



**Madison Public Library**  
**Welcome to the Library Board of Trustees!**

**Orientation Guide**

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# About the Library

## Mission

The mission of the Madison Public Library, primarily a tax –supported resource, is to provide informational, educational, and recreational services, materials, and programs to users of all ages.

## Roles

- Maintain a reference and information center for the service area.
- Create a children's door to reading for pleasure and life-long learning.
- Provide popular and recreational materials for persons of all ages.
- Complement needed resources for the area student population.
- Serve as a site for display of outstanding artist's work and provide cultural programming for community enlightenment.

## Objectives

- To assemble, organize, preserve and make easily available significant books and other materials which will provide stimulation, education and recreation for all citizens of the community; and to keep the public constantly aware of the library resources and services available to them.
- To evaluate and anticipate ever-changing needs and demands of the community. To maintain a fresh and topical supply of materials to aid in the continuing education of all people; and to stimulate the flow of ideas among all groups of the community.
- To exercise leadership in the community and take the initiative in suggesting pertinent materials on problems that are known to exist.
- To strive to constantly improve the library facilities to better serve the patrons of the community.
- To progress with the times in the maintaining and operating of the library and its staff.
- To help preserve local history through collecting books and other materials.

## Madison Public Library

The Madison Public Library opened as a public library in 1934, and resided in multiple locations throughout the years until 2004 when the Sauder Community Building was completed and the library took up permanent residence there. Our library joined the Southeast Kansas Library System in 1967 and was one of the original 42 libraries to do so. In 2006, Madison Public Library became fully automated with all of our collections barcoded and cataloged within the SEKLS consortium.

As a public library, we offer much more than book checkout. Our patrons can check out games, puzzles and movies. They also have access to the Internet via wifi and our desktops as well as access to printing, faxing, and copying services. Additionally, we have a study table, two newly furnished seating areas, free access to our coffee station and numerous educational toys and kits in our newly updated children's area.

Partnerships with community organizations is also an essential part of our services. We team with the Madison Senior Center, Main Street Mommas, the City of Madison, USD 386 and K-State Research & Extension to bring services and programs to our patrons. We plan to continue to expand these partnerships and work with more entities in order to better serve the needs of our patrons.

The Madison Public Library is much more than a library. It is a community space, host to numerous resources, and, above all, a place to belong.

# Welcome to the Library Board!

Congratulations on your appointment to the Madison Public Library's Board of Trustees!

Board members are appointed by the City Council under authority of KS statute.

Each board member may hold office for a term of four years from the first day of May in the year of appointment. Board members may serve for no more than two consecutive 4-year terms.

The Library recognizes the importance of board member orientation for the Library's efficient operation. After you've been appointed by the City Council, you will go through an orientation process that encompasses the information and tools needed to understand the duties and responsibilities of being a board member. This orientation process will be conducted by the Library Director.

The Library Director will contact you to welcome you to the library board and to set up an appointment for the orientation session.

Board member orientation includes a tour of the library, an introduction to the information included in this orientation guide, and other documents you may find helpful as you familiarize yourself with library operations.

# Library Board of Trustees: Job Description

The library board is tasked with ensuring that the Madison Public Library is a benefit to the community and is run in accordance with applicable statutes. The Board of Trustees is an advisory board and assists with policy making and other advisory tasks.

## **As part of the library board, you will:**

- attend all board meetings and see that accurate records are kept on file at the Library
- make and adopt rules and regulations for the administration of the library. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council
- with the approval of the governing body of the municipality, purchase or lease a site or sites or to lease or erect a building or buildings for the use of the library
- employ a Library Director and set his/her salary
- determine and adopt written policies to govern the operation of the Library
- determine the purpose of the library and secure adequate funds to carry on the Library's operation and program
- know the operation, programs and needs of the Library in relation to the community
- keep abreast of library trends
- oversee the Library program
- establish, support and participate in a planned public relations program
- assist in the preparation of the annual budget
- know local and state laws pertaining to library operations
- actively support library legislation in the city, county, state, and nation
- establish among the Library policies those dealing with book and material selection
- attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations
- support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals

## **Requirements**

- Must live within Madison Township
- Must not be an elected city official
- Must avoid any conflicts of interest

# Responsibilities of the Library Board of Trustees & Library Director

If there is a mantra for governing boards of library trustees it is: “The board sets policy, the director operates the library with the assistance of staff.” What does this really mean, and what are the differences?

Sometimes the line between policy and operation is very thin and the differences are subtle. Basically, the board of trustees and the library director must work as a team. In order to work successfully, it must be a process of two-way communication, consultation and trust building.

On the following page, you’ll find a chart that breaks down the major responsibilities of the library board and library director. This will distinguish the roles and illustrate where the commonalities and differences are.

Library Board	Library Director
<p><b>Staff:</b> Recruit, hire, and annually evaluate the Library Director. Approve personnel policies and salary schedules/benefits for all staff in cooperation with the City Mayor and City Council.</p> <p><b>Policy:</b> Approve written policies to govern the operation of the library.</p> <p><b>Budget:</b> Officially adopt the budget upon review after presented by the Library Director. Review expenditures. Approve monthly invoices. Amend line items within the budget as necessary.</p> <p><b>Planning:</b> Work with the Library Director to determine the mission, vision, and goals of the library. See that a plan is developed for meeting community needs/interests and that it is carried out.</p> <p><b>Legal Issues:</b> Be familiar with city, state, and federal laws relating to public libraries.</p> <p><b>Collection Development:</b> Approve and adopt a collection development policy.</p> <p><b>Board Meetings:</b> Regularly attend monthly board meetings. Conduct affairs of the board at these meetings.</p> <p><b>Board Member Recruitment:</b> Recommend qualified candidates. Approve new board members.</p>	<p><b>Staff:</b> Recruit, hire, and annually evaluate all staff. Create and implement personnel policies and salary schedules/benefits for all staff.</p> <p><b>Policy:</b> Create and carry out policies as approved by the Library Board. Recommend new policies and/or policy changes to the Library Board.</p> <p><b>Budget:</b> Maintain complete and accurate records of finances. Expend funds based on the approved budget.</p> <p><b>Planning/Management:</b> Support the mission and vision of the library and on achieving goals. Manage day-to-day operations of the library, including collection development. Continually refine library services to meet community needs/interests. Report the library's current progress and future needs to the Library Board.</p> <p><b>Legal Issues:</b> Be familiar with city, state, and federal laws relating to public libraries. Keep the Library Board informed on laws relating to public libraries.</p> <p><b>Collection Development:</b> Responsible for the selection and ordering of all books and resources.</p> <p><b>Board Meetings:</b> Attend monthly board meetings. Provide a progress report and provide information as needed/requested by the Library Board.</p> <p><b>Board Member Recruitment:</b> Recommend qualified candidates. Provide new board member orientation.</p>



# Library Board Ethics

Trustees shall promote a high level of library service while observing ethical standards.

- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of the library users, colleagues, or the institution.
- It is incumbent upon any trustee to disqualify himself or herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must reflect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept appointment to the library board are expected to perform all of the functions of library trustees.

This statement was developed by the ALTA-PLA Common Concerns Committee. It was adopted by both the ALTA and PLA Boards.

# Board Resources

Below are resources you will find helpful in your position as a library board member. They include information about the library as well as state laws applicable to public libraries and nationally accepted library policies.

## Library Resources

Past Board Meeting Minutes and Agendas (available at the library)

Policy and Procedure Manual (available at the library)

## State Laws & Standards

Link to Kansas Library Law:

[http://www.kslegislature.org/li\\_2020/b2019\\_20/statute/012\\_000\\_0000\\_chapter/012\\_012\\_0000\\_article/](http://www.kslegislature.org/li_2020/b2019_20/statute/012_000_0000_chapter/012_012_0000_article/)

Link to Kansas Open Meetings Act and Kansas Open Records Act:

[https://ag.ks.gov/docs/default-source/publications/a-citizens-guide-to-koma-kora.pdf?sfvrsn=f054e281\\_16](https://ag.ks.gov/docs/default-source/publications/a-citizens-guide-to-koma-kora.pdf?sfvrsn=f054e281_16)

Link to Kansas Public Library Handbook (also available at the library):

<http://lib.nckls.org/wp-content/uploads/2019/04/Handybook-Final.17.pdf>

Link to Kansas Public Library Standards (also available at the library):

<https://www.sckls.info/home/showpublisheddocument/796/637552812120370000>

## National Library Policies

-Library Bill of Rights

-Freedom to View

-Freedom to Read

## Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their service.

- Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background or views.
- Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 1, 1948  
Amended February 2, 1961, and January 23, 1980,  
Inclusion on "age" reaffirmed January 23, 1996,  
By the ALA Council

## Freedom to View

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979.

This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

# Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

## Acknowledgements

This guide was prepared with assistance and material from the Bismark Veterans Memorial Public Library and Osawatomie Public Library.

# Orientation Checklist

- ☐ Library Tour
- ☐ Orientation Guide
- ☐ Board Responsibilities
- ☐ Board Resources
- ☐ Budget Information
- ☐ Organizational Chart
- ☐ Library Staff Policies