



# ***THE BLUE BOOK***

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

**4th Edition, 2022  
Updated 10/12/2022**

**All previous revisions have been incorporated into this  
4th edition of The Blue Book**

## **PREFACE**

This 2022 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.

*Julie Grannis Carroll, Chair  
Strategic Planning and Organization Committee  
2017-2022*

# **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 and Executive Director, 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, Treasurer, Conference Planning Chair, and Membership and Platform Coordinator.

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, and Round Table Chairs 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 and Executive Director 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 President and 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.

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 (Revised 6/1/2019)**

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 Member Services Committee 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 the section of their choice.

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 memberships are included. 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.

Sec. F. New Life memberships are no longer available.

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, and school media.

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. (03/11/2006)

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. (03/11/2006)

Sec. D. Annual reports of activities, membership numbers, financial status and a roster of new officers shall be submitted in writing to the President and Executive Director 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 and Executive Director 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 and Executive Director 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 and Executive Director. 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 Executive Director 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 Kentucky Library Association will use the same parliamentary authority as ALA.

# **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: XX/XX/XXXX). Descriptors should be added after the date if needed for clarification (Example: revised, added, deleted, dissolved, etc.)

1.4. Any action that comes before the Executive Board regarding changes to this Manual should be in written form of how the change(s) would be worded or how the change(s) will be addressed.



## **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 Membership and Platform Coordinator 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 Membership and Platform Coordinator 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 2018 LONG-RANGE PLAN (rev. 06/09/2018)**

#### **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: ANNUAL FALL CONFERENCE**

An AdHoc Committee will suggest and implement changes for the annual Fall Conference.

#### **3.3. STRATEGIC AREA: GOALS IMPLEMENTED**

Executive Board will develop and streamline a board structure and meeting protocol to see the Goals of the Strategic Plan are implemented. Section and Roundtable Chairs will coordinate and facilitate quarterly events for membership.

#### **3.4. STRATEGIC AREA: CONDUCT A CAMPAIGN**

Conduct a campaign for all libraries, including the promotion of Information Literacy and a redesign of the KLA website.

#### **3.5. STRATEGIC AREA: DEVELOP COMPETENCIES**

Each section will develop competencies for the profession and have a voice in the deciding bodies for our profession (library program schools, certification boards, etc.)

#### **3.6. STRATEGIC AREA: PARTNER WITH COMMUNITIES AND BUSINESSES**

KLA will partner with communities and businesses to strengthen and support the organization.

## **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 TREASURER**

The Treasurer 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.

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

**4.3.3.** When a member of the Executive Committee of the Board (See KLA Constitution, Article V, Sec. 2 for members) 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 at the discretion of the board. (Revised 03/12/2022)

**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. 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. 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 Executive Director 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 and Executive Director 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**

#### **4.5. 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. (<https://finance.ky.gov/office-of-the-controller/office-of-statewide-accounting-services/Pages/state-employee-travel.aspx>)

**4.5.1.2.** Food reimbursement is at the prevailing state per diem rate. (<https://www.federalpay.org/perdiem/2022/kentucky>)

**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 Treasurer. (revised 10/12/2022)

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

**4.6.4.** If there is a question about the voucher, the Treasurer 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 Treasurer 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 (revised 6/1/2019)**

Effective January 1, 2020, the KLA annual dues shall be a flat rate of \$65 for active members and \$30 for other members.

Sections will receive \$15 of the membership dues. Dues will include membership in one section of the member's choice; additional sections will cost \$10/section. Roundtable membership is not included in the annual dues but is available for \$5/roundtable. The "Other" category of membership is composed of those in the following categories: Retired, Friend of Library, Library Support Staff, Student, Trustee, and Unemployed. The board did not act on changing the dues for vendor or institutional memberships. Those will remain at \$75.

### **5.1. ACTIVE**

\$65.00 Any person with a Master of Library Science degree, Library Media Certification, or serving in a professional capacity for a library or information center. Section included. Section receives \$15.00.

### **5.2. STUDENT**

\$30.00 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. Section receives \$15.00.

### **5.3. RETIRED**

\$30.00 Rate for retired library professionals shall be a rate equal to that for student membership. Section included. Section receives \$15.00.

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

\$30.00 Rate for support/paraprofessional staff in any type of library. Section included. Section receives \$15.00.

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

\$75.00 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 included. Section receives \$15.00.

### **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**

\$30.00 Section included. Section receives \$15.00.

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

\$30.00 Section included. Section receives \$15.00.

### **5.9. UNEMPLOYED**

\$30.00 Former library employee not currently on a library payroll. Section included. Section receives \$15.00.

### **5.10. VENDOR**

\$75.00 Section included. Section receives \$15.00.

### **5.11. SECTIONS**

Sections will receive \$15 of the membership dues.

#### **5.12. ROUND TABLES**

\$5.00 per round table membership.

#### **5.13. DUES REVIEW**

Every three years the Members Services Committee will study the need for changes in the dues structure and report findings to the Executive Committee (See KLA Constitution, 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** (removed 6/1/2019)

### **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 Treasurer 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 AND EXECUTIVE DIRECTOR**

### **10.1. REQUISITES:**

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

**10.1.2.** The President and Executive Director 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 and Executive Director must be a member of ALA, or join before election.

### **10.2. TERM**

One year, assuming office immediately following the annual conference.

### **10.3. DUTIES OF THE PRESIDENT AND EXECUTIVE DIRECTOR**

**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 and Executive Director’s Page” for each quarterly issue of Kentucky Libraries and IN-FO-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 and Executive Director information regarding protocol, procedures, deadlines, traditions (and personal experiences) that have been handled by the President and Executive Director.

#### **10.4. REPLACING THE PRESIDENT AND EXECUTIVE DIRECTOR**

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

**10.4.2.** In the event the Vice President/President Elect is unable to succeed the President and Executive Director, 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 Executive Director 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 Library Legislative Day.

**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 and Executive Director.

### **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.** *Removed 12/07/2019*

**11.2.5.** Assumes duties of President and Executive Director if the President and Executive Director 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 and Executive Director shall appoint a member who has served as KLA President and Executive Director, 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 and Executive Director 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 and Executive Director 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 and Executive Director.

**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 and Executive Director, 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 Planning Chair to consider the requirements of the conference.

**12.3.5.7.** In cooperation with the President and Executive Director, 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 Membership and Platform Coordinator 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 and Executive Director 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 Membership and Platform Coordinator 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 09/25/2008)

**13.3.2.2.** Other significant points such as decisions, actions, resolutions, announcements, etc., shall also be recorded in the minutes. (update 09/25/2008)

**13.3.3.** Records the minutes of the annual business meeting of the Association, sends a copy to the Membership and Platform Coordinator.

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

**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 Executive Director and Section chairs, the records to be preserved according to guidelines outlined in Appendix A. Submits the list of archive materials to the President and Executive Director 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 and Executive Director.

## **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.** Removed (6/8/2022)

**14.5.2.** The Parliamentarian, when attending Board meetings, will be reimbursed for mileage. 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 every three years.

### **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 (03/11/2006)**

**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 and Executive Director 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 and Executive Director, with Board confirmation, will appoint a qualified interim officeholder who will serve until a special election is held.

**15.5.3.** The President and Executive Director 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. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **16. TREASURER**

### **16.1. REQUISITES**

**16.1.1.** The Treasurer must be a member of the Kentucky Library Association

**16.1.2.** The Treasurer will have served a one-year term as the Vice-Treasurer.

### **16.2 TERM**

**16.2.1** The Treasurer will serve a three-year term, assuming office immediately following the annual conference of the year they serve as Vice-Treasurer

**16.2.2** The Treasurer serves as a voting member of the KLA Board and as a member of the Executive Committee

### **16.3 DUTIES OF THE TREASURER**

**16.3.1** Handle all financial affairs of KLA, all Round Tables and Committees. These include:

**16.3.1.1** Prepares annual budget

**16.3.1.2** Ensure that appropriate financial systems and controls are in place

**16.3.1.3** Manage bank accounts; serve as primary signatory to KLA bank accounts; ensure proper recording and documentation of all financial transactions

**16.3.1.4** Receive, deposit and record all incoming monies; pay valid bills within 30 days of receipt; maintain accurate financial records

**16.3.1.5** Prepare and distribute all invoices; record all receivables

**16.3.1.6** Provide expense vouchers, verify all expenditures, maintain original vouchers for five (5) years

**16.3.1.7** Reconcile expenses and income

**16.3.1.8** Compile monthly reports including; balance sheet, receipts and disbursement record, interest earnings statement, receivables statement.

**16.3.1.9** Control fixed and other assets

**16.3.1.10** Ensure required insurances are in place.

**16.3.1.11** Provide quarterly financial reports to the KLA Executive Committee and Board of Directors; provide additional financial

reports as requested.

**16.3.1.12** Works with the Audit Committee to request and receive three bids for external audit from CPA firms every three years. (amended 6/8/2022)

**16.3.1.13** Works with the Audit Committee to provide financial information needed to the CPA firm who performs the full external audit every three years. (added 6/8/2022)

**16.3.1.14** External audit must occur in the last year of the Treasurer's tenure. (added 6/8/2022)

**16.3.1.15** Handle filing of all tax forms as required for 501C3 status; maintain tax records as required by the IRS.

**16.3.2** Handle financial affairs for Sections choosing to avail themselves of this service. These include:

**16.3.2.1** Receive, deposit, and record all incoming monies; pay valid bills within 30 days of receipt; maintain accurate financial records.

**16.3.2.2** Prepare and distribute all invoices; record all receivables.

**16.3.2.3** Provide expense vouchers, verify all expenditures, maintain original vouchers for five years.

**16.3.2.4** Reconcile expenses and income.

**16.3.2.5** Provide financial statements on request with 10 working days' notice.

**16.3.3** Serves as an ex officio member of the Audit, Fundraising, Scholarship, and Conference Planning Committees.

**16.3.4** Assumes the following additional responsibilities with respect to the Annual Conference

**16.3.4.1** Oversees financial records; receive, deposit, and record all incoming monies; pay valid bills within 30 days of receipt; maintain accurate financial records.

**16.3.5** Works with, and passes on, to the Vice-Treasurer in the third year of appointment information regarding protocol, procedures, deadlines, traditions, personal experiences, etc. that have been handled by the Treasurer

## **16.4 REPLACING THE TREASURER**

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

**16.4.2** In the event the Immediate Past-Treasurer is unable to succeed the Treasurer, the Executive Committee shall recommend a member with the same qualifications (see Sec. 16.1) and from the same Section to the Board of Directors for approval at the next meeting or at a called meeting.

**16.4.3** In the event of removal from office of Treasurer, the Immediate Past-Treasurer assumes the office of Treasurer and serves the remainder of the term. If the Immediate Past-Treasurer is unable to succeed the Treasurer, the Executive Committee shall recommend a member with the same qualifications (see Sec. 16.1) and from the same Section to the Board of Directors for approval at the next meeting or at a called meeting.

## **16.5 EXPENSES**

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

**16.5.2** KLA will pay meeting expenses including registration, room, mileage, meals, functions attended as KLA Treasurer and other travel expenses according to the approved annual budget:

**16.5.2.1** KLA Annual Conference

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

## **16.6 VICE-TREASURER**

**16.6.1** To ensure continuity and familiarity with the Treasurer position, a Vice-Treasurer will serve in the third year of the Treasurer's term.

**16.6.2** The Vice-Treasurer will work with the Treasurer to familiarize themselves with the procedures and processes of the Treasurer position.

**16.6.3** The Vice-Treasurer will assume the position of Treasurer at the end of the KLA Annual Conference of their year term.

**16.6.4** The Vice-Treasurer and Treasurer may not be from the same section of KLA.

## **17A. CONFERENCE PLANNING CHAIR**

### **17A.1 REQUISITES**

**17A.1.1** The Conference Planning Chair must be an active member of the Kentucky

Library Association.

**17A.1.2** The Conference Planning Chair will have served a one-year term as the Vice-Conference Planning Chair.

## **17A.2 TERM**

**17A.2.1** The Conference Planning Chair will serve a one-year term, assuming office immediately following the annual conference of the year they serve as Vice-Conference Planning Chair.

**17A.2.2** The Conference Planning Chair serves as a voting member of the KLA Board

## **17A.3 DUTIES OF THE CONFERENCE PLANNING CHAIR**

**17A.3.1** Oversees planning and operations of annual conference; works in conjunction with the KLA President-Elect in management of conference

**17A.3.2** Investigates sites and reports to the Board of Directors as requested; secures agreements with conference facilities as approved by the Board; act as liaison to the conference facilities

**17A.3.3** Work with KLA Treasurer to receive itemized statements of expenses, pay all approved expenses, and provide financial reports

**17A.3.4** Coordinates exhibits; recommends exhibitor fees, obtains exhibit decorator bids, plan exhibitor entertainment and functions.

**17A.3.5** Coordinates conference mailings and registration

**17A.3.5.1** Prepare pre-registration program and mail one month before meeting date.

**17A.3.5.2** Receive and process conference registrations

**17A.3.5.3** Prepare conference program

**17A.3.5.4** Prepare nametags and tickets for those pre-registered, for speakers and for guests

**17A.3.6** Coordinates all hotel, meeting space, and meal arrangements

**17A.3.6.1** Make reservations for speakers as requested.

**17A.3.6.2** Receive space requests from affiliates

**17A.3.6.3** Assist with meeting room assignments and equipment needs.

**17A.3.6.4** Handle arrangements for meals in consultation with appropriate Conference Planning Committee member

**17A.3.7** Assists in conference planning with Sections choosing to avail themselves of this service. This includes:

**17.3.7.1** Kentucky Public Library Association Annual Conference

**17.3.7.2** Kentucky Association of School Librarians Summer Refresher

**17.3.7.3** KLA/SLA Joint Spring Conference

**17A.3.8** Serves as an ex officio member of the Conference Planning Committee

**17A.3.9** Works with, and passes on, to the Vice-Conference Planning Chair information regarding protocol, procedures, deadlines, traditions, personal experiences, etc. that have been handled by the Conference Planning Chair.

#### **17A.4 REPLACING THE CONFERENCE PLANNING CHAIR**

**17A.4.1** In the event of the resignation of the Conference Planning Chair or the inability of the Conference Planning Chair to complete the term, the Immediate Past-Conference Planning Chair assumes the office of Conference Planning Chair and serves the remainder of the term.

**17A.4.2** In the event the Immediate Past-Conference Planning Chair is unable to succeed the Conference Planning Chair, the Executive Committee shall recommend a member with the same qualifications (see Sec. 17.1) and from the same Section to the Board of Directors for approval at the next meeting or at a called meeting.

**17A.4.3** In the event of removal from office of Conference Planning Chair, the Immediate Past-Conference Planning Chair assumes the office of Conference Planning Chair and serves the remainder of the term. If the Immediate Past-Conference Planning Chair is unable to succeed the Conference Planning Chair, the Executive Committee shall recommend a member with the same qualifications (see Sec. 16.1) and from the same Section to the Board of Directors for approval at the next meeting or at a called meeting.

#### **17A.5 EXPENSES**

**17A.5.1** KLA will pay for room expenses, meals, and mileage for attending both Executive Committee and Board meetings.

**17A.5.2** KLA will pay meeting expenses including registration, room, mileage, meals, functions attended as KLA Conference Planning Chair and other

travel expenses according to the approved annual budget:

**17A.5.2.1 KLA Annual Conference**

**17A.5.3** Other expenses may be covered as provided for in the annual budget

**17A.6 VICE-CONFERENCE PLANNING CHAIR**

**17A.6.1** To ensure continuity and familiarity with the Conference Planning Chair position, a Vice-Conference Planning Chair will serve alongside the current Conference Planning Chair.

**17A.6.2** The Vice-Conference Planning Chair will work with the Conference Planning Chair to familiarize themselves with the procedures and processes of the Conference Planning Chair position.

**17A.6.3** The Vice-Conference Planning Chair will assume the position of Conference Planning Chair at the end of the KLA Annual Conference of their year term.

**17A.6.4** The Vice-Conference Planning Chair and Conference Planning Chair may not be from the same section of KLA.

**17B. MEMBERSHIP AND PLATFORM COORDINATOR (updated 03/12/2022)**

The Membership Platform Coordinator is tasked with the management of KLA's membership management portal and software. They are tasked with ensuring all membership records are maintained and up-to-date and that the online portal is functioning properly. They manage member profiles, KLA email addresses, and registration forms. They provide membership data to all levels of the association, and ensure accuracy of membership information in coordination

with KLA treasurer.

## **17B.1. REQUISITES**

**17B.1.1** Must be an active member of the Kentucky Library Association.

## **17B.2. TERM**

**17B.2.1** This is a three-year term, similar to Treasurer so that the person can have broad knowledge.

**(\*\*Original description included a vice-position that comes on in last year to learn systems and procedures, but this has not yet been implemented although it is referred to later in 17 B.4. \*\*)**

**17B.2.2** The Membership and Platform Coordinator serves as a voting member of the KLA Board and serves on the membership committee.

## **17B.3. DUTIES**

**17B.3.1** Processes memberships, maintains and updates membership records. This includes:

- creating profiles for new student members when notified of registration by ALA & sending the standard welcome email
- updating membership profiles as treasurer deposits checks monthly
- merging duplicate profiles & correcting other membership profile errors when alerted to a problem
- redirecting forwards on board klaonline.org email addresses and updating the Leadership group profiles for new board members each year.

**17B.3.2** Assists with member communication activities by responding to questions about membership renewals and platform access emailed to [support@klaonline.org](mailto:support@klaonline.org).

**17B.3.3** Collects data, tracks membership statistics, and prepares reports for KLA Board.

**17B.3.4** Coordinates with KLA Treasurer to track membership revenue and manage KLA online financial portal.

**17B.3.5** Coordinates with membership representatives of sections and roundtables to facilitate communication and management of membership by providing membership reports as requested.

**17B.3.6** Ensures online member portal and software are functioning normally and within parameters.

**17B.3.7** Serves as primary contact between KLA and any membership management vendor contracted by association.



**17B.3.8** Assists as needed with updates to membership management portal.

**17B.3.9** Maintains up-to-date registration numbers for events and shares with Conference Planning Coordinator and other section representatives for individual conferences. Assists in creating registration forms for conference registrations and others as needed.

**17B.3.10** Assists Member Services Chair with retention by engaging membership through constant communication.

**17B.3.11** Maintains an up-to-date calendar for all membership events and reserves Zoom accounts as requested for events in calendar.

**17B.3.12** Maintains systems and procedures by following operating practices, recordkeeping systems, etc.

**17B.3.13** Maintains technical knowledge of membership management software and recommends changes to KLA Board as needed.

#### **17B.4. REPLACING THE MEMBERSHIP AND PLATFORM COORDINATOR**

In the event of the resignation or removal of the Membership and Platform Coordinator, the KLA President and Executive Director may appoint an active KLA member to the position, with approval of the KLA Board. **If the resignation or removal occurs in the third year of the appointment, then the Vice-Membership and Platform Coordinator will assume the duties.**

#### **17 B.5. EXPENSES**

**17B.5.1** KLA will pay for room expenses, meals and mileage for attending Board meetings.

**17B.5.2** Other expenses may be covered as provided for in the annual budget.

### **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. (03/11/2006)

### **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.

## **18.5. EXPENSES**

**18.5.1.** The Editor when attending Board meetings will be reimbursed for mileage. 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.

### **19.5. 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 Membership and Platform Coordinator 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.

### **19.2. 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 and Executive Director 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. (03/11/2006)

### **19.6. EXPENSES**

**19.6.1.** The Editor when attending Board meetings will be reimbursed for mileage. 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 (updated 10/12/2022)**

### **20.1. APPOINTMENT**

**20.1.1.** Is appointed by the KLA President and Executive Director.

### **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 all KLA web pages and uploads documents to the website (currently hosted on the MemberClicks system). Ensures website content is current, accurate, and accessible. Maintaining content includes, but is not limited to, the following tasks:

- Posts issues of Kentucky Libraries and IN-FO-CUS on appropriate website pages when supplied (usually quarterly). Sends standard emails announcing release of new Kentucky Libraries and IN-FO-CUS issues when posted.
- Posts board meeting minutes quarterly, updates the copy of the Blue Book and other documents as needed on the appropriate webpages.
- Updates conference, round table, and section information on the appropriate webpages as requested or directed by the relevant chairs.
- Updates contact information on the Leadership page annually when the new board takes over, and throughout the year as needed if there are personnel changes.

**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 and Executive Director. (03/11/2006)

## **21. LISTSERV MANAGER**

## **21.1. APPOINTMENT**

**21.1.1.** Is appointed by the KLA President and Executive Director.

## **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 and Executive Director.  
(03/11/2006)

## **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, the Treasurer, the Conference Committee Chair, and the Membership and Platform Coordinator. (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.

**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 and Executive Director.

**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.**

### **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 and the Round Table Chairs 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. 03/29/2008)

### **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 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 Conference Planning Chair.

**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.** *Removed 12/07/2019*

## **25.5. EXPENSES**

**25.5.1.** At the discretion of the board, a lunch at KLA's expense may be provided to all members of the Board of Directors and invited guests who attend Board Meetings. (Revised 03/12/2022)

**25.5.2.** The President and Executive Director, 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: Kentucky Association of College and Research Libraries (KACRL) (rev. 10/22/2019); Kentucky Association of School Librarians (KASL) (rev. 09/21/2012); Kentucky Public Library Association (KPLA).

**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 cannot attend, then the Chair-Elect may attend as the Section's voting member.

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

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

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

**26.4.5.** Sections which maintain separate bank accounts and bookkeeping shall submit completed quarterly KLA report forms to the Treasurer 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.** *Removed 03/18/2022*

**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 and Executive Director 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 KLA Treasurer 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 Treasurer the following guidelines apply:

**26.5.4.1.** A financial statement shall be provided to the Section by the KLA Treasurer 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 by the KLA Treasurer. 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 KLA President and Executive Director and the KLA Treasurer.

**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 KLA Treasurer.

**26.5.5.2.** A quarterly financial report form, supplied by the KLA Treasurer, shall be filled out and submitted to the KLA Treasurer 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)  
(dissolved 11/2011)

**27.1.3.2.** Community & Technical College Round Table (rev 07/19/2007)

**27.1.3.3.** Genealogy Round Table

**27.1.3.4.** Government Documents Round Table

**27.1.3.5.** Information Technology Round Table (rev. 12/07/2019)

**27.1.3.6.** Resource Sharing Round Table (dissolved 06/01/2019)

**27.1.3.7.** Library Management Skills Round Table (rev. 06/11/2016)

**27.1.3.8.** Library Instruction Round Table

**27.1.3.9.** Library Support Staff Round Table (dissolved 06/01/2019)

**27.1.3.10.** Trustees Round Table (dissolved 03/04/2017)

**27.1.3.11.** School Readiness Round Table (rev. 09/21/2017)

### **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 and Executive Director by the end of the calendar year.

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

## **27.5. FINANCES**

**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 KLA Treasurer and the following guidelines apply:

**27.5.2.1.** A financial statement shall be provided to the Round Table by the KLA Treasurer 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 by the KLA Treasurer. 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 KLA President and Executive Director and the KLA Treasurer.

**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.

## **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 Advocacy (rev. 09/20/2017); Member Services; Recruitment, Mentoring and Diversity; Strategic Planning and Organization; and Scholarship for Minority Students Committee. (rev. 03/29/2008)

**30.1.3.** Special and/or Ad Hoc Committees may be created or dissolved by the President and Executive Director. 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 Executive Director 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. 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 is composed of the current treasurers of KPLA, KACRL, and KASL. The committee will determine who will file reports to the executive board.

### **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.** Works with the Treasurer to request and receive three bids for external audit from CPA firms every three years. (amended 6/8/2022)

**31.3.6** Works with the Treasurer to provide financial information needed to the CPA firm who performs the full external audit every three years. (added 6/8/2022)

**31.3.7** External audit must occur in the last year of the Treasurer's tenure. (added 6/8/2022)

**31.3.8.** Chairs of the Committee attend 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 for the purposes of conducting 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. 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 <<https://www.klaonline.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, 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 Technology Round Table (rev. 12/07/2019), and one member-at-large to be appointed at the discretion of the President and Executive Director of the Association. The Chair will be appointed by the President and Executive Director 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 KLA Treasurer 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 with the chair appointed by the Communications Committee Chair.

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

**32.4.7.** The Social Media Subcommittee shall be composed of the current chairs of each Section, and the immediate past chairs of each Section. The President and Executive Director of KLA and ALA Councilor shall serve as ex officio non-voting members. (added 11/18/2017)

**32.4.7.1** The goals for KLA's current and/or future social media pages are:

- A. To update members and the general public on changes to KLA services and relevant news.
- B. To assist members and the general public with issues regarding KLA services and issues.
- C. To promote library service and librarianship in Kentucky.
- D. To promote KLA and its events and services.
- E. To foster an ongoing rapport with members and the larger library community.

**32.4.7.2** Creation of new social media profiles on behalf of KLA must be voted on and approved by the KLA Board. Designated content creators must be nominated and voted on by the KLA Executive Board. Designated content creators should:

- A. Be knowledgeable about social media and its use as a marketing and information tool.
- B. Have the capability to use various technologies and tools needed to create social media content.
- C. Regularly update, maintain and moderate content.
- D. Respond to inquiries or comments made via social media in a timely fashion.

E. Check content for factual, grammatical, and spelling errors before posting.

**32.4.7.3** Information and content posted through any KLA social media must:

A. Reflect the goals set by the Kentucky Library Association in its bylaws and the Association's approved Social Media Policy. (See Appendix T)

B. Be accurate and present views in a professional, non-derogatory manner.

C. Content is limited to issues and matters directly related to Kentucky libraries or librarianship.

D. Attribute the original source when necessary.

**32.4.7.4** The KLA Executive Board maintains the right to moderate content or posts.

**32.4.7.5** A master list of KLA social media accounts and passwords will be maintained by the KLA Executive Board, the social committee chair, and designated content creators. Passwords will be updated each fall as the new board takes over.

**32.4.7.6** Expenses for the Social Media Subcommittee will be provided for in the KLA annual budget. Committee Chairs who attend board meetings will be reimbursed for mileage. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **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. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **33. CONFERENCE PLANNING COMMITTEE (revised 2/25/2021)**

### **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 member), 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.

**33.3.2.** The Chair of the Committee shall appoint the following subcommittees:

### **33.3.3 Exhibits and Sponsorship (added 11/10/2018)**

**33.3.3.1 Purpose.** To investigate and pursue new revenue sources for the Association.

#### **33.3.3.2 Duties.**

- Maintain a list of vendors and exhibitors who would be of interest to the conference participants. Serves as a liaison between the vendors and the Conference Planning Chair.
- Solicit vendors and exhibitors:
  - for the conference exhibits area
  - to fund or subsidize various events, speakers, awards, receptions, etc.
  - to donate items for door prizes
- Submits invoices and receipts to the coordinator at least monthly.
- Investigate how other library organizations solicit sponsorships and/or vendors
- Promotes the exhibit area and assists with setting up the hall. Plans activities and events to encourage conference attendees to frequent the vendor area (e.g. Exhibit Opening, prize drawings, spot announcements, etc.)
- Makes contact with each vendor during the conference and extends welcome and thanks on behalf of KLA. With the approval of the Conference Planning Chair, may spend a predetermined amount for prizes and small tokens of appreciation for the vendors.
- Submits quarterly progress updates to Conference Planning Chair to be included with Committee board report.

## **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. 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 ADVOCACY COMMITTEE (rev. 09/20/2017)**

### **34.1. PURPOSE**

**34.1.1.** The Library Advocacy Committee (rev. 09/20/2017) is charged with enhancing public awareness and legislative support of all types of libraries.

## **34.2. COMPOSITION**

**34.2.1.** The Library Advocacy Committee (rev. 09/20/2017) shall be composed of the current chairs of each Section, and the immediate past chairs of each Section. The President and Executive Director of KLA 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.

**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

## **34.4. EXPENSES**

**34.4.1.** Expenses for the Library Advocacy Committee (rev. 09/20/2017) will be provided for in the KLA annual budget.

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

**34.4.3.** KLA will pay travel expenses for the following according to the approved annual budget: National Library Legislative Day.



## **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 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 and the Membership Platform Coordinator. The President and Executive Director of KLA shall serve as ex officio non-voting member.

### **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 automatic emails sent to new and renewing members, including new benefits with finalized wording presented to the Board at the Third-Quarter Board meeting.

**35.3.1.3.** The Member Services Committee 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.

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

**35.3.3.1.** 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. (See Sec. 41.3)

**35.3.3.2.** The Member Services Committee will accept nominations for the award from Kentucky Library Association members.

**35.3.3.3.** 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)

**35.3.3.4.** The Member Services Committee will review all nominations and recommend a recipient to the Association's Executive Committee.

**35.3.3.5.** The Award, which will consist of a plaque from the Association, will be presented at the Awards Banquet during the Annual Conference. The Member Services Committee is responsible for ordering the plaque for this award.

**35.3.4.** 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)

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

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

**35.3.4.3.** 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)

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

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

**35.3.4.6.** A plaque will be presented to the recipient at the Annual Conference. The Member Services Committee is responsible for ordering the plaque for this award.

**35.3.4.7.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails 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.

**35.3.5.** 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)

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

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

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

**35.3.5.4.** A plaque will be presented to the recipient at the Annual Conference. The Member Services Committee is responsible for ordering the plaque for this award.

**35.3.5.5.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails to the membership, announcements on the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval.

**35.3.6.** 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)

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

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

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

**35.3.6.4.** A plaque will be presented to the recipient at the Annual Conference. Member Services Committee is responsible for ordering the plaque for this award.

**35.3.6.5.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails to the membership, announcements on the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval.

**35.3.7.** Is responsible for the KLA EXCELLENCE IN TEACHING AWARD that is given to an individual who excels in information literacy and instruction. (See Sec. 41.8)

**35.3.7.1.** Nominees must have a sustained record of excellence in information literacy and instruction.

**35.3.7.2.** Nominees may be from any type of library.

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

**35.3.7.4.** A plaque will be presented to the recipient at the Annual Conference. Member Services Committee is responsible for ordering the plaque for this award.

**35.3.7.5.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails to the membership, announcements on the KLA Listserv, and announcements in Section newsletters. A nominee will be recommended to the Executive Board for final approval.

**35.3.8.** 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.

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

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

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

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

#### **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. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**36. MENTORING COMMITTEE (dissolved 6/8/2022)**

## **37. STRATEGIC PLANNING AND ORGANIZATION COMMITTEE (rev. 06/01/2019)**

### **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 Directors.

**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 and Executive Director (non-voting member), and three members-at-large who shall be appointed by the President and Executive Director. The members will serve for two-year terms on a rotating basis with the following starting terms in even years: KACRL (rev. 10/23/2019), KASL (rev. 09/21/2012), and KPLA; and the three members-at-large starting terms in odd years.

### **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 K 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:

KACRL (rev. 10/23/2019)

KPLA

KASL (rev. 09/21/2012)

(repeat from the top)

**37.3.3.1.2.** To be eligible to serve as Secretary, the candidate must meet the following criteria (See Appendix K for eligible members) :

- 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:

KASL (rev. 09/21/2012)  
KACRL (rev. 10/23/2019)  
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:

KPLA  
KACRL (rev. 10/23/2019)  
KASL (rev. 09/21/2012)  
(repeat from the top)

**37.3.3.2.1.** Elections for ALA Councilor will take place every three years.

**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 K) for individuals nominated for office by a membership petition. (See Bylaws, Article 5, Sec. E)

**37.3.3.5.** To determine eligibility (See Appendix K) 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. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

## **38. SCHOLARSHIP COMMITTEE (rev. 03/04/2017)**

### **38.1. PURPOSE**

**38.1.1.** To encourage members to increase their skills and knowledge through formal studies in librarianship. The scholarships will be granted to successful candidates entering or continuing their library education in an American Library Association (ALA) or National Council for Teacher Education (NCATE) accredited graduate library school.

## **38.2. COMPOSITION**

**38.2.1.** The Scholarship Committee shall be composed of one member from each section. Ex officio member shall be the President of KLA.

## **38.3. DUTIES**

**38.3.1.** Promoting and publicizing the Minority and the Linda Kompanik Memorial scholarships to ALA or NCATE accredited graduate library school programs.

**38.3.2.** Selecting recipients from qualified applicants.

**38.3.3.** Updating applications annually to include current requirements and guidelines.

**38.3.4.** Presenting awards to recipients at the KLA Fall Conference Awards Luncheon.

**38.3.5.** The Scholarship Committee shall appoint the following subcommittees with chairs selected from the Scholarship Committee:

### **38.3.5.1** The Minority Scholarship Subcommittee

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

**38.3.5.1.2 Composition.** The Minority Scholarship Subcommittee shall be composed of members of the Scholarship Committee with representatives appointed from the Sections as needed.

### **38.3.5.2** The Linda Kompanik Memorial Scholarship Subcommittee

**38.3.5.2.1 Purpose.** To encourage members to increase their skills and knowledge through formal studies in librarianship. The scholarship/s will be granted to a successful candidate/s entering or continuing their education in an American Library Association (ALA) or National Council for Teacher Education (NCATE) accredited graduate library school.

**38.3.5.2.2 Composition.** The Linda Kompanik Memorial Scholarship Subcommittee shall be composed of members of the Scholarship Committee with representatives appointed from the Sections as needed.

## **38.4. EXPENSES**

**38.4.1.** Expenses for the Scholarship Committee, as well as the scholarships, 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 scholarships 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. In the event that attendance requires travel over 150 miles one way, room expense will also be reimbursed.

**39. FUNDRAISING COMMITTEE (moved to the Conference Planning Committee 11/10/2018)**

## **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.

### **40.3. EXHIBITS COORDINATOR**

- 40.3.1.** The Exhibits Coordinator will be the Conference Planning Chair.
- 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 Conference Planning Chair 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 Conference Planning Chair 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 and Executive Director, Conference Planning Chair, 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. 06/10/2010).

**40.4.17.** To ensure continued viability of the annual conference, and recognizing that KLA is strengthened by active member participation, all presenters accepted from the open call of proposals – including all co-presenters—must register to attend at least one day of the conference. Speakers who are paid, or otherwise compensated for their appearance, receive complimentary registration. Certain other invited speakers/presenters may be exempt from the registration policy, at the discretion of the conference planning chair. (added 03/17/2018)

## **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. Award winners must be submitted to Member Services Committee by September 1<sup>st</sup> of each year to ensure the plaques arrive before the Annual Conference. They are:

**41.1.1.1.** Kentucky Association of College and Research Libraries--Outstanding Academic Librarian Award; Professional Development Grant

**41.1.1.2.** Kentucky Association of School Librarians--Jesse Stuart Media Award; Outstanding School Media Librarian Award; Eleanor W. Simmons Memorial Grants; Kentucky Association of School Librarians Service Award for School Administrators; KASL Award of Merit; Donna Hornsby Memorial Joint Technology Project Award, Technology Student Award, Regional Scholarships, and Resolutions. (KASL rev. 09/21/2012)

**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; Charlene Davis Excellence in Technology Award (update 09/25/2008)

**41.1.1.4.** Special Libraries Section--Special Librarian of the Year; Innovation Award. (dissolved 6/1/2019)

**41.1.1.5.** Kentucky Library Trustees Round Table--Outstanding Board of Trustees Award. (rev. 3/29/08) Trustees Round Table Discontinued (rev. 03/04/2017)

### **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. Award winners must be submitted to Member Services Committee by September 1<sup>st</sup> of each year to ensure the plaques arrive before the Annual Conference.

**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 Advocacy Committee (rev. 09/20/2017) 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 Member Services 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. Member Services Committee is responsible for ordering the plaque for this award.

### **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. Member Services Committee is responsible for ordering the plaque for this award.

## **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. Member Services Committee is responsible for ordering the plaque for this award.

**41.5.8.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails 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. Member Services Committee is responsible for ordering the plaque for this award.

**41.6.5.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails 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. Member Services Committee is responsible for ordering the plaque for this award.

**41.7.5.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails 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.

## **41.8 KLA EXCELLENCE IN TEACHING AWARD**

This award is given to an individual who excels in information literacy and instruction.

**41.8.1.** Nominees must have a sustained record of excellence in information literacy and instruction.

**41.8.2.** Nominees may be from any type of library.

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

**41.8.4.** A plaque will be presented to the recipient at the Annual Conference. Member Services Committee is responsible for ordering the plaque for this award.

**41.8.5.** Nominations will be solicited by the Member Services Committee in the spring and summer months through emails 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.

# **APPENDIX A - ARCHIVES GUIDELINES**

## **1. PROCEDURE OVERVIEW**

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



## **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 KLA Secretary to receive archival material of the Association from the President and Executive Director and hold for compilation.
- b. Those responsible for archival material are the Association Officers, and Chairs of Sections, Round Tables and Committees.
- c. After compilation by the KLA Secretary, the archival material should be delivered by the KLA Secretary 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.

### Administration

- Phone
- Copies
- Postage
- Office Supplies
- Paper
- Computer
- Tax Preparation
- External Audit (every 3 years)
- Dues/Subscriptions
- Miscellaneous
- Other Promotions

### Sections

- KACRL (*rev. 10/23/2019*)
- KASL (*rev. 9/21/2012*)
- KPLA

### Round Tables

- African American Librarians  
and Library Employees  
(ALLERT) (*dissolved  
11/2011*)
- Government Documents
- Resource Sharing  
(*dissolved 06/01/2019*)
- Community & Technical  
College (*rev. 7/19/07*)
- Library Instruction
- Information Technology (*rev.  
12/07/2019*)
- Genealogy
- Library Management Skills  
(*rev. 6/11/16*)
- Library Support Staff  
(*dissolved 06/01/2019*)
- Trustees (*dissolved 03/04/17*)
- School Readiness  
(*rev. 9/21/17*)
- Special (added 6/1/2019)

### Committees

- Audit
- Communications
- Conference Planning
- Library Advocacy (*rev.  
9/20/17*)
- Member Services
- Recruitment, Mentoring and  
Diversity
- Strategic Planning and  
Organization
- Ad Hoc/Special Committees
- Scholarship for Minority  
Students Committee

### Appointed Positions

- Editor, Kentucky Libraries
- Editor, IN-FO-CUS
- Parliamentarian

### Programs/Meetings

- Leadership Orientation
- Board Meetings

### Conference

- Printing
- Mailing
- Events

### Speakers

- Sections
- Miscellaneous
- Travel

### Supplies and Phone

- Exhibits
- KSMA Profit Share

### Publications

- Directory
- The Blue Book
- Newsletter (IN-FO-CUS)
- Journal (Kentucky Libraries)
- Web site
- Listserv

### Other

- Previous Year's Conference
- Awards
- Other
- Contingency
- Legislative Activity
- Contributions

### Executive Expenses

- President and Executive  
Director Travel
- Board
- ALA Conferences
- Legislative Day
- Sections Meetings
- Professional Dues to ALA
- Legislative Activities
- Executive Committee
- Miscellaneous Travel

### Vice President/President Elect Travel

- Board
- ALA Conferences
- Legislative Activities

### Executive Committee

- Professional Dues to ALA

### ALA Councilor Travel

- Board
- ALA

### Secretary Travel

- Board
- Executive Committee
- Legislative Activities
- Archive Activities

### Committee Chairs

### Special Committees

### Board meetings

- Members, ex officio  
members, Standing and  
Ad Hoc Committee  
Chairs, Editors of  
Kentucky Libraries and  
IN-FO-CUS, Web site  
and Listserv Managers,  
and invited guests will  
be provided mileage,  
reimbursement for hotel  
if more than 150 miles  
one way.

## **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 receive 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.

### **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 and Executive Director. 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.D. Expenses for the Editor**

**5.D.1.** The Kentucky Libraries Editor, when attending Board meetings, will be reimbursed for mileage. 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 and Executive Director 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. 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 TREASURER (See Sec. 16)**

#### **7.A. Overview**

**7.A.1.** The Treasurer is responsible for the business and financial details of the publication as well as related management functions.

**7.B.** *Removed*

**7.C.** *Removed*

### **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

### 10.J. Kentucky Libraries Author Agreement

10.J.1. This Agreement sets forth the terms by which the Kentucky Library Association, publisher of the journal *Kentucky Libraries* (PUBLISHER) will publish \_\_\_\_\_ (title of WORK) by \_\_\_\_\_ (AUTHOR).

10.J.2. The copyright in the WORK shall remain with the AUTHOR, and nothing in this Agreement shall be construed as an assignment of copyright to PUBLISHER or to *Kentucky Libraries*.

10.J.3. If WORK is a work of joint authorship, each joint author shall sign an Author Agreement. All joint authors shall be bound by the terms of the Agreement, consistent with provisions of the federal Copyright Act pertaining to joint authors.

10.J.4. The AUTHOR grants to PUBLISHER a license to publish, reproduce, and distribute the WORK in *Kentucky Libraries* and in any and all other media, now known or hereafter known. This license shall be exclusive for 12 months from the date of this Agreement, or 6 months from the date of first publication by PUBLISHER, whichever is shorter, and shall be nonexclusive thereafter.

10.J.5. The AUTHOR retains the right to post the WORK on the AUTHOR’s web page or any open access online repository. In all other cases the AUTHOR must obtain the PUBLISHER’s written approval to publish the WORK anywhere else during the period of the PUBLISHER’s exclusive license.

10.J.6. As part of the license that the AUTHOR grants pursuant to paragraph 4, the AUTHOR authorizes the PUBLISHER to: print, reprint, publish, reproduce and sell the WORK, in whole or in part, in all forms of communication now known or hereafter to become known (including, but not limited to, all formats of electronic, magnetic digital, laser, or optical –based media) and in all languages throughout the world for the full term of the copyright and all renewals and extensions.

10.J.7. The AUTHOR agrees that the PUBLISHER shall not pay to the AUTHOR any part of any royalties or other compensation it receives from any source to publish, reproduce, or distribute the WORK pursuant to this Agreement.

10.J.8. The AUTHOR represents and warrants the following, and understands that the PUBLISHER’s acceptance of the WORK is contingent on the following conditions, as determined by the PUBLISHER:

- a. The AUTHOR is the sole AUTHOR of the WORK and has full power to make this Agreement and grant;

of



- b. The WORK is the AUTHOR's original WORK and contains no plagiarism, does not infringe the copyright or other proprietary right of any other person, and the WORK contains no libelous or unlawful matter;
- c. The AUTHOR has the right to license the WORK to the PUBLISHER;
- d. The WORK has not been previously published in whole or in part in any other publication or online, and will not be published, in whole or in part in any manner that would violate the terms of paragraphs 4 or 5 of this Agreement;
- e. The WORK is not being considered for publication elsewhere;
- f. If the AUTHOR has used language, graphics, photographs or other copyrighted matter that do not qualify as fair use, the AUTHOR has obtained permission from the copyright owner for such use.

10.J.9. The AUTHOR agrees to deliver to PUBLISHER the complete manuscript on or before the published deadline. If the AUTHOR fails to meet the agreed-upon deadline, the PUBLISHER shall be released from all obligations under this Agreement.

#### 10.J.10. FORM OF MANUSCRIPT AND EDITING.

The AUTHOR agrees to deliver to the PUBLISHER an electronic manuscript of the WORK. AUTHOR agrees to submit via email an electronic document using Microsoft Word for Windows software. Manuscripts should not exceed 3000 words, but the editorial board may make exceptions to this word limit. All elements of the WORK shall be prepared by the AUTHOR according to the *MLA Handbook for Writers of Research Papers*. The PUBLISHER shall perform customary copyediting of the WORK, which is defined as follows: correction of grammar, spelling, punctuation, and usage; styling to achieve consistency and to conform to a commonly recognized standard; occasional rewriting or elimination of sentences for clarity; and queries and suggestions addressed to the AUTHOR for such other alterations as the PUBLISHER may think are necessary.

All manuscripts accepted for publication will be edited to conform to KLA style and space limitations. If the WORK is submitted in such form that extensive editing (aside from customary copyediting) is required or that retyping of the manuscript is, in the view of the PUBLISHER, necessary, such work shall be done by the AUTHOR.

With the manuscript the AUTHOR may also deliver electronically to the PUBLISHER all illustrative materials, including maps, charts, graphs, photos, and any other matter for inclusion in the WORK, in a form that is, in the judgment of the PUBLISHER, suitable for reproduction. Electronically submitted photos are required in JPEG or Tiff format and should be 300 dpi.

10.J.11. If a claim is asserted against the PUBLISHER as a result of the AUTHOR's breach of this Agreement, the AUTHOR will be promptly notified. The AUTHOR shall have the right to participate in the response to and defenses against such claim. If PUBLISHER settles the claim and makes a money payment, or if a money judgment is rendered by the PUBLISHER, then the AUTHOR shall reimburse the PUBLISHER for

the amount of any such payment or judgment, and shall reimburse PUBLISHER its costs in defending against the claim.

10.J.12. This contract shall be interpreted, where not inconsistent with the Copyright Law of the United States, in accordance with the laws of the Commonwealth of Kentucky.

## **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.

**APPENDIX D - PURPOSES OF THE SECTIONS**  
**(taken from Article II of the Constitution of each section)**

**1. KENTUCKY ASSOCIATION OF COLLEGE AND RESEARCH LIBRARIES**  
**(KACRL) (rev. 10/23/2019)**

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 six (6) "Strategic Areas" of the KLA long range plan (See Section 3).
- (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 (KPLA)**

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 ASSOCIATION OF SCHOOL LIBRARIANS (KASL) (rev. 9/21/12)**

The purposes of the Kentucky Association of School Librarians 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. (dissolved 6/1/2019)**

## **APPENDIX E - PURPOSES OF THE ROUND TABLES**

### **1. 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.

### **2. 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.

### **3. 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.

### **4. INFORMATION TECHNOLOGY ROUND TABLE (rev. 12/07/2019)**

- (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.

### **5. RESOURCE SHARING ROUND TABLE (dissolved 06/01/2019)**

- (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.

### **6. LIBRARY MANAGEMENT SKILLS ROUND TABLE (rev. 6/11/16)**

The purpose of the Library Management Skills 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.

## **7. 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.

## **8. LIBRARY SUPPORT STAFF ROUND TABLE (*dissolved 06/01/2019*)**

- (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.

## **9. TRUSTEES ROUND TABLE Trustees Round Table (*dissolved 03/04/17*)**

- (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.

## **10. SCHOOL READINESS ROUND TABLE (*rev. 9/21/2017*)**

- (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]

## **11. SPECIAL LIBRARIES ROUND TABLE (*added 6/1/2019*)**

- (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 F – PAST PRESIDENTS  
OF THE KENTUCKY LIBRARY ASSOCIATION**

William F. Yust	1907-11	Dan M. King	1964-65
Lilian Lindsey	1912	Sherwood Kirk	1965-66
Florence Dillard	1913	Rezina Senter	1966-67
Anna M. Spears	1914-17	Omer Hamlin	1967-68
George T. Settle	1917-18	Vera Grinstead	1968-69
Susan S. Towles	1918-19	Tom Sutherland	1970-71
Frank Kavanaugh	1919	Rebecca T. Bingham	1971-72
Florence Ragland	1920	Madge Davis	1971-72
Euphemia K. Corwin	1921	Michael Harris	1972-73
Mrs. A.S. Gardner	1922-23	William Garner	1973-74
Jennie M. Flexner	1924	Jimadean Ireland	1974-75
Fannie Rawson	1925	Joy Terhune	1975-76
Margaret I. King	1926-27	Vivan Hall	1976-77
Margie Helm	1928-29	Edwin Strohecker	1977-78
May McClure Currey	1930	Barbara Miller	1978-79
(died in office)		Louise Bedford	1979-80
O. Cochran	1931-33	Sara Leech	1980-81
Mary L. Leiper	1933-35	Betty Delius	1981-82
Harold J. Brigham	1935-37	Margaret Trevathan	1982-83
Leon B. Nofcier	1937-39	James A. Norsworthy, Jr	1983-84
Mary Floyd	1939-40	Rebekah Heath	1984-85
Edna Grauman	1940-41	Jennie S. Boyarski	1985-86
John G. Barrow	1941-42	Patty B. Grider	1986-87
Mrs. J. Eugene Gilbert	1942-43	Linda H. Perkins	1987-88
Evelyn J. Schneider	1943-44	Jean M. Almand	1988-89
Bernice W. Bell	1944-45	John Bryant	1989-90
Elizabeth Gilbert	1945-	Karen Turner	1990-91
Clarence R. Graham	1946-47	Rose Gabbard	1991-92
Azile Wofford	1947-48	Candy Wilson	1992-93
Virginia Winstandley	1948-49	Janet Stith	1993-94
Virginia Hayes	1949-50	June Martin	1994
Sara Tyler	1950-51	Janet Stith	1995
Margaret Roser	1951-52	Lucinda Brown	1995-96
Jacqueline Bull	1952-53	Elaine Steinberg	1996-97
Margaret Willis	1953-54	Sally Livingston	1997-98
Clarice Williams	1954-55	Carol Brinkman	1998-99
Ralph Shoemaker	1955-56	Carolyn Tassie	1999-00
E.J. Humeston, Jr.	1956-57	Judith Burdine	2000-01
Virginia Jones	1957-58	Terri Kirk	2001-02
Eleanor Simmons	1958-59	Sue Burch	2002-03
James A. Graves	1959-60	Carol Nutter	2003-04
Ione M. Chapman	1960-61	Linda Kompanik	2004-05
Josephine Johnson	1961-62	Christine McIntosh	2005-06
Ruth Bentley	1962-63	Laura Davison	2006-07
Roscoe M. Pierson	1963-64	Fannie Cox	2007-08

Debra Oberhausen	2008-09
Emmalee Hoover	2009-10
Leoma Dunn	2010-11
Terry Buckner	2011-12
Lisa Rice	2012-13
Brenda Metzger	2013-14
Laura Whayne	2014-15
Julie Howe	2015-16
Dave Schroeder	2016-17
Tara Griffith	2017-18
Debra Tate	2018-19
Kandace Rogers	2019-20
Mark Adler	2020-21
Adele Koch	2021-22
Andrew Adler	2022-23

## **APPENDIX G – AWARDS**

### **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
- 2011 Mr. Dan Groneck & the team at U.S. Bank, NKY Market
- 2012 Jim & Darlene Johnson
- 2013 Dr. Jack D. Ellis
- 2014 Keeneland Foundation
- 2015 Don & Cathy Jacobs
- 2016 Don Ershig, Ershig Properties
- 2017 PNC Foundation
- 2018 Duke Energy Foundation

### **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
- 2011 Linda Perkins
- 2012 Wayne Onkst
- 2013 Linda Kompanik (Tie), Janet Stith (Tie)
- 2014 Emmalee Hill Hoover
- 2015 Terri Grief
- 2016 Leoma Dunn



2017 Judith Gibbons  
2018 Kathy Mansfield

### **INTELLECTUAL FREEDOM AWARD WINNERS**

2000 EmmaLee Hill  
2007 Barbara Caron  
2010 Dr. Ron Critchfield  
2016 Kim Hardin  
2017 Michelle Lemon  
2018 Donna Morris

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

2006 James E. Lee, Jr.  
2007 Evelyn Richardson  
2008 Judith Gibbons  
2009 Paul Poland  
2010 J. C. Morgan  
2011 Linda Kompanik  
2012 Dave Schroeder  
2013 Kathy Mansfield  
2014 Mary Lynn Collins  
2015 Not Awarded  
2016 Lisa Rice  
2017 Susie Lawrence  
2018 Wayne Onkst

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

2006 Laura Davison  
2007 Jackie White  
2008 Marie Lang  
2009 Elaine Allen  
2010 Shawn Livingston  
2011 Michael Whiteman  
2012 Trena Napier  
2013 Not Awarded  
2014 Mary Taylor Huntsman  
2015 Valerie Perry  
2016 Kay Morrow  
2017 Janet Lanham  
2018 Lynn Fogle

## APPENDIX H -

## APPENDIX I -

## APPENDIX J –

**APPENDIX K –  
Future Board Composition (added 03/12/2022)**

<b>2022-2023 Executive Committee</b>	<b>Section</b>	<b>Composition of Board</b>
President	KACRL	
Vice President / President –Elect	KPLA	KACRL = 3
Secretary	KASL	KPLA = 2
Past President	KASL	KASL = 2
Treasurer	KACRL	
Conference Planning	KPLA	
Membership Platform Coordinator	KACRL	

<b>2023-2024 Executive Committee</b>	<b>Section</b>	<b>Composition of Board</b>
President	KPLA	
Vice President / President –Elect	KASL	KACRL = 3
Secretary	KACRL	KPLA = 2
Past President	KACRL	KASL = 2
Treasurer	KPLA	
Conference Planning	KASL	
Membership Platform Coordinator	KACRL	

<b>2024-2025 Executive Committee</b>	<b>Section</b>	<b>Composition of Board</b>
President	KASL	
Vice President / President –Elect	KACRL	KACRL = 3
Secretary	KPLA	KPLA = 3
Past President	KPLA	KASL = 1
Treasurer	KPLA	
Conference Planning	KACRL	
Membership Platform Coordinator	KACRL	

<b>2025-2026 Executive Committee</b>	<b>Section</b>	<b>Composition of Board</b>
President	KACRL	
Vice President / President –Elect	KPLA	KACRL = 2
Secretary	KASL	KPLA = 3
Past President	KASL	KASL = 2
Treasurer	KPLA	
Conference Planning	KPLA	
Membership Platform Coordinator	KACRL	

\*Please note that ALA Councilor is not in this rotation.

## APPENDIX L - Kentucky Library Association Eligible Members for Vice President/President Elect, and ALA Councilor

	<b>KACRL</b>	<b>KPLA</b>	<b>CYAS</b>	<b>KASL</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 Whayne		
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	Sara Brown	Dave Schroeder		Brenda Metzger	Virginia McClure		
2012	James Manasco	Martha White		Tara Griffith	Lesley Jackson		
2013	Sean Kinder	Susan Nimersheim		Adele Koch	Melissa Brooks		
2014	Leoma Dunn	Ashley Fowlkes		Janet Wells	Michele Ruth		
2015	Julie Howe	Ron Critchfield		Lisa Hughes	Ben Rawlins		
	<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>	KPLA	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	KPLA	<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	<i>Laura Whyne</i>	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		<i>Lisa R. Rice</i>	KPLA	Laura Davison SLS
2008	Darlah Zweifel	KSMA	<i>Carolyn Tassie</i>	Academic	<i>Lisa R. Rice</i>		Fannie Cox ALS
2009	<i>Leoma Dunn</i>	Special	<i>Carolyn Tassie</i>		<i>Lisa R. Rice</i>		Debbe Oberhausen KPLA
2010	<i>Terry Buckner</i>	Academic	<i>Carolyn Tassie</i>		<i>Lisa R. Rice</i>		Emmalee Hoover KSMA
2011	<i>Lisa Rice</i>	KPLA	Terri Kirk	KSMA	Ceased		Leoma Dunn SLS
2012	<i>Brenda Metzger</i>	KASL	Terri Kirk				Terry Buckner ALS
2013	<i>Laura Whyne</i>	Special	Terri Kirk				Lisa Rice KPLA
2014	Sean Kinder	Academic	Emily Krug	Special			Brenda Metzger KASL
2015	Dave Schroeder	KPLA	Michele Ruth	Special			Laura Whyne SLS
2016	Tara Griffith	KASL	Michelle Ruth	Special			Julie Howe Academic
2017	Michele Ruth	Special	<i>Lisa Rice</i>	KPLA			Dave Schroeder KPLA

Names in italics indicate those who have served previously as KLA Presidents.

## APPENDIX M - 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 and Executive Director 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 and Executive Director's column.



<b>President and Executive Director Timeline</b>	
<b>Estimated Date</b>	<b>Activity</b>
<b>October</b>	<p>The President and Executive Director 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 and Executive Director’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 and Executive Director’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 and Executive Director’s Page</i> for <i>Kentucky Libraries</i> Spring issue is due.
<b>February</b>	<i>In-Fo-cus</i> copy due for President and Executive Director’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 and Executive Director’s Page</i> for <i>Kentucky Libraries</i> Summer issue is due.
<b>July</b>	<i>In-Fo-cus</i> copy due for President and Executive Director’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 KLA Treasurer 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>	
<b>July/August board meeting</b>	
<b>Sept/Oct conference &amp; board meeting</b>	

## APPENDIX N - 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-2.1. Kentucky Libraries Editor
  - ST-2.2. IN-FO-CUS Editor
  - ST-2.3. Web Site Manager
  - ST-2.4. Listserv Manager
  - ST-2.5. Social Media Manager
- ST-3. Member Services
- ST-4. Library Advocacy (rev. 9/20/17)
- ST-5. Strategic Planning & Organization
- ST-6. Mentoring (dissolved \_\_\_\_\_)
- ST-7. Scholarship
- ST-8. Fund Raising (incorporated into \_\_\_\_\_)

### Ad Hoc Committees:

- AH-1. Inactive
- AH-2. Inactive
- AH-3. Inactive
- AH-4. Inactive

### Administrative Reports:

- A-1. President and Executive Director
- A-2. President-Elect
- A-3. Secretary
- A-4. Past President
- A-5. Treasurer (rev. 12/5/20)
- A-6. ALA Councilor
- A-7. Conference Committee Chair (rev. 12/5/20)
- A-8. Membership Platform Coordinator (rev. 12/5/20)
- A-9.
- A-10.
- A-11. KDLA Representative
- A-12. KDE Representative
- A-13. KYVL Representative

### Sections:

- S-1. Kentucky Association of College and Research Libraries (rev. 10/23/2019)
- S-2. Kentucky Association of School Librarians (rev. 09/21/2012)
- S-3. Kentucky Public Library Association
- S-4. Special Libraries (dissolved 06/01/2019)

### Round Tables:

- RT-1. Trustees Round Table (*dissolved 03/04/17*)
- RT-2. Open
- RT-3. Community & Technical College
- RT-4. Genealogy & Local History
- RT-5. Government Documents
- RT-6. Resource Sharing (*dissolved 06/01/2019*)
- RT-7. Information Technology (*rev. 12/07/2019*)
- RT-8. Library Management Skills
- RT-9. Library Instruction
- RT-10. Library Support Staff (*dissolved 06/01/2019*)
- RT-11. School Readiness
- RT-12. Special Libraries

## **APPENDIX O – 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 website 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 a 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.

- VII. Whistleblower Protection Policy

Full details regarding KLA's Whistleblower Protection Policy are found in Appendix R.



## **APPENDIX P – 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 Q - KLA ANTITRUST COMPLIANCE POLICY STATEMENT OF AGREEMENT**



1558 Leestown Road, Suite 130-310, Lexington, KY 40511  
502-863-8405

**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 R - KLA CONFLICT OF INTEREST STATEMENT**



1558 Leestown Road, Suite 130-310, Lexington, KY 40511  
502-863-8405

**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)

**APPENDIX S - KLA WHISTLEBLOWER PROTECTION POLICY**



1558 Leestown Road, Suite 130-310, Lexington, KY 40511  
502-863-8405

## **Whistleblower Protection 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 whistleblower protection policy.

Specifically, any KLA board member, KLA employee, KLA member or anyone else involved with KLA who reports waste, fraud, or abuse will face no retaliation of any form from any member of or anyone affiliated with KLA, regardless of whether or not the report is found to be true.

Individuals with concerns about waste, fraud, or abuse can submit his or her report in several ways:

- Contact any member of the Executive Committee
- Submit a formal report to the general board of KLA

Once the report is submitted, the Executive Committee of KLA will investigate the claim(s) thoroughly and respond in a formal manner, which will be archived in the minutes of the meeting in which the findings are presented. Whatever action is deemed necessary by the KLA board will be taken and properly documented.

## **APPENDIX T – Social Media Policy**

### **PURPOSE**

This policy outlines the appropriate use and management of social media on behalf of the Kentucky Library Association.

### **COMPOSITION**

The Social Media Ad Hoc Committee shall be composed of the current chairs of each Section, and the immediate past chairs of each Section. The President and Executive Director of KLA and ALA Councilor shall serve as ex officio non-voting members.

### **GOALS**

The goals for KLA's current and/or future social media pages are:

- To update members and the general public on changes to KLA services and relevant news.
- To assist members and the general public with issues regarding KLA services and issues.
- To promote library service and librarianship in Kentucky.
- To promote KLA and its events and services.
- To foster an ongoing rapport with members and the larger library community.

### **PROCEDURE**

Creation of new social media profiles on behalf of KLA must be voted on and approved by the KLA Board. Designated content creators must be nominated and voted on by the KLA Executive Board. Designated content creators should:

- Be knowledgeable about social media and its use as a marketing and information tool.
- Have the capability to use various technologies and tools needed to create social media content.
- Regularly update, maintain and moderate content.
- Respond to inquiries or comments made via social media in a timely fashion.
- Check content for factual, grammatical, and spelling errors before posting.

Information and content posted through any KLA social media must:

- Reflect the goals set by the Kentucky Library Association in its bylaws and the Association's approved Social Media Policy.
- Be accurate and present views in a professional, non derogatory manner.
- Content is limited to issues and matters directly related to Kentucky libraries or librarianship.
- Attribute the original source when necessary.

The KLA Executive Board maintains the right to moderate content or posts.

A master list of KLA social media accounts and passwords will be maintained by the KLA Executive Board, the social committee chair, and designated content creators. Passwords will be updated each fall as the new board takes over.

### **EXPENSES**

Expenses for the Social Media Ad-Hoc Committee will be provided for in the KLA annual budget.

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