nominees' accomplishments in the areas of outreach library services, outreach programming and community service, public awareness of library outreach, community partnerships and support, innovative implementation of unique idea, work with all ages of the community.

Margaret F. Willis Outstanding Community Library Service Award

The purpose of this award is to recognize achievements by county and regional library staff who have made outstanding contributions to the development and promotion of public library service on the local level. This award is named in honor of Margaret F. Willis, former state librarian, because of her interest in and emphasis on county public library service.

- Nominees must be members of the Kentucky Public Library Association;
- Nominees must hold certification from the *Kentucky State Board for the Certification of Librarians*;
- Nominations must include narratives of nominees' accomplishments in the areas of library service, community support, community service, in-house and outreach programming, and professional development.

“Miss Pickle” Outstanding Children’s Services Award

The purpose of this award is to recognize and emphasize excellence in developing and providing children’s library services in the local community. This award is named in honor of Wanda Brown, former children’s librarian in Meade County, Kentucky, because of her love for children and dedication to their unique library needs.

- Nominees must be members of the Kentucky Public Library Association;
- Nominees must hold certification from the *Kentucky State Board for the Certification of Librarians*;
- Nominees' primary job responsibility must be in providing library service to children;
- Nominations must include narratives of nominees' accomplishments in the areas of innovative children’s services, innovative children’s outreach library service, cooperative

involvement on the local and regional level, and public awareness of children's library services.

Outstanding Public Library Service Award

The purpose of this award is to recognize the contribution of an administrator whose career has exemplified a combination of excellence in local service with promotion of libraries on a regional or broader basis.

- Nominee must be members of the Kentucky Public Library Association;
- Nominee may be active in any facet of public library service, combining excellence in local service with the promotion of libraries on a regional or broader basis;
- Nominations must include narratives of nominees' accomplishments in the area of public relations, community involvement as a library representative, achievements and innovations in service/operations, cooperation and networking with other professions. Service must have regional or statewide impact on library services.

Scholarship Criteria

- Applicant must be members of the Kentucky Public Library Association;
- Applicant must be working in a Kentucky public library for at least one year;
- Applicant must be attending or planning to attend continuing education programs for certification or enhanced job performance;
- Preference will be given to those who have not received a scholarship in the past five years.

Section 4. Revision and Recall Procedures

The policies of the Kentucky Public Library Association may be added, deleted, or revised by the Executive Committee. Membership may set aside any policy by the following procedure:

- Presentation to the Executive Committee of a written petition, signed by at least fifty members, stating specific objections to a policy and the desired change;
- The Secretary will determine if the petitioners are Section members;
- If there are sufficient valid signatures the Secretary will prepare a mail ballot to the membership presenting all sides of the issue;
- Members will be given a reasonable deadline to make their decisions;
- A simple majority of those members returning their ballots by the stated deadline shall resolve the issue.

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