Library

Advisory Board   
Orientation

2021

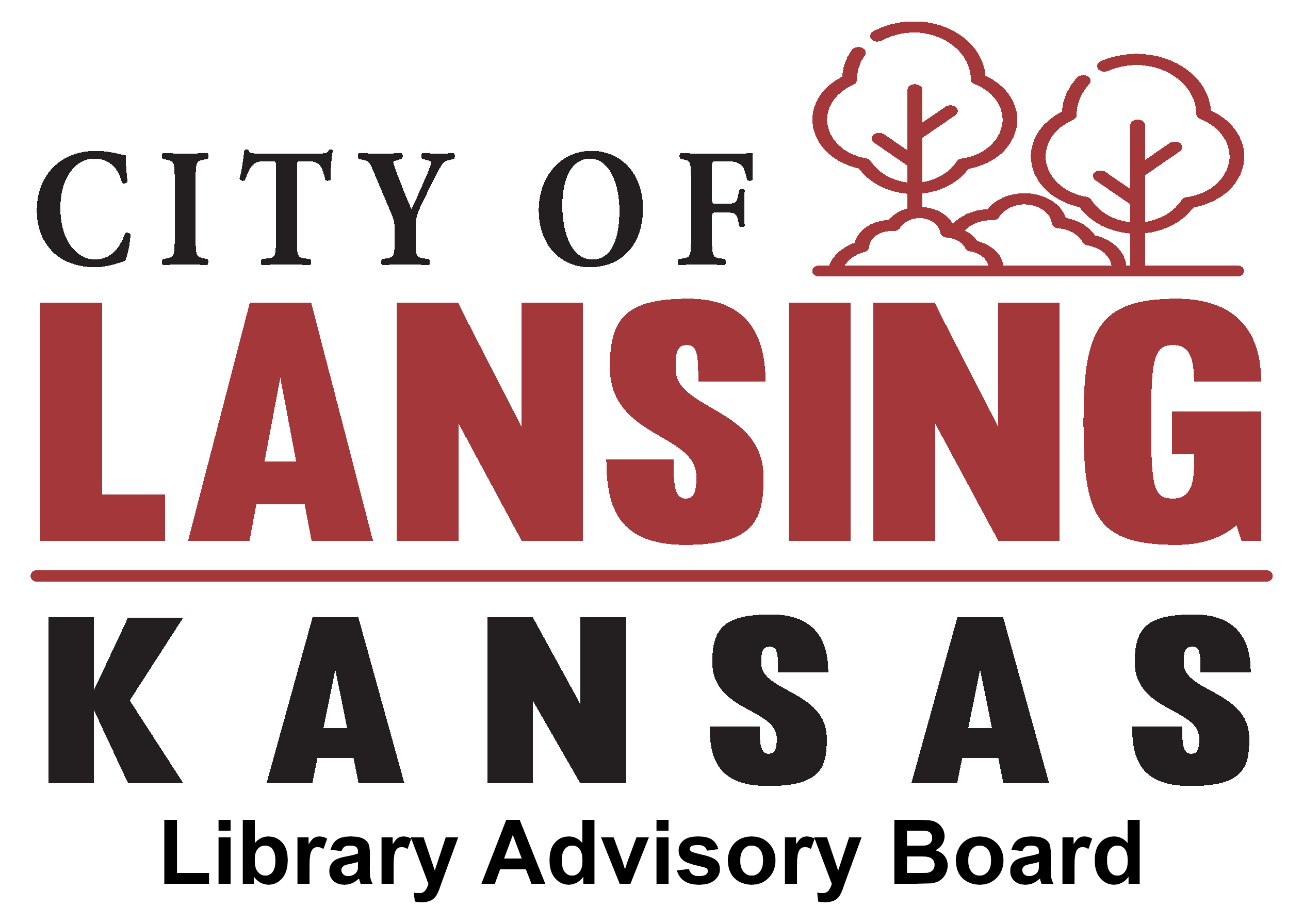


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General Information

**Mission Statement**

Lansing Community Library facilitates the enjoyment of lifelong learning, fosters creativity, and promotes community engagement.

**Vision Statement**

Lansing Community Library promotes the right of all citizens to have free access to information, technology, and resources.

**Library Board Member Basics**

* The seven members of the Lansing Community Library Advisory Board are appointed by the City Council.
* Board members serve four-year terms.
* All members must reside within the USD 469 district.
* If board members leave their position before their term is complete, the mayor will fill vacancies by appointment for the remainder of the unexpired term.

**Meetings**

Regular meetings of the library board are held the fourth Tuesday of each month at 6:30pm in the library except for the months of July and December.

Special meetings may be called by the chairperson or at the written request of a majority of the Board members. Notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board 10 days in advance of such meeting and no business other than that stated in the notice shall be transacted at such meeting.

**Election of Officers**

Each year the members of the library board will elect officers at the May meeting. Office positions include chairperson, vice chairperson, and secretary.

GUIDE TO LIBRARY PERSONNEL

|  |  |
| --- | --- |
| **Terri Wojtalewicz**  Library Director  Began 2013 | **Emily Stratton**  Librarian  Began 2015 |
| **Debbie Kirby**  Library Technician  Began 2015 | **Nichole Woodcock**  Library Assistant  Began 2020 |

GUIDE TO LIBRARY ADVISORY BOARD MEMBERS

|  |  |
| --- | --- |
| **Karen Averill**  Term Ends 4/21 | **Wendy Vodarick**  Vice-Chairperson  Term End 4/21 |
| **Ernest Young Jr**  Term Ends 4/21 | **Tom Lauhon**  Term Ends 4/22 |
| **Sharon Mueller**  Term Ends 4/22 | **Gale Hethcoat**  Term Ends 4/23 |
| **Ellen Hannon**  Chairperson  Term Ends 4/23 | **Mayor Tony McNeill**  Ex-Officio |

Resource Information

**Lansing Community Library was created on January 21, 1998** and serves the community of approximately 10,000.

**Address Contact Us Hours**

730 1st Terrace phone: 913-727-2929 Sunday: CLOSED

Lansing, KS fax: 913-727-2969 Monday—Friday: 9am-6pm

66043 website: lansingklibrary.org Saturday: 11am-3pm

**Lansing Community Library is a member of the Northeast Kansas Library System (NEKLS).** http://www.nekls.org/

NEKLS provides direct grants, consulting services, continuing education, shared resource services and other support to member libraries in a 14-county area of northeast Kansas. The 110 member libraries include public, school, academic and special libraries of all types and sizes.

**State Library of Kansas**http://www.kslib.info/

**Kansas Library Trustee Association**http://skyways.lib.ks.us/KLA/divisions/klta/

**Kansas Library Association**http://kslibassoc.org/home/

**Public Library Association**http://www.ala.org/ala/mgrps/divs/pla/index.cfm

**American Library Association (ALA)**http://www.ala.org/

ALA is a United States-based that promotes libraries and library education internationally. It is the oldest and largest library association in the world, with approximately 64,600 members. Founded in 1876 in Philadelphia and chartered in 1879 in Massachusetts, its head office is now in Chicago. Since 1892 their motto has been *the best reading, for the largest number, at the least cost.*

The stated mission of the ALA 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." ALA membership is open to any person or organization, though most of its members are libraries or librarians, including international memberships.

Role of the Advisory Board

* **Know your community**  
  Be able to discuss with your director, fellow board members, and community leaders the needs of the local population. Be aware of local trends.
* **Be part of the planning process for new services**  
  Your director and library staff are responsible for the implementation of the new services. Listen to them - Let them do the work - Then review the results.
* **Be familiar with the public library laws of Kansas and assist in developing library policies that comply with Kansas law**  
  Be certain to properly adopt new or changed policies into the library’s official policy manual. Your director should be bringing recommendations to the board about new policies or policy changes and ask for guidance about how to create policy that is viable and proactive in the daily operations of the library.
* **Follow the written library policy when the board receives or expends any library money or property**  
  The director and staff hired to fulfill positions dealing with ordering or purchasing will handle the day-to-day expenditures of library funds. Your role here is advisory. The director should provide a financial statement and be able to produce accurate records and billing statements of all library transactions. An annual report and budget should be submitted. You are neither required nor encouraged to personally seek out individuals, companies, or institutions to provide services, equipment, materials, property, or buildings for the library.
* **Be active in the support of beneficial library legislation on local, state, and federal levels**  
  The director should be doing exactly the same.
* **Do not conduct library business if there is not a quorum of board members in attendance**  
  Quorum = 4 board members
* **Do not participate in any action or decision that could be construed as a conflict of interest**  
  By definition, a conflict of interest is a conflict between one’s obligation to the public good and one’s self-interest, as in the case of a public officeholder who owns stock in a company seeking government contracts.

SUCCESSFUL BOARD ATTRIBUTES

* Listen carefully
* Respect opinions
* Support decisions
* Respect the board’s authority
* Stay informed
* Participate actively
* Communicate issues that could have a negative effect
* Tell the library story
* Listen to and refer complaints
* Don’t micromanage
* Represent the whole community
* Be good fiscal stewards
* Learn and grow
* Avoid conflict of interest
* Don’t expect special treatment
* Uphold confidentiality
* Respect the spirit and intent of the Open Meetings law

PRIMARY FUNCTIONS

* **Public Relations**
  + Be a personal library user.
  + Be prepared to promote the library and its services in your business and social relationships.
  + Take every opportunity to make a connection with officials at every level of government.
  + Make every effort to create and maintain a positive relationship with the media and other “opinion makers” in the library service area.
  + Learn about and actively support legislation to improve library services on a local, state, and national level.
* **Library Policy**
  + Give guidance and advise to the library director in creating and properly adopting written policies governing the operation of the library.
  + Listen to the concerns of the library director and of the library staff and public (when brought before you by the library director) give these concerns due consideration and work together to deliver prompt action.
  + The policy must comply with current law.
  + The policy and all penalties applied to that policy must be reasonable.
  + The policy must be clear and easy to understand for both staff and patrons.
  + The policy must be applied without discrimination.
* **Library Budget**
  + Know the library’s financial situation   
     Review the financial reports provided by the library director.  
     Learn how the library is funded.  
     Know library policy regarding fees, fines, gifts, and donations.
  + Be supportive of bond issues and millage campaigns.
  + Seek out grant opportunities.
  + Work *with* the director to develop and adopt an annual budget that will allow the director to pursue the library’s goals and long-range plans for growth and service.
  + Support the director in the presentation of the annual budget. Be prepared to defend the library budget.
  + Make sure that the library budget includes funds for the professional development of library staff and the members of the library advisory board so that they may attend library related training and conferences.
  + Do not forget to designate a portion of the budget to create a strong public relations campaign.

Key Points of each position

**Employing Library Personnel**

Library Director—implements city personnel policies procedures to hire, supervise and evaluate library personnel.

**Budget and Fiscal Management**

Board—recommends budget. Works to identify grant opportunities.

Library Director—follows budget directions and procedures. Provides analysis to authorities concerning budget. Follows city procedures for proposals, contracts, etc

**Adopt Library Policies**

Board—advises in establishing library policies.

Library Director—directly implements library policies.

**Library Services**

Board—assists in adopting policy that assure services are extended to the entire community.

Library Director—implements and evaluates services that extend a variety of services and materials that meet individual needs.

**Collection Development**

Board—assists in adopting policy statements that reflect the needs of the entire community. Advocates for materials budget to support library strategic goals.

Library Director—regularly evaluates how effectively collection meets community needs. He/she also provides for selecting and purchasing materials.

**Library Advocacy**

Board—advocates for library in the community, addresses local and regional library issues by communicating with elected officials and participates in annual Library Legislative Day

Library Director—advocates for library in the community, addresses local/regional library issues by communicating with elected officials and participates in annual Library Legislative Day

Golden Rules

Leave the actual management for the library to the Library Director  
The library director is responsible for the hiring and supervision of any other library staff and is charged with the daily operations of the library.

All rules and policies must be approved by a quorum of the board at a scheduled meeting.  
Legal business cannot be conducted if there is not a quorum of board members present. The library director should be present at all board meetings.

One Body, One Voice  
Once the agenda item in question has been discussed and a vote has been taken, a quorum or majority will decide the outcome. Once that decision has been properly recorded into the minutes and adopted into the library policies you must not express your own personal criticism of that decision to the library staff or the general public.

What happens at the board meeting stays at the board meeting  
Do not divulge information from executive sessions of the board or any information regarding future board actions until after those actions are officially undertaken.

Do not listen to tattletales or gossips  
There is a chain of communication. Never approach library staff outside of a scheduled meeting to discuss library business.   
Library staff/public →Library Director→Board   
Board→Library Director→Library staff/public

Be ready, be willing but most importantly, be present  
According to the Lansing Community Library Bylaws, meeting attendance is required. Individual advisory board members are responsible for regular attendance at board meetings and for acquiring knowledge of the principles of membership as related to libraries.

QUESTIONS TO CONSIDER

The following questions represent attitudes and activities that if individually adopted, lend themselves to achieving success for the board and the library.

* Why should someone serve on a board?
* Why should someone not serve on a board?
* Do I know my library’s mission?
* What if my personal/social/religious beliefs are in conflict with the library’s mission and policy?
* Do I understand and support all of the library’s policies (not just the ones I agree with)?
* If a member behaves unethically, what action may, or should the board take?
* Do I understand and respect the different roles and duties of the library director and advisory board, and avoid micromanaging?
* Do I accept my personal responsibilities as a member of the advisory board and devote the time required to perform my duties, including committee appointments?
* Do I to work in a collaborative manner with my fellow advisory board members, library director and community leaders on issues pertaining to the sustainability of quality programs and services for my district library?
* Do I accept my responsibility as an advocate for my library and to participate in advisory board development to improve my skills as a member of the board?
* Am I on time and fully prepared, having read the materials and agenda items in my board packet ahead of time so that I may fully participate in discussion and decision-making?
* Do I actively participate in the board discussions, giving full consideration to the views of others, showing respect and tolerance for alternative opinions?
* Do I support a unified front once a vote has been taken, regardless of my vote?
* Do I stay informed on issues that could impact my library at the local, regional, state and/or national levels?
* Have I contacted or met with my elected representatives about library issues and legislation at least once in the past 12 months?
* Do I personally support and encourage the advisory board to review and evaluate the library’s mission statement, planning documents and policy manual for timeliness and appropriateness?
* How many library-sponsored events have I attended in the last year?
* How many community events have I attended as a representative of the library in the last year?