

STRUCTURE AND GOVERNANCE CHECKLIST

LIBRARY BOARD

1. Board provides adequate funding for cultural, educational, informational and recreational library resources in a variety of formats and actively markets these services to the community.

Completed In progress Not planned

2. Board maintains the library as an information center and provides optimum access to information systems and services in varied formats and through electronic information.

Completed In progress Not planned

3. Board has a planning process that identifies community needs for programs and services.

Completed In progress Not planned

4. Board has a means to evaluate the effectiveness of library programs and services.

Completed In progress Not planned

5. Board employs a qualified library director and provides for the continuing education and annual or semi-annual evaluation of the director.

Completed In progress Not planned

6. Board provides optimum work conditions and is aware of federal and state employment laws.

Completed In progress Not planned

7. Board makes provisions to provide continuing education for the entire library staff and for the library board.

Completed In progress Not planned

8. Board provides salary schedule for staff and works to maintain competitive salaries. The director's salary meets or is progressing toward the standard in the .

Completed In progress Not planned

9. Board encourages and pays for the participation in professional associations and activities for the trustees and the staff.

Completed In progress Not planned

10. Board ensures an adequate and trained staff to provide services. This includes support for the MLS degree.

Completed In progress Not planned

11. Board provides adequate space and facilities for resources and programs and monitors the needs of these facilities with a maintenance checklist.

Completed In progress Not planned

12. Board provides access to library services and programs for all citizens, including those with fragile health and disabilities.

Completed In progress Not planned

13. Board encourages cooperation between the library and other community organizations, agencies, and institutions.

Completed In progress Not planned

14. Board works toward the establishment of a Friends of the Library Organization for the support of library programs and services.

Completed In progress Not planned

15. Board assures that library services are available at a reasonable cost and tries to make sure services are not duplicated by similar activities within the library's jurisdiction.

Completed In progress Not planned

16. Board maintains and develops an adequate level of library technology to support local library services including interlibrary loan.

Completed In progress Not planned

17. Board has written policies for personnel, resource selection, withdrawal of obsolete resources, public services, disaster preparedness, handling of complaints, continuing education, confidentiality of records, library facilities, use of the meeting rooms, disability compliance and applicable technology.

Completed In progress Not planned

18. Copies of all the library's policies are kept in the library and in a secure location off-site. A current copy is held by each staff member, board member and an appropriate representative of local government.

Completed In progress Not planned

19. Board is familiar with Kansas Library laws and other appropriate laws.

Completed In progress Not planned

20. Board is familiar with the function of the Kansas State Library, the State Library Advisory Commission, the L.S.T.A. Advisory Council, the Kansas Library Association, the Kansas Library Trustee Association and the regional systems of cooperating libraries.

Completed In progress Not planned

21. Board has regularly scheduled meetings in barrier free location.

Completed In progress Not planned

22. Board participates in the legislative process and advocates for increased support for Kansas libraries.

Completed In progress Not planned

23. Board allocates funds for dues to library associations and provides for expenses for staff members and trustees to attend meetings and workshops.

Completed In progress Not planned

24. Board encourages participation in the regional library system.

Completed In progress Not planned

25. Board actively participates in trustee training programs provided by the regional library system, the Kansas State Library, the Kansas Library Trustee Association and the School of Library and Information Management.

Completed In progress Not planned

26. Board has a marketing plan to make the entire community familiar with programs and resources.

Completed In progress Not planned

27. Board has adopted a disaster plan and the staff has been carefully trained to implement this plan.

Completed In progress Not planned

LIBRARY DIRECTOR

1. Director advises the Board, recommends new policies and revision of policies, supervises and evaluates the work of staff and volunteers.

Completed In progress Not planned

2. Director has an orientation program for new trustees.

Completed In progress Not planned

3. Director maintains the written policies of the board and makes sure that they are kept in the library and in a secure location off-site.

Completed In progress Not planned

4. Director is familiar with Kansas and federal laws and local ordinances that affect library operations and makes sure that library practice complies with these laws.

Completed In progress Not planned

5. Director initiates a planning process and works with the board to identify community needs for library programs and services. The director works with staff and trustees to implement approved recommendations.

Completed In progress Not planned

6. Director initiates a planning process and works with the board to develop an ongoing technology plan. Director works with staff and trustees to implement approved recommendations.

Completed In progress Not planned

7. Director works with the board to develop an effective marketing plan and implements approved recommendations.

Completed In progress Not planned

8. Director submits the reports required for the State Library, the regional system and officials of local government.

Completed In progress Not planned

9. Director attends all board meetings except those where the Director's position is under consideration.

Completed In progress Not planned

10. Director is encouraged to participate and encourage staff, volunteers, trustees and Friends to participate in professional associations and activities.

Completed In progress Not planned

11. Director is aware of all services provided by the regional systems and the State Library and uses these services to maintain and improve the library.

Completed In progress Not planned

12. Director has or is planning to acquire the MLS degree if they serve more than 8000 people.

____ Completed ____ In progress ____ Not planned
13. MLS Director has an annual written plan for post-MLS education and in-service training.