



# Library Trustees

# Director Search

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- Current director needs to provide a written letter of resignation.
- Conduct an exit interview. If the director is leaving on good terms listen to possible recommendations.
- Review current compensation and benefits to be sure they are reasonable.
- Look at the library's current situation (what do you need in a director, is there a project that a new director would need the right aptitude to perform).

# Director Search – Job Description

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- Approve job description –
- Responsibilities;
- Specific duties;
- Salary and benefits;
- Terms of introductory period & evaluation;
- Minimum qualifications & experience;
- Desirable qualifications & experience;
- Reporting relationships; and
- State that Kansas is an “at-will” state and don’t imply any contract of employment.

# Director Search - Advertising

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- Determine method of recruitment – advertising:
  - Local newspapers;
  - Library schools;
  - State and/or professional job search sites; and/or
  - Other online sources.

# Director Search - Advertising

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- Advertisement:
  - Job title;
  - Responsibilities;
  - Qualifications;
  - Salary range w/ minimum to maximum;
  - Employee benefits;
- Request resume and references;
- Date of availability;
- Contact information for submissions;
- Closing dates for applications; and
- Equal Employer Opportunity statement.

# Director Search - Interview

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- Basic questions to ask that will lead to follow-up questions:
  - Record of achievements;
  - Record of stability;
  - Knowledge, skills, and abilities;
  - Education;
  - Experience;
  - Interest in position; and
  - Expectations.

# Director Search - Interview

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- Select 3-5 candidates for face-to-face interview;
- Send candidates information about library & community;
- Set positive/comfortable tone for interview. Tour library and allow candidate to visit with staff;
- Interview the candidate in a professional manner. Answer questions openly & discuss unusual problems new director may face;
- Select the best candidate & make a formal motion and vote of hiring.
- If no candidate impresses don't settle for less. You can re-advertise;
- Notify successful candidate in writing and get acceptance in writing;
- Notify unsuccessful candidates in writing;
- Send announcement to local paper; and
- Keep all paperwork connected to the hiring process.

# Director - Evaluation

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- Library managed to provide intended services;
- Managed staff so operations are friendly, efficient, & cost effective;
- Is community visibly pleased with library;
- Making community aware of importance of library;
- Made progress in achieving objectives outlined in plan;
- Given sufficient information for board to perform effectively; and
- Kept up with new trends in library service & relayed them to staff & board.



# Director Evaluation

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- If it is an unfavorable evaluation –
- Give the director specific tasks that need to be accomplished within a specific timeframe.
- Give specific behaviors that need changed. (Need to work better with staff in communicating what the board wants to achieve with library)

# Director - Termination

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- Done because the director is unwilling or inability to improve
- There are major infractions of policy or library law
- Situation calls for careful courtesy on part of trustees for ethical reasons and to possibly prevent counter charges.

# Director - Termination

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- Has director received formal appraisal of work;
- Is there a clear paper trail documenting problems and actions wanted for corrections;
- No personality clashes or unreasonable bias in decision;
- Has board dealt with problems as they arose;
- Has the director been given a full hearing;
- Has director been given written notification of dismissal with reasons;
- Trustees have received legal advice and is prepared to justify actions;
- Any policies that need changed because of termination; and
- Been determined how the dismissal will be presented to the public.

# Funding for Library

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- The trustees and director need to be able to work and with trust to make sure finances for the library are adequate and appropriate.
- Libraries in Kansas operate under a cash basis law therefore they cannot create any indebtedness over the amount of money on hand in the treasury.
- K.S.A. 12-1220 – boards have power to the amount of tax money needed to run the library.
- K.S.A. 79-2925b – requires the library board to pass resolution requesting increase in tax levy.
- Local government can eliminate board's power by passing a home rule charter ordinance setting the library's mill levy to a fixed amount.

# Funding for Library

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- Levied taxes;
- State, federal, foundation, or other grants;
- System grants;
- Contracts for furnishing a special service;
- Income from library operations – fines, damaged materials, copying charges, etc.;
- Interest on investments; and
- Community fundraising.

# Normal Library Expenditures

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- Salaries;
- Benefits (social security, retirement, worker's comp, health insurance);
- Building maintenance (cleaning, insurance, maintenance, repairs);
- Equipment and software;
- Collection of materials (books, audios, movies, music, graphic novels, cake pans);
- Databases & e-content;
- Summer Reading & literacy support;
- Cultural or artistic events;

# Normal Library Expenditures

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- Clubs (book, movie, graphic novels);
- Workshops & crafts programs;
- Story times for children;
- Programs for older citizens;
- Programs for all ages;
- Local history and genealogy;
- Outreach (senior centers, retirement homes, daycares);
- Special collections;
- Operating expenses (printing, postage, travel, memberships, supplies; and
- Capital expenditures (major building or equipment purchases)

# Capital Outlay Funds

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- Through K.S.A. 12-1258 the library board may place up to 10% of its tax income in an accruing capital outlay fund.
- Funds may be accumulated and do not have to be expended by the end of the budget year.
- Non-tax monies can be placed in this fund as well.
- Funds are designed to help support major projects that would be difficult to pay for out of the general operating fund.
- If necessary the library can move capital improvement funds back into the general operating fund.



# Budget Process

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- Review communities needs, demographic trends, and economic conditions.
- Review library's goals and objectives.
- Develop a timeline with assigned responsibilities and realistic dates for completion of key tasks.
- Evaluate programs and services to determine changes compared to prior years actual costs.
  - Does the library need to continue with program or eliminate it?
  - Make sure key staff members are involved with budget program needs.

# Budget Process

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- Identify revenues and expenditures. Review by line item and justify changes within line items.
- Develop & evaluate initial budget.
- Finalize budget.
- Prepare budget presentation to funding authority and be prepared to explain, justify or even negotiate needed funding.
  - Present library as a basic community service and information utility.

# Budget Process

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- Present budget for approval.
  - Have as many board members present at the budget hearing to show support.
- Make any needed revisions.
- Present the budget to the community.
  - Some local governing authority might publish budget within it's own published budget.
  - The library can do it's own publication of budget to community.

# Budget Process

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- Shift budget management to director
- Review financials at each board meeting to oversee expenditures.
- Work for future success of securing funding.
  - Maintain good communication with local funding authorities.
  - It is important that local officials understand what the library needs and what it is accomplishing.

# Budget (GAAP Waiver)

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- Generally Accepted Accounting Principles
- K.S.A. 75-1120a – libraries can be exempt from GAAP by resolution.
- Resolution has to be done on an annual basis. Set it for a specific meeting each year as a standing renewal.
- Libraries in larger communities need to check with the governing body and their auditors. They might want you to stay on a cash basis without a waiver.

# Budget (GAAP Waiver)

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- Wording for the resolution that needs to be present in record –
  - “Financial statements and financial reports prepared in conformity with the requirements of K.S.A. 7-1120(a) are not relevant to the requirement of the cash basis and budget laws of this state and are of no significant value to the governing body or the members of the general public of the municipality.”
- If you have questions ask your auditors for additional wording and structure of resolution.

# Kansas Legislature

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- Senate Map
  - [https://www.ksbar.org/page/ks\\_senate\\_map](https://www.ksbar.org/page/ks_senate_map)
  - Senate Districts – 33, 38, and 39
- House of Representatives Map
  - [https://www.ksbar.org/page/ks\\_house\\_map](https://www.ksbar.org/page/ks_house_map)
  - House Districts – 115, 117, 118, 122, 124, and 125
- From the Kansas Legislature website: <http://kslegislature.org> you can find your legislator by their name or by address. If you use the address feature it sends you to: <https://openstates.org/>



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# National Legislature

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- Find Senator or Representative at
- <https://www.govtrack.us/congress/members/map>
- Southwest is within the First and Fourth U.S. Congressional District



**Pat Roberts**

Senior Senator for Kansas  
Since Jan 7, 1997 (Next  
Election in 2020)

Republican

[@SenPatRobertsOfficial](#)

[Website 202-224-4774](#)



**Jerry Moran**

Junior Senator for Kansas  
Since Jan 5, 2011 (Next  
Election in 2022)

Republican

[@JerryMoranOfficial](#)

[Website 202-224-6521](#)



**Roger Marshall**

Representative for Kansas's  
1st congressional district  
Since Jan 3, 2017 (Next  
Election in 2018)

Republican

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