

Library District #1, County of Jefferson, State of Kansas

Mission Statement

Weaving modern technology, traditional library resources and friendly service into the fabric of a progressive community.

Vision Statement

The Meriden – Ozawkie Public Library reflects the community it is committed to serve. The library offers equal access to life-long learning and intellectual freedom to a diverse population.

Trustee Training 2021

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GENERAL INFORMATION

Library Board of Trustee Terms

- The seven members of the Meriden – Ozawkie Public Library Board of Trustees are voted in by the citizens of the Library District.
- Board members serve four-year terms beginning in May with an option for an additional four years.
- All members must reside in the City of Meriden, City of Ozawkie, Rock Creek Township or the Ozawkie Township. If a board member moves out of the Library District the library board and director will search for a replacement for the unexpired term.
- If a board member leaves their position before their term is complete, the Meriden – Ozawkie Library board will be notified and will appoint a replacement for the unexpired term.

Meetings

- Regular meetings of the library board are held the third Monday of each month at 5:30pm in the library conference room.
- The Annual Meeting is held on the first Tuesday of March at 7:30.
- Special meetings may be called by the President of the board.

Election of Officers

Each year the members of the library board organize the board through an election of officers at the annual meeting in March. Officers include President, Vice-President, Secretary, and Treasurer.

Address

7272 K4 Hwy
Suite D
Meriden, KS 66512

Contact Us

Phone: 785-484-3393
Fax: 785-484-3222
Website: meriden-ozawkie.org

Hours

Mon-Fri: 9am-5:30pm
Sat: 9:00am-2:00pm

Trustee Ethics Checklist

- 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
- Hire the best director
- 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

THE ROLE OF THE BOARD OF TRUSTEES

- **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 employment and cultural trends. Your director is responsible for knowing how to use this information to improve library services.
- **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 develop 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 give you 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 will be in charge of ordering or purchasing and will handle the day to day expenditures of library funds. The director/treasurer 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.
- **Evaluate and approve agreements or contracts with companies, institutions or individuals for services, equipment, materials and building for the library**
The director will inform the board of the need or services required, recommend to the board the necessary contracts and options with their approval and arrange for contracts or other agreements with individuals, companies or institutions for services, equipment, materials, property and buildings for the library.

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 trustees
- **Do not participate in any action or decision that could be construed as a conflict of interest**
The director should never participate in any such action or decision.
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.

Creating Library Policy

- Work with the recommendations and information provided by the library director to create and properly adopt written policies governing the operation of the library.
- Listen to the concerns of the library director, 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 treasurer/library director.
Learn how the library is funded.
Know library policy regarding fees, fines, gifts, donations, and endowments.
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.

The director should assist you in developing a budget that clearly states that amount of money needed, the services and materials that will be provided with the money and how those materials and services should be prioritized.

- Support the director in the presentation of the annual budget. Be prepared to defend the library budget.
- Develop a set of policies for the formal acceptance or rejection of gifts and endowments
- Make sure that the library budget includes funds for the professional development of library staff and the members of the library board of trustees 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.

BUDGETING FOR YOUR LIBRARY

The library determines the proposed budget dollars (projected revenues and expenditures) based on what it needs in tax dollars to adequately fund the outstanding services it provides to its taxpayers for the following year.

Three-step budgeting process:

1. Submit proposed budget in dollars
2. Value is placed on property, real or personal, which is changed into assessed value in dollar amounts
3. Mill levy is set based on tax dollars needed and the valuation of property so that the library has enough operating capital the following year

Definitions:

Carryover - The amount of tax dollars not expended by the library in a calendar year.

Fiscal Year — Period of 12 consecutive months chosen by an entity as its accounting period which may or may not be a calendar year.

Property Tax — Property tax, or **millage tax**, is an **ad valorem tax** that an owner is required to pay based on the assessed value of the property being taxed. There are three types of property:

- . **Land** (home, lot, commercial property, etc.)
- . **Improvements to Land** (immovable manmade objects—buildings, barns, etc.)
- . **Personal Property** (movable manmade objects—mobile home, trailer, ATV, golf cart, boat, etc. and oil and gas, if applicable)

Real estate, real property, and realty are all terms for the combination of land and improvements. The taxing authority requires and/or performs an appraisal of the monetary value of the property, and tax is assessed in proportion to that value. To calculate property tax, multiply the assessed value of the property by the mill rate and then divide by 1,000. For example, a property with an assessed value of \$50,000 located in a municipality with a mill rate of 20 mills would have a property tax bill of \$1,000 per year.

Mill Levy — The property tax rate may be expressed as a **millage rate** or **mill levy**. A mill is one-thousandth of a currency unit. A mill levy is **the number of dollars a taxpayer must pay for every \$1,000 of assessed value**.

To calculate the mill levy, divide the proposed budget dollars by the assessed property value. The result is a multiplier which shall be multiplied by 1,000 to determine the mill levy.

Meriden-Ozawkie Public Library draws income from:

- Ad Valorem tax
- Motor Vehicle/Recreational & 16/20 tax
- State Aid
- Fines/Fees
- Northeast Kansas Library System(NEKLS)
- Interest on idle funds
- Gifts/Donations
- Copy/Fax

In order to be eligible for state aid, the library must receive the same amount or more in tax revenue than it did in the preceding year.

Tax Revenue Disbursement

The County Treasurer must distribute tax revenues to taxing authorities, as required by K.S.A. 12-1678a, on or before the listed dates.

January 20
March 20
June 6
September 20
October 31
December 20 (Motor Vehicle Tax only)

Steps

Review strategic plan goals, determine library needs, and library income required to meet those needs.

Approve GAAP waiver resolution.

Begin work on budget for following year.
Obtain financial estimates from County Clerk.

Determine final budget and figure mill levy.
Publish budget and conduct Budget Hearing.

Timeline

January – March

April – June

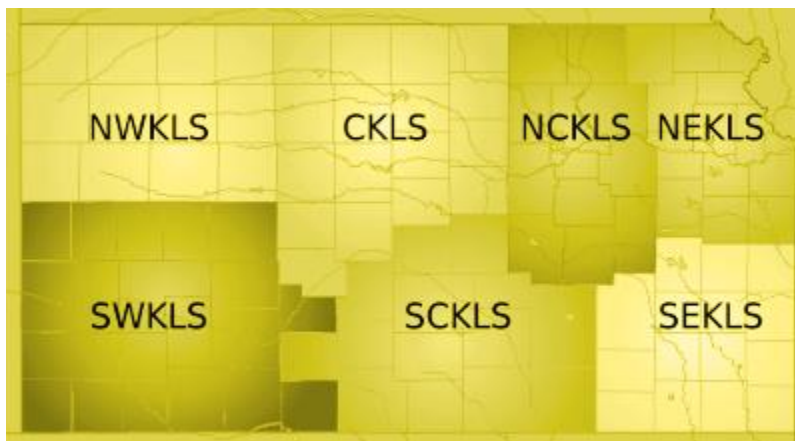
July – August

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”.
- ❑ Learn about and actively support legislation to improve library services on a local, state, and national level.

About the Regional Library Systems

In 1965, Kansas Statutes *K.S.A. 75-2547* and *75-2548* established seven regional systems to help local libraries provide library services to all citizens of the state. Through the use of joint planning and financing of library services, the systems improve existing library service and utilize what federal funding becomes available.



Seven Regional Library Systems of Kansas

Originally the systems only served public libraries, but over time their roles have expanded to include school, academic and special libraries. Each system adapts its service to the needs of the libraries it serves. There are services offered in one area that are not offered in another. However, they come together to work with the State Library to develop goals and determine plans for improving library service throughout the state.

NEKLS

your library system

There are 121 NEKLS member libraries (10 academic; 48 public; 54 schools/districts; 7 special) in 14 counties of Northeast Kansas.

There are 51 branch locations in NEXT (KOHA) -- 1 is a digital content branch; 5 are the USD 113 Prairie Hills school libraries; 4 are the branches of the Doniphan County Library District #1 of Troy, so in reality, there are 43 participating libraries.

There are currently 1605,319 total items; 996,874 are physical items for checkout. 608,445 digital records through a variety of platforms, including State Library's digital audiobooks and eBooks collections and Hoopla digital service.

Your Library Working for you...

2020 Meriden-Ozawkie Public Library Statistics

Total Collections: 40,676

Total Public Computers: 8

Total Public Computer Use: 2,199

Total Circulation of Adult Materials: 12,231

Total Circulation of Children's Materials: 12,032

Total Circulation: 31,401

Number of Children's Programs: 418

Total Attendance Children's Programs: 10,132

Number of Young Adult Programs: 14

Total Attendance Young Adult Programs: 161

Number of Adult Programs: 70

Total Attendance at Adult Programs: 765

Total Number of Programs: 502

Total Attendance at Programs: 11,058

Library Visits: 184,261

Reference Transactions: 70,050

Number of Card Holders: 12,401

Interlibrary Loans Received (Not in our system): 18,857

Interlibrary Loans Provided (Not in our system): 21,074

RESOURCE INFORMATION

Meriden – Ozawkie Public 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 121 member libraries include public, school, academic and special libraries of all types and sizes.

State Library of Kansas
<http://www.kslib.info/>

Kansas Library Association,
<http://kslibassoc.org/home/>

Public Library Association³
<http://www.ala.org/ala/mgrps/divs/pla/index.cfm>

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

ALA is a United States-based association 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.