Trustee

Orientation

2020-2021

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GENERAL INFORMATION

**Library Board of Trustee Terms**

* The seven members of the Mary Cotton Public Library Board of Trustees are appointed by the Sabetha City Council.
* Board members serve four year terms beginning on the first day of July.
* All members must reside within the city limits.
* If board members leave their position before their term is complete, the city administrator shall fill vacancies by appointment for the remainder of the unexpired term.

**Meetings**

* Regular meetings of the library board are held the second Wednesday of each month at 5:15pm in the library conference room.
* Board vacancies are filled by the May city council meeting.
* 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 organize the board through an election of

officers at the June meeting. Offices include president, vice-president, secretary and

treasurer.

**Hours**

Monday and Wednesday

9:30am- 8pm

Tuesday, Thursday, and Friday

 9:30am-5:30pm

Saturday

 10:00am-4:00pm

**Contact Us**

Phone: (785) 284-3160

Fax: (785) 284-3605

Website: [www.sabethalibrary.org](http://www.sabethalibrary.org)

**Address**

915 Virginia St

Sabetha, KS

66534

Ethics for Trustees

Are you Trustee-Worthy?

An Ethical Board

• has a code of ethics

• reviews it regularly

• reviews its decisions and the behavior of its members

• takes the appropriate action if a trustee behaves unethically

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
* Represent the whole district
* 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

**6 Questions You Should Ask Yourself**

1. Why should someone serve on a board?
2. Why should someone not serve on a board?
3. What if my personal/social/religious beliefs are in conflict with the library’s mission and policy?
4. Do I know my library’s mission?
5. Do I understand and support all of the library’s policies (not just the ones I agree with)?
6. If a trustee behaves unethically, what action may or should the board take?

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 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 supervisory. 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.

**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 and

with their approval 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 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, 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.

**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 district.

Learn about and actively support legislation to improve library services

on a local, state, and national level.

LIBRARY DIRECTOR & BOARD OF TRUSTEES

OUR ROLES:

**Employing Library Personnel**

 **Board**—hires, evaluates, and fires the director. Best practices say the board hires

 no one else

 **Library Director**—implements board personnel policies procedures to hire, supervise and evaluate library personnel

**Budget and Fiscal Management**

 **Board**—recommends/Approves budget

 Works to secure adequate funding

 Recommends approval or approves major financial initiatives

 **Library Director**—follows board budget directions and procedures

 Provides analysis to board and authorities concerning budget

 Follows district procedures for proposals, contracts, etc

**Adopt Library Policies**

 **Board**—proposes for adoption or adopts library policies

 **Library Director**—directly implements library policies

**Library Services**

 **Board**—recommends/adopts policies 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**—adopts policy statements that reflect the needs of the entire district

 Advocates for materials budget to support library strategic goals

 **Library Director**—regularly evaluates how effectively collection meets district

 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 FOR BOARD MEMBERS**

1. **Leave the actual management for the library to the Library Director**

It is the responsibility of the library board to hire a qualified library

director. The library director is then responsible for the hiring and

supervision of any other library staff and is charged with the daily

operations of the library. The library board should be doing a yearly

review of the director’s job performance.

2. **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.

3. **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 should not express your own

personal criticism of that decision to the library staff or the general

public.

4. **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.

5. **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

6. **Be ready, be willing but most importantly, be present**

According to the Mary Cotton Public Library Bylaws, meeting attendance is

required. Individual trustees are responsible for regular attendance

at board meetings and for acquiring knowledge of the principles of

trusteeship as related to libraries. Since participation by each member

is crucial to the proper functioning of the Board, members missing

three consecutive, unexcused monthly meetings, or more than six per year,

will be considered inactive and informed in writing that a replacement to the Board will be sought. . The Chairman will request a replacement from the appointing authority—City Administrator/council.

BUDGETING: Mary Cotton Public Library

MCPL is a city Library, receiving most of its operating revenue from city taxes.

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 to City of Sabetha

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 total of all fund balances, which equals all cash in bank accounts

and investments at year-end. The amount of tax dollars not expended by the library.

**Fiscal Year** — Period of 12 consecutive months chosen by an entity as its accounting

period which is January 1 thru December 31 of the 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 or 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.

Real Estate anything that Can be deeded

**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. For example, a budget of $500,000 in a municipality with an assessed property

value of $100,000 would create a multiplier of .005, which calculates into a mill

levy of 5 to provide the necessary tax dollars to support the budget for the following year.

Note the difference between the tax year and budget year. Real estate tax notices in Nemaha

County are distributed in November and are due in December of the current year.

The property owner has the option to pay the balance in two payments—one in December

of the current year, one the following May. The monies generated from the statements

issued in November are used to support the budget for the following year.

**Mary Cotton Library draws income from:**

Ad Valorem tax

Motor Vehicle/Recreational & 16/20 tax

State Aid—issued once a year based on annual budget.

\* NEKLS Service Grant—issued 4 times per year

Interest on idle funds

Gifts & other grants

Budgets go thru phases and stages. In planning the budget for the library, focus on the

organization goals. Plan early, monitor constantly and set standards with care – there

is no one-size-fits-all standard of public libraries of a certain size. The library board,

with the library director, acts as the library’s financial management and is responsible

for planning, directing and monitoring the budget. Remember—no one knows, or

cares, more about your budget than you do.

Budgeting is:

determining and obtaining funding necessary to meet the library’s service goals.

\*determining what library services can be provided within the funding

available.

**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**.

Expenditures of tax revenue may not exceed the published budget. Any remaining balance

in the fund at the end of the current budget year shall be carried forward to the

next budget year (K.S.A. 79-2935) and up to 10 percent of the budget may be place in the Capital Outlay Fund.

**Budget Process – Start to Finish**

**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 September 20

 March20 October 31

 June 6 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.

Obtain financial estimates from County Clerk.

Determine final budget and mil levy estimate.

Publish budget and conduct budget hearing through the city

Determine final operating budget, based on official budget and any other funding sources.

**Timeline**

January – March

April – June

July – August

September – December

**ANNUAL SCHEDULE**

Board of Trustees

Mary Cotton Public Library, Sabetha, KS Nemaha County

**JANUARY**

Nominating Committee consider upcoming vacancies

Discuss and evaluate Strategic Plan & Technology Plan

**FEBRUARY** Sign GAAP waiver resolution

Review library policies and bring up to date.

**MARCH**

**APRIL**

**MAY**

Begin budget discussion

**JUNE**

Continue budget discussion

Receive county treasurer’s estimates

Conduct election of Officers to take over on July 1.

**JULY**

Receive county clerk’s report

Use reports and estimates to finalize library budget & Submit to City for approval.

Sign new signature cards if needed

NEKLS Trustee Training workshops (dates/locations TBA)

**AUGUST**

**SEPTEMBER**

**OCTOBER**

Discuss and prepare Director evaluation

**NOVEMBER**

**DECEMBER**

Review personnel evaluations with Director

Conduct Director evaluation

Annual review of programs and operations

**79-2929**

**Chapter 79.--TAXATION**

**Article 29.--MISCELLANEOUS PROVISIONS**

**79-2929. Proposed budget; amendments; public hearing; notice, publication and**

**contents.** Prior to the filing of the adopted budget with the county clerk, the governing body

of each taxing or political subdivision or municipality shall meet for the purpose of answering

and hearing objections of taxpayers relating to the proposed budget and for the purpose of

considering amendments to such proposed budget. The governing body shall give at least

**10 days' notice of the time and place of the meeting by publication in a weekly or daily**

**newspaper of the county** having a general circulation therein. Such **notice shall include**

**the proposed budget** and shall set out all essential items in the budget except such groupings

as designated by the director of accounts and reports on a special publication form prescribed

by the director of accounts and reports and furnished with the regular budget form.

The notice of a governing body of any taxing subdivision or municipality having an annual

expenditure of $500 or less shall specify the time and place of the meeting required by this

section but shall not be required to include the proposed budget of such taxing subdivision

or municipality.

**79-2930**

**Chapter 79.--TAXATION**

**Article 29.--MISCELLANEOUS PROVISIONS**

**79-2930. Submission of adopted budgets and additional information pertaining**

**thereto to county clerk; duties of county clerk; limitation on taxes levied, exception.**

(a) Two copies of the budget certificate giving the amount of ad valorem tax to be levied and

the total amount of the adopted budget of expenditures by fund, along with itemized budget

forms for each and every fund and proof of publication of the notice of budget hearing containing

the budget summary shall be presented to the county clerk within the time prescribed

by K.S.A. 79-1801 and amendments thereto. Where action has been taken under any statute

to increase the amount of tax to be levied authorized by law, a statement showing the

increased amount or tax levy rate voted, or a copy of the charter resolution or ordinance

making the change, shall be attached to the budget each year the change is in effect.

(b) The county clerk shall make any reductions to the ad valorem tax to be levied, compute

the tax levy rates based on the final equalized assessed valuation, and enter such on

the budget certificate before attesting the budget, except that with regard to levies made under

K.S.A. 75-2551, and amendments thereto, such levies shall be based upon the certified

preliminary abstract of property values submitted to the director of property valuation pursuant

to K.S.A. 79-1604, and amendments thereto. A copy of all budgets for taxing subdivisions

of the county, properly attested, shall be filed with the director of accounts and reports,

along with a copy of the tax levy rate summary required of the county treasurer by K.S.A. 79

-2002, and amendments thereto.

(c) Each fund of the adopted budget certified to the county clerk in no event shall exceed

the amount of ad valorem tax to be levied and the proposed expenditures of such fund

in the proposed budget as originally published. The governing body of each taxing subdivision

shall not certify an amount of ad valorem taxes to be levied that is in excess of any tax

levy rate or amount limitations or any aggregate tax levy limitations. The governing bodies,

in fixing the amount may take into consideration and make allowance for the taxes which

may not be paid, such allowance, however, shall not exceed by more than 5% the percentage

of delinquency for the preceding tax year.

**15**

**79-2933**

**Chapter 79.--TAXATION**

**Article 29.--MISCELLANEOUS PROVISIONS**

**79-2933. Time for budget hearing; adoption; validity of levies. The hearing herein**

**required to be held upon all budgets by all taxing subdivisions or municipalities of**

**the state shall be held not less than ten (10) days prior to the date on which they shall**

**certify their annual levies to the county clerk as required by law.** After such hearing the

budget shall be adopted or amended and adopted as amended, but no levy shall be made

until and unless a budget is prepared, published and filed, but no levy of taxes shall be invalidated

because of any insufficiency, informality, or delay in preparing, publishing and filing

said budget.

**Board of Trustees Self-Evaluation**

**Evaluation is healthy for both the board and for its individual members. In the following**

**evaluation there are no correct answers. The questions represent attitudes and activities**

**that if individually adopted, lend themselves to achieving success for the board**

**and the library.**

Do I understand and respect the different roles and duties of the library director and

board of trustees, and avoid micromanaging? Yes Usually No

Do I accept my personal responsibilities as a member of the board and devote the time

required to perform my duties, including committee appointments? Yes No

Do I to work in a collaborative manner with my fellow board members, library director

and community leaders on issues pertaining to the sustainability of quality programs

and services for my district library? Yes No

Do I accept my responsibility as an advocate for my library and to participate in trustee

development to improve my skills as a member of the board?

Yes No

Have I attended every regular, special and executive board meeting and appropriate

committee meetings since becoming a board member?

Missed 0 Missed 1 or 2 Missed 3 or more

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 decisionmaking?

Always Usually Seldom

Do I actively participate in the board discussions, giving full consideration to the views

of others, showing respect and tolerance for alternative opinions?

Always Usually Seldom

Do I support a unified front once a vote has been taken, regardless of my vote?

Yes Usually No

Do I stay informed on issues that could impact my library at the local, regional, state

and/or national levels? Yes No

Have I contacted or met with my elected representatives about library issues and legislation

at least once in the past 12 months? Yes No

Do I personally support and encourage the board to review and evaluate the library’s

mission statement, planning documents and policy manual for timeliness and appropriateness?

Yes No

How many library-sponsored events have I attended in the last year?

6 or more 3 to 5 1 to 2 None

How many community events have I attended as a representative of the library in the

last year? 6 or more 3 to 5 1 to 2 None

I would like to know more about:

MONTHLY BOARD PACKET CHECKLIIST

Reminder Notice

Board meeting date and time

Agenda

Minutes

Board meeting minutes from previous month/months needing approval

Receipts & Disbursements

Detailed account of monthly financial transactions

Bills Report

Detailed account of all checks written monthly

Director Report

Adult Services Report

Cataloging Report

ILL Report

Programming Report

Youth Services Report

**A Guide to Library Personnel**

**Kim Priest**

Library Director

May, 2001—to present

Katie Hervey Alice Zahner\_Volunteer

Circulation\_Assistant to director

Sophia Bennett Sue Meyer\_Volunteer

Communications specialist

Jan Weber\_Circulation specialist Michelle Strahm\_Volunteer

Mari Carnes

Story Time\_Outreach\_ Heather Murphy\_ Circulation

Brianna Hermesch\_Circulation, web contributor

Lillian Brownlee\_Summer Reading coordinator

Mara Aberle\_Summer circulation Anna Scott\_Summer Circulation

**A Guide to Library Board of Trustees**

**2020-2021 Library Board**

**Brent Scott Von Lauer**

**Kim Aberle Linda Hopp**

**Shana Aberle Lorinda Strahm**

**Kara Georg Mayor Doug Clark**

Your Library Working for you...

**Mary Cotton Public Library—established in 1912, built in 1937, renovated in 2009-2010 to add fully accessible accommodations for all.**

--Member of NEXTkansas.org since 2010—online catalog and resource sharing with over 50 NE Kansas Libraries. Also member of OCLC State of Kansas Library resource sharing with over 600 libraries in Kansas. With access to over a million items available for loan.

--Member of NExPress courier system providing free interlibrary loans to patrons from all of the above libraries in the state system.

--Member of Northeast Kansas Library System (NEKLS)

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