

EMPLOYEES  
Only



6  
5

Ruby Wood (R)  
(Mrs) Wightman  
(Mildred) Red Lib

(Demonstration Lib. - Main St)

FRANKLIN COUNTY, KY  
552 W. SUN ST.  
Morehead, KY 40351  
606-784-7473





ROWAN COUNTY PUBLIC LIBRARY





Dedication of the Jones Chapman  
Room in the Rowan County Public  
Library 1975

L R -

1. Jack Ellis
2. Jones Chapman's Brother (deceased)
3. " " Sister-in-law FILL
- 4.
- 5.
6. Eunice Cecil
7. Ollie Barker
8. Faye Belcher

From The Collection Of:  
Dr. Jack D. Ellis  
582 W. Sun St.  
Morehead, KY 40351  
806-784-7473

Trustees of my local Board are listed on page 1

(1) Trustees

(2) Qualifications

(3) Duties of Trustees

(4) Organization

(5) Oath of Office

(6) Board Meetings

(7) Policies

(8) Librarian's Duties

(9) State Library

**KENTUCKY**

**LIBRARY TRUSTEES'**

**POCKET HANDBOOK**

**NAME**

**LIBRARY**

Box 532  
Berry Hill  
Frankfort, Kentucky

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Trustees      Members of my Local Board are:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

(5) \_\_\_\_\_

**LIBRARIAN:**

My appointment expires on \_\_\_\_\_

Additional information may be supplied by  
the:

Department of Libraries  
Box 537  
Berry Hill  
Frankfort, Kentucky

## Qualifications

Library Trustees should be chosen because of certain qualities which make them valuable to the board, such as:

1. Ability to work with others
2. Business ability
3. Common sense
4. Genuine interest in the library
5. Knowledge of the community, its needs and resources
6. Progressive educational ideals
7. Skill in making plans and putting those plans into action
8. Awareness of the importance of the public library as an educational institution, serving as the "People's Universities"
9. Willingness to present to the community the needs of the library
10. Willingness to cooperate with other libraries

## Duties of Trustees

The Board of Trustees is the legislative or policy-determining body for the library. It formulates the program of service, with the advice and counsel of the librarian, and supplies the means for carrying it out. All trustees should:

1. Attend all meetings of the Board
2. Be aware of the program and needs of their local library and of library trends
3. Become familiar with state and local library laws
4. Establish and support a planned program of public relations
5. Employ a qualified and competent librarian
6. Determine policies governing the library program, consulting with the librarian



7. Establish rules and regulations governing the use of the library, upon recommendation of the librarian
8. Secure adequate funds to carry on the kind of program needed

Membership in these organizations is important to trustees:

1. American Library Association Trustees Section
2. Southeastern Library Association
3. Kentucky Library Trustees' Association
4. Kentucky Library Association
5. Friends of Kentucky Libraries

## Orientation

Each new board member should have.....

1. Bylaws of the board
2. Last annual budget with expenditures and balance to date
3. List of rules and regulations of the library
4. Personnel chart with salaries and grades
5. Map showing bookmobile stops and branches of the main library
6. Copy of the State Library laws
7. Regulations of the Department of Libraries for payment of State Aid grants
8. Regulations of the Department of Libraries for provision of help through regional library development
9. Regulations of the Kentucky Board of Certification of Librarians

Oath of Office

I \_\_\_\_\_ do hereby  
solemnly swear that I will support the  
Constitution of the Commonwealth of  
Kentucky, and to the best of my ability  
I will perform the duties and accept  
the responsibilities of Trustee of  
the \_\_\_\_\_ Library  
and that I will observe all the laws re-  
lating to said office of Trustee now  
in force or which may hereafter be en-  
acted during my term of service

(Signed) \_\_\_\_\_

Trustee

Subscribed to and sworn to before me  
this day of \_\_\_\_\_ 19 \_\_\_\_\_

(Signed) \_\_\_\_\_

Chairman

(Signed) \_\_\_\_\_

Judge

## Board Meetings

The regular order of business should be specified in the library's bylaws. Topics which will need special consideration at board meetings from time to time are:

1. Budget and finances
2. Buildings and equipment
3. Extending the library's service
4. General library policies
5. Personnel
6. State Aid regulations
7. Planning educational and recreational programs in the library
8. Publicity for the library



## Policies

The Board of Trustees' chief duty is to determine policies governing the library's services, consulting with the librarian. Each board should consider and adopt an official policy on such matters as the following:

1. Hours open, holidays, etc.
2. Basic policy regarding book selection and purchase
3. Charges for lost books, fines on overdues, etc.
4. Service to schools
5. Service to specialized groups; e.g., ministers, doctors, lawyers, homemakers, the aged
6. Methods of extending services
7. Acceptance of gifts
8. Leaves and vacations for personnel
9. Payment of expenses of personnel to attend professional meetings

## Librarian's Duties

9

The librarian is the administrator of the library program and should:

1. Attend all board meetings except the one at which he is employed or his salary fixed, and may serve as secretary of the board
2. Point out and recommend needed policies for board action
3. Carry out the policy of the library as adopted by the board
4. Recommend employment of all personnel and supervise their work
5. Select and order all books and other library materials
6. Maintain an active public relations program
7. Make and carry out plans for extending use of library facilities to all parts of the area served

8. Cooperate actively with agencies, clubs and organizations of the community
9. Make regular reports on the progress of the library
10. Attend professional meetings and plan for staff to attend such meetings
11. Provide in-service training experiences for staff members
12. Develop resourcefulness in providing service to all citizens, by learning where needed information and materials may be secured, so that no citizen remains unserved who requests help or special material

- d. State Aid grants
- e. Reference and book service for those materials which cannot be obtained locally
- f. Consultant service by field trips to libraries

## State Services

The Kentucky Department of Libraries is charged with the responsibility for promoting the development of libraries and helping to improve public library service. The Department offers the following:

- a. Regional library development, including services of a regional staff and regular shipments of books, records, films, etc.
- b. Help in organizing and cataloging libraries
- c. Use of bookmobiles and bookmobile books
- d. State Aid grants
- e. Reference and loan service - for those materials which cannot be obtained locally
- f. Consultant service by field trips to libraries



The Kentucky Department of Libraries is charged with the responsibility for promoting the development of libraries and helping to improve public library service. The Department offers the following:

**From The Collection Of:  
Dr. Jack D. Ellis  
552 W. Sun St.  
Morehead, KY 40351  
606-784-7473**

- a. Consultant service by field trips to libraries
- b. State Aid grants
- c. Use of bookmobiles and bookmobile books
- d. Help in organizing and cataloging libraries
- e. Help in organizing and cataloging of books, records, films, etc.
- f. Staff and regular shipments of materials
- g. Regional development, in-
- h. Reference and loan service - for those materials which cannot be obtained locally

SOME DATES TO REMEMBER:

Visited libraries in the south western part of state-----April 1969.

May 1969-----Employed James Clark, Architect

July 16, 1969 ----Citizens Bank agreed to commitment

October 22, 1969-----Statement from Attorney General

Nov. 26, 1969----Date Citizens Bank closed account with Louisville Trust

PREPARING FOR FIRST LIBRARY

BUILDING TIME-LINE



# The Morehead News

MOREHEAD, KENTUCKY, THURSDAY MORNING, JULY 4, 1968



WORKED FOR THIS . . . . The scene at the Rowan County courthouse as a citizens group submitted a petition bearing 2,684 signatures to "save the library and bookmobile." This was 500 more names than required before Fiscal Court enacted the new tax. Front, from left - Magistrate Forest May; County Judge W.C. Flannery; Ollie Barker; Eunice Cecil. Second

row - Magistrate Charles Waddell; Magistrate Clyde Litton; Alpha M. Hutchinson; Guthrie Hays. Third row - MSU Librarian Jack Ellis; Raymond White; Haldeman Principal Janice Ellis; Wanda Caudill. Rear - Ruby M. Woods; Regional Librarian Mrs. Mary Kathryn Dawkman; and Bookmobile Driver Mrs. Frank Calvert.



Rowan County Library Board, agrees to pay  
into the ~~Contributor~~ Fund as established  
by KRS 61.470 for coverage of employees  
by Social Security beginning with July 1,  
1969. All employees are agreeable to  
~~entering into this program~~  
Jan 11, 1971



MINUTES OF THE ROWAN COUNTY LIBRARY  
CONSTRUCTION CORPORATION

The members of the Rowan County Library Construction Corporation met with a call meeting on September 17, 1969 at the Morehead State University Library. Mr. Clark, Architect, was present to discuss floor coverings and wall finishes.

It was decided that the community room would be carpeted if budget permitted. Other flooring would be vinyl tile.

Members present: Randy Wells  
Eunice Cecil  
(Miss Ione Chapmen)  
Janis Ellis

Respectfully submitted, \_\_\_\_\_  
Secretary



CLARK ASSOCIATES

A R C H I T E C T S

1220 SOUTH BROADWAY . LEXINGTON, KENTUCKY 40504 . Area 606-252-1875

September 18, 1969

Mrs. Jack Ellis  
R. # 1 - Box 169  
Morehead, Kentucky 40351

SUBJECT: Rowan County Public Library  
Morehead, Kentucky  
INVITATION FOR BIDS

Dear Mrs. Ellis:

Enclosed is an original and one copy of the Invitation for Bids for advertisement in your local paper.

If you have any further questions concerning this matter, please do not hesitate to call this office.

Very truly yours,

CLARK ASSOCIATES/ARCHITECTS

*James W. Byrge/cc*  
James W. Byrge

JWB/cc

Enclosure: As Stated



FINANCIAL PICTURE

\$242,000 Total Cost of Project  
(Cost of lot, building, furniture, etc.)

187,000 Building  
30,000 Lot  
9,000 Equipment

222,000 Borrowed from Banks  
20,000 In Cash -----9,984.00 Each year from State  
Tax money  
10,016.00  
20,000.00

23,130 Year from County Taxes  
-10,016 Holding Company  
13,114 Operation of Library

From The Collection Of:  
Dr. Jack D. Ellis  
552 W. 2nd St.  
Morehead, KY 40351  
608-784-7473



MINUTES OF THE ROWAN COUNTY LIBRARY  
CONSTRUCTION CORPORATION

The Rowan County Library Construction Corporation met September 13, 1969  
at 4:30 in the Rowan County Public Library.

*meeting called to order by*  
Mr. James Clark and Mr. Adams, Architects, presented the final  
drawings of the blueprints for the approval of the board. The plans  
were unanimously accepted with a few minor changes.

Mrs. Cecil made a motion that we open bids at 3:30, October 15, this  
motion was unanimously accepted. Advertising will begin thirty days prior  
to the opening. Advertising will appear three times in the Morehead News,  
twice in the Lexington Paper and also in the Dodge Report. Mr. Barker  
was appointed to be responsible for putting advertising in the Morehead  
News.

Mr. Clark mentioned that it would take approximately nine months  
after construction starts to finish the building.

Mr. Adams discussed and explained the heating and air conditioning  
system and the lighting.

Meeting Adjourned.

Members present: Randy Wells  
Ollie Barker  
Eunice Cecil  
(Ione Chapman)  
Janis Ellis  
Alpha Hutchinson

Respectfully submitted,

\_\_\_\_\_  
Secretary

Mr. Clark called and changed opening bid to Oct. 22



BID OPENING OF THE ROWAN COUNTY LIBRARY  
CONSTRUCTION CORPORATION

Meeting for bid opening was October 22, 1969, at 3:30 in the  
Eagles Nest Dining Room.

Low Bidder was Twin City Construction Company of Olive Hill, Ky.  
in the Amount of \$204,000.

Mr. Falkenbaurg gave a run-down as to the steps to be taken toward  
construction.

Mr. Falkenburg announced that the check from the State Department  
would be delivered very soon.

Members present: Randy Wells  
Eunice Cecil  
Janis Ellis

Respectfully submitted \_\_\_\_\_  
Secretary

Note: Attorney Paul Blair took complete minutes at this meeting.



INVITATION FOR BIDS

Sealed proposals will be received by the Rowan County Public Library Construction <sup>CORPORATION</sup> Company, at the Rowan County Public Library until 3:30 P. M., Eastern Daylight Savings Time, Wednesday, October 22, 1969, at which time and place they will be publicly opened and read aloud for furnishing of all materials and labor and performing all work as set forth by this Invitation for Bids, the Instructions to Bidders, the General Conditions of the Contract, the Specifications and Drawings prepared by Clark Associates/Architect, Lexington, Kentucky.

The Work to be bid upon:	A new building for the Rowan County Public Library.
Location:	Intersection of Trumbo Avenue, East First Street, and Bishop Avenue, Morehead, Kentucky.

Proposals will be received as follows: General Construction Work, including Mechanical and Electrical Work.

Plans, Specifications and Contract Documents may be examined at the following places:

F.W. Dodge Corporation, Lexington, Kentucky  
F. W. Dodge Corporation, Louisville, Kentucky  
F.W. Dodge Corporation, Charleston, West Virginia  
Clark Associates/Architects, 1220 South Broadway, Lexington, Ky.  
Jack C. Adams & Associates, Consulting Engineers, Leestown Road, Lexington, Ky.

Copies of the Documents may be secured from the Architect, Clark Associates, upon payment of \$50.00 per set, which will be refunded upon return of the plans and specifications and other documents in good condition within ten (10) days after date of bid opening. All deposits on hand after expiration of the ten-day period, become the property of the Architect. Documents available, Tuesday, September 23, 1969.

Bids must be accompanied by a bid bond payable to the Owner in an amount of not less than five (5%) percent of the Base Bid.

Bids received after the scheduled closing time for the reception of the bids will be returned unopened to the bidders.

In the event an award is made and the successful bidder fails to furnish a satisfactory performance bond within fifteen (15) days after written notification of acceptance of the Proposal, and fails to execute a contract for the construction of the work under the award, then the bid bond, shall be forfeited as liquidated damages for such failure.



Invitation for Bids  
Rowan County Public Library  
Page 2

The Proposals, including the Bid Bond, shall be in a sealed envelope bearing the Bidders' identification, addressed to the following:

Rowan County Public Library Construction Corporation  
Morehead, Kentucky

and labeled in the lower lefthand corner:

Proposal: A New Building For The Rowan County  
Public Library, Morehead, Kentucky

Time of Bid Opening: October 22, 1969  
3:30 P. M. E. D. S. T.

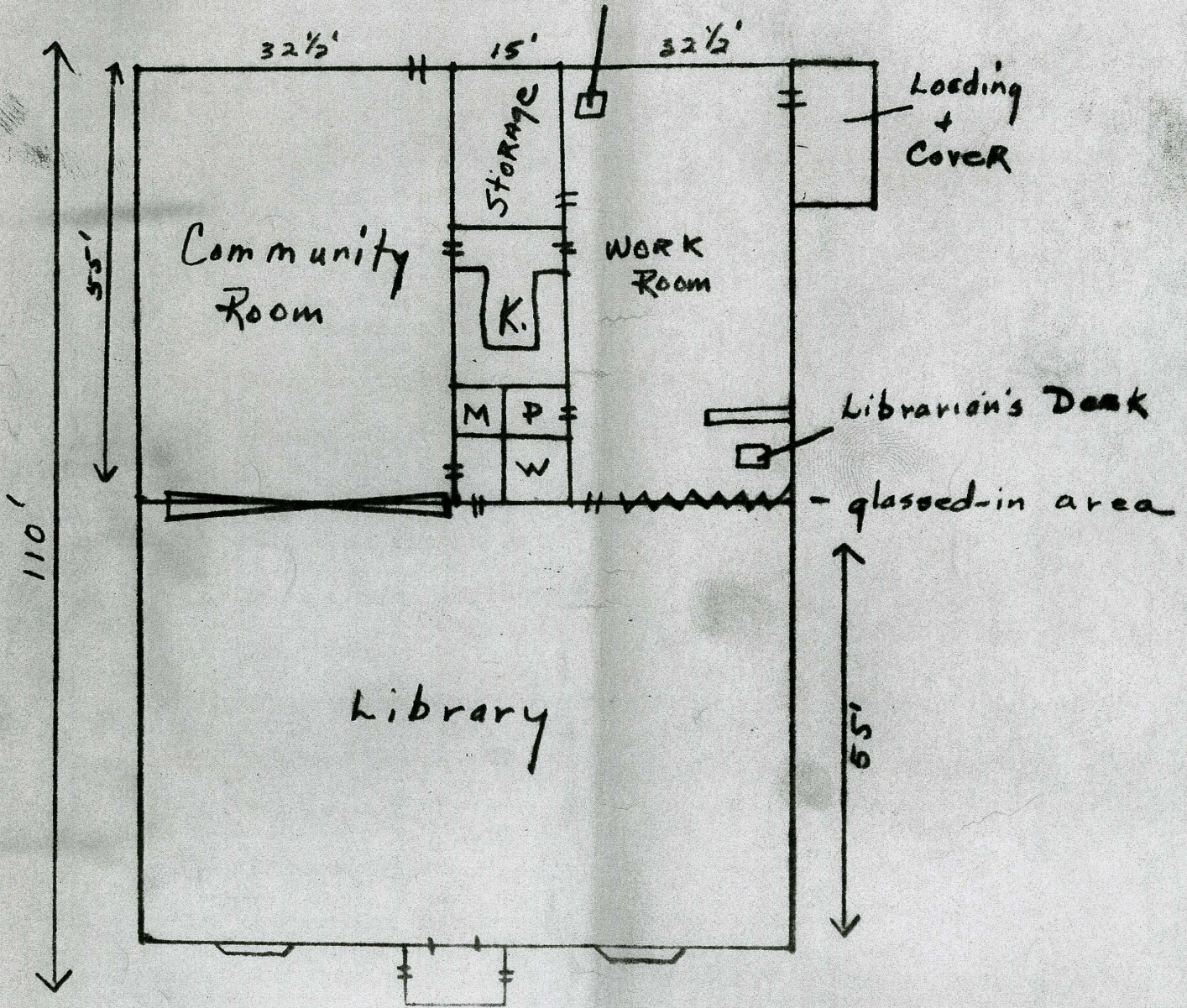
The Owner reserves the right to reject any or all bids and to waive informalities.

No bid shall be withdrawn for a period of sixty (60) days subsequent to the opening of the bids with the consent of the Owner.



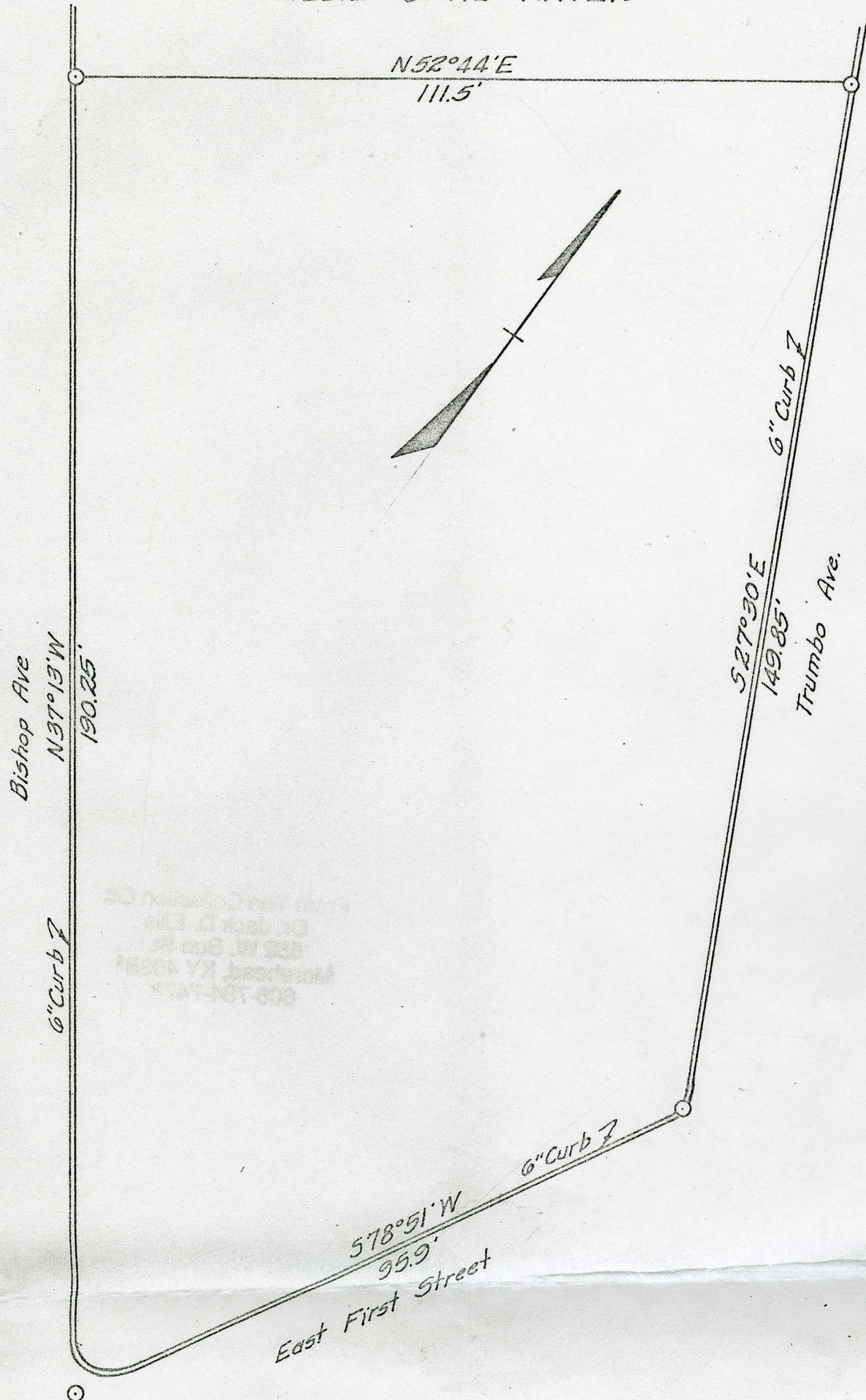
# Proposed Rowan County Public Library

8,800 Sq. Ft.





ALLIE JANE HAVEN



ROWAN COUNTY  
LIBRARY LOT  
Scale: 1"=20'



# Suggestions For Architect

Rowan County Public Library

4-6 Carbon  
Copies

~~Main Library~~

Rooms:

Library: Lounge Area

Adult Section

Children's Section

a. Slanting top tables

b. low shelving

Reference Section

Vertical file

Periodical Display

a. newspaper table

b. Magazine Racks

Card catalog

Display Area for pictures, etc.

A-V area with listening table

Book Return (near front door)

Charging Desk (near center - front)

Workroom + Offices:

glass partition between main  
library + office

shelving

3-desks

work table + chairs

Book trucks

filing cabinet



Seating for 150-200 persons

Community Room: Coat Rack  
Tables + Chairs  
outside entrance

Kitchenette: Full size range + Ref,  
Sink + Cabinets  
Access from Community Room + Workroom

Restrooms: 2 public ↗ reverse order  
1 private ↘  
Access from main library + Community Room

Storage: Shelves  
Coat Rack for employees

---

### General Suggestions:

Epoxy or vinyl paper in used areas

Crushed marble floor (light colors)

locks for all doors with a master key

Wall plugs every 8 feet.

Wiring for TV built in

Built in speakers for projector in Comm. Room

Light switches at all door entrances

Drinking fountain

Electric clock

Intercom system



Copper wire in carpeting to prevent static  
Set shelving at an angle

Furniture from Southern Desk, Decorator  
line (rounded edges).

Southern Desk record cabinets.

Monochromatic colors

Proposed future expansion



SUGGESTIONS FOR ARCHITECT

1. Community room for 150 <sup>250</sup> persons.
  - a. kitchenette
  - b. rest rooms
2. Display area for pictures and ceramics.
3. Book return.
4. Audio-Visual area with listening table or carrel.
5. Periodical area.
6. Children's area.
  - a. slanting top tables
  - b. low shelving
7. Bookmobile area
  - a. Work room.
  - b. cover for bookmobile.
  - c. convenient loading.
8. Epoxy or vinyl paper in used areas.
9. Crushed marble floor (light colors) *if cost not prohibitive*
10. Locks for all doors with a master key.
11. Wall plugs every 8 feet. - *Built in speaker in Com Room*
12. Regular stove and refrigerator. *TV wiring*
13. Television.
14. Light switches at <sup>all</sup> door entrance.
15. Drinking fountains.
16. Electric clock.
17. Intercom system.
18. Copper wire in carpeting to prevent static.
19. Furniture from Southern Desk, Decorator line. *(rounded edges)*
20. Set shelving at an angle.
21. Southern Desk record cabinets.
22. Circulation desk at front.
23. Monochromatic colors as at Morganfield.
24. Would like change of front entrance from that of Morganfield.



MINUTES OF THE ROWAN COUNTY LIBRARY  
CONSTRUCTION CORPORATION

The Rowan County Library Construction Corporation met November 14, 1969,  
at the Public Library at 3:00..

Mr. Birch, representing Clark Associates, presented the proposed  
changes for construction, these changes having been satisfactorily agreed  
upon by Clark Associates and Denver Kinder, of Twin City Construction Co.

The proposed changes amounted to \$16,192, this leaving the low bid  
at \$187,808. After the presentation, Mr. Alpha Hutchinson made a motion  
that we accept changes and the bid. Ollie Barker, seconded the motion,  
motion was accepted unanimously.

The necessary persons are to meet Tuesday, November 18, at 3:00 for  
signatures on bid contract.

Meeting adjourned.

Member present: Randy Wells  
Ollie Barker  
Alpha Hutchinson  
Janis Ellis  
(Miss Ione Chapman)

Respectfully submitted, \_\_\_\_\_  
Secretary

Mrs. Dawkins, Regional Librarian also present.



ROWAN COUNTY PUBLIC LIBRARY  
DISTRICT CONSTRUCTION CORPORATION

The Rowan County Public Library District Construction Corporation met November 14, 1969, at the Public Library at 3:00.

Mr. Birch, representing Clark Associates, presented the proposed changes for construction, these changes having been satisfactorily agreed upon by Clark Associates and Denver Kinder, of Twin City Construction Company.

The proposed changes amounted to \$16,192.00, this leaving the low bid at \$187,808.00. After the presentation, Mr. Alpha Hutchinson made a motion that we accept changes and that we accept the bid. Ollie Barker, made a second to the motion, the motion was accepted unanimously.

There was some discussion of financing. It was suggested that we ask the three local banks to participate in the financing of the new library.

The necessary persons are to meet Tuesday, November 18, at 3:00 for signatures on bid contract.

No further business the meeting adjourned.

Members present: Randy Wells  
Ollie Barker  
Alpha Hutchinson  
Janis Ellis  
Ione Chapman

Respectfully submitted, -----  
Secretary



MINUTES

The Rowan County Library District Construction Corporation met February 4, 1970, 3:00 in the Rowan County Public Library.

The main purpose of this meeting was to determine the financial responsibilities of the Rowan County Library Board and the Rowan County Library Construction Corporation.

Mr. Falkenberry, Mrs. Blackburn and Mrs. Dawkins met with the Corporation. Mr. Falkenberry explained the responsibilities of each and presented the total financial picture during the construction period and over the next twenty year period.

There was some discussion as to planning for the furnishings of the new library. It was suggested that Miss Chapman and Janis Ellis make a trip to Frankfort to help with planning the arrangement of the furniture.

No further business. The meeting adjourned.

Members present:

Randall Wells  
Ollie Barker  
Eunice Cecil  
Alpha Hutchinson  
(Ione Chapman)  
Janis Ellis



MINUTES

The Rowan County Library Board District Construction Corporation held a meeting on Thursday, March 19, 1970 at 3:00 in the Rowan County Public Library. Mrs. Mary Dawkins, Mrs Blackburn, Mr. Falkenberry, and Mr. met with the board.

The purpose of this meeting was to determine the arrangement of the furnishings and to decide the style and construction of furniture to be purchased.

Mr. Falkenberry of the State Department of Libraries presented a scaled model of our future library. The board accepted the arrangement. It was decided that we would purchase metal shelving and wooden furniture.

It was also agreed upon to remove the glass partition between the Librarian's office and the main reading room and replace it with paneling.

Meeting adjourned.

Members present:

Randall Wells  
Eunice Cecil  
Lone Chapman  
Jsanis Ellis

Respectfully submitted,

Secretary



ROWAN COUNTY LIBRARY  
DISTRICT CORPORATION

*Construction*

*Construction*

The Rowan County Library District Corporation Met on May 5, 1970 in the Rowan County Public Library.

The financial situation of the new building program was discussed.

Janis Ellis made a motion that the Rowan County Library District Corporation borrow \$33,043.50 this month and to give first mortgage combining the present indebtedness owed in the amount of \$93,086.50 with the above amount and to borrow from time to time until the construction is completed, making the total mortgage approximately \$222,000, and to amortize the total indebtedness for a period of 240 months with interest rate not to exceed 7%.

The motion was seconded by Alpha Hutchinson. The vote was unanimous.

No further business the meeting adjourned.

Members present:

Randall Wells  
Alpha Hutchinson  
Janis Ellis

Respectfully submitted,

Janis C. Ellis, Secretary



MINUTES OF ROWAN COUNTY PUBLIC LIBRARY DISTRICT  
CONSTRUCTION CORPORATION

The Rowan County Public Library District Construction Corporation met June 2, 1970 at 4:00 in the Rowan County Public Library.

Mr. Clark met with the board. He gave a progress report on the construction of the new Library. He reported that everything was progressing quite satisfactorily and according to the time schedule. He stated that the construction was very good.

There was some discussion as to the wall behind the circulation desk. Eunice Cecil made a motion that we return to the original plan and put a glass partition in place of a solid wall. Janis Ellis seconded the motion. Motion carried.

Mr. Clark stated that a possible completion date would be August 30.

It was decided to set Saturday, October 3rd as the dedication date.

Plans were discussed for Mrs. Ruby Woods' Retirement Party.

No further business, the meeting adjourned.

Respectfully submitted,

Janis Ellis, Secretary

Members present:  
Randy Wells  
Eunice Cecil  
Ollie Barker  
Janis Ellis  
Ione Chapman

MINUTES OF ROWAN COUNTY PUBLIC LIBRARY DISTRICT  
CONSTRUCTION CORPORATION

The Rowan County Public Library District Construction Corporation met  
Thursday, June 18 at 3:30 in the Public Library.

The purpose of this meeting was to decide on the carpeting, and colors  
of all the furniture and accessories. ~~XXX~~ Decisions were made and voted on by  
the board.

Mr. Clark, Mr. Falkenberry, Mrs. Blackburn, Mrs. Dawkins and the representative  
from the Southern Desk Company met with us.

This being the purpose of this meeting we adjourned after the selections  
were made.

Respectfully submitted,

Janis Ellis, Secretary

Members present:

Randy Wells  
Eunice Cecil  
Ollie Barker  
Alpha Hutchinson  
Janis Ellis  
Ione Chapman



MINUTES OF ROWAN COUNTY PUBLIC LIBRARY DISTRICT CORPORATION

The Rowan County Public Library District Corporation met August 5th at 4:00 in the Rowan County Public Library with all board members present.

Chairman Randy Wells read an agreement written between Citizens Bank of Morehead and the Liberty National Bank of Louisville concerning the money (\$222,000) being loaned to the Library Corporation for construction of the new Library. Ollie Barker made a motion that we approve the signing of the above agreement by Chairman Wells, seconded by Janis Ellis. Motion carried.

Alpha Hutchinson made a motion that we authorize Attorney Paul Blair to incorporate the Rowan County Library Board. Second by Ollie Barker. Motion carried.

M Miss Ione Chapman, treasurer of the Library Board, announced that she would be out of town for a few months. Alpha Hutchinson made a motion that Janis Ellis be authorized to sign checks during Miss Chapman's absence. Second by Eunice Cecil. Motion carried.

Miss Chapman read a letter from Miss Margaret Willis pertaining to an Incentive Bonus for qualified librarians. Randy Wells authorized Miss Chapman to assist Mrs. Shelia Perkins, Librarian, in filling out the application.

There was some discussion as to the progress on the new building and the delivery date of fixtures and furniture, with the opening date still uncertain.

No further business the meeting adjourned.

Respectfully submitted,

Janis C. Ellis, Secretary



MINUTES OF THE ROWAN COUNTY PUBLIC  
LIBRARY DISTRICT CORPORATION

The Rowan County Public Library District Corporation met Thursday, Sept. 3, 1970 at 4:00 p. m. in the Rowan County Public Library.

The purpose of the meeting was to discuss several problems that need attention before the opening of the new Library.

After considerable discussion October 17 at 2:00 p. m. was set as the Dedication date.

The complete plans were made for the Bronze Plaque. It was agreed to have the following information:

Randall C. Wells, Chairman	
Ollie Barker	
Eunice Cecil	
Ione Chapman	
Mrs. Jack Ellis	
Alpha Hurchinson	
Architect	Builder
Date	

There was some discussion as to changing the check-out system. Mrs. Perkins was asked to investigate possibilities and prices.

The Board discussed rules for the use of the Community Room. No final rules were formulated. It was suggested that a letter be written to all civic clubs and organizations, outlining the Rules and Regulations when they are completed.

Mrs. Cecil and Mr. Hutchinson were asked to check on the possibility of R. E. A. furnishing the Range and Refrigerator in the Kitchen.

It was decided to give Mr. Kenneth Lewis possession of the building now being occupied by the Library on Nov. 1.

It was suggested to meet each Thursday at 4:00 in New Library prior to October 17.

No further business meeting adjourned.

Respectfully submitted,

Janis C. Ellis, Secretary

All members present.



MINUTES OF THE ROWAN COUNTY PUBLIC  
LIBRARY DISTRICT CORPORATION

The Rowan County Public Library District Corporation met September 10 at 4:00 p. m. in the new Library.

Mrs. Perkins announced that the Rowan County Homemakers have requested use of the Community Room on October 16. It was voted to let them use it.

There was some discussion of a luncheon on Dedication Day. It was agreed to have an Open Luncheon (Dutch Treat) in Alumni Towers. Randy Wells was asked to check into this possibility.

There was further discussion of the check-out system. No definite ~~XXXXXX~~ decisions made.

Ms. Perkins and Janis Ellis were asked to order Invitations for the opening.

It was agreed to invite all local artists to display one or two paintings for the opening of the New Library. The following names were suggested:

Janet Litton  
Wilma Howard  
Clifford Barker  
Arla Alexander  
Don Young  
Naomi Claypool  
Mabel Reynolds  
Mrs. Minnie Wells

No further business the meeting adjourned.

Present:

R. Wells  
O. Barker  
A. Hutchinson  
J. Ellis  
S. Perkins, Librarian

Respectfully submitted,

Janis C. Ellis, Secretary



MINUTES FOR THE ROWAN COUNTY LIBRARY DISTRICT ~~CO~~ CORPORATION

The Rowan County Library District Corporation met in the new library ~~Sept.~~ 17, 1970 at 4:00 p. m.

Meeting was called to order by Chairman Randy Wells. There was some discussion as to the purchase of new drapes. Mrs. Janis Ellis presented the estimate for the drapes to be \$230. Mrs. Cecil made a motion that we purchase the drapes. Second by Mr. Barker. Motion carried. Mrs. Ellis was instructed to order the drapes.

Mr. Wells discussed a luncheon to be held in the Eagles Nest on the Dedication Day--Sat. October 17. We would invite Mr. Perkins and some of the State Department Personnell.

There was some discussion as to a new charge out system. Mrs. Perkins was instructed to write and have a representative to come and demonstrate one of their charge out machines.

We agreed that we would give Mr. Kenneth Lewis possession of the old library building lby November 1. Mr. Wells mentioned that Mr. Lewis had offered \$500 for the Air Conditioner in the old building.

No further business the meeting adjourned.

Respectfully submitted,

Janis C. Ellis, Librarian

Present:

R. Wells  
E. Cecil  
O Barker  
J. Ellis  
S. Perkins

Meeting on September 24, 1970

Discussed sending formal invitations. J. Ellis instructed to order 100 invitations. Discussion that we had been unable to get the range and refrigerator donated by Utilities co. Mrs. Cecil was instructed to transfer \$2,000 from the Construction Corporation account to the Library Board Account.

Present: Wells  
Cecil  
Barker  
Ellis





**DEPARTMENT OF LIBRARIES**  
**Box 537**  
**Frankfort, Kentucky 40601**

PROPOSED BOOKMOBILE REGULATIONS

Distribution of Bookmobiles purchased with 1968-69 funds is in accordance with past policies and regulations.

These include:

Replacement of only those vehicles that have given the longest and/or hardest service.

Obligation on the part of a County receiving a replacement Bookmobile to see that their old one is in good condition. This reconditioning is to include any necessary work on the engine, reasonably good tires, brakes, and running gear, and repainting, including necessary body work.

All other Counties operating Bookmobiles assigned to them prior to June 30, 1965 are requested to secure at least two (but preferably three) estimates detailing the parts and labor required to keep them operating effectively.

These estimates are to be sent to the Department of Libraries by April 30th, 1969, where they will be carefully reviewed. We anticipate the Department will be able to finance nearly all these repairs, but if the total should exceed our budgetary capacity, each one will be decided on its own merits.

No State funds will be available for this "Operation Overhaul" until after July 1st, 1969, but each County Board that is involved will be notified before that date as to when and where to have the work done.

If our State and Federal Budget for Bookmobiles remains at the present - or higher - levels in future years, we hope to continue this project until all Bookmobiles needing it will have been similarly reconditioned.

However, we also anticipate that when the following regulations for the care and operation of Bookmobiles are implemented, the useful life of these vehicles will be lengthened greatly.

For your information, the average minimum life of a Bookmobile (where local funds have been used for their purchase) is from 12 to 14 years. There is no valid reason why State-owned Bookmobiles should not give equal service.

Therefore, as of July 1, 1969, we will not furnish a replacement Bookmobile to any County whose present vehicle is less than 10 years old. And this is not intended as a promise to replace all Bookmobiles as they reach this age.



PROPOSED MAINTENANCE REGULATIONS

Everyone who drives a car knows the value - if not the necessity - of regular oil changes, grease jobs, and other servicing. Too often this servicing has been deferred or neglected for the Bookmobile.

Therefore, we are proposing the following:

1. For every Bookmobile now in operation we will furnish a clip-board and a supply of report forms. These forms will be filled out and sent (with attached receipts) to our Regional Librarian at the end of each Quarter. They will be evidence the following maintenance schedule is being observed.

a. Oil change and grease job every 60 days or 2000 miles - whichever comes first - 1500 miles if much of the route is on unpaved roads.

b. A "wash job" every 30 days from December 1st to March 31st, and every 60 days the rest of the year. (These are minimums that may be reduced by our Regional Librarian if he or she thinks it necessary. It must be kept clean to preserve the finish and enhance the appearance.)

c. A complete wax job at least once a year - preceded by touching up scratches or abrasions as necessary.

d. Repainting - As needed. The Regional Librarian and/or the Senior Extension Librarian will have authority to order a new paint job if the Library Board fails to act. The Department of Libraries will loan sets of stencils to minimize the cost of relettering.

e. The Bookmobile must pass the annual State Inspection and carry a current sticker.

f. Tires. The Department of Libraries will carry a small stock of Bookmobile tires in Frankfort. These may be purchased at cost (FOB Frankfort) by any County Library Board.

g. Insurance coverage is at the discretion of the County Library Board which is solely responsible in case of an accident for repairing any damages to the vehicle itself, or for any liability incurred by the driver.

PROPOSED OPERATING REGULATIONS

New Bookmobiles in 1968 cost over \$9000 each. They will almost certainly cost over \$10,000 in the not far distant future. This is for the vehicle alone, and does not include at least as heavy an investment in the books furnished by the Department.

Every business man will recognize the necessity for using such an expensive piece of equipment as many hours per week as possible.

It must be pointed out also that the responsibility of the Department of Libraries is to serve the public, and to supplement - not replace -



library service to school children.

For the above reasons, we propose the following:

1. The Bookmobile must spend a minimum of 30 hours a week "on the road" for at least 48 weeks a year.

2. These 30 hours are interpreted to mean from the time it is picked up from its overnight parking location until its return. It does not include time spent at the library replenishing stock, or for "paper work".

3. Of these 30 hours at least 20 hours per week must be for serving the general public.

4. School stops are not especially encouraged but are permitted if they are in excess of the 20 hours for public stops.

5. Schedule and route of the Bookmobile must be approved by the Regional Librarian and/or the Senior Extension Librarian. Once approved, the schedule and route must be maintained unless changes are approved in advance by the Regional Librarian or Senior Extension Librarian.

6. Most Bookmobiles in Kentucky now operate in the morning or early afternoon when many people are at work. Consideration must be given to extending these hours into the late afternoon or early evening when more potential users can be reached. Our Regional Librarians have been asked to discuss this with you in detail.

7. The interior of the Bookmobile must be kept clean and inviting.

8. The book collection must be shelved properly as in a well-run library - not "hit-or-miss."

9. The book collection must be kept new and fresh by the regular (daily, or at least weekly) additions of books from the library.

10. The book collection may lean heavily toward the more "popular" material, such as childrens' books and fiction, but must be generally representative of the collection in the library from which it operates.

11. While it is obvious the capacity of a Bookmobile is limited, every Bookmobile patron must have access - on a request basis - to any book or other "loanable" item in the County Library collection.

12. Except for unusual circumstances, and when approved by both the Regional Librarian and the Senior Extension Librarian, the County Librarian is responsible for providing total library service to all county citizens. This includes both Library and Bookmobile service. (Of course, both work for, and under the general supervision of, the County Library Board.)



13. Both the County and Bookmobile Librarians must be approved by the Regional Librarian and/or the Senior Extension Librarian. The Regional Librarian will visit the County Library regularly to deliver books from the Department and to assist in every possible way to achieve the goal of ever improving library service to Kentucky's citizens. The Regional Librarian, at least once or twice a year, will spend a day with each Bookmobile Librarian to assist him or her in the same way.

Please note. The above paragraphs should not be misunderstood. It is not our intent to give anyone a "hard time", let alone cause anyone to lose his or her job. It is our intent to do everything possible to provide good library service to all citizens of Kentucky. Obviously, this service depends to a very large degree on the Library and Bookmobile Personnel.

It is our belief that the above proposals and regulations will result in more efficient and more economical Library and Bookmobile service.

However, before they become effective, we want every Library Board to have opportunity to consider them and to discuss them with our Regional Librarians. Any and all criticisms or suggestions will be considered carefully by the Administrative Council.

When they have been adopted in their final form they will be enforced, subject to loss of State Aid and all other support from the Department.



PROPOSED CONSTITUTION  
FRIENDS OF THE LIBRARY  
ROWAN COUNTY  
June 2, 1969

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ARTICLE I - NAME AND LOCATION

- SECTION 1. The name of this organization shall be, Rowan County Friends of the Library.
- SECTION 2. The meeting place of the Friends shall be the Rowan County Public Library, in Morehead, in Rowan County, in the state of Kentucky.

ARTICLE II - PURPOSE

- SECTION 1. Friends of the Library shall be a non-political, non-profit organization, whose purpose shall be:
- (A) To enlist the interest and help of citizens in (1) the improvement and extension of library services of all kinds, both local and state - wide. (2) the preservation of state and local archives.
  - (B) To encourage and draw together all organized groups interested in library development and the preservation of archives.
  - (C) To collect and disseminate information regarding library services and development.
  - (D) To cooperate with the Kentucky Library Association, together with the State Department of Libraries, and other library, public and private agencies of the state in realizing these objectives.

ARTICLE III - MEMBERSHIPS

- SECTION 1. Regular Members: The membership of this organization shall consist of any individual who subscribes to the purposes of the Friends of the Library, and who makes an annual payment of at least \$1.00, thereby, giving him voting privileges at all meetings.
- SECTION 2. Other Forms of Active Membership Are: Contributing member, minimum annual contribution of \$10.00.



Life member, contribution of at least \$50.00, which shall relieve the member of all membership fees, thereafter.

#### ARTICLE IV - OFFICERS

**SECTION 1.** The officers of this organization shall be a President, a Vice-President, a Secretary, and a Treasurer. Persons actively engaged in professional library work or holding public office shall not be eligible for any of these offices.

The duties of the officers shall be:

- (A) President - The President shall preside at all meetings of the organization and shall perform such other duties as shall be pertaining to his office.
- (B) Vice-President- The Vice-President shall perform the duties of the President in his absence, and shall serve as chairman for membership.
- (C) Secretary-- The Secretary shall keep a complete record of all proceedings of the organization, notify all members of meeting dates, and shall perform such other duties as pertain to that office.
- (D) Treasurer- The Treasurer shall receive all funds of the organization and shall disburse same as shall be ordered by the President and shall make a full report of all receipts and disbursements as may be required.

Vacancies occurring in an office shall be filled for the remainder of the unexpired term by appointment of the Executive Committee.

**SECTION 2.** Election of Officers - A nominating committee, consisting of three members, being appointed by the President, shall submit to the organization a list of nominees for the various offices provided for herein, and from this list and any nominations that may be made from the floor, the organization shall elect the officers for a term of one year or until their successors have been duly elected. No officer shall serve in any one office for more than three successive terms.

#### ARTICLE V - EXECUTIVE COMMITTEE

**SECTION 1.** There shall be an Executive Committee consisting of the President, the Vice-President, the Secretary and the Treasurer. The President shall serve as chairman of the Executive Committee.



ARTICLE VI - COMMITTEES

SECTION 1. The President, with the approval of the Executive Committee, shall appoint the following standing committees:

(A) Nominating Committee (See Article IV Section 2)

SECTION 2. The President, with the approval of the Executive Committee, shall appoint such other committees as from time to time may be deemed necessary, with such powers and for such purposes as may be designated.

ARTICLE VII - MEETINGS

Section 1. (A) There shall be four regular meeting dates for this organization annually. These meetings shall be held in the months of January-April-July-October, on the 2nd Saturday afternoon at 3:00 in the Rowan County Public Library.

(B) Additional meetings may be called at the discretion of the Executive Committee.

(C) Election of officers shall be held at the October meeting with the duly elected officers assuming their responsibilities for the following calendar year.

ARTICLE VIII - QUARUM

SECTION 1. Three members of the Executive Committee shall constitute a quorum at any Executive Committee meeting.

ARTICLE IX - FISCAL YEAR

SECTION 1. The fiscal year of the organization shall be the calendar year.

ARTICLE X - AMENDMENTS

SECTION 1. This constitution may be amended upon recommendation of the Executive Committee and with a majority vote of the membership at any regularly scheduled meeting.

From the Collection Of:  
Dr. Jack D. Ellis  
252 W. 2nd St.  
Morehead, KY 40354  
606-784-7478



**ARTICLE I - AUTHORITY**

The ROWAN County Public Library is a tax supported institution. It has as its legal basis the Library Laws of the State of Kentucky.

**ARTICLE II - LIBRARY OBJECTIVES**

The objective of the ROWAN County Public Library shall be:

1. To assemble, organize, preserve and make easily available significant books and other printed materials which will provide stimulation, education, and recreation for all citizens of their community; and to keep the public constantly aware of the library services available to them.
2. To evaluate and anticipate the everchanging needs and demands of the community, to maintain a fresh and topical supply of material to aid in the continuous education of the people; and to stimulate the flow of ideas among all groups of the community.
3. To exercise dynamic leadership in the community and take the initiative in suggesting pertinent material on problems known to exist. To provide the community with the best and most service possible by constantly improving the library facilities.

**ARTICLE III - BOARD OF TRUSTEES**

Section 1. DUTIES AND RESPONSIBILITIES

The policy of the Board of Trustees shall be to:

- a. Employ a competent and qualified librarian, and bookmobile librarian.
- b. Determine and adopt written policies to govern the operation and program of the library.
- c. Determine the purposes of the library and secure adequate funds to carry on the library's program.
- d. Know the program and needs of the library in relation to the community; keep abreast of standards and library trends.
- e. Establish, support, and participate in a planned public relations program.
- f. Assist in the preparation of the annual budget.
- g. Know local and state laws; actively support library legislation in the state and nation.
- h. Establish among the library policies those dealing with book and material selection.
- i. Attend all board meetings and see that accurate records are kept on file at the library.
- j. Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations. (KLA, SEIA, FRIENDS and TRUSTEES)
- k. Be aware of the services of the state library agency.
- l. Report regularly to the governing officials and the general public.



## BYLAWS

Section 2. TRUSTEES. Trustees are appointed by the County Judge for a term of four years and may be reappointed for additional terms.

### ARTICLE IV - OFFICERS

Section 1. - Election. Officers of the Board of Trustees shall be elected by the board at the regular annual meeting and shall be as follows: Chairman, secretary, treasurer.

Section 2. - Term of Office. Officers shall be elected for a term of two years.

### ARTICLE V - DUTIES OF OFFICERS

#### Section 1. - Chairman.

The Chairman of the Board shall:

- a. Preside at all meetings
- b. Appoint all committees
- c. Certify all bills approved by the board
- d. Authorize calls for special meetings
- e. Generally perform the duties of a presiding officer.

#### Section 2. - Secretary.

The Secretary of the Board shall:

- a. Keep a true and accurate account of all proceedings of the board meetings
- b. Issue notices of all regular meetings and, on authorization of the Chairman, of all special meetings
- c. Have custody of the minutes and other records of the board
- d. Notify the appointing body of any vacancies on the board.

#### Section 3. - Treasurer.

The Treasurer shall:

- a. Have charge of the library funds and income
- b. Sign checks on the account on the authorization of the board
- c. Report at each meeting on the state of the funds
- d. Prepare an annual report for presentation to the Fiscal Court and for publication in a local paper.

### ARTICLE VI - MEETINGS

Section 1. The regular monthly meeting of the ROWAN County Public Library Board of Trustees shall be held on the first Monday of each month at 8:00 P.M. at the library.

Section 2. Annual meeting. The annual meeting shall be held at the time of the regular monthly meeting in June at the regular meeting place.

Section 3. Special meetings. Special meetings may be called by the chairman, or upon the written request of three (3) members for the transaction of business stated in the call for meeting.

Section 4. Notification. Notice of all meetings shall be given by the secretary to all members at least five days before the meeting with an agenda for the meeting.



**BYLAWS**

**ARTICLE VII - QUORUM.** A quorum for the transaction of business shall consist of three (3) members of the board.

**ARTICLE VIII - FISCAL YEAR.** The fiscal year shall be from July 1 to June 30.

**ARTICLE IX - COMMITTEES.** Special Committees for the study and investigation of special problems may be appointed by the chairman. Such committees shall serve until the work for which they were appointed is completed.

**ARTICLE X - LIBRARIAN.** The librarian shall be considered the executive officer of the board and shall:

1. Have sole charge of the administration of the library
2. Be held responsible for
  - a. the care of the buildings and equipment.
  - b. the efficiency of the library's service to the public
  - c. The operation of the library under the financial conditions set forth in the annual budget.
3. Attend all board meetings except those at which his appointment or salary is to be discussed or decided
4. Draw up the agenda, in consultation with the chairman, for board meetings.

**ARTICLE XI - ORDER OF BUSINESS.** The order of business at the regular meetings shall be as follows:

- Call to order
- Approval of minutes
- Approval of treasurer's report
- Report of Librarian
- Report of committees
- Approval of bills
- Communications
- Unfinished business
- New business
- Adjournment

**ARTICLE XII - AMENDMENTS.** These by-laws may be amended at any regular meeting of the board, with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.



STANDING RULES

LIBRARY

SCHEDULES:

Library Hours - The \_\_\_\_\_ County Public Library will be open daily except Sunday and designated holidays on the following schedule:

Bookmobile schedule (monthly)

Holidays - The following holidays will be observed by the library staff:

PERSONNEL

Salaries - The librarian shall be paid \$ \_\_\_\_\_ per month on a calendar month basis.

The bookmobile operator shall be paid a salary of \$ \_\_\_\_\_ per day for \_\_\_\_\_ days per month as minimum.

Recommended procedure - Suggestions for change in library operations shall be made in writing or presented in person to the Board of Trustees, Fines collected by the librarian shall be deposited with the treasurer and placed in the general fund.

For efficient operation the circulation desk shall be kept clear of all books and other unnecessary materials.

Records, supplies, and other materials necessary for the operation of the library shall be kept at the library at all times.

BOARD OF TRUSTEES

MEETINGS

The board shall hold eleven (11) regular meetings in a calendar year.

Trustees with more than two unexcused absences from regular meetings shall be disqualified as a member.



STANDING RULES

BOARD OF TRUSTEES

EXPENSES

A board member incurring expenses in the conduct of approved library business shall submit an itemized account to the treasurer for payment.

The board shall pay dues for one member of the board or the librarian for membership in the American Library Association from library funds.

Membership for each trustee in the Kentucky Library Association and in the Friends of Kentucky Libraries shall be paid from library funds and continue automatically.

A subscription to "Booklist" shall be purchased annually for the librarian. A subscription for "Wilson's Library Bulletin" shall be purchased annually for the librarian.

REGIONAL LIBRARY REPRESENTATION

The chairman of the Board shall serve as a member of the Regional Library Board and attend the quarterly meetings of that Board.



## POLICY ON LIBRARY OPERATION

### A. WHO MAY USE THE LIBRARY

1. The library will serve all residents of the community. Service will not be denied or abridged because of religious, racial, social, economic, or political status. Persons residing outside of the geographical area but owning property or attending an educational institution in the area shall be considered residents.
2. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public. Such demands may include those made by students, puzzle contestants, and others whose demands for staff time, available materials, or space would prohibit attention and service to other individuals or groups.
3. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

### B. REGISTRATION OF BORROWERS:

1. Borrowers are required to fill out a registration card with accurate information of name, home and business address and telephone number and occupation.
2. Borrowers under 14 are classed as juveniles and are required to have the signature of a parent or guardian on the registration card.
3. Borrowers are required to re-register after a period of five (5) years.

### C. GIFTS:

1. It is the policy of the library not to accept special collections of books to be kept together as a separate physical entity. Patrons or organizations who wish to give gifts are referred to the librarian. Gift collections may be integrated into the general collection.
2. The donor of any gift should understand that the library shall assume the complete authority over disposition of the gift and reserves the right to assign gifts wherever the need is greatest or to dispose of them in some other way if they are not acceptable on library terms.

### D. MEMORIALS:

1. Memorials are welcomed and encouraged by the library.
2. Books donated to commemorate someone or some group should have the date and the name of the donor written on the title page.
3. An acknowledgement is sent memorial and gift books.

### E. CHARGES:

1. Overdue books: 2° per day per book.
2. Maximum overdue fine: Cost of book, magazine, record, etc.

### F. OVERDUES:

1. Notice of overdue materials or books shall be sent by phone or letter after two weeks after date due.  
The librarian should check the shelves for books before first notice is issued.
2. Free days will be held periodically at the discretion of the librarian.

### G. WITHDRAWALS:

1. A book may be withdrawn for a period of two weeks. The time may be extended or limited at the discretion of the librarian.
2. No reference works may be removed from the library, but are available at the library for reference or research work.



## MEMORANDUM OF AGREEMENT

This agreement is entered into this 3rd day of December, 2012 between Jack D. Ellis, 552 West Sun Street, Morehead, Kentucky and the Rowan County Public Library, 175 Beacon Hill Drive, Morehead, Kentucky, for the purpose of setting forth the understanding of the parties relevant to the collection of local history documents, photographs, memorabilia, etc., currently owned and in the possession of Jack D. Ellis.

Jack D. Ellis having expressed the desire that his collection of material relevant to local history be secured and maintained so that it can be accessed and utilized by all interested individuals, and the Rowan County Public Library having expressed, through its Board of Trustees, its desire to acquire this valuable collection of historical documents for the use by its patrons,

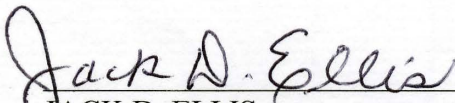
### **THE PARTIES DO NOW AGREE:**

1. That Jack D. Ellis does now transfer all rights, interests, ownership and possession of his collection of print and non-print materials regarding local history to the Rowan County Public Library.
2. The Rowan County Public Library does now accept ownership and possession of the Jack D. Ellis collection and agrees that it will maintain and reasonably secure this collection of materials.
3. The Rowan County Public Library does now agree that it will house and catalogue this material together as a collection, and that said collection will be accessible, consistent with the policies and procedures of the Rowan County Public Library, to all library patrons.



4. The Rowan County Public Library further agrees that Jack Ellis, may, for his personal use, have access to the materials at anytime prior to the final cataloging and filing by the library, and in the event after inspection by the library it determines that any material(s) or document(s) will not be maintained as a part of the collection, said materials will be returned to Jack D. Ellis and/or the Ellis family.
5. It is also agreed between the parties that if, at anytime, the Rowan County Public Library is closed and/or dissolved for any reason, then all materials and documents maintained by the Rowan County Public Library that are included in this collection shall be returned to Jack D. Ellis and/or the Ellis family, and the Rowan County Public Library shall, at that time, relinquish all rights and interest in said collection.

Signed and agreed to this 3rd day of December, 2012.

  
\_\_\_\_\_  
JACK D. ELLIS

ROWAN COUNTY PUBLIC LIBRARY

\_\_\_\_\_  
By D. Kay Freeland, President  
Rowan County Public Library Board of Trustees



# 4 1/2 Cent Library Tax Is Now In Effect

## One Member Of Court Votes Nay

A 4 1/2 library tax was levied Monday in Rowan County by Fiscal Court. Under Kentucky Revised Statutes the Court had no alternative except to vote the levy as supporters of the movement to "save the library at Morehead and the bookmobile" presented a petition with 2,684 names.

The petition bore 500 more than necessary signatures.

The Legislature provided that more than 50 percent of the total vote in the last general [November] election must sign the petition.

This required 2,135 signatures.

However, one member of the court - Charles O. Waddell - voted against the 4 1/2 cents tax. He is a former school teacher.

The tax is not heavy, being \$4.50 on each \$10,000 assessment.

State and Federal authorities had notified Rowan County that the library and bookmobile would be withdrawn unless local aid [money] was forthcoming.

The new tax is about the same as now being paid in most Kentucky counties.

Magistrates Clyde Litton and Murvel Scaggs voted for the tax, along with County Judge W.C. Flannery. Magistrate Forest May was not present due to a death in the family.

The Fiscal Court order reads -

"BE IT RESOLVED that a duly certified Petition containing more than fifty one [51%] percent of the number of duly qualified voters who voted in the last General Election in November, 1967, having been filed petitioning the Fiscal Court of Rowan County, Kentucky, to establish a Public Library District for Rowan County, Kentucky, and,

"It appearing that the provisions of the act relating to Public Library districts being Kentucky Revised Statutes 173,090, et seq., provides that the Fiscal Court of the County shall adopt a resolution ordering the levy of a tax as required in the petitions filed in the sum of four and one-half cents [.04 1/2] on each one hundred dollars worth of property assessed for local taxation, and,

"It appearing that said Petition filed with the Fiscal Court was so filed within less than ninety [90] days after the date of the first signature on such petition, and,

"It further appearing that the requirements of Chapter 173 of Kentucky Revised Statutes having been fully complied with,

"NOW, THEREFORE, IT IS HEREBY ORDERED AND DIRECTED that a levy of a tax for said Rowan County Library District in the sum of four and one-half cents [.04 1/2] be and the same is hereby made on each One Hundred Dollars worth of property assessed for taxation within Rowan County, Kentucky, for the purpose of establishing, equipping, maintaining, administering or contracting for such library service for the Rowan County Public Library District and a certified copy of this Order shall be filed with the County Clerk of Rowan County, Kentucky, within thirty [30] days from the date hereof who will add the levy to the next annual tax bill or bills of Rowan County, Kentucky."

## Library Group Thanks People For Support

The Morehead-Rowan County Library Board today expressed its thanks to 2,684 citizens who signed the petition to keep the library at Morehead and bookmobile.

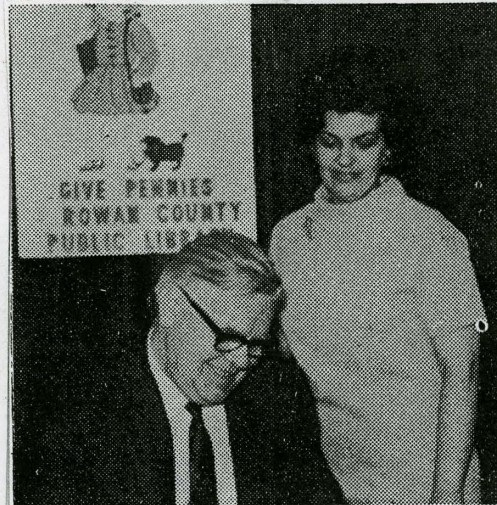
The statement was signed by Library Board of which Randy Wells Chairman. Other members are - I. Chapman, Eunice Cecil, Mrs. Guth Hayes and Bruce Harris.

The statement of thanks reads -

"It is with great pleasure and pride that we take this opportunity to express our appreciation and thanks to the citizens of Rowan County for their support in establishing a library district in our county.

"Recognizing the need for library and bookmobile service for our community and our children, and a willingness to support a library, demonstrates the progressiveness of Rowan County.

"Our thanks go to the library staff and the volunteers who spent many hours circulating the petitions, but especially to all those who signed the petition when asked, making the public library permanent in Morehead and Rowan County."



ENDORSES PETITION. . . Mayor Bill Layne is shown signing the library petition that is being circulated this week in an effort to establish a library district for Morehead and Rowan County. Mrs. Janis Ellis, Librarian, is shown with the Mayor.

1968



KENTUCKY LIBRARY TRUSTEES' HANDBOOK

NAME ROWAN COUNTY PUBLIC  
LIBRARY MOREHEAD, Ky.







TRUSTEES

Members of my local board are:

Chairman RANDALL C. WELLS

Secretary MRS. EUNICE CECIL

Treasurer MISS TONE CHAPMAN

Member RANDALL C. WELLS - OLLIE W. BARKER

Member EUNICE CECIL - JAVIS ELLIS - A. HUTCHINSON

Librarian MRS. EUTHRIE HAYES

My appointment expires 9-30-71



## QUALIFICATIONS

Library Trustees should be chosen because of certain qualities which make them valuable to the Board, such as:

1. Ability to work with others.
2. Business ability.
3. Common sense.
4. Genuine interest in the library.
5. Knowledge of the community, its needs and resources.
6. Progressive educational ideals.
7. Skill in making plans and putting those plans into action.
8. Awareness of the importance of the public library as an educational institution, serving as the "People's Universities".
9. Willingness to present to the community the needs of the library.
10. Willingness to cooperate with other libraries.

## DUTIES OF TRUSTEES

The Board of Trustees is the legislative or policy-determining body for the library. It formulates the program of service, with the advice and counsel of the librarian, and supplies the means for carrying it out. All Trustees should:

1. Attend all meetings of the Board.
2. Be aware of the program and needs of their local library and of library trends.



## Duties of Trustees (cont'd.)

3. Become familiar with state and local library laws.
4. Establish and support a planned program of public relations.
5. Employ a qualified and competent librarian.
6. Determine policies governing the library program, consulting with the librarian.
7. Establish rules and regulations governing the use of the library.
8. Secure adequate funds to carry on the kind of program needed.

Membership in these organizations is important to Trustees:

1. American Library Association Trustees Section.
2. Southeastern Library Association.
3. Kentucky Library Trustees' Association.
4. Kentucky Library Association.
5. Friends of Kentucky Libraries.

## ORIENTATION

Each new board member should have:

1. By-laws of the board.
2. Last annual budget with expenditures and balance to date.
3. List of rules and regulations of the library.



4. Personnel chart with salaries and grades.
5. Map showing bookmobile stops and branches of the main library.
6. Copy of the State Library laws.
7. Regulations of the Department of Libraries for payment of State Aid grants.
8. Regulations of the Department of Libraries for provision of help.
9. Regulations of the Kentucky Board for Certification of Librarians.

OATH OF OFFICE

I *Egbert M. Nuttall* do hereby solemnly swear that I will support the constitution of the Commonwealth of Kentucky, and to the best of my ability I will perform the duties and accept the responsibilities of Trustee of the Roux Co. Public Library and that I will observe all the laws relating to said office of Trustee now in force or which may hereafter be enacted during my term of service.

Signed

*Egbert M. Nuttall*  
Trustee

Subscribed to and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Signed \_\_\_\_\_

Chairman

Signed \_\_\_\_\_

Judge



## Duties of Trustees (cont'd.)

3. Become familiar with state and local library laws.
4. Establish and support a planned program of public relations.
5. Employ a qualified and competent librarian.
6. Determine policies governing the library program, consulting with the librarian.
7. Establish rules and regulations governing the use of the library.
8. Secure adequate funds to carry on the kind of program needed.

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OATH OF OFFICE

I *Clayton M. Hutchins* do hereby solemnly swear that I will support the constitution of the Commonwealth of Kentucky, and to the best of my ability I will perform the duties and accept the responsibilities of Trustee of the Rowan Co. Public Library and that I will observe all the laws relating to said office of Trustee now in force or which may hereafter be enacted during my term of service.

Signed *Clayton M. Hutchins*  
Trustee

Subscribed to and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 19\_\_.

Signed \_\_\_\_\_  
Chairman

Signed \_\_\_\_\_  
Judge



## BOARD MEETINGS

The regular order of business should be specified in the library's by-laws. Topics which will need special consideration at board meetings from time to time are:

1. Budget and finances.
2. Building and equipment.
3. Extending the library's service.
4. General library policies.
5. Personnel.
6. State Aid regulations.
7. Planning educational and recreational programs in the library.
8. Publicity for the library.
9. Planning for improvement.
10. What is happening in the Regional Library Program.

## POLICIES

The Board of Trustees' chief duty is to determine policies governing the library's services, consulting with the librarian. Each board should consider and adopt an official policy on such matters as the following.

1. Hours open, holidays, etc.
2. Basic policy regarding book selection and purchase.
3. Charges for lost books, fines on overdues, etc.
4. Service to schools.
5. Service to specialized groups; e.g., ministers, doctors, lawyers, homemakers, and the aged.
6. Methods of extending services.
7. Acceptance of gifts.
8. Leaves and vacations for personnel.



9. Payment of expenses of personnel to attend professional meetings.
10. Outreach programs to the disadvantaged.
11. Coordinates the County Library Program with the State Regional Library Program and accepts supervision from the Regional Librarian on technical matters.

### LIBRARIAN'S DUTIES

The Librarian is the administrator of the library program and should:

1. Attend all board meetings except the one at which he is employed or his salary fixed, and may serve as secretary of the board.
2. Point out and recommend needed policies for board action.
3. Carry out the policy of the library.
4. Recommend employment of all personnel and supervise their work.
5. Select and order all books and other library materials.
6. Maintain an active public relations program.
7. Make and carry out plans for extending use of library facilities to all parts of the area served.
8. Cooperate actively with agencies, clubs and organizations of the community.
9. Make regular reports on the progress of the library.
10. Attend professional meetings and plan for staff to attend such meetings.
11. Provide in-service training experience for staff members.



## Librarian's Duties (cont'd.)

12. Develop resourcefulness in providing service to all citizens, by learning where needed information and materials may be secured, so that no citizen remains unserved who requests help or special material.
13. Coordinate the local program with the Regional Program, if the library is a participant.

### STATE SERVICES

The Kentucky Department of Libraries is charged with the responsibility for promoting the development of libraries and helping to improve public library service. The Department offers the following:

1. Regional Library development, including services of a regional staff and regular shipments of books, records, films, etc.
2. Help in organizing and cataloging libraries.
3. Use of bookmobiles and bookmobile books.
4. State Aid grants.
5. Reference and loan service -- for those materials which cannot be obtained locally.
6. Consultant service by field trips to libraries.
7. Certification of Public Librarians.



ADDITIONAL INFORMATION MAY BE SUPPLIED BY  
THE:

DEPARTMENT OF LIBRARIES  
BERRY HILL, BOX 537  
FRANKFORT, KENTUCKY 40601