

# **Kansas Library Association Handbook**

## **Table of Contents**

### **Preface 3**

### **Mission Statement 4**

### **Bylaws 5**

- Article I – Name of Organization
- Article II – Status and Mission
- Article III – Membership
- Article IV – Officers
- Article V – Elected Representatives
- Article VI – Elections
- Article VII - Council
- Article VIII – Personnel
- Article IX – Committee and Appointments
- Article X – Meetings
- Article XI – Affiliations, Sections, and Roundtables
- Article XII – Official Year
- Article XIII- Quorum
- Article XIV – Amendments
- Article XV – Parliamentary Authority/Parliamentarian
- Appendices A, B, and C

### **General Association Information 13**

- Current Dues Structure
- Executive Office Responsibilities to Committee, Sections, Roundtables, Members
- 2007 Strategic Plan 15

### **Handbook 18**

- Officers – President, Vice President, Second Vice President, Past President, Recording Secretary, and Treasurer
- Executive Director
- American Library Association Councilor – Affiliation Representative
- Mountain Plains Library Association Representative – Affiliation Representative
- American Library Association Membership Liaison
- Historian/Archivist
- Standing Committees
- Sections and Roundtable Guidelines
- Sections and Roundtables
- Parliamentarian
- Newsletter Editor
- Affiliations

### **Annual Timeline 30**

### **Kansas Library Association Personnel 32**

- Personnel Policy Manual
- KLA Executive Director Job Description
- KLA Administrative Assistant Job Description

**Intellectual Freedom Manual 51**

**Awards, Grants, Scholarship Criteria (To be revised Spring 2008) 52**

**Kansas Library Conference Manual (To be added Spring 2008) 52**

**Position Statements and Resolutions in Force 53**

**Kansas Library Association Educational Foundation 69**

## **Preface**

The Kansas Library Association Organizational Manual is a work in progress. As the KLA Bylaws change and are approved by KLA Council and Membership, corresponding changes in the manual sections are updated to reflect these approved changes.

As the operations of the organization improve and areas of the Strategic Plan are implemented so does the directional guidance of the manual. Some sections of the manual, such as the Annual Conference Manual, are under constant revision.

Any changes to the Organizational Manual, with the exception of the Bylaws which are voted on by Council and the KLA membership, are subject to Council approval and may be made at any regular Council meeting.

*KLA Bylaws Committee – Denise Smith, Chair, 2<sup>nd</sup> VP 2007-8*

## **KLA Mission Statement**

The Kansas Library Association is the common bond, public voice, and collective power for the Kansas library community.

## **KLA Vision Statement**

Dynamic libraries and librarians serving all Kansans.

# **KLA BYLAWS**

(Revised April 2008)

## **Article I. Name**

The name of this organization shall be the Kansas Library Association (K.L.A.).

## **Article II. Status and Mission**

The Kansas Library Association is a non-profit, educational organization with 501(c)(4) tax exempt IRS classification. The Kansas Library Association operates to promote library and information service to the state of Kansas, librarianship, and cooperation among all types of libraries and organizations concerned with library and information service.

## **Article III. Membership**

Section 1. Any person, institution, or commercial firm interested in the purposes of K.L.A. may become a member upon payment of the dues established by Council action. Memberships will be classified as a) personal members, b) institutional members, or c) commercial members.

## **Article IV. Officers**

Section 1. The officers of K.L.A. shall be President, First Vice President/President Elect, Second Vice President, Secretary, and Treasurer.

Section 2. The President shall preside over all meetings of the K.L.A. membership, Council and Executive Committee, serve as ex-officio member of all committees except the Nominating Committee, appoint all standing and special committee chairpersons, with the exception of the Nominating Committee, and appoint committee members. All Presidential appointments shall be ratified by Council.

Section 3. The First Vice President/President Elect shall act as the President during the President's absence, become President at the completion of the year as First Vice President, assume the office of President, if that office is vacated, for the incomplete term, and then serve a one-year term as President. The First Vice President/President Elect shall be responsible for planning the program of the Annual Conference to be held during this term of office.

Section 4. The Second Vice President shall act for the First Vice President/President Elect during his/her absence become First Vice President/President Elect at the completion of his/her year as Second Vice President, assume the office of First Vice President/President Elect if that office is vacated, for the incomplete term, and then serve a one year term as President, assist the First Vice President/President Elect with planning for the Annual Conference, review, in consultation with the Parliamentarian, the bylaws before the fall Council meeting and recommend to the President and Council any additions and/or corrections deemed necessary, for discussion and possible action at the winter Council meeting.

Section 5. The Secretary shall cause the minutes to be taken and kept of all meetings of K.L.A., the Council, and the Executive Committee, and forward them to the Executive Director for distribution, and, serve as resource person to the President, Executive Committee, and Council in questions relating to prior actions of the Committee, Council or membership through consultation of Minutes, Financial Reports, and other official papers of the Association.

Section 6. The immediate Past President shall serve as chair and ex-officio member of the Nominating Committee.

**Article V. Elected Representatives to the Mountain Plains Library Association (MPLA) and the American Library Association (ALA)**

Section 1. The representative of K.L.A. on the A.L.A Council shall be elected in accordance with A.L.A. bylaws. The A.L.A. Councilor shall attend the A.L.A. Council meetings, with some expenses paid as budgeted, and report to K.L.A. Council and the general membership at the Annual Conference.

Section 2. The Mountain Plains Library Association (M.P.L.A.) representative shall be elected in accordance with M.P.L.A. bylaws. The M.P.L.A. representative shall attend the M.P.L.A. Executive Committee meetings, with some expenses paid as budgeted, and report to the K.L.A. Council and to the general membership at the Annual Conference.

[See Appendix C for current election sequence and terms according to organizational bylaws.]

**Article VI. Election (Officers, Nominating Committee, and Elected Representatives to ALA and MPLA)**

Section 1. Members of the Nominating Committee shall serve for a one-year term and present a slate of names for every office and elected representative for which there is a vacancy, and five names for the Nominating Committee (three elected members).

Section 2. The slate shall be presented to the Council at the winter Council meeting for discussion and approval, and then shall be presented to the membership no less than four weeks prior to the Annual Conference. All nominees shall be personal members of K.L.A.

Section 3. The Second Vice President shall be elected annually. The Secretary shall be elected, in even-numbered years, to serve a two year term. The Treasurer shall be elected in the odd number years and serve a two year term. The Treasurer shall be appointed by the 2008 – 2009 President in consultation with the K.L.A. Executive Committee to serve for the 2008 – 9 year, of which the first official election of the Treasurer will take place in 2009, the first odd year.

Section 4. Ballots will be mailed or distributed by electronic means that ensures confidentiality of one (1) vote per KLA individual or institutional member to members no less than four weeks prior to the Annual Conference.

Section 5. Write-in votes will be accepted provided the nominee has indicated a willingness to serve if elected.

Section 6. A majority of votes cast constitutes election.

Section 7. Should a vacancy occur in the office of President, the First Vice President/President Elect shall assume the office immediately, and the Second Vice President shall assume the office of First Vice President for the balance of the term. In case of vacancies in both positions, the Second Vice President shall assume the office of President and instruct the Nominating Committee to select candidates for a special election to elect a First Vice President and Second Vice President as soon as possible.

Section 8. Should a vacancy occur in any elective office, the President shall appoint an interim officer, in consultation with the Executive Committee, to serve until such position can be filled by annual election through regular procedures.

Section 9. Should any officer fail to attend three (3) consecutive meetings of the Council and/or Executive Committee and/or fail to perform assigned duties in a timely manner, that officer may be removed from office by majority vote of the Council at the next regularly-scheduled Council meeting. The deposed officer may appeal to Council at the Annual Membership meeting. Replacement of the interim officer will be appointed by the President and ratified by Council, and shall serve until such position can be filled by annual election through regular procedures.

## **Article VII. Council**

Section 1. The Council shall consist of the elected officers and elected representatives to ALA and MPLA, the Past President, those persons chairing standing committees, sections, roundtables, appointed members, and the newsletter editor. All members of Council shall be personal members of K.L.A.

Section 2. The minutes of Council meetings shall be distributed to the membership.

Section 3. A meeting of the Council may be called by the Executive Director, should the President not do so, when requested by five (5) members of Council, provided that fifteen (15) days notice is given to the members prior to the scheduled date of the meeting.

Section 4. The Council shall administer the business affairs of K.L.A. and shall act on all matters by majority vote.

Section 5. All matters brought before the membership meeting of the Annual Conference shall be introduced at the Annual Conference Council meeting.

Section 6. Only the K.L.A. Council may contract in the name of K.L.A.

Section 7. Action of the Council may be appealed at a regular membership meeting or at a called special membership meeting as provided in Article X, Section 6. A two-thirds vote of those present shall be required to reverse action of the Council, except that changes to the annual budget may be effected by majority vote.

Section 8. The Executive Committee shall consist of the President, First Vice President/President Elect, Second Vice President, Secretary, Past President, Treasurer and the Executive Director. The Executive Committee shall meet at the call of the President. The Executive Committee shall advise the President and Executive Director and shall act on all matters of K.L.A. between Council meetings. All actions of the Executive Committee shall be ratified by the Council.

## **Article VIII. Personnel**

Section 1. The Executive Director will be a full-time, permanent, paid position. The Executive Director will be retained and, if necessary, dismissed by the Executive Committee, and ratified by Council.

Section 2. The Executive Committee may authorize retaining additional staff as necessary and in consultation with the Finance Committee.

## **Article IX. Committees and Appointments**

Section 1. There shall be the following individual appointments:

- a. A.L.A. Membership Liaison
- b. Historian/Archivist
- c. Representative to KanEd User Council.
- d. Others as the President deem necessary, and ratified by Council

Section 3. There shall be the following Standing Committees:

- a. Nominating
- b. Annual Conference
- c. Governmental Affairs
- d. Membership
- e. Continuing Education
- f. Finance
- g. Publications
- h. Promotion
- i. Presidential Awards
- j. Intellectual Freedom
- k. Bylaws and Organizational Manual/Handbook

Section 4. Unless otherwise defined, Standing Committees shall be comprised of a minimum of three to four members selected by the President representing a diverse constituency. All committee chair and committee member appointments by the President shall be ratified by Council.

Section 5. Special Committees as established by the President and Council:

- a. Shall receive a "charge of duties" as approved by the Council.
- b. All Special Committees shall cease to exist after three years unless reauthorized by Council.

[See Appendix D for a current list of Special Committees]

## **Article X. Meetings**

Section 1. The Council shall meet four (4) times a year to include a meeting at least once prior to or during the Annual Conference (called the Annual Conference Meeting) and at least three (3) other times yearly at the call of the President. All Council meetings shall be held in such a fashion that Council members can hear other members in the meeting and have the ability to participate in the meeting.

Section 2. There shall be an annual conference at such place and date as shall be selected by the Council. This conference may be a joint conference with other organizations, if approved by Council.

Section 3. The annual membership meeting shall be held at the Annual Conference. Membership meetings of K.L.A. shall be open to all K.L.A. members. Voting is limited to K.L.A. personal members and designated representatives of institutional or commercial members.

Section 4. Section and roundtable annual business meetings shall be organized within the framework of the Annual Conference, or joint conference, by the presiding officers of recognized sections and roundtables.

Section 5. Special membership meetings shall be called by the President when requested by twenty-five (25) members, provided that one month's notice is given to the membership prior to the scheduled date of the meeting.

Section 6. Meetings of the Executive Committee, Standing Committees, and Special Committees shall be held in such a fashion that each member can hear all members at the meeting and have the ability to participate in the meeting.

## **Article XI. Affiliations, Sections, and Roundtables**

Section 1. K.L.A. is a chapter of A.L.A., as provided by the bylaws of the American Library Association, and an organizational member of the Mountain Plains Library Association.

Section 2. K.L.A. may affiliate with organizations and groups by action of the Council.

[See Appendix A for current KLA affiliations.]

Section 3. Section and roundtable status may be accorded to groups of K.L.A. members sharing a common interest/responsibility through a formal application process. The application must include the following items: a statement of mission and potential membership, a statement of financial plans, including a tentative budget, a justification for status as a separate entity, and the list of petitioning K.L.A. members twenty-five (25) for section status or ten (10) for roundtable status.

a. Section status will be based on type of library and each section must maintain a membership of at least twenty-five (25) members in the section, who are also members of K.L.A., to maintain that status.

b. Roundtable membership will be based on type of library activity and/or common purpose and encompass various types of libraries. Each roundtable must maintain a membership of at least ten (10) members in the roundtable, who are also members of K.L.A., to maintain that status.

c. Sections and roundtable applications will be reviewed by the Parliamentarian and be established upon approval by Council.

d. Sections and roundtables may make recommendations to Council but cannot establish policy, enter into any contractual arrangements, or take any action in the name of the Association unless so directed by Council.

e. Council shall establish criteria which must be met by all sections and roundtables in order to be recognized and operate as official units of the Association.

[See Appendix B for a current list of sections and roundtables.]

f. All members of sections and roundtables must be personal members of K.L.A.

g. Sections and roundtables will have on file with the Executive Director annually updated documents described in the Organizational Manual by July 1 of each year, for Council approval at the July meeting.

Section 4. The K.L.A. Council may dissolve a section or roundtable in any Council meeting. Any remaining funds of dissolved sections or roundtables are KLA funds.

#### **Article XII. Official Year**

The fiscal year, membership year, and term of office shall begin July 1 and end June 30.

#### **Article XIII. Quorum**

Section 1. Ten percent (10%) of the total membership shall constitute a quorum at any membership meeting.

Section 2. One third (1/3) of the membership of the Council shall constitute a quorum.

#### **Article XIV. Amendments**

These bylaws may be amended by a majority vote of Council followed by a two-thirds (2/3) vote of the members voting by mail ballot. Notice of the proposed change(s) must be mailed or distributed by electronic means to the membership at least thirty (30) days prior to the deadline date for return of the ballots.

#### **Article XV. Parliamentary Authority/Parliamentarian**

Section 1. In all matters not covered by its bylaws, K.L.A. shall be governed by Robert's Rules of Order, most current edition.

Section 2. The Parliamentarian will be selected by the President and ratified by Council to serve a four-year term and to provide assistance with questions concerning parliamentary procedure and the conduct of association meetings

*Approved by KLA Council January 18, 2008  
Approved by KLA Membership vote March 2008  
Effective July 1, 2008*

## **Appendix A. Affiliated Organizations**

- a. Kansas Association of School Librarians [KASL]
- b. Friends of Kansas Libraries [FOKL]
- c. State Library of Kansas
- d. REFORMA (Heartland Chapter)
- e. KanEd
- f. Information Network of Kansas
- g. Kansas Center for the Book

## **Appendix B. K.L.A. Sections and Roundtables:**

- a. Children's Section
- b. College and University Libraries [CULS]
- c. Kansas Library Trustee Association [KLTA]
- d. Private Academic Libraries Section [PALS]
- e. Public Libraries Section
- f. Distance Learning Roundtable
- g. Government Documents Roundtable [GODORT]
- h. Information Access and Technology Roundtable [RIAT]
- i. Intellectual Freedom Roundtable
- j. Kansas Interlibrary Loan Roundtable [KILR]
- k. K-Place Librarians
- l. Library Instruction [LIRT]
- m. New Members
- n. Social Responsibilities / Librarians for Cultural and Ethnic Diversity [SRRT]
- o. Technical Service Roundtable
- p. Young Adult Roundtable

## **Appendix C. Provision for Election of K.L.A. Representatives**

A.L.A. Council – Elected in 2002 and every three years thereafter for a three year term.

M.P.L.A. Representative – Beginning in 2006 elected every three years for a three year term.

## **Executive Office Responsibilities to Committees, Sections, and Roundtables**

- Have custody of and keep organized all materials relating to the activities of KLA, Standing and Special Committees, Sections, and Roundtables for the current three years, and transfer earlier records to the Archivist/Kansas State Historical Society.
- Be responsible for receipt and deposit of all funds for KLA, Standing and Special Committees, Sections, and Roundtables.
- Write all checks, pay all bills and keep all-financial records of all Association, Standing and Special Committee, Section, and Roundtable money received and spent.
- Keep the membership name and address file, and distribute it to those persons authorized by the Council (generally speaking this is the chair of each Section or Roundtable).
- Distribute KLA bylaws to membership.
- Send membership dues notices and invoices. Collect dues and attribute to appropriate accounts.
- Work with the KLA Annual, Public Library Section, KPLACE, New Member Roundtable, and College and University Roundtable Conference Planning Committees and assist them with financial arrangements and registration details for each conference. Provide presentations, association updates, and legislative reports, continuing education opportunities at Section and Roundtable conferences when planned. Provide conference financial reports to conference committees.
- Prepare monthly finance reports of receipts and expenditures for the President and Finance Committee upon request and monthly financial reports for Section and Roundtables upon request.
- Provide budget and finance consulting to Committee, Section, and Roundtable officers and assist them with annual budget preparation.
- Ensure necessary arrangements for filing the Association's federal income tax return (990) and the state corporation papers, and any other filings necessary for Section and Roundtables and their sponsored conferences.
- Provide annual financial report to President and Council that includes ending balances for the fiscal/membership year of all accounts including Standing and Special Committees, Sections, and Roundtables.
- Advocate the causes of libraries, library service, and librarians through political action at local, state, and national levels.

# KLA Individual Member Application Form

---

**This form combines annual KLA membership with Section and Roundtable membership.**

---

First Name \*

Last Name \*

Email

Address

Address 2

City

State

Zip

Phone

Institution Name \*

Address

Address 2

City

State

Zip

Work Phone

Preferred email

Work email

**Your individual membership includes voting privileges and attendance at annual conference at the member rate. Select salary range to determine dues for one year.**

Personal Membership \*

**Join Sections or Roundtables by using the pull-down menus. To join more than one Section or Roundtable, hold the Control key and highlight your selections. If you are a Trustee, select the final pull-down menu.**


Sections

Roundtables

Join KLA at the trustee level (above), then choose budget category.

KLTA Section Membership for Trustees

---

Summary	<a href="#">Update totals</a> 
Personal Membership:	\$0.00
Sections:	\$0.00
Roundtables:	\$0.00
KLTA Section Membership for Trustees:	\$0.00
Total:	\$0.00

## Institutional KLA Membership

---

**For membership in all sections and roundtables, please see the individual new and renewal memberships forms. Links to these forms can be found at [kansaslibraryassociation.org](http://kansaslibraryassociation.org)**

---

Please provide the following information:

Institution Name \*

Address \*

City \*

State \*

Zip \*

County

Phone

Fax Number

Email

Regional Library System

Kansas House District No.

Kansas Senate District No.

Select the range of your institutional budget to determine membership dues.

Institutional Dues \*

# STRATEGIC PLAN 2007-2009

## **Kansas Library Association April 11, 2007**

KLA Strategic Planning Task Force

Hans Fischer, Chair, and Jane Hatch, Vice Chair, Gina Millsap, Carla Kaiser, Laura Loveless, Tim Rogers, Andrew Evans, Susan Moyer, Laura DeBaun, Michelle Swain, Rosanne Siemens, Margaret Knecht, Recorder

### **Purpose, Goal, and Inputs**

The purpose of creating the task force was to create a document which could guide the decision making process and actions of KLA. The goal was to produce a completed plan which would be presented to Council and to the KLA membership by Tri-Conference 2007. Inputs used in creating this plan included the research by task force members, looking at other library association planning documents, and the KLA Member Survey done in fall 2006.

### **Project Timeline – 2007 through 2009**

### **KLA Mission Statement**

The Kansas Library Association is the common bond, public voice, and collective power for the Kansas library community.

### **KLA Guiding Principles & Values**

- **SERVICE TO MEMBERS:** We are committed to fostering relationships among members and to providing opportunities to develop professional skills.
- **DIVERSITY:** We value the diversity of both our membership and the communities we serve. Diversity of ideas, approaches, and perspectives adds to effectiveness, relevance, and growth.
- **RESPECT:** Mutual respect contributes to a positive foundation for collaboration and achievement.
- **ACCESS:** Information resources provided by libraries should be equally and equitably accessible to all library users via various and diverse means.
- **INTELLECTUAL FREEDOM:** Freedom of access to information for all individuals is essential in a free society.
- **COLLABORATION:** We can best serve our constituencies by working together and pooling resources to achieve mutual goals and address common challenges.
- **INNOVATION:** We embrace innovative solutions and flexible approaches for the enhancement of library services.
- **PARTNERSHIPS:** Partnerships build alliances and leverage resources for the benefit of libraries.
- **INTEGRITY:** Members of the library community operate at the highest levels of ethics and honesty. We expect librarians and trustees to set the standard.
- **FISCAL RESPONSIBILITY:** We recognize our obligation to be good stewards of financial resources and to use those funds in an effective and responsible manner.

### **Key Focus Areas**

- **ADVOCACY - KLA will be the voice for Kansas libraries at the local, state, and federal levels on issues that impact the library community and information access for all Kansans.** Develop guidelines for Government Affairs Committee operations, including job description for the chair. Expand participation in Library Legislative Day in Topeka and in Washington, D.C. Participate in the annual meetings of the Kansas League of Municipalities and the Kansas Association of Counties. Develop advocacy materials for use by KLA members with their constituencies. **Longer Term Goals** – Fund full-time legislative lobbying position in Topeka in addition to Executive Director. Develop constructive dialogue with other advocacy groups supportive of library interests.

- **EDUCATION - KLA will facilitate the acquisition of needed skills and expand opportunities for professional development within the library community.** Identify and prioritize statewide continuing education programs for KLA involvement. Promote KLA student membership at three regional library schools. Develop materials for use in educating the public regarding library issues. Plan and implement a high quality annual conference consistent with KLA educational interests. Participate in existing “Current Issues in Librarianship” course at Emporia State University SLIM program. *Longer Term Goals* – Review/expand continuing education grant programs. Participate in additional current issues in librarianship courses at regional library schools. Encourage establishment of networking groups of Kansas librarians.
- **LEADERSHIP - KLA will foster the development of current and future Kansas library leaders and take a leadership role in areas of library interest.** Recognize and celebrate library leadership across the state with annual awards and public recognition. Cultivate future leadership from within the membership of KLA through recruitment and training. Communicate opportunities for leadership development, both regionally and nationally, to KLA members. Assess the feasibility of adding an administration and management interest group to the KLA structure. *Longer Term Goals* – Investigate KLA’s potential role in the development of a leadership program for the statewide library community.
- **PARTNERSHIPS - KLA will develop partnerships to leverage resources, increase visibility, and maximize influence.** Identify KLA goals for creating partnerships – Define objectives to be achieved through partnering. Identify and prioritize organizations whose mission and goals offer opportunities for partnering. Select three organizations and implement partnerships. – Establish mutually agreeable goals: Define respective roles, establish working relationships. *Longer Term Goals* - Implement additional partnerships. Nurture and grow partner relationships. Assess and report results of partnerships.
- **COMMUNICATION KLA will use various communication channels to promote and support library issues and interests.** Develop dynamic web presence. Enhance and expand communication to members and potential members: Publication of quarterly newsletter, establish membership e-mail list, create one minute speech on the benefits of membership. Develop external communications to partners & media outlets: Create one minute speech on the positive role of libraries in Kansas communities, create media templates for use by members. *Longer Term Goals*- Investigate membership management software. Increase frequency of newsletter.
- **FINANCIAL DEVELOPMENT - KLA will develop and maintain the funding necessary to accomplish its goals and implement its mission.** Establish comprehensive financial policy and procedures to ensure fiscal accountability and transparency. Develop comprehensive financial reporting: Move KLA accounting to QuickBooks, create clear reports as needed for the association and its subgroups. Clarify and communicate the role of the annual conference as a financial support mechanism for KLA. Define and create an officer position of treasurer in the KLA governance structure. Develop a Financial Plan in alignment with the Strategic Plan. *Longer Term Goals* - Increase KLA office staffing. Revise membership dues structure. Increase the financial contribution of the annual conference to KLA.

# KLA Handbook

## Officers

### **President - Officer (Elected Annually)**

#### General Duties

- Call and preside over all Council, Membership, and Executive Committee meetings.
- Prepare an agenda for the Council and Annual Membership Business meetings.
- Serve as Ex-Officio member of all committees except Nominating Committee.
- Prepare Correspondence as required to KLA members, committee, sections, roundtables and others as necessary.
- Serve on the Kansas Library Conference Planning Committee

#### Committee Duties

- Appoint all standing and special committee chairpersons, with exception of the Nominating Committee Chair, and appoint committee members
- Appoint ad hoc committees and chairs as necessary.
- Provide each ad hoc committee with objectives and duties for that committee.
- Serve as an ex-officio member of each committee, except for Nominating Committee.

#### Liaison Duties

- Represent Kansas Library Association at various professional meetings when requested.
- Cooperate with Mountain Plains Library Association. Cooperate with the State Library of Kansas to promote libraries in Kansas.

#### Other Duties

- Fill vacancies in offices.
- Write President's column for the association newsletter.
- Name annual conference theme.
- Send invitations to conference activities.
- Place copies of official correspondence pertinent to the Kansas Library Association on file with Executive Director
- Together with Executive Director, set goals for year.
- Organize and forward information to the incoming President.
- Inform all election candidates of election results.
- Assist MPLA Representative with selection of Kansas Ghost Ranch Leadership Institute applicants.
- Initiate annual review of Strategic Plan by the Executive Committee
- Present KLA Presidential Awards at annual Kansas Library Conference

### **First Vice-President – Officer (Elected Annually)**

- Preside at Council meetings in the absence of the President.
- Attend all Council meetings as voting member.
- Attend all Kansas Library Conference Planning Meetings as a voting member of the committee.
- Represent KLA as a delegate to the American Library Association Chapter Relations Committee.
- Serve as a member of the KLA Governmental Affairs Committee.
- Consult with the President regarding on-going committees in order to prepare a slate of committee appointments during year assuming the presidency.

- In consultation with the Finance Committee and Executive Director formulate the proposed budget for the next fiscal year and submit proposed budget for approval by the Council at the annual Conference Council Meeting.
- Organize and forward the First Vice-President's notebook to the incoming Vice-President.
- Serve as Kansas Library Conference Planning Committee Chair.
- Assume the office of President, if that office is vacated, for the incomplete term, and then serve a one-year term as President.
- Become President at the completion of the year as First Vice-President.
- Perform additional duties as assigned by President.

### **Second Vice-President – Officer (Elected Annually)**

- Act as First Vice-President in the absence of the First Vice-President.
- Assume office of First Vice-President if that office is vacated, for the incomplete term, and then serve a one year term as President.
- Assist the First Vice-President with planning the annual Kansas Library Conference.
- Review, in consultation with the Parliamentarian, and recommend changes to KLA Bylaws to be submitted at Fall Council Meeting and for possible action at the Winter Council meeting.
- Serve on KLA Governmental Affairs Committee
- Perform duties as required by the President.
- Become First Vice-President at the completion of year as Second Vice-President.

### **Past President – Executive Committee Member**

- Serves as Chair and Ex-Officio member of the Nominating Committee
- Serves as Chair of the Presidential Awards Committee and posts, receives, and reviews all applications to determine Distinguished Service Awards and other awards to be made on behalf of the association as established by Council action.

### **Secretary - Officer (Elected Biennially)**

- Cause minutes to be taken and kept of all meetings the KLA Executive Committee and Council and forwarded to the Executive Director.
- Serves as a resource person to the President, Executive Committee, and Council in questions relating to prior actions of the Executive Committee, Council, or membership through consultation of the minutes, Financial Reports, and other official papers of the association.

### **Treasurer - Officer (Elected Biennially)**

- Serves as Finance Committee Chair
- Assists the First Vice-President and Executive Director with preparation of the annual budget for recommendation to Finance Committee and approval by Council.
- Reviews regular financial reports received from the Executive Director and recommend any additions or corrections necessary to the President and Council.
- Arrange with the Executive Director for annual working papers, state filings, tax reports, and arrange for audit every three years.
- Review association dues structure and recommend any necessary revisions to Council.
- Oversee the financial status and investment, etc., of the association and recommend any necessary changes to Council.
- Acts as liaison to the KLA Educational Foundation Board.

## **Executive Director**

### **Managerial and Administrative Duties**

- Maintain and manage the KLA office and support staff as required.
- Hire, train, direct, and evaluate the support staff as required.
- Oversee volunteers.
- Have custody of all materials relating to the activities of KLA for the current 3 years, transferring earlier records to the KLA Archivist.
- Oversee printing and/or distribution of information and materials to KLA members and groups, and to allied groups.
- Distribute KLA publications as directed by Council.
- Provide coordinated services to all KLA Committees, Sections, and Roundtables.
- Assist the KLA President in calling, planning, and recording all Executive Committee and KLA Council meetings.
- Recommend policy and procedural updates and changes for approval to Council.

### **Financial Oversight**

- Be responsible for receipt and deposit of all KLA, Annual Conference, Educational Foundation, Committee, Section, and Roundtable funds.
- Prepare report of receipts and expenditures for the KLA Council and Finance Committee and KLA Membership.
- Write checks, pay all bills, and keep a set of books of all KLA moneys received and spent.
- Make necessary arrangements for filing the KLA federal income tax and state corporation papers.
- Provide annual working papers of all accounts.
- Assist the Treasurer, Vice President, and Finance Committee prepare annual budget for Council approval
- Sign all contracts relating to KLA with approval of the President and Executive Committee.
- Participate in the annual audit of the KLA finances conducted by an outside party.

### **Governmental Affairs Responsibilities**

- Monitor Kansas legislative and other governmental activities affecting libraries.
- Provide information on Kansas governmental activities to KLA Governmental Affairs Committee, KLA Council, and KLA Membership.
- Serve as liaison for KLA with the Kansas legislative members and staff
- Represent KLA at legislative, executive, and other meetings as requested by the President and Executive Committee.
- Coordinate KLA Legislative Day events and activities on an annual basis.
- Provide end of legislative session annual report to KLA membership.
- Advocate the causes of libraries, library services, and librarians through political action at local, state, and national levels.
- Provide accurate and compelling testimony before legislative committees and legislators

### **Membership Responsibilities**

- Oversee membership dues notices and invoices.
- Keep and maintain the membership database.
- Receive membership funds and maintain membership records.
- Distribute bylaws to membership.

### **Committee, Conference, Board, and Other Responsibilities**

- Serve as ex-officio, non-voting member of each KLA Committee.
- Represent KLA at meetings of library related organizations as directed by the Executive Committee.
- Work with the Annual Conference Planning Committee and assist with conference arrangements.

- Provide conference management support for Sections and Roundtable who hold conferences.
- Serve as member of the Educational Foundation Board.
- Assist Educational Foundation Board President with Foundation projects and endeavors.

### **KLA Elections**

- Oversee and coordinate all KLA elections, including ballot preparation, distribution of ballots, and compile all election results. Inform KLA President of election results.

### **Other Duties**

- Assume other duties the President, the Executive Committee, and/or Council deem necessary.

## **American Library Association Councilor**

### **Affiliation Representative (Elected Every 3 Years)**

- Elected in accordance with the American Library Association bylaws.
- Attend and represent Kansas Library Association at the ALA Council meetings with some expenses paid as necessary and/or budgeted.
- Keep association informed on all matters pertaining to the ALA.
- Reports to the KLA Council on all meetings of the ALA Executive Council.

## **Mountain Plains Library Association Representative**

### **Affiliation Representative (Elected Biennially)**

- Elected in accordance with Mountain Plains Library Association bylaws.
- Attend and represent Kansas Library Association at the MPLA Executive Committee meetings, with some expenses paid as necessary and/or budgeted.
- Keep association informed of all matters pertaining to the MPLA.
- Report to the KLA Council on all meetings of the MPLA Executive Committee.
- Promote MPLA membership within Kansas.
- Transmit publicity from MPLA to Kansas and from KLA to MPLA.
- Act as 2-way liaison and support cooperation between MPLA Executive Board and KLA Council.
- Other duties as outlined in the MPLA guidelines for state association representatives.
- Together with KLA President, assist with selection of Kansas Ghost Ranch Leadership Institute applications.

## **American Library Association Membership Liaison**

### **Committee Chair (Individual Presidential Appointment – Appointed Annually)**

- Work closely with American Library Association to promote membership for ALA in the state.
- Serve on the KLA Membership and Promotions Committee.
- Appoint additional committee members when needed.
- Promote membership in the ALA at the annual Kansas Library Conference and provide blue ribbons for conference attendees.
- Request exhibit space from Kansas Library Conference Vendor Committee Chair, set up ALA table at annual conference, and maintain promotional materials for ALA at exhibit table.

## **Historian/Archivist**

Individual Presidential Appointment – Appointed Annually

- Member of KLA and staff of the Kansas State Historical Society.
- Provide organization and care of the documents of the KLA received from the Executive Director and all committees, sections, and roundtables for reference of the KLA Council and membership.
- Maintain according to Kansas State Historical Society standards such records as, but not limited to minutes, bylaws, audits and reports of the KLA Council, individual officers, membership and business meeting minutes of committee, sections, and roundtables.

## **Parliamentarian**

Council Member (4 Year Term)

- Selected by the President from a list of nominees received by application and/or solicitation. Provide a copy of the most recent edition of Robert’s Rules of Order at each Council and Membership meeting.
- Provide active assistance in the conduct of the meeting to the President or presiding officer at each Council and Membership meeting as need arises.
- Assure policies and procedures stated in the association Bylaws and Handbook are followed as formulated.
- Determine quorum at each official meeting before action is taken.
- Review in consultation with the Second Vice President the Bylaws and Handbook prior to the Fall Council meeting in order that recommendations may be made to President and Council.

## **Newsletter Editor**

Council Member (No Term Limit)

- Serve on Editorial Board
  - Gather, write and edit news and feature articles of interest to the Kansas Library Association membership that are not published in other Kansas library publications.
  - Publish 4 issues per year, 1 issue to be published at least 3 weeks prior to the annual Kansas Library Conference, promoting the conference activities.
  - Publicize programs and activities of the KLA and its members through the newsletter and/or other publications.
  - Cooperate with committees, sections, and roundtables in publicizing and publishing their activities
- Provide leadership to the KLA Editorial Board in developing and updating editorial policies.

## **Standing Committees**

Unless otherwise defined, Standing Committees shall be comprised of 3 – 4 members appointed by the President, representing a diverse constituency:

### **Nominating**

- Recruit KLA members to serve as officers and to serve on the Nominating Committee.
- Three members to be elected by ballot of the KLA membership.
- Immediate past president serves as chair.
- Compile list of potential candidates, contact them, and explain the requirements of the offices.
- Provide complete list of candidates and their brief biographies to the KLA for approval at the Winter meeting of the KLA Council.
- Prepare ballot of nominees and send to KLA Executive Director

## **Annual Conference**

- Chaired by the KLA First Vice President
- Appoint other committee members as necessary to assist with exhibits, programming, contracts, scheduling, meal events, and any other coordination needed for a successful conference.
- Responsible for all annual Kansas Library Conference planning and programming arrangements.
- Update Conference Manual as necessary.
- Review annual agreements with any other entities participating in the annual conference.
- Report as necessary to KLA Council on conference contracts and agreements for Council approval.
- (See Conference Manual for further information)

## **Governmental Affairs**

- Chair appointed annually by the KLA President.
- To be comprised of individuals representing all types of libraries.
- Chair also serves as Federal Relations Coordinator by promoting federal legislation within the state and providing a link between KLA and the American Library Association's Washington Office.
- Second Vice-President of Association serves on committee.
- Establish annual KLA legislative priorities for each legislative session.
- Develop an effective lobby program for KLA and work closely with the KLA Executive Director.
- Coordinate legislative efforts and communicate with State Library and other library association and groups.
- Establish goals and objectives through a series of meetings
- Set and implement plan of action for each legislative session.
- Monitor and communicate progress toward goals.
- Assist KLA Executive Director with and provide direction for annual KLA Legislative Day.

## **Membership**

- Chair appointed by KLA President annually.
- To be comprised of the ALA Membership Liaison, the MPLA Representative, New Member Roundtable Chair.
- Promote KLA membership throughout state
- Work in conjunction with the KLA Promotions Committee

## **Continuing Education and Scholarship**

- Chair appointed by KLA President annually.
- Chair appoints 4 additional committee members.
- Emphasize the need for continuing education and scholarship, and support the provision of learning experiences and professional skills.
- Administer grants and scholarships by awarding funding to those applying
- Review annually the criteria for receiving grants and scholarships and recommend to Council updates.

## **Finance**

- Chaired by Treasurer
- Comprised of three persons in addition to the Treasurer, to include the KLA Executive Director (ex officio member), the Vice President, and one Presidential appointee.
- Formulate and implement the financial policies and procedures.
- Annually review all accounts as maintained in the KLA offices.
- Annually review financial status and investments.
- Develop a financial plan in alignment with the strategic plan.

## **Publications/Editorial Board**

- Comprised of the Newsletter Editor, Executive Director, Promotions Committee Chair, and 3 other individuals.
- Set policies for and supervise the KLA Newsletter and other KLA publications.
- Promote general association-wide publication projects
- Assist Newsletter Editor with publications of quarterly newsletter.

## **Promotions**

- Comprised of the Newsletter Editor, and others appointed by the President annually.
- Plan and implement public relations campaigns and other events to promote libraries throughout the state.
- Provide assistance to the KLA Educational Foundation in fundraising activities.

## **Presidential Awards**

- Chaired by Immediate Past President
- Other members of committee appointed by Past President
- Prepare and accept nomination forms and nominations for award categories: Meritorious, New Professional, Library Advocate, Non-library Person, and Lifetime Achievement.
- Promote nominations and announce dates nominations will be accepted.
- Review nominations and select award recipients.
- Communicate recipient names to President, Executive Director, Council, and recipient.
- Prepare information on recipients for publication in annual conference program to be used during presentation of the award plaques during annual conference.
- Awards to be presented by the President at the annual Kansas Library Conference

## **Intellectual Freedom**

- Open to any member of the Intellectual Freedom Roundtable.
- Serve as a forum for the discussion of intellectual freedom issues and censorship.
- Offer cooperation with state and national organizations in the fight against censorship.
- Annually review KLA website information and policies on intellectual freedom.
- Monitor intellectual freedom incidents and report to KLA Council and ALA Office of Intellectual Freedom.

## **Bylaws and Handbook**

- Chaired by Second Vice President
- Members appointed by Second Vice President and to include Executive Director.
- Reviews and recommends changes to the bylaws.
- Submit any bylaws amendments for review and comment at the Fall Council meeting, for Council action to take place at Winter Council meeting, and membership vote prior to annual conference.

## **Sections and Roundtable Guidelines**

### **Establishment of a Section or Roundtable**

Section and Roundtable status may be accorded to groups of KLA members sharing a common interest or responsibility in the practice of librarianship through a formal application process. The application process shall include:

- A statement of mission and potential membership
- A financial plan that includes a proposed budget
- Justification for establishment and status as a Section or Roundtable
- A list of petitioning KLA members (Section – 25, Roundtable – 10)
- Sections and Roundtables will be established upon review by the Parliamentarian and upon approval of the KLA Council.

### **Necessary Filings and Information of a Section or Roundtable**

Sections and Roundtables will have on file annually and with the Executive Director documents that include: Statement of Purpose, elected representatives or officers (including contact information), Council approved dues and fees (this includes change of dues and/or fees), Parliamentarian and Council approved bylaws (this includes change in bylaws), Approved Budget, Goals (in conjunction with the KLA Strategic Plan), Annual Report of the activities, Fiscal Status, and Membership Roster. These are due to the Executive Director after each annual Kansas Library Conference and to be published in the first quarterly KLA newsletter each fiscal/membership year.

### **Budgetary and Fiscal Responsibility of a Section or Roundtable**

Section and Roundtables are responsible for all costs incurred as a result of their activities and may not spend more than the account balance they have on hand. In accordance with best practice accounting principles all receipts made to a Section or Roundtable shall be made out to KLA with note indicating which section or roundtable receipt is to be attributed to, and sent directly to the KLA Executive Director to be deposited and credited in a timely fashion. Payments to be made by a Section or Roundtable shall be presented immediately to the Executive Director for payment in a timely fashion. These processes may take place via electronic means. KLA will not underwrite the costs of any Section or Roundtable at any time during the fiscal year. All expenses and deposits must be presented to the Executive Director by June 25 of the fiscal operating year. All funds transactions are transactions of KLA and not of a section or roundtable.

### **Contractual Arrangements**

Sections and Roundtables may not enter into any contractual arrangements unless approved by KLA Council.

### **Employment of Staff by a Section or Roundtable**

A Section or Roundtable may not employ staff.

## **Sections and Roundtables of KLA**

### **Children's Section**

The Kansas Library Association Children's Section seeks to provide opportunities for Kansas librarians serving children to discuss important issues and to support one another with the exchange of ideas relevant to the population being served. This is an invaluable forum for school, public or special librarians to share joys, concerns and insights about children's programs and materials.

Offices of the Children's Section include Chair and Vice-Chair.

The Children's Section sponsors workshops on programming, reference and readers' advisory at the annual KLA Conference. Members are encouraged to share their knowledge and skills with members of the section and to provide advice and encouragement.

### **College and University Section (CULS)**

- CULS provides a forum in which to address the concerns of academic libraries in Kansas and to provide leadership in representing and advocating for the common interests of librarians and library staff in Kansas academic libraries.
- CULS fosters a collegial, professional relationship among academic librarians and library staff statewide to promote the libraries in college and universities in Kansas.
- CULS provides a forum to improve library services, resources, and user education.
- The CULS Annual Conference provides opportunities for professional development of all library staff and encourages membership and participation in professional associations such as KLA, Association of College and Research Libraries (ACRL), and others professional groups.
- CULS provides, develops, and facilitates activities that will support the above purposes.

The CULS Executive Board consists of the President, Vice President/President Elect, Secretary -Treasurer, ACRL Chapter Representative with Ex-Officio, non-voting members of Webmaster, Parliamentarian, and others as requested by Executive Board

Standing Committees include Communications and Awards Committee. Current ad hoc committees include Summer Institute Planning Committee and CE Grants Committee.

CULS activities include the Annual Fall Conference that provides continuing education, meetings and programs at the Kansas Library Conference, and the Bi-annual Summer Institute (one-day workshop)

### **Kansas Library Trustee Association (KLTA)**

The purpose of KLTA is:

- To develop and promote through the role of public library trustees highly effective library service in Kansas
- To promote continuing education and support for library trustees in Kansas.
- To build and maintain a strong, viable, and active state advocacy group.
- To strengthen the public's awareness of the important role of Kansas libraries
- To communicate effectively with KLTA members and encourage participation in KLTA.

Officers: President, Vice President/President Elect, Treasurer, Past President.

Board: One representative from each of the 7 regional systems, one representative from each of the 4 urban libraries, and 1 – 3 at large members.

Committees (2 standing): Nominating and Executive – President, Vice-President/President Elect, Secretary, Treasurer and At-Large Member. Ad Hoc Committees - Trustees-Friends Day and Website

Activities of KLTA:

- Trustee-Friends Day, part of the annual Kansas Library Conference
- TrusteeTalk newsletter (3X/year) covering library financing, hot news, laws/regulations, and trustee continuing education topics.
- Website at [www.kslibtrustees.org](http://www.kslibtrustees.org)
- State-level advocacy
- Design and present workshops and statewide trustee education programs

### **Private Academic Libraries Section (PALS)**

The Private and Academic Libraries Section strives to promote academic libraries and their programs in private post-secondary educational institutions in Kansas and to encourage cooperation among libraries and professional growth for their staff.

The PALS group elects a Chair, Secretary/Treasurer and a Nominating Committee.

The PALS Chair and Secretary/Treasurer serve for two years.

The PALS Nominating Committee is made up of three members elected for one year.

PALS meets three times a year: CULS Fall Business Meeting, Winter Meeting, and Kansas Library Conference Spring Business Meeting

PALS also participates in: Consortium subscriptions to online databases, Scholarships for paraprofessionals to attend CULS Annual Conference and the Kansas Library Conference, and in Conference presentations

## **Public Library Section (PLS)**

The Public Library Section of KLA serves to promote best practices in all library and information management in public libraries across the state.

Officers include the President, Vice President, and Secretary

PLS sponsors a wide variety of relevant and current topics in sessions annually during the Kansas Library Conference. PLS also holds a planned/themed retreat for public library directors, staff, and trustees every two years.

## **Distance Learning Roundtable**

The Distance Learning Roundtable serves to promote the positive role public and academic libraries can play in providing programs and services for students in distance learning programs. As more course offerings are made via the Internet using digital resources, libraries can play a vital role in serving students in the online environment.

Officers include a Chair.

Activities include workshops and sessions during annual conference.

## **Government Documents Roundtable (GODORT)**

The purposes of Kansas GODORT are:

- To provide opportunities for group discussion of problems, concerns and practices of librarians working with government information;
- To exchange ideas about the selection and use of bibliographic tools;
- To consider the availability, format and use of various types of information;
- To promote the education and training of personnel who work with government information.

In a broader context of our stated purposes, GODORT strives to work:

- To better organize politically in partnership with other stakeholder groups;
- To better define our role in the development of the new age of government information and the vision we have for our libraries in an electronic environment;
- To educate legislators as they develop new information policy standards;
- To develop a more prominent role in the modernization of our libraries;
- To develop a better meld of international, Federal, state, and local concerns within KLA/GODORT;
- To exert more influence within KLA and other professional associations of which we are members;
- To assert our role in the development of collection policy and automation in our home institutions;
- To use the advantage of our diversity as a group to share our differing expertise regarding the evolving information environment.

GODORT officers include a Chair, Vice Chair (Chair elect), and Secretary. A nominating committee consisting of the immediate past Chair and two other members provide the slate for election each year. Ad Hoc Committees and/or Task Forces are created or abolished as needed by the Roundtable Chair.

Activities include continuing education events during the year and sponsored sessions at the annual conference.

## **Information Access and Technology Roundtable (RIAT)**

### **Kansas Interlibrary Loan Roundtable (KILR)**

The purpose is to improve interlibrary loan in the state of Kansas by providing a forum for personal interaction among ILL personnel, enhancing cooperation among libraries, acting as an ILL support group, encouraging coordination of ILL policies and procedures, and providing specialized ILL educational programs.

Officers: Chair, Vice Chair, Secretary.

### **K-Place Roundtable**

The purpose of the K-Place Roundtable shall be to foster the professional development of library personnel through continuing education.

Officers of this Roundtable are the Chair, the Chair-elect, and the Secretary/Treasurer

### **Library Instruction Roundtable (LIRT)**

The Kansas Library Instruction Round Table of the Kansas Library Association has four main goals: (1) To provide a forum for discussion of activities, programs, and problems of instruction in the use of all types of libraries; (2) To contribute to the education and training of librarians for library instruction; (3) To promote instruction in the use of libraries as an essential library service; and (4) To serve as a channel of communication on instruction in the use of libraries.

Elected Officers: Chair, Vice-Chair/Chair-Elect, Secretary/Treasurer

Appointed Officials: Publications Liaison, Two members of the Finance Committee

Elected Officials: Two members of the Nominations and Elections Committee

Committees: Executive, Steering, Finance, Nomination and Elections.

Activities: Two business meetings per year, sponsors two conference presentations each year at the annual Kansas Library Conference, holds a summer workshop each odd numbered year.

### **New Member Roundtable**

The New Member Roundtable serves to acquaint new KLA members with other KLA members and to encourage participation in association activities, leadership roles, and in Sections and other Roundtables.

Activities include social events and sponsored sessions and programs during the annual Kansas Library Conference.

### **Social Responsibilities/Librarians for Cultural and Ethnic Diversity (SRRT)**

The Librarians for Cultural and Ethnic Diversity and Social Responsibilities Roundtable exists to educate the Kansas Library Community on the various facets of diversity, and strives to help librarians ensure equal and easier access to resources, services, and collections relevant to our diverse world.

Officers include the Chair.

SRRT sponsors sessions at the annual Kansas Library Conference.

### **Technical Services Roundtable**

Statement of Purpose: To promote the communication of ideas, interests and research concerning acquisitions, cataloging, serials control and other areas of technical services in all types and sizes of libraries.

Officers: Chair, Vice-Chair/Chair-Elect, Secretary, Treasurer,

Activities: Sponsor programs at the annual Kansas Library Conference.

### **Young Adult Roundtable**

The purpose of the Young Adult Roundtable is to promote library programs and services for young people. The Roundtable provides a forum for librarians who serve young adults, and those who serve young adults in communities.

Officers: Chair, Chair-elect.

Activities include sponsoring sessions on pertinent YA topics at the annual Kansas Library Conference.

## Annual Timeline of Activities

### January

- KLA Council Winter Meeting
- Slate of nominations presented for approval by Council at Winter meeting
- Bylaws presented for Council action if amendments proposed
- Conference registration forms made available
- Presidential Award nominations being – forms made available by Past President
- KLA Educational Foundation financial records to accountant for IRS tax filing
- Legislative Day invitations to legislators delivered with push card

### February

- Annual Election Process begins no later than February 15 - Ballots distributed to members
- Section and Roundtable ballots distributed no later than February 15.
- KLA Legislative Day at Kansas State House to coincide with “Turnaround Day”
- Budget preparation for next fiscal year begins

### March

- Ballots due, election results calculated, ballot individuals notified of results no later than March 25
- Section and Roundtable election results recorded and nominees notified no later than March 25
- Presidential Award recipients notified.
- KLA Educational Foundation filing and dues paid to Secretary of State
- Presidential Awards determined
- Proposed budget finalized by Finance Committee
- Dues structure reviewed for proposal and approval at conference Council meeting

### April

- Annual Kansas Library Conference
- Council meets at annual Conference
- Election results communicated to Council and membership
- Presidential Awards presented at annual conference
- Annual Membership meeting held at Conference.
- Budget for next fiscal year approved at conference Council meeting
- Annual Fundraiser for KLA Educational Foundation at annual conference

### May

- Wrap-up Report made to membership at close of legislative session
- Conference Wrap-up and Recommendations Meeting
- Director Evaluation process begins – Goals set in conjunction with Strategic Plan
- Membership and Promotions Committees meet – review membership forms
- ALA Legislative Day – Washington DC

### June

- Presidential Committee appointments made by First Vice President for next KLA annual operating year
- Membership forms for next membership year finalized
- All Section and Roundtables to send final bills and deposits by June 25
- Section and Roundtables send all documents to Archivist by July 1
- Sections and Roundtables file required information for next fiscal year with Executive Director
- Fiscal and membership year ends June 30
- Executive Director and 1<sup>st</sup> Vice President set goals for association in conjunction with Strategic plan for next operating year

## **July**

- Council meets with both old and new Council members – new Council members introduced
- Annual financial report presented to Council
- Approved budget presented to new Council members
- Contract renewals approved and signed with NEKLS and TSCPL
- Report on Director Evaluation made to Council
- President presents goals for the year to Council
- Membership renewals and recruitment of new members begins
- KLA financial records for previous fiscal year to accountant for IRS tax filing
- LIRT Workshop every other year
- Section and Roundtable conference planning begins

## **August**

- KLA Governmental Affairs Committee begins monthly meetings to determine legislative priorities for next legislative session
- Registrations begin for CULS and PLS Conferences
- Bylaws Committee determines need for revisions for presentation at October Council meeting
- Annual Kansas Library Conference planning committee begins meeting

## **September**

- Lobbyist registration renewed
- PLS Conference/Retreat every other year

## **October**

- Council meets
- Bylaws revisions draft presented to Council – call for comments
- KLA filing and dues paid to Secretary of State
- CULS annual conference

## **November**

- Conference proposals due November 1 (See Conference Manual)
- Governmental Affairs Committee finalizes legislative agenda and push card

## **December**

- KLA Educational Foundation Board election of officers
- KLA Educational Foundation fiscal year ends December 31
- KLA Nominating Committee convenes and begins preparation of slate for Council approval at Winter meeting
- Presidential Awards Committee Convenes to begin award nomination process
- Conference Planning Committee begins program/presentation selection process for annual conference

# **Kansas Library Association Personnel**

## **Kansas Library Association EMPLOYEE HANDBOOK**

January 2007

## **PREFACE**

The Employee Handbook will acquaint you with policies, rules, and benefits which apply to all employees of the Kansas Library Association. It is your responsibility to read and be familiar with the contents of this Handbook.

It is presented as a matter of information only and its contents should not be interpreted as a contract between the association and any of its employees. The Handbook is not intended to and does not constitute any sort of contract of employment, either expressed or implied.

The Kansas Library Association expressly reserves the right to change any of our policies without prior notice, including those covered here, at any time. We will notify you of these changes by appropriate means. Amendments or new policies will be effective on dates determined by the KLA Council, and you may not rely on policies that have been amended or deleted. No supervisor or manager other than the Executive Committee of the Kansas Library Association has any authority to change any policy.

If you are uncertain about any policy or procedure, please confer with the Executive Director of KLA.

This Employee Handbook supersedes all previous handbooks and any other employment related policy or procedure which may have been issued on subjects covered herein.

Those provisions of the Handbook that could not by law apply to non-exempt employees do not apply to non-exempt employees.

Staff appointments are made by the Executive Director in accordance with the power vested in him/her by the Executive Committee and KLA Council.

## **EMPLOYMENT RELATIONSHIP**

Employees of KLA are "employees-at-will." KLA may terminate the employment relationship at any time, with or without cause, and with or without advance notice. New employees shall be considered to be on a probationary status during the first six months of employment. Prior to the end of that six month period, a probationary performance evaluation shall be conducted. As a result of that evaluation, the employee may be accorded regular employment status, the probationary status may be extended for an additional period of time, or other corrective measures up to and including termination may be taken. The foregoing does not alter the employment-at-will relationship between the employee and KLA.

No representative or employee of the KLA has any authority to enter into any contract or agreement with the Executive Director concerning the Executive Director's employment except the Executive Committee of Kansas Library Association.

## **EQUAL EMPLOYMENT**

KLA maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with us will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by law.

Nothing in the previous paragraph is meant to limit or expand KLA's obligation pursuant to all state, local and federal laws, rules and regulations in all phases of employment including, but not limited to, recruitment, hiring, training, promotion, compensation, benefits, transfer and dismissals.

## **UNITED STATES CITIZENSHIP**

KLA intends to hire only citizens of the United States of America or those who have valid permits to work in the United States. All employees are required to provide proof of citizenship as requested or proof of a United States work permit before he/she can receive his/her first paycheck.

## **NO SMOKING**

The KLA offices are designated as a no smoking office. No smoking is allowed anywhere in the office and employees and visitors who wish to smoke must leave the office.

## **CONFIDENTIALITY**

All matters relating to KLA members or office matters must be kept strictly confidential. Nothing that occurs in the office should be discussed with your family, friends, other clients, or anyone else. You should not discuss papers or KLA matters in public places such as restaurants, where other persons can see the papers or overhear conversations.

## **SEXUAL HARASSMENT POLICY**

KLA will not tolerate the sexual harassment of one employee by another. The following employment practices are a part of the policy on sexual harassment:

It is KLA's policy to maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. Any such incident should be promptly reported to your supervisor or to the Executive Director for investigation and resolution, unless these members of management are the objects of the complaint. In that instance, any such incidents should be reported promptly to KLA's Personnel Committee.

No employee shall engage in comments, jokes, or name calling that is vulgar, offensive, or profane, or that may insult someone's religion, race, sex, color, disability, age, or national origin. Any employee who violates this policy will be subject to discipline up to and including termination.

KLA will not tolerate sexual harassment in any form. No supervisor or employee shall threaten or imply that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, pay, promotion, job assignment, or any other aspect or condition of employment. Any employee who violates this policy will be subject to having job action taken against them.

No employee, whether supervisory or non-supervisory, may sexually harass another employee. Sexual harassment includes, but is not limited to:

1. Touching or making improper proposition advances;
2. Abusive, vulgar language of a sexual nature;
3. Suggestive jokes or comments about an employee's body or wearing apparel; and
4. Display of sexually suggestive cartoons, pictures, or photographs.

Any employee who believes the actions or comments of another employee constitute unwelcome harassment may report the situation to any level supervisor or to the Executive Director unless these members of management are the objects of the report. In that event, such actions or comments should be reported to the KLA Executive Committee.

In its efforts to prevent discrimination or harassment of any kind, KLA will maintain an open-door policy. All complaints will be promptly and confidentially investigated. The complaining employee will be advised of the results of the investigation.

Any employee, supervisory or non-supervisory, found to have engaged in harassment or discrimination toward another employee will be subject to disciplinary action up to and including termination. Disciplinary action taken is wholly in the discretion of the Executive Director. Nothing in this Handbook should be taken in any way as a limitation on the powers of the KLA to decide what discipline is appropriate under given circumstances. Nothing in KLA's Sexual Harassment Policy abrogates or alters the employment-at-will relationship between KLA and its employees.

## **INJURY**

Any injury, however slight, occurring on the job must be promptly reported to your supervisor.

## **ALCOHOL AND DRUGS**

The use, possession, sale, transfer, purchase, or being under the influence of illegal drugs or illegal intoxicants or controlled substances by employees at any time on the premises of the KLA offices, in vehicles on during KLA business, or while on the duty away from the offices is prohibited.

Employees must not be on KLA business, KLA or Topeka Shawnee County Library property, or operating KLA or equipment while under the influence of any alcoholic beverage, marijuana, or illegally obtained drugs, narcotic, or other controlled substance. Violation of this policy will result in disciplinary action, including termination.

## **DRUG TESTING**

In accordance with KLA policy prohibiting the use or being under the influence of illegal drugs or alcohol, KLA will test any employee who exhibits or manifests a condition which would lead KLA to believe that the employee is impaired due to drugs or alcohol.

Failure to submit to such drug test will result in discipline up to and including termination. Failure to pass such drug test will result in discipline up to and including termination.

## **STANDARDS OF CONDUCT AND CORRECTIVE ACTION**

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, our employees must be aware of their responsibilities to KLA and to co-workers. KLA maintains an open door to employee concerns and such issues should be addressed first with the Executive Director. Should the Executive Director be unable to resolve these concerns, they will be referred to the KLA Executive Committee.

The image of the Kansas Library Association is conveyed through the attitudes, appearance, conduct and working relationships of the staff. Each staff member must act as an ambassador to the public at large and premiere good public relations. As a service organization, employees of KLA are expected to be courteous, cooperative and communicative when assisting the users or working with fellow employees. Should problems arise, it is the responsibility of each individual to make every effort to solve the problem through open, positive, job-related communications with the person or persons involved in the situation. If necessary, the Executive Director will become involved in finding solutions to the problem.

Violations of our standards will result in one or possible more of the following forms of corrective action:

- (a) *Verbal Warning.* A verbal warning is an oral reprimand given to an employee by his or her supervisor or department head. A record of the warning shall be recorded in the employee's file.
- (b) *Reprimand.* A reprimand is a written censure to an employee by his or her supervisor or department head, a copy of which shall be recorded in the employee's file.
- (c) *Training.* Training is a trial period of a specific length of time during which an employee is required to fulfill a set of conditions, or to improve work performance, or to improve on the job behavior. Failure to meet the training requirements may result in additional disciplinary actions, up to and including termination.
- (d) *Salary Reduction.* A salary reduction is the lowering of an employee's rate of pay within the pay range to which the employee's position is assigned.

- (e) *Demotion.* A demotion is the placement of an employee into a position of a lower pay range.
- (f) *Suspension.* A suspension is the removal of an employee from service, with or without pay, for a specific period of time.
- (g) *Termination.* Termination is the removal of an employee from employment with KLA.

The foregoing does not represent an exclusive list of disciplinary actions and other forms of corrective action which may be taken. Disciplinary actions are not taken in a prescribed sequential order, but are chosen as the circumstance may dictate and one or more types of disciplinary action may be taken in a particular instance or instances.

KLA will not follow a sequential progression of corrective actions and may select the disciplinary action it deems appropriate for the violation in question.

In arriving at a decision for proper action, the following will be considered:

1. The seriousness of the infraction;
2. The past record of the employee;
3. The circumstances surrounding the matter.

Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action:

1. Falsifying an employment application, timecard, or personnel or other Kansas Library Association document or record;
2. Breach of confidentiality;
3. Unauthorized possession of KLA or employee property, carrying weapons or explosives, or violating criminal laws on the KLA or Topeka Shawnee County Library premises;
4. Disorderly conduct which may endanger any employee or property on KLA or Topeka Shawnee County Library premises;
5. Engaging in acts of dishonesty, fraud, theft, or sabotage;
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees;
7. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned;
8. Unauthorized use of KLA or Topeka Shawnee County Library material, time, equipment, or property;
9. Damaging or destroying KLA or Topeka Shawnee County Library property due to careless or willful acts;
10. Conduct which the KLA or Topeka Shawnee County Library feels reflects adversely on the employee or KLA;
11. Performance which, in KLA's opinion, does not meet the requirements of the position;

12. Engaging in such other practices as KLA determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of KLA, its employees, or clients;
13. Negligence in observing fire prevention and safety rules;
14. Violation of the KLA's policy on alcohol and drugs;
15. Other circumstances for which KLA believes correction action is warranted.

This list is intended to be representative of the types of activities which may result in disciplinary action. It is not intended to be comprehensive and does not alter the employment-at-will relationship between the employee and KLA.

Upon termination, an employee may be given severance pay, but that decision will rest in the management's discretion. KLA is not obligated to pay any employee severance pay.

Should the employee's conduct result in a recommendation that he/she be terminated, the employee will be informed by the Executive Director.

### **PERSONNEL RECORDS**

Important events in each employee's history with KLA will be recorded and kept in the employee's personnel file. Regular performance reviews, change of status records, commendations, corrective action warnings, and educational attainment records are examples of records maintained. Personnel files may be available for inspection by current employees after reasonable notice to the Executive Director during regular business hours.

You are responsible for notifying the Executive Director of changes in address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.), since income tax status and group insurance may be affected by these changes. This up-to-date information will enable KLA to keep accurate personnel records. This responsibility includes employees on lay-off status or leaves of absence.

### **MEDICAL RECORDS**

Please do not furnish KLA with medical information unless you are providing records as part of a requested accommodation or unless KLA requests those records. Medical information will be kept by the Executive Director separate from your personnel file.

You may be required at any time to submit to a medical exam, at KLA's expense and Kansas Library Association selection of physician, to determine if you are physically and mentally fit for the job you perform or will perform.

### **DEATH OF AN EMPLOYEE WHILE ON PAYROLL**

The amount due will be unpaid salary plus compensation for unused accumulated vacation allowance.

### **WORK SCHEDULE**

Full time employees work a forty hour work week. The work week of the Kansas Library Association begins on Saturday and ends on the following Friday. If an employee who is not exempt from the overtime provisions of the Fair Labor Standards Act believes he or she must work more than forty hours in a week, he/she must receive permission and approval from the Executive Director. Arrangements for the form of compensation for the hours beyond the forty hour work week will be made with the Executive Director's input and approval. Except in very exceptional circumstances, no hours beyond the normal forty hours per week will be approved unless first brought to the attention of the Executive Director and approval received from the Executive Director. Non-exempt employees with unapproved hours beyond the normal forty hour work week will not be paid for those hours. The same policies shall be in

effect for part time employees, whether exempt or non-exempt, who wish to work more hours than the number previously approved.

Professional staff members are considered exempt from the overtime provisions of the Fair Labor Standards Act, and their job descriptions shall be identified as such. When exempt employees work more than forty hours per week, they shall receive no compensation for such overtime hours worked. In the case of part time exempt employees, they shall receive compensation at the regular straight-time rate for hours worked greater than their normal work week, but not more than forty hours per week, only when such additional hours have been approved in advance by the Executive Director.

Regardless of the status of an employee under applicable law, staff members will provide a time sheet to the Executive Director showing the amount of time used to perform Kansas Library Association job duties each week. Travel time and actual work hours shall be separately accounted for on this form.

On a weekly basis, each staff member will provide the Executive Director with a schedule stating any travel to Kansas Library Association member libraries for the upcoming week. As schedule and travel changes occur, the staff member shall advise the Executive Director.

### **OUTSIDE EMPLOYMENT**

Outside employment constitutes a Kansas Library Association employee holding a second job with another employer, whether paid or unpaid. Outside employment by an employee is permitted only when such outside employment:

- (1) is considered secondary to service with KLA;
- (2) does not interfere with the performance of duties for KLA; and
- (3) no legal, financial or ethical conflict of interest results from such dual employment.

An employee must obtain approval in writing from the Executive Director prior to accepting outside employment or any change in the nature of such outside unemployment. A request to perform continuous outside employment must be renewed annually by the outside employee and re-authorized by the Executive Director.

### **PERFORMANCE APPRAISALS**

The job performance of each Kansas Library Association employee will be evaluated annually. However, KLA reserves the right to initiate a performance appraisal at any time it deems one is necessary.

### **EMPLOYEE BENEFITS**

Part-time hourly employees are not eligible for vacation or sick leave benefits.

### **HOLIDAYS**

KLA will be closed for the holidays listed below. Regular employees, paid at a fixed annual rate of compensation, are paid for these holidays.

New Year's Day, January 1  
Martin Luther King, Jr. Birthday, third Monday in January  
Memorial Day, last Monday in May  
Independence Day, July 4  
Labor Day, first Monday in September  
Thanksgiving Day, fourth Thursday in November  
The Friday following Thanksgiving Day  
Christmas Eve, December 24  
Christmas Day, December 25

When any of these days falls on Thursday, KLA offices will be closed on the following Friday.

When any of these days falls on Sunday, KLA offices will be closed on the following Monday.

## **VACATION**

**ACCRUAL AND USE.** Each full-time employee receives an annual vacation with pay for 12 months' continuous service. Accumulated leave may be taken after six months' service. The annual allowance for various positions is:

Professional Librarians: 20 Work Days

All other full-time employees: 12 Work Days

After 4 years continuous full-time service by full-time employees: 15 Work Days.

After 8 years full-time continuous service by full-time employees: 18 Work Days.

Salaried part-time employees: Receive a proportionate vacation allowance based on full-time allowance for the position.

Bookkeeping procedures on the last day of each calendar year automatically cancel any accrual in excess of one year's allowance.

When a holiday falls within an employee's vacation, it is not counted as a working day.

An employee in good standing and after at least six (6) months service will receive compensation for unused vacation cumulated, up to a maximum of one year's allowance.

Employees have the responsibility of cooperating with the administration in scheduling annual leave and request leave during periods when their services can be spared without detriment to the library Kansas Library Association; therefore, the use of annual leave is subject to the prior approval of KLA Executive Director.

## **LEAVE OF ABSENCE WITH PAY**

A leave of absence with pay is an absence administratively authorized or approved. Such leave is granted only when vacation and sick leave are exhausted and may be approved by the Executive Director for the following reasons:

**PROFESSIONAL MEETINGS.** Staff members may receive time off with pay, reasonable and prior approved expenses, or both, for attendance at professional meetings when authorized by KLA Executive Director.

**DEATH OR ILLNESS IN FAMILY.** Leave with pay, up to a maximum of one week if justified by circumstances, is allowed in case of death or very serious illness of a member of the employee's immediate family (spouse, child, parent, brother, sister, mother or father in law, sister or brother in law).

**COURT LEAVE AND JURY DUTY.** Court leave is an authorized absence from duty without charge to leave or loss of compensation, for the purpose of attending court as a witness or for jury duty.

KLA will pay staff members their regular salary during such court or jury service, less the amount received for jury serve or as a witness. If such service pays more than KLA salary, no salary will be paid.

EMERGENCY LEAVE may be granted at the discretion of the Executive Director, depending on the circumstances of the particular emergency.

### **LEAVE OF ABSENCE WITHOUT PAY**

Leave of absence without pay may be granted only after an employee's accrued vacation allowance has been exhausted.

Request for such leave must be in writing presented to KLA Executive Director.

Each request will be considered on its own merits, with recommendations by KLA Executive Director.

Leave without pay may be taken for study, such as for a summer semester or one full school term when it will lead to self improvement in such a way as to have a better trained and informed staff member.

Leave of absence without pay will be granted to a member of the National Guard or Armed Forces Reserve when engaged in training or active duty.

No sick leave or vacation benefits accrue during leave of absence without pay except as required by statutes governing the rights of veterans.

### **MATERNITY/PATERNITY LEAVE**

When it becomes necessary for an employee to take maternity/paternity leave, including leave as a result of adoption, she/he may be granted leave for a period of up to three months.

Accumulated sick leave and vacation leave may be utilized as part of the calendar days of leave. Sick time and vacation time earned will continue to accumulate during the period the employee is on sick leave or vacation leave. The employee will earn no sick leave or vacation leave during the portion of the leave which is taken without pay.

For that period of leave which is taken without pay, the employee must make arrangements to pay her/his share of the costs of any fringe benefit programs that he/she is enrolled in. If the employee does not elect to do so, KLA will likewise drop its share of those costs.

### **UNAUTHORIZED ABSENCE**

Any unauthorized absence shall be considered absence without pay and may be made grounds for dismissal. An employee who is absent without leave for 3 or more work days is considered to have resigned without notice.

### **CONTINUOUS LONGTERM ABSENCE**

Any employee who is absent from his/her position for six (6) or more consecutive and continuous months and who can no longer perform the essential functions of his/her position with or without reasonable accommodation may be terminated.

### **SICK LEAVE**

Regular, full-time employees shall accrue sick leave at the rate of one day per month up to a maximum accumulation of 1,000 hours.

A salaried part-time employee paid at a fixed annual rate of compensation working half-time or more is allowed proportionate sick leave based on full-time allowance.

A doctor's statement of confirmation may be required for use of any sick leave taken. Abuse of sick leave privileges shall be grounds for dismissal.

An employee may use sick leave allowance when personally sick or:

For time off in case of illness in the immediate family (spouse, parent or child).

To keep an appointment with a health care provider.

Whenever it is determined that an absence does not warrant the use of sick leave, it shall be charged to annual leave or leave without pay, as appropriate.

The minimum charge for sick leave deducted at one time is two (2) hours, and additional charges to sick leave are in multiples thereof.

When an employee exceeds accrued sick leave allowance during any pay period, the proportionate amount for the excess will be deducted from the next salary check unless the employee has requested that the excess time be deducted from accrued vacation allowance and approved by the Executive Director.

### **FAMILY AND MEDICAL LEAVE**

- (a) *Amount of Leave Granted.* Upon request, any eligible employee will be granted up to 12 weeks of unpaid family and medical leave during any 12 month period. Such leave will be available as the result of the birth, adoption or placement of a child for foster care, to care for a spouse, child or parent with a serious health condition or due to a serious health condition or disabling illness of the employee. "Serious health condition" shall be defined as an illness, injury, impairment, or physical or mental condition involving inpatient care or continuing treatment or supervision by a health care provider.
- (b) *Notice.* Eligible employees are required to provide at least 30 days notice of the need for leave for birth, adoption, or planned medical treatment. No notice is required for unforeseen events such as premature birth or sudden changes in the patient's condition that requires a change in scheduled medical treatment. KLA also recognizes that parents who are waiting to adopt a child are often given short notice. Notice is waived for employees who face emergency medical conditions or unforeseen changes.
- (c) *Use of Paid Leave.* It is the policy of KLA to require employees to expend all paid leave before taking unpaid family and medical leave.
- (d) *Eligibility.* In order to be eligible for family and medical leave, an employee must have worked also for the employer at least 12 months and for a minimum of 1,250 hours during the pervious year. Where a husband and wife work for the employer, the total number of weeks leave to which both are entitled will be limited to 12 weeks during any 12 month period. Where leave is requested as a result of a serious health condition, the employee will provide the employer a certification statement issued by a health care provider. Should there be a question of validity of the certification provided by the employee the covered employer, at its own expense, require an opinion from a second health care provider. Where there is a conflict between the two opinions, the employer may pay for the opinion of a third provider. The opinion of the third provider is binding on both the employee and employer.
- (e) *Restoration.* An employee returning from family leave will be entitled to return to their position or to a position with equivalent benefits, pay and other terms and conditions of employment.

- (f) *Key Employees.* Under certain conditions, employees who are designated as "key" may be denied job restoration rights. These employees must be in the highest paid ten (10) percent of the work force, and their absence must mean a substantial economic loss to KLA. Supervisors are urged not to use a "key" person designation unless absolutely necessary. If a person designated as "key" still takes family leave, KLA will pay the health care premiums, but no guarantees are made about returning the key employee to the job he or she left. KLA will not attempt to recover health care premiums from such employees who do not return to work.
- (g) *Vacation and Sick Leave.* Employees on family leave will not accrue any seniority, vacation or sick leave benefits.
- (h) *Health Insurance Coverage.* KLA will continue to provide health care coverage under the same provisions as prior to the leave. Where the employee fails to return from leave, KLA can recover the premium(s) that have been paid on behalf of the employee to maintain health care coverage. If failure to return to work is due to the continuation, recurrence, or onset of a serious health condition beyond the employee's control the employee will not be liable for health care premiums paid while on family leave. In such cases, a certification issued by a health care provider will be required.
- (i) *Certification.* Employees must provide certification explaining their own serious health condition or that of a family member in the manner provided for in Kansas Library Association operating procedures.
- (j) *Certification for Return to Work.* All employees returning from medical leave cause by their own illness will be required to obtain medical certification from KLA's health care provider that the employee is able to resume work.
- (k) *Reporting Requirements.* Employees on leave status will be required to report their status on a weekly basis. The employee's estimated date of return to work will be communicated to the appropriate Kansas Library Association compliance officer or supervisor as far in advance as practical so that scheduling can be facilitated. Supervisors will communicate with employees during the leave to determine the employee's intention to return to work, and they should be informed immediately if the medical condition changes or the employee states that he or she will not be returning to work.
- (l) *Reduced or Intermittent Leave.* The employee and KLA may work out an agreement by which leave may be taken intermittently or on a reduced leave schedule. While this would not reduce the employee's 12-week entitlement for the full-year period, it would enable him or her to spread the leave over a longer period of time.  
  
Employees who take intermittent leave may be transferred to another position that would better accommodate a part-time schedule. They would receive equivalent pay and benefits during the temporary transfer.
- (m) *Reduction in Force.* Employees who are on a family or medical leave during a lay-off will be treated in exactly the same way as they would have been treated if they were not on leave. They will not be given preferential treatment because of the leave nor will it be held against them in the layoff selection. They will be recalled to work in the same order as they would have been under normal circumstances.

## **RETIREMENT**

Retirement plans should be discussed with KLA Executive Director three months in advance of the anticipated retirement date. A retiring Kansas Library Association Executive Director will discuss retirement plans with KLA Executive Committee and the Northeast Kansas Library System six months in advance.

Staff members retiring on either KPERS or FICA will be compensated for 25% of accumulated sick leave. Any current employee having more than 20 years of service as of March 31, 1996 will, upon retirement, receive full compensation for sick leave accumulated as of that date, and 25% of sick leave accumulated after that date.

## **COMMUNICATIONS: MAIL**

All forms of communications are covered by the following policy. You should expect to have no privacy rights when sending or receiving communications. Communications should be limited to specific job tasks associated with the employee's position with KLA and employees should follow the communications structure as specified in this policy.

Communications on administrative issues or other matters not directly associated with the staff member's specific job tasks will first be directed to the Executive Director. The Executive Director will determine if the communications should be referred to a specific member of the Executive Committee, the Board as a whole or other appropriate person. The Executive Director will provide a response to such communications. Communications on such matters will first be made verbally and the need to reduce communications to writing will be discussed with the Executive Director. Any such writing should be issue-specific, short, concise, and subject to a reasonable level of professional standards.

Communications to Kansas Library Association members will be task specific. Any communications which are not task specific must be submitted for approval by the Executive Director.

Any public communications by staff members, verbal or written, shall not criticize another staff member directly or indirectly. Any personal concerns that a staff member has about another staff member, the Executive Director, or other person affiliated with KLA shall be directed to the Executive Director.

It is KLA's policy for all incoming mail to be opened and distributed to the proper persons.

## **COMMUNICATIONS: COMPUTER AND TELEPHONE**

An employee of KLA will adhere to the computer and telephone use policy of the Topeka Shawnee County Library.

## **PROFESSIONAL ASSOCIATIONS**

At the discretion of the Executive Committee, full-time employees' membership dues to work-oriented professional societies may be paid by KLA, provided such fees fall within the approved budget. No fees will be paid for new employees except those which are approved and become due upon or after employment. Any material received in connection with the employee's membership will remain the property of KLA.

A staff member wishing to serve on any committee or other such organization that is related to library services shall request approval in advance from the Executive Director should the activity have the reasonable likelihood of taking up regular work time or should KLA be asked to pay for membership fees or other expenses. The Executive Director shall determine whether the activity shall be considered as work time.

## **TRAVEL/MEALS**

- (a) *Authorization.* All out-of-state travel on official business must be authorized in advance by the Executive Director and/or the Executive Committee.

- (b) *Eligible Expenses.*
- (1) Reasonable expenses will be paid on authorized official Kansas Library Association business.
  - (2) *Vehicles.* Each use of employee-owned vehicles for official travel must be authorized by the Executive Director. Policy regarding types of uses of employee-owned vehicles that are reimbursable will be first set by the Executive Committee. The use of employee owned vehicles for official travel will be reimbursed at the current federal rate.
  - (3) *Reporting.* Receipts for travel expenses shall be turned in to KLA for payment. Mileage will be reported if an employee's vehicle was used, mileage will be paid at the rate stipulated in these personnel policies and guidelines.
  - (4) *Other Travel.* Other out-of-state travel, such as to conferences, must be approved by the Executive Committee, and conditions of allowable expenses set on a case-by-case basis, before travel takes place.
  - (5) *Meals.* Receipts for meal expenses shall be turned in to KLA for payment.

**THE KANSAS LIBRARY ASSOCIATION**

**EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT**

**DO NOT SIGN YOUR NAME ON THIS RECEIPT UNTIL AND UNLESS YOU HAVE COMPLETELY READ, UNDERSTOOD THE CONTENTS OF THE HANDBOOK, AND SATISFIED YOURSELF AS TO ANY QUESTIONS YOU MAY HAVE CONCERNING IT.**

I acknowledge that I have read, reviewed, and understand the contents of the Kansas Library Association Employee Handbook. I likewise acknowledge that if I had any questions, they have been satisfactorily answered by KLA.

I understand that I am an employee-at-will. Accordingly either the Kansas Library Association or I may terminate our employment relationship at any time, either with or without cause, and also with or without advance notice.

I understand that none of these Employee Rules, Policies, and Benefits, or any other written or oral statements by the Kansas Library Association or its representatives are contracts of employment. No employee of KLA except pursuant to authority granted by the Executive Committee, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, and no such agreement has been made. Such a contract will incorporate the provisions in this Handbook.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

# KLA Executive Director Job Description

## Kansas Library Association Position Description: Executive Director

**Name:**

**Date:** July 2007

**Full-time/Part-time:** Full Time (FLSA Exempt)

**Current Wage:** Dependent upon qualifications

**Department:** Kansas Library Association Offices

**Reports To:** Kansas Library Association Council

**Purpose of Position:** Manages the day-to-day operations of the Kansas Library Association working closely with the KLA Executive Committee and KLA Council.

---

### Essential Functions of the Job:

#### Managerial and Administrative Duties

1. Maintain and manage the KLA office and support staff as required.
2. Hire, train, direct, and evaluate the support staff as required.
3. Oversee volunteers.
4. Have custody of all materials relating to the activities of KLA for the current 3 years, transferring earlier records to the KLA Archivist.
5. Oversee printing and/or distribution of information and materials to KLA members and groups, and to allied groups.
6. Distribute KLA publications as directed by Council.
7. Provide coordinated services to all KLA Committees, Sections, and Roundtables.
8. Assist the KLA President in calling, planning, and recording all Executive Committee and KLA Council meetings.
9. Recommend policy and procedural updates and changes for approval to Council.

#### Financial Oversight

1. Be responsible for receipt and deposit of all KLA, Annual Conference, Educational Foundation, Committee, Section, and Roundtable funds.
2. Prepare report of receipts and expenditures for the KLA Council and Finance Committee and KLA Membership.
3. Write checks, pay all bills, and keep a set of books of all KLA moneys received and spent.
4. Make necessary arrangements for filing the KLA federal income tax and state corporation papers.
5. Provide annual working papers of all accounts.
6. Assist the Treasurer, Vice President, and Finance Committee prepare annual budget for Council approval
7. Sign all contracts relating to KLA with approval of the President and Executive Committee.
8. Participate in the annual audit of the KLA finances conducted by an outside party.
- 9.

#### Governmental Affairs Responsibilities

1. Monitor Kansas legislative and other governmental activities affecting libraries.
2. Provide information on Kansas governmental activities to KLA Governmental Affairs Committee, KLA Council, and KLA Membership.
3. Serve as liaison for KLA with the Kansas legislative members and staff
4. Represent KLA at legislative, executive, and other meetings as requested by the President and Executive Committee.
5. Coordinate KLA Legislative Day events and activities on an annual basis.
6. Provide end of legislative session annual report to KLA membership.

7. Advocate the causes of libraries, library services, and librarians through political action at local, state, and national levels.
8. Provide accurate and compelling testimony before legislative committees and legislators

#### Membership Responsibilities

1. Oversee membership dues notices and invoices.
2. Keep and maintain the membership database.
3. Receive membership funds and maintain membership records.
4. Distribute bylaws to membership.

#### Committee, Conference, Board, and Other Responsibilities

1. Serve as ex-officio, non-voting member of each KLA Committee.
2. Represent KLA at meetings of library related organizations as directed by the Executive Committee.
3. Work with the Annual Conference Planning Committee and assist with conference arrangements.
4. Provide conference management support for Sections and Roundtable who hold conferences.
5. Serve as member of the Educational Foundation Board.
6. Assist Educational Foundation Board President with Foundation projects and endeavors.

#### KLA Elections

1. Oversee and coordinate all KLA elections, including ballot preparation, distribution of ballots, and compile all election results.

#### **Non-Essential Job Functions:**

##### Other Duties

1. Assume other duties the President, Executive Committee, or Council deem necessary.

#### **Knowledge, Skills, and Abilities:**

This position requires:

- Masters in Library Science for an ALA accredited program
- Good written and oral communication skills, ability to work cooperatively with others
- Strong budget preparation abilities and fiscal management skills
- Strong leadership and management abilities
- Valid driver's license
- Willingness to use personal vehicle for association business
- Ability to work independently
- Ability to work with high degree of ambiguity, to be flexible, and to adapt to a variety of situations under
  - changing KLA leadership
- Commitment to ongoing professional development
- Excellent interpersonal skills with strong service orientation
- Familiarity with Kansas library law
- Accounting/bookkeeping knowledge

Other requirements: Ability to carry 15 – 30 pounds over 100 feet multiple times in a three-hour period. Ability to carry 2 pound load overhead to height of 6 feet and to bend, stoop, and kneel to floor multiple times in a three-hour period. Ability to read 6 pt. type. Ability to hear in conversational voice at a distance of 10 feet and on the telephone. Ability to speak clearly and audibly to individuals at a distance of 10 feet and on the telephone. Ability to type and use a computer. Ability to drive personal vehicle. In the event a qualified, physically-challenged person applies for the position, KLA Executive Committee reserves the right to reconsider the above requirements on an individual basis.

#### **Preferred Knowledge, Skills, and Abilities:**

- Previous library management experience
- Previous experience working with non-profit organizations

- Experience in accounting and bookkeeping
- Strong Computer skills
- Strong organizational skills

**Major Accountabilities:**

- Effective, professional, and pleasant interaction with Executive Committee, Council, membership, and others associated with KLA.
- Effective and timely resolve of problems
- Timely and accurate completion of all assigned duties and achievement of annual goals

**Employee At Will**

This position is an “at will” position and is constructed under the arrangement of the KLA Bylaws. As an employee-at-will, either KLA or the individual filling the position may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice in any form.

**Salary to Start:** \$50,000 plus benefits as scheduled by the Northeast Kansas Library System

**Date of Latest Revision:** July 2007

**The preceding job description has been designed to indicate the general nature and level of work performed by the individual who fills the position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee assigned to this job.**

**Employee Certification:**

I hereby understand and acknowledge that any employment relationship with the Northeast Kansas Library System is “at will”, which means that the employee may resign at any time and that the NEKLS (at the direction of KLA Executive Committee) may discharge the employee at any time, with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is acknowledged in writing by an authorized executive of this organization.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change. I have received a copy of the contract for services governing this position between the Kansas Library Association and the Northeast Kansas Library System, reviewed it, and had an opportunity to ask questions about how the contract impacted my employment.

I have read this job description and am qualified for the position it describes. I hereby certify my ability to perform all essential functions of the position as stated in this position description.

Signature of Employee

Date

\_\_\_\_\_

\_\_\_\_\_

# KLA Administrative Assistant Job Description

## Kansas Library Association Position Description: KLA Administrative Assistant

**Name:**

**Date:** July 2007

**Full-time/Part-time:** Part-time (16 hours per week)

**Current Wage:** \$10.00/hour

**Department:** Kansas Library Association Offices

**Reports To:** KLA Executive Director

**Purpose of Position:** Provide clerical and office assistance to the Kansas Library Association

---

### Essential Functions of the Job

1. Maintain annual KLA membership database for accuracy and currency.
2. Assists KLA Exec Dir with financial records, and help prepare monthly, quarterly, and annual financial reports.
3. Prepare all deposits for review by the KLA Executive Director.
4. Receive and welcome visitors to the KLA offices.
5. Work with KLA Newsletter editor and publisher on the publication and mailing of 4 issues per year.
6. Maintain and keep current the KLA website.
7. Assist KLA Executive Director as necessary.
8. Attend all KLA Council and Membership Business meetings when necessary (4 times per year – includes Annual Conference). Assist in preparation of Council and send reminders and pre-meeting materials.
9. Assist KLA Executive Committee officers as needed in preparation for Council and Annual Conference
10. Assist with and help maintain and archive KLA documents, publications, publicity, etc.
11. Serve as backup for offices when KLA administration is performing duties outside of office.
12. Represent KLA in a professional and courteous manner.
13. Complete all work assignments on time.
14. Work as part of the KLA team and work independently as needed.
15. Keep current on trends in the clerical and office related field and make recommendations for improvement and change.
16. Maintain and further technology competency, in particular with the implementation of Affiniscape.
17. Perform duties as requested by KLA Educational Foundation.
18. Accept annual Kansas Library Conference registrations.

### Non-Essential Functions of the Job

1. Complete other duties as assigned.

### Knowledge, Skills, and Abilities Required

1. High School diploma or equivalent, or higher
2. Previous work experience and demonstratable skills in clerical, data entry, and customer service.
3. Ability to handle confidential information in a professional manner.
4. Ability to perform detailed work with accuracy
5. Computer and keyboarding skills in Microsoft Office Suite software application and Internet searching techniques.
6. Strong written and oral communication skills.
7. Ability to communicate, interact effectively, and work cooperatively with KLA staff, KLA membership, and KLA Council members.
8. Strong service orientation with a positive attitude.

- 9. Ability to work as a team and independently, to be flexible, and to work efficiently.
- 10. Good planning, analytical and organizational skills.
- 11. Awareness and willingness to abide by the KLA Council approved KLA Personnel Policy Handbook. Abide by the Topeka Shawnee County Library Staff Computer Use Policy.

**Other Requirements**

This position operates as an office assistant and requires a working knowledge of technologies such as computers, fax machines, copiers, and AV equipment. The work area may contain book dust, molds, mildews, and insects even though every precaution has been taken against them. This position requires bending, lifting and carrying at least 50 lbs. at least 50 ft., reaching, climbing stairs, talking on the telephone, and stationary work at a computer terminal and desk. This position exists in a shared office space environment with a need for cooperative interaction under many different circumstances. Prompt arrival and efficient, dependable maintenance of scheduled hours is a necessity. Evenings and weekend hours may be required and may require adjusted work week schedules on several occasions throughout the year. The position requires some travel to be reimbursed at the current IRS mileage rate per mile per trip. This position operates under the KLA Council approved personnel policy and the person filling this position is an employee of the Kansas Library Association.

**Employee At Will**

This position is an “at will” position and is constructed under the arrangement of the KLA Bylaws. As an employee-at-will, either KLA or the individual filling the position may terminate the employment relationship at any time, either with or without cause, and also with or without advance notice in any form.

**The preceding job description has been designed to indicate the general nature and level of work performed by the individual who fills the position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employee assigned to this job.**

Signature of Employee

Date

\_\_\_\_\_

\_\_\_\_\_

Signature of KLA Executive Director

Date

\_\_\_\_\_

\_\_\_\_\_



---

[Introduction](#)

[Request Assistance from KLA](#)

[Other Sources of Intellectual Freedom Assistance](#)

[Intellectual Freedom Quick Links](#)

**Censorship:**

- [Intellectual Freedom Checklist](#)
- [The Role of the Collection Development Policy](#)
- [Importance of Maintaining Records](#)
- [Requests for Reconsideration](#)

**Sample Policies:**

- [Confidentiality](#)
- [Internet Use](#)

[Kansas Open Records Law](#)

[Other Intellectual Freedom Resources](#)

For comprehensive information about Intellectual Freedom issues see [Office for Intellectual Freedom, American Library Association](#)

## Intellectual Freedom Handbook

### *Preface*

*This is the first online edition of the Kansas Library Association (KLA) Intellectual Freedom Handbook. It is designed to serve librarians in a variety of settings as they strive to provide public access to the information necessary to enable the citizens of their communities to benefit from participation in a democratic society.*

### Intellectual Freedom Statement

The Kansas Library Association upholds the constitutional right to free expression and the freedom to read as a corollary of the constitutional guarantee of freedom of the press. We believe that free, unrestricted access to information, even if that information is not commonly accepted or popular, is vital in a democracy. We believe Kansans have the right to form their own opinions based upon their free inquiries and interpretations of intellectual materials. We believe it is the responsibility of Kansas libraries to uphold intellectual freedom by selecting and making available a wide range of materials for their communities, by protecting the privacy of their users, by defending users' constitutional rights to access, and by challenging restrictions that limit access.

The Kansas Library Association subscribes in full to the principles set forth in the [American Library Association's Library Bill of Rights](#), [Freedom to Read Statement](#), [Freedom to View Statement](#), and subsequent interpretative statements.

*Adopted by KLA Council, October 28, 2005.*

**Awards, Grants, and Scholarship Criteria**  
(To be added after revisions Spring of 2008)

**Kansas Library Conference Manual**  
(To be added Spring 2008)

# Position Statements and Resolutions in Force

## KLA Position Paper on Kan-Ed

### Overview

Libraries in Kansas have long recognized the need for statewide broadband access to the Internet and other computer networks as a means of delivering electronic information and communication to residents of the state. Over a two-year period, advocacy from Kansas libraries and other constituencies led the Kansas legislature to pass laws that established Kan-ed to meet the need for broadband electronic networking in the state.<sup>1</sup> The legislation, K.S.A. 75-7223 states: “The purpose of this act is to provide for a broadband technology-based network to which schools, libraries and hospitals may connect for broadband internet access and intranet access for distance learning. For that purpose, the state board of regents shall contract in accordance with this act for the creation, operation and maintenance of such network, to be known as the KAN-ED network.”<sup>2</sup>

For purposes of administration and management of operations, Kan-ed was assigned to the Kansas Board of Regents. According to its website as of this writing, Kan-ed serves these functions:<sup>3</sup>

First, Kan-ed provides subsidies to help members pay their commercial Internet costs. To apply for a [subsidy](#), simply fill out a [Broadband Subsidy Application](#) form.

Second, Kan-ed has built a private, statewide network to which constituents may connect for video collaboration and data sharing. Network components are leased through Kansas' facility and equipment providers, and the network is managed through the Kan-ed Network Operations Center (NOC).

Third, Kan-ed provides [grants](#) to help members pay for [Interactive Distance Learning \(IDL\) classrooms](#) and connect them to other IDL sites around the state over the Kan-ed network. Well over 120 such classrooms can now share classes throughout the state.

Fourth, Kan-ed provides [grants](#) to members who want to develop and/or implement innovative uses of the network.

Fifth, Kan-ed provides members with a framework for delivering quality content and services for our members and controlling access to content and services through the Kan-ed portal.

Kan-ed does not function as an Internet Service Provider (ISP), but rather supports access to the commercial Internet through local service providers.<sup>4</sup> Kan-ed seeks to work with local ISPs to increase the number of constituents with broadband access to the Internet and to extend the functionality of those constituents already connected via broadband.

This document summarizes libraries' recommendations to Kan-ed for an improved partnership to enhance service to the people of Kansas.

### Libraries in Kansas

Kansas libraries come in many types and sizes, from K-12 school media centers to university research libraries, from 2-year community college and technical school libraries to private academic libraries, and

---

<sup>1</sup> Relevant legislation is available online at <http://www.kslegislature.org/cgi-bin/statutes/index.cgi>.

<sup>2</sup> In other legislation pursuant to the creation of Kan-ed, K.S.A. 75-7222 defines terms, K.S.A. 66-2010 sets initial funding for Kan-ed in FY 2003-2004 from the Kansas Universal Service Fund, with future funding to proceed from state general funds, and K.S.A. 75-7225 creates a Kan-ed fund in the state treasury.

<sup>3</sup> See [www.kan-ed.org](http://www.kan-ed.org).

<sup>4</sup> Ibid.

from 1-room rural libraries to large urban library systems. No matter what type or size, all libraries in Kansas seek to provide the best service possible within their means to their different populations.

These different populations make distinct demands on their libraries. School libraries support instruction; academic libraries support research, curriculum and some recreational needs; public libraries meet the need for information, recreation, and life-long learning. Special libraries, such as hospital and corporate libraries, seek to support the particular institutional needs mandated by their parent organizations' mission statements.

Libraries may find themselves straddling more than one Kan-ed constituency, defined as hospital, library, higher education or school by enabling legislation.<sup>5</sup> A hospital library belongs to library and hospital constituencies, university research libraries may be a part of the Regents system and therefore a part of higher education, and school media centers are within the school classification. Libraries in Kansas do not share a single user population, but may serve overlapping segments of the people of the state. Nonetheless, there are some needs that all libraries in Kansas have in common.

Many library budgets are much smaller than the budgets of other Kan-ed constituents. This reality has great significance for Kan-ed services and policy development. The importance of the subsidy program to the library community is an example.

### **Libraries' Needs and Kan-ed**

For an 18-month period ending in December of 2004, the Kansas State University Office of Educational Innovation & Evaluation (OEIE) surveyed the Kan-ed library constituency to determine how well Kan-ed had met the networking needs of our constituent group. The survey found the following areas of interest or concern among Kan-ed constituent libraries: communication, broadband access, content, and technical support.

#### **Communication Between Kan-ed and the Library Community**

As Kan-ed has developed from an idea to legislation to a division of the Kansas Board of Regents to a statewide service, communication from Kan-ed to libraries has not always been sufficient to keep Kan-ed member libraries informed of changing policies and practices. At the same time, communication from libraries to Kan-ed has at times been misdirected. Libraries seek clear and consistent communication from Kan-ed with advance notice of policy and procedure changes to enable libraries to accommodate them in their plans and budgets.

Formal and informal communication networks in the library community are well developed and include all different kinds of libraries. It would be extremely advantageous to use this already effective system, a combination of state and regional library organizations, coupled with the Kansas Library Association (KLA), a well established professional organization, as the mechanism for Kan-ed communication with the library community. This would also be very effective for libraries, functioning within schools universities and hospitals, which use these library networks to exchange information concerning their "library" interests.

#### ***Broadband Access for Internet Connectivity***

In year one of its post-testing operation, Kan-ed furnished subsidies to member libraries to offset costs for high-speed access to the Internet. Libraries need those subsidies to continue and increase as they seek to expand their services to include videoconferencing and other bandwidth intensive operations for users.

Many smaller libraries would not have broadband access without Kan-ed support. This reality is not likely to change in the near future.

---

<sup>5</sup> K.S.A. 75-7222. "School" includes nearly all Kansas educational institutions.

## *Content for Education, Public Information, and Research*

### **Informational**

In its first two years of post-planning operation, Kan-ed furnished statewide access to a number of electronic databases of high quality, reviewed information at the recommendation of librarians and others throughout the state.<sup>6</sup> In so doing, Kan-ed built on the successful library model for selecting content and making it available. Access to the databases was by way of local IP address recognition, with users' Kansas Library Cards, and later by way of the Kan-ed portal. Libraries consider this access to be the greatest content boon to come out of the early stages of Kan-ed development. Libraries also greatly appreciate Kan-ed content grants that followed to permit digitization of content not available elsewhere.

### **Professional Development/Education**

High-speed networked services and content are only as good as the mediators who make them available to the public. In order to maximize the value of Kan-ed and the content it provides, librarians need training in that content to equip them to furnish information and services to Kansas, and to in turn train Kansans in how to access, evaluate, and use the content themselves.

### **Technical Support**

Kan-ed can help provide cost effective technical training opportunities that address professional development and library management issues. Some forms this help can assume include, but need not be limited to:

- Facilitate technical training.
- Educate constituents in the use of Kan-ed technology and content.
- Provide information for general users about Kan-ed content.

## **Library Recommendations to Kan-ed**

### ***Immediate Improvements***

#### **Communication**

The Kan-ed website has been transformed into a portal of information for constituents at all levels, but sometimes questions or concerns are best addressed to an individual. Disconnects in communication between Kan-ed and libraries can be ameliorated by creating or assigning staff to that function. A Chief Information Officer (CIO) or at least a designated staff person with responsibility for library information would be a good first step. This individual should recognize and work with library communication efforts that link different kinds of libraries belonging to different constituent groups, and should work directly with the KLA on matters that require consensus or authorization from the library community. The KLA would also be an excellent source for identifying other organizations that represent specialized library interests that need to communicate with Kan-ed, such as urban libraries, regional library systems, special libraries, school libraries, 2-year academic libraries, college and university libraries, private academic libraries, library trustees, friends of the libraries, and the School of Library & Information Management at Emporia State University.

Communication among the delegate assembly, the user advisory council, Kan-ed staff, and libraries needs to improve. A communication tree for two-way communication between Kan-ed, its user delegates, its user advisory council, and libraries would also help clarify lines of communication. If a communication tree does not accomplish this, a new plan for communications will be necessary. Such a plan should include provisions to make the library delegate assembly a useful, functioning body, or should disband it.

---

<sup>6</sup> The databases are: Custom Newspapers, Heritage Quest, Literature Resource Center, Proquest Nursing Journals, and Worldbook.

Some formal mechanism for library recommendations to Kan-ed and assurance of Kan-ed feedback on those recommendations is needed. A uniform comment form assigned to the CIO or relevant staff could serve that function. Kan-ed should also send communications to the KLA Executive Director and President to disseminate to Kansas libraries through statewide library e-mail discussion lists and newsletters. Kan-ed could also conduct workshops and/or informational sessions to spread the word about how Kan-ed can assist libraries and their patrons.

Kan-ed should continue to develop an established mechanism by which entities can present proposals for development and or funding to Kan-ed. The mechanism should include a clear process by which the author of the proposal will see a final resolution of the proposal.

Kan-ed has a functional web presence that continues to be developed. Also, Kan-ed News and Events and Kan-ed Live! are two examples of how Kan-ed has fostered collaborative communication. Kan-ed Live! is a digital video service available at no charge to Kan-ed members. As portal and services development continues, simple and effective navigation for libraries and their users should remain a priority. Plans for portal development should include useful gateway services to support collaborative communication among libraries, their users, and other Kan-ed constituent groups.

### **Broadband Access for Internet Connectivity**

Kan-ed currently provides much content and many services that libraries need to use. Libraries continue to look to Kan-ed to furnish increasing amounts of broadband capacity and the subsidies that libraries need to make it possible for them to access it; both are of paramount importance. Kan-ed should continue to provide broadband access to the network and should continue to provide funding needed by many members to meet actual connection costs.

### **Content**

#### ***Informational***

Libraries and their users must have continued access to databases of reliable, scholarly, vetted literature across a wide variety of disciplines. Access to such information can only help Kansans conduct quality research, make good decisions, and foster economic development. Such information is often proprietary and available only at a substantial fee. Even at subsidized rates, many libraries would not be able to provide access to such information. Kan-ed should continue to provide free and unrestricted access to a core set of such information delivered over the Kan-ed network. Open access to free content via the Kan-ed website for libraries and their users must also be assured.

Kan-ed would make a good home for broadly applicable library content. A few examples of such content are: online modules for pages or work-study staff to become familiarized with the library (such as Dewey numbers or Library of Congress classification), and basic reference interview questions to help library staff quickly decide whether they can provide the information needed by the patron or if professional assistance is required.

#### ***Professional Development/Education***

Library staffs throughout the state sincerely want to furnish the best possible service to the people of Kansas. Kan-ed can advance this intent by providing training in the use of statewide databases and their other services and by hosting and promoting distance education for the library community. Such training and distance education can be useful to other Kan-ed constituencies as well. Some training could be directed at all constituent groups, instead of targeted specifically to libraries and their users. Kan-ed should actively encourage and facilitate collaboration for library professional development.

There is considerable ongoing need for professional development and Kan-ed has the means to deliver some of that development effort. Kan-ed should provide for and deliver on its portal a variety of professional development resources, but particularly development related to content offered on the site. Such training should be devoted to the use of Kan-ed itself, use of the technology used by Kan-ed to deliver services, and the use of those services. Kan-ed could also offer localized training sessions on how to use

Kan-Ed content and databases. In addition to online offerings, face-to-face sessions could be held at system offices and rebroadcast on Kan-ed Live!

### ***Future Steps***

#### **Communication**

Kan-ed should tailor services to take advantage of already existing communication links within the various constituencies it serves. The KLA recognizes that libraries have a responsibility to promote and market Kan-ed to library users. For its part, Kan-ed could take several steps that would yield significant benefits to library communication. Delivering a Kan-ed online library newsletter would provide a one-stop source of updated policy, practice and procedure for libraries, as would library classifieds and position announcements. Library-related e-mail discussion lists and Kan-ed promotional materials for libraries would make useful additions to the Kan-ed communications toolkit. All additional technology, information and services Kan-ed chooses to implement for communication with and among libraries must be delivered equitably to all Kan-ed library members. Kan-ed and all its constituencies would benefit if Kan-ed would furnish marketing and informational content that explains what Kan-ed is and how to use it, as well as press releases and news content about Kan-ed that libraries could distribute.

#### **Broadband Access for Internet Connectivity**

Libraries look to Kan-ed to continue subsidized broadband access to the Internet and other computer networks. They also look forward to improved network technology that cost-effectively delivers more functionality, through technological improvements developed or adopted by Kan-ed. The lack of affordable, high-speed access to the Internet was among the principal motives for libraries' support of the Kan-ed initiative from the beginning. Libraries of all types will expect Kan-ed to continue to meet the need for affordable broadband connectivity into the future.

#### **Content**

##### ***Informational***

The great value of commercially produced databases of information to libraries and their users has already been noted. This must be continued. Kan-ed content grants promise significant future value to content creation and must continue as well.

Kan-ed would be a logical home for other sorts of digital content, such as historical records, community resources, and webcasts of current events, to name a few.

Subsidized group purchases of vendor-produced content would benefit not only smaller libraries, but also larger public and research libraries. Kan-ed should post content to its portal that would facilitate library evaluation of content, and should clearly identify a process for adding content to the network.

##### ***Professional Development/Education***

Kan-ed can greatly aid libraries in their pursuit of providing excellent service to the state by supporting the delivery of professional development resources. A sample of such resources is listed below. Many of them would be useful to all Kan-ed constituencies.

- Course management software.
- Archives of videos, documents, et cetera.
- Comprehensive list of searchable links to comprehensive list of professional development opportunities.
- Resource management system, like the hospitals' EM System for coordinating resources.
- Up-to-date events calendar.
- Video/teleconferencing and online collaboration capabilities.
- A model or models for collaborative training.

Kan-ed can also help make other sorts of content available that would enhance library services, such as hosting a statewide database for archiving and searching statewide library professional development records (LEEP certificates, KPLACE class records) and other training equivalencies or standards.<sup>7</sup> A statewide library survey instrument would make it possible for many libraries to adjust resources and services to successfully meet changing user needs. A searchable archive of library videoconference sessions and meetings would help preserve library history and make staff development possible from a distance.

### **Conclusion**

The growth of Kan-ed and its services to Kansans in the first few years of its existence indicates potential for substantial impact on existing and future services to K-12 and higher education, libraries and hospitals. For Kan-ed to improve its relationship with libraries, it must take three actions:

1. Continue to fund informational databases for statewide access,
2. Continue to subsidize broadband connectivity to ensure full participation by all members in the use of network resources, and
3. Join with the State Library to create a strategic plan for the future.

Now that Kan-ed is looking beyond its formative stage toward becoming a more permanent service to the state, libraries must play a primary role in its planning process. No one knows their own users better than libraries, and the contribution libraries can make to Kan-ed's future plans will ensure greater Kan-ed user satisfaction.

Because library participation in the planning process holds so much promise, Kan-ed should fund the expense of drafting the strategic plan. Libraries will accept responsibility for marketing and promoting the plan, and will designate representatives to actively participate in the planning process.

Collaboration among Kan-ed and its constituencies is the greatest benefit of the network. Libraries are confident that Kan-ed can reach its full potential with cooperation from its constituent groups. Libraries are committed to helping Kan-ed reach its potential.

### **Appendix**

#### **Members of the Kansas Library Association Kan-ed Position Paper Task Force**

Fred Atchison, Chair	North Central Kansas Library System
Kristen Becker	Manhattan Public Library
Mona Carmack	Liberal Memorial Library
Marc Galbraith	Johnson County Library
Eric Hansen	Kansas State Library
Cindi Hickey	Kansas State Library
Diane Leupold	Institute for Continuous Education
Sue Maes	Topeka Public Schools Media Services
Susan Moyer	Kansas State University
Dana Reinert	Dorothy Bramlage Public Library
Terri Summey	Kansas State University
Darryl Youngman	Emporia State University
	Kansas State University

---

<sup>7</sup> See <http://www.skyways.org/KSL/development/libdev.html> for information about LEEP and KPLACE.

## **KLA Resolution Supporting ALA Action Against CIPA**

Adopted by KLA Council on April 4, 2001

**Whereas** the recently enacted Children's Internet Protection Act (CIPA) mandates that libraries and schools install and use filtering software on public Internet computers as a prerequisite for receiving federal funds, including LSTA and E-rate funds; and

**Whereas** the recently enacted Neighborhood Children's Internet Protection Act (NCIPA) mandates the adoption of a prescriptive Internet safety policy that undermines local control for recipients of E-rate discounts; and

**Whereas** the Commission on Online Protection (COPA) appointed to study child safety on the Internet concluded what is known in Kansas libraries, that filters are ineffective in blocking all content that some may find objectionable, but do block much useful and constitutionally protected information; and

**Whereas** libraries and librarians are partners with parents and endeavor to assist their communities in becoming information literate by teaching them to access, evaluate and use information; and

**Whereas** educating children to use the Internet wisely is their best protection, now and in the future; and

**Whereas** Kansas libraries adopt and implement local Internet use policies in the same responsible manner other policies are developed, based upon the needs of their communities; and

**Whereas** the Kansas Library Association has not recommended the use of Internet filters in libraries, and opposes attempts by federal and state governments to set local policy; and

**Whereas** the American Library Association Council and Executive Board have resolved to challenge CIPA and NCIPA in federal courts; and

**Therefore be it resolved** that the Kansas Library Association applauds, endorses and supports this legal action proposed by the American Library Association

Mandates:

ALA President  
ALA Washington Office  
ALA Intellectual Freedom Committee  
ALA Chapter Relations Office & listserv

## **KLA Resolution Supporting Implementation and Funding of the KAN-ED Network**

Adopted by KLA Council on January 25, 2002

**Whereas** Kansas libraries, schools and hospitals lack equitable access to affordable, high quality connections to the Internet, electronic databases, and other digital information resources; and

**Whereas** the KAN-ED Act was signed into law on April 20, 2001, authorizing creation of a broadband technology-based network to which libraries, schools and hospitals may connect for broadband Internet access and intranet access for distance learning; and

**Whereas** the KAND-ED Act requires that 75% of all libraries, schools, and hospitals which have applied to the Kansas Board of Regents to participate in the KAN-ED network shall have access to the network by July 1, 2004; and

**Whereas** the Board of Regents has developed a plan for implementation of the KAN-ED Act that is widely supported by Kansas libraries, schools, hospitals and telecommunication providers;

**Therefore be it resolved** that the Kansas Library Association strongly endorses the KAN-ED implementation plan developed by the Board of Regents, and urges approval and full funding of the KAN-ED plan by the 2002 Kansas Legislature.

## **Resolution on the USA Patriot Act and Related Measures that Infringe on the Rights of Library Users**

**WHEREAS**, the American Library Association affirms the responsibility of the leaders of the United States to protect and preserve the freedoms that are the foundation of our democracy; and

**WHEREAS**, libraries are a critical force for promoting the free flow and unimpeded distribution of knowledge and information for individuals, institutions, and communities; and

**WHEREAS**, the American Library Association holds that suppression of ideas undermines a democratic society; and

**WHEREAS**, privacy is essential to the exercise of free speech, free thought, and free association; and, in a library, the subject of users' should not be examined or scrutinized by others; and

**WHEREAS**, certain provisions of the USA PATRIOT Act, the revised Attorney General Guidelines to the Federal Bureau of Investigation, and other related measures expand the authority of the federal government to investigate citizens and non-citizens, to engage in surveillance, and to threaten civil rights and liberties guaranteed under the United States Constitution and Bill of Rights; and

**WHEREAS**, the USA PATRIOT Act and other recently enacted laws, regulations, and guidelines increase the likelihood that the activities of library users, including their use of computers to browse the Web or access e-mail, may be under government surveillance without their knowledge or consent; now, therefore, be it

**RESOLVED**, that the American Library Association opposes any use of governmental power to suppress the free and open exchange of knowledge and information or to intimidate individuals exercising free inquiry; and be it further

**RESOLVED**, that the American Library Association encourages all librarians, library administrators, library governing bodies, and library advocates to educate their users, staff, and communities about the process for compliance with the USA PATRIOT Act and other related measures and about the dangers to individual privacy and the confidentiality of library records resulting from those measures; and, be it further

**RESOLVED**, that the American Library Association urges librarians everywhere to defend and support user privacy and free and open access to knowledge and information; and, be it further

**RESOLVED**, that the American Library Association will work with other organizations, as appropriate, to protect the rights of inquiry and free expression; and, be it further

**RESOLVED**, that the American Library Association will take actions as appropriate to obtain and publicize information about the surveillance of libraries and library users by law enforcement agencies and to assess the impact on library users and their communities; and, be it further

**RESOLVED**, that the American Library Association urges all libraries to adopt and implement patron privacy and record retention policies that affirm that "the collection of personally identifiable information should only be a matter of routine or policy when necessary for the fulfillment of the mission of the library" (*ALA Privacy: An Interpretation of the Library Bill of Rights*); and, be it further

**RESOLVED**, that the American Library Association considers that sections of the USA PATRIOT ACT are a present danger to the constitutional rights and privacy rights of library users and urges the United States Congress to:

1. provide active oversight of the implementation of the USA PATRIOT Act and other related measures, and the revised Attorney General Guidelines to the Federal Bureau of Investigation;
  2. hold hearings to determine the extent of the surveillance on library users and their communities;  
and
  3. amend or change the sections of these laws and the guidelines that threaten or abridge the rights of inquiry and free expression;
- and, be it further

**RESOLVED**, that this resolution be forwarded to the President of the United States, to the Attorney General of the United States, to Members of both Houses of Congress, to the library community, and to others as appropriate.

Initiated by: Committee on Legislation

Cosponsored by: Committee on Legislation and Intellectual Freedom Committee

Endorsed by: OITP Advisory Committee, LITA, Intellectual Freedom Roundtable

Endorsed in principle by: ACRL, ALTA Executive Board, ALSC, ASCLA, AASL Legislation Committee

Prior History: CD#19.1 January 2002, CD#20.5 January 2002, CD#20.3 January 2002

Endorsed by: Kansas Library Association, January 31, 2003

## **Resolution Condemning the use of National Security Letters**

**Whereas**, the Kansas Library Association supports the United States Constitution and the Bill of Rights, and

**Whereas**, the Kansas Library Association recognizes the rights of all citizens to be free from unwarranted and unjustified government surveillance, and

**Whereas**, the Kansas Library Association has grave concerns about abuse of National Security Letters as provided in the USA PATRIOT Act to obtain confidential library records, therefore be it

**RESOLVED**, that the Kansas Library Association supports the resolution passed by the American Library Association at the Annual Meeting, June 25-27, 2007 in Washington, DC, which states that:

“Resolved, that the ALA condemn the use of National Security Letters to obtain library records and, be it further

Resolved, that the ALA urge Congress to pursue legislative reforms in order to provide adequate protection for each library user’s Constitutional right to be free from unwarranted and unjustified government surveillance, including judicial oversight of National Security Letters (NSLs) requiring a showing of individualized suspicion and demonstrating a factual connection between the individual whose records are sought by the FBI and an actual investigation; elimination of the automatic and permanent imposition of a nondisclosure or “gag” order whenever an NSL is served on an individual or institution; allowing recipients of NSLs to receive meaningful judicial review of a challenge to their NSL without deferring to the government’s claims; increased oversight by Congress and the Office of the Inspector General of the U.S. Department of Justice over NSLs and FBI activities that implicate the First Amendment; and providing for the management, handling, dissemination and destruction of personally identifiable information obtained through NSLs; and, be it further

Resolved, that the ALA Communicate this resolution to the Office of the President and office of the Vice President, Congress, ALA members, and state chapters; and that ALA urge its members, state chapters, and all library advocates to ask Congress to restore civil liberties and correct the abuse and misuse of National Security Letters,” and be it further

**RESOLVED**, that this resolution is communicated to the American Library Association, and all elected members representing the State of Kansas in the United States Senate and United States House of Representatives.

## **Resolution in support of the SKILLS Act**

**Whereas**, the Kansas Library Association values the children of Kansas, and

**Whereas**, the Kansas Library Association recognizes the value provided by Certified Media Specialists to the education of children, and

**Whereas**, the Kansas Library Association recognizes the omission of Certified Media Specialists from No Child Left Behind, be it

**RESOLVED**, that the Kansas Library Association supports the resolution passed by the American Library Association at the Annual Meeting, June 25-27, 2007 in Washington, DC, which states that:

“Resolved, that the ALA urge the passage of the SKILLS Act with provisions to be included in any reauthorization of “No child left behind” The provisions are (1) to include school library media specialists who meet the criteria established by the state educational agency as highly qualified in NCLB, (2) to require school districts, to the extent feasible, to ensure that every school within the district employs at least one highly qualified school library media specialists; (3) to allow state and local professional development funds (Title II) to be used to assist in recruiting and training highly qualified school library media specialists: and be it Resolved, that the ALA communicate [this resolution] to the United States Congress, and the President of the United States.” And be it further

**RESOLVED**, that this resolution be communicated to the American Library Association, and all elected members representing the State of Kansas in the United States Senate and United States House of Representatives.

**RESOLVED**, that the ALA urge the passage of the SKILLS Act with provisions to be included in any reauthorization of “No child left behind” The provisions are (1) to include school library media specialists who meet the criteria established by the state educational agency as highly qualified in NCLB, (2) to require school districts, to the extent feasible, to ensure that every school within the district employs at least one highly qualified school library media specialists; (3) to allow state and local professional development funds (Title II) to be used to assist in recruiting and training highly qualified school library media specialists: and be it

**RESOLVED**, that the ALA communicate this resolution to the United States Congress, and the President of the United States.

## **Local Authority and Public Libraries:**

A Kansas Library Association White Paper

### ***Purpose***

The purpose of this document is to examine the issue of local authority of public libraries, including the legal, political, and practical aspects of library decision-making and policy implementation. Information is presented so that the reader can be informed about this issue and able to understand the implications of the decisions made at the national, state, and local levels regarding public libraries.

### ***Audience***

The intended audience of this document includes public library directors, library staff, library trustees, and anyone who supports and advocates for public library services in Kansas.

### ***Definitions***

*Local authority* refers to the ability of residents in a public library service area to determine for themselves what guidelines and policies should be in place to govern their library. These choices are usually made by a *board of directors*, also called *trustees*, who are appointed or elected by the local or regional governing body, such as a city or county commission or council.

### ***Overview***

Public libraries have a long history of local authority, both in Kansas and across the country. Like other institutions that are formed for the public good, such as cities, schools, museums, and recreation districts, the importance of having a representative form of governance is reflected in the creation of library boards or commissions with members from the communities that they serve. This reflects our federalist form of government, in that power is divided between larger interests, such as the state of Kansas and the U.S. government, and smaller local units, such as city councils and library boards.

Library boards use their authority to set service hours, decide how much should be spent on books or audios or videos, request bond issues for capital improvements, approve staffing levels, provide public access computing, and respond to challenges to library materials by library users. Any reduction in the scope of local authority would undermine the effectiveness of public libraries and their governing boards to do all of the things they need to do for the people they serve.

### ***Kansas Library Laws***

For nearly 100 years there has been a set of laws in place that govern the establishment and governance of public libraries in Kansas. These laws are laid out in the *Kansas Statutes, Annotated (KSA)* and are available both in print and online. Laws regarding libraries are found primarily in *Chapter 12, Article 12* of the KSA. It is important for library boards and administrators to be aware of both the current laws and any proposed legislation, particularly whether the proposed law improves or detracts from the mission of public library services.

### ***Exercise of Local Authority by Library Boards***

Each library board is charged with overseeing the library program in a community and to make sure that community needs are met and community dollars (in the form of tax revenues) are spent responsibly. Board members should take into account not only their own views but also the views of their fellow residents in making decisions for and about the library. Boards are governed by sets of bylaws, and boards enforce library policies that they review and approve. Rules for making or changing library policies are outlined so that a fair and open process is followed. Meetings of the library board are subject to the rules governing open public meetings, ensuring that residents are able to attend and make their views known as well. Library directors and administrators should keep their board members informed of the latest trends and developments in public libraries so that the exercise of local authority by library boards takes into account the wider world of public library services in addition to any local ideas or issues that may be raised. Local tax funds provide the majority of revenue for local libraries, which justifies a strong commitment to maintaining an appropriate level of local authority.

### Benefits and Difficulties of Local Authority

There are positive and negative aspects of the idea and practice of local authority by library boards. The most obvious benefit is that the people being served are also the ones deciding what is best for their own community. The differences between urban and rural areas are often cited as reasons why boards need to be made up of people who live in the area they represent, so they can better understand the specific needs of their fellow residents. Negative aspects include a library board that is too political or too disinterested in the provision of library services. To make sure that a library board is reflective of the community as a whole, a diverse library board that is well informed about the characteristics of the community they serve is required to be truly effective.

### ***Conclusion***

In each Kansas community with a public library, local library boards oversee the development and delivery of library services. These boards, working with city councils and commissions and other constituency groups, know what guidelines and rules for service delivery will best meet the needs of their individual communities. Public libraries have historically supported free access to information of all kinds, and have been able to continue this tradition specifically because of the power of local authority by library boards to approve and maintain local policies. Library boards must remain empowered to establish the rules and guidelines for service that are appropriate for their local communities.

### ***Additional Resources***

- **Kansas Library Association** <http://skyways.lib.ks.us/KLA/index.html>
- **Kansas Library Trustee Association** <http://skyways.lib.ks.us/KLA/divisions/klta/>
- **Kansas Legislature Online** <http://www.kslegislature.org/>
- **Kansas State Library** <http://www.skyways.org/KSL/>
  - Kansas Public Library Handbook & Trustee Topics
- **American Library Association** <http://www.ala.org>

### **Written By:**

Michelle R. Swain, Director of the Arkansas City Public Library, Arkansas City, KS.

Fred Atchison, Director of the Manhattan Public Library & North Central Kansas Library System, Manhattan, KS.

Cynthia Berner Harris, Director of the Wichita Public Library, Wichita, KS.

*Endorsed by the Kansas Library Association Council on October 29, 2004.*

## **School Libraries and Public Libraries:**

A Kansas Library Association White Paper

### ***Purpose***

The purpose of this document is to clarify the differences between the mission and services of public libraries and K-12 school libraries.

### ***Audience***

The intended audience of this document includes public library directors, library staff, library trustees and friends, school library media specialists, teachers, school administrators, school board members and all others who support education and libraries in Kansas.

### ***Definitions***

*School libraries* refer to the school library media programs that are centered on the materials collections and teaching activities in K-12 schools. *School libraries* are directed by trained and licensed teacher/school library media specialists. *Public libraries* are libraries with programs and resources that serve the recreational reading and information needs of the members of their community. *Public libraries* are directed by trained library directors.

### ***Overview***

There is often confusion surrounding the difference in mission between school libraries and public libraries. This confusion leads, at times, to the assumption that both of these entities perform the same service and therefore can be easily combined or substituted, one for the other. Kansas has all types of libraries. Each type has a distinct mission, collection focus, user group, and array of services. No one type of library can provide all the services needed by the children, students, adults, elderly, businesses, and public institutions of Kansas. Types of libraries serving those needs include:

- Public Libraries, serving the needs of the general public
- School Libraries, serving the needs of the K-12 students and teachers
- Academic Libraries, serving the needs of higher education
- Special Libraries serving the unique needs of business, governmental agencies, institutions and organization.

Each type of library collects resources and provides services especially designed for their specific clientele and has library staff with specialized training for their type of library. These libraries cooperate with each other to offer the broad array of library services that Kansans enjoy.

Because there are, for the most part, school and public libraries serving every Kansas community, and because they cooperate to provide services, it is sometimes assumed that one or the other could close, with little impact to that community. This is not true.

### ***School Libraries (School Library Media Programs)***

The mission of the school library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by providing intellectual and physical access to materials in all formats, by providing instruction that fosters competence and stimulates interest in reading, viewing, and using information and ideas, and by working with other teachers to design learning strategies to meet the needs of individual students.

- Clientele: K-12 students and teachers are the clientele of this type of library.
- Resources: Resources and materials in the collection are selected to support curricular and instructional needs, complement course work, and support and enhance the teaching of reading.
- Services: Primary services include teaching information/research skills and the use of technology, teaching concepts that support learning in a variety of subject areas, selecting, organizing and recommending resources that meet the needs of K-12 students, and provide collaborative curriculum and instruction support to classroom teachers.
- Facilities: Facilities provide class instruction space, group workspace, and individual workspace with furniture, shelving, and technology designed to provide a safe environment for children.
- Staff: School library media specialists, licensed teachers with additional specialized training in library and information management, staff the school library.

### ***Public Libraries***

The mission of the public library includes meeting the learning, recreational, and informational needs of their users. Public libraries provide an open learning environment for the community.

- **Clientele**: The general public of all ages, preschoolers through senior citizens, individuals, companies, non-profit organizations, and wide variety of other governmental entities are the clientele of this type of library.
- **Resources**: Resources and materials in the collection support a broad spectrum of interests and activities. Collections reflect community needs and popular interests. In-depth information is provided.
- **Services**: The primary services include loaning a broad spectrum of materials, providing access to digital resources and the internet, providing reference services, supporting research and homework, and providing year-round programming for community outreach and networking.
- **Facilities**: Facilities are open to the public and provide storage for the materials collection, space and furniture for study and relaxation, public meeting rooms, and technology designed to provide a wide range of resources.
- **Staff**: Librarians, with a wide variety of backgrounds, trained in library and information management staff the public libraries.

### ***Conclusion***

Although some of the services provided by school and public libraries seem to overlap, the missions, goals, collections and activities of these two types of library programs are quite different. The members of each Kansas community need the services provided by a public library. The students and teachers in each Kansas school need the services provided by a school library program.

### ***Additional Resources***

- **Kansas Library Association** <http://skyways.lib.ks.us/KLA/index.html>
- **Kansas State Library** <http://www.skyways.org/KSL>
- **Kansas Association of School Librarians** <http://skyways.lib.ks.us/kasl>
- **American Library Association** <http://www.ala.org>

*Endorsed by the Kansas Library Association Council on October 29, 2004.*

## **Kansas Library Association Educational Foundation**

**Mission:** The primary purpose of the Foundation is to support and enhance the activities of the Kansas Library Association.

The KLAEF operates under its own bylaws. A copy of the bylaws is available on the KLAEF website.

**Endowment:** The KLAEF Board establishes and develops the KLAEF endowment to support the mission of KLA.

**Education: Support highest quality library practices**

Annual leadership institute

Continuing education for practicing library professionals

Scholarships for formal learning opportunities

Author/speaker of national stature at annual conference

**Promotion: Tell the story of the importance of libraries to Kansans**

Collaborative enrichment activities with other groups on issues of significance to libraries

Public relations initiatives through the media

Professionally prepared promotion materials for local libraries to highlight the value of libraries for Kansas communities.

**Recognition: Reward outstanding service**

Award programs for outstanding library staff members and library supporters who have significantly moved library service in Kansas into the future

Showcase individuals and libraries with best practices and unique examples of innovative service

**General Endowment: Provide services to library staff, boards and friends**

Legal expertise on retainer with understanding of copyright, human resource and personnel law, media issues and licensing

Visible Kansas representation in the American Library Association

Publications and web services highlighting library news and issues

Endowment for association operations

**Board of Directors (in alphabetical order)**

Christie Brandau

Kansas State Librarian

[cbrandau@kslib.info](mailto:cbrandau@kslib.info)

Kate Capps, Secretary

Olathe Indian Creek Library

[ckaterun@yahoo.com](mailto:ckaterun@yahoo.com)

Robin Clark  
Kansas City Kansas Public Library - Turner Community Library  
[reclark@kckpl.lib.ks.us](mailto:reclark@kckpl.lib.ks.us)

Connie Mitchell  
Eureka Carnegie Library  
[carnegie@fox-net.net](mailto:carnegie@fox-net.net)

Hans Fischer  
[hjfischer@earthlink.net](mailto:hjfischer@earthlink.net)

Jane Hatch  
Kansas City , Kansas Public Library - West Wyandotte Branch  
[janehatch@yahoo.com](mailto:janehatch@yahoo.com)

Carla Kaiser, KLA President  
Basehor Library  
[ckaiser@basehorlibrary.org](mailto:ckaiser@basehorlibrary.org)

Laura Loveless  
Kansas City Kansas Public Library - West Wyandotte Branch  
[llove@kckpl.lib.ks.us](mailto:llove@kckpl.lib.ks.us)

Susan Moyer, Chair and KLA Finance Committee Chair  
Dorothy Bramlage Public Library  
[susanm@jclib.org](mailto:susanm@jclib.org)

Rosanne Siemens, Treasurer  
[kansaslibraryassociation@yahoo.com](mailto:kansaslibraryassociation@yahoo.com)

Kristin Whitehair  
University of Kansas Medical Center - Dykes Library  
[kwhitehair@kumc.edu](mailto:kwhitehair@kumc.edu)

Jim Dodson, Consultant  
[dodson@bmg-associates.com](mailto:dodson@bmg-associates.com)

The KLAEF Board meets no less often than every three months. The KLAEF annual meeting takes place in December. The KLAEF holds a fundraising event in conjunction with the annual Kansas Library Conference.

**Foundation Accomplishments:**

- \$100,000 endowment now in place that generates an annual contribution to the KLA budget.
- Coordinates contributions to the Greensburg Relief Fund on an ongoing basis: \$31,712.53 collected as of 12/31/07.
- Provided 20 continuing education grants in the past 3 years.
- Received Kan-Ed grants to provide technology that enhances communication statewide.
- Hosts fundraisers at library conference that generate income for the endowment and entertainment for all.

## **Bylaws of the Kansas Library Association Educational Foundation**

**(Incorporated under the laws of the State of Kansas)**

### **Article I**

#### ***Offices***

**Section 1.** The location of the Registered Office of the Kansas Library Association Educational Foundation, herein referred to as the “KLA Foundation,” is located at 1020 SW Washburn, Topeka, KS, 66604.

**Section 2.** The KLA Foundation may have offices and places of business at such places within the State of Kansas as shall be determined by the Board of Directors.

### **Article II**

#### ***Board of Directors***

**Section 1.** NUMBER OF DIRECTORS ON THE BOARD. The business, property and affairs of the KLA Foundation shall be managed and controlled by a Board of Directors consisting of an odd number of directors with at least nine (9) members and a maximum of eleven (11). Members of the Board shall serve three year terms. Each member may succeed himself or herself only once for a total of six years. The initial Board of Directors shall be elected by the Kansas Library Association Council with at least three directors elected for three (3) years; at least three for two (2) years and at least one for one (1) year, so that the terms of the Board members shall be staggered. The First and Second Vice Presidents of the Kansas Library Association will serve as ex-officio voting members of the board.

**Section 2.** ELECTION. The President of the KLA Foundation shall be a member of the Board of Directors. The Directors shall be elected at each annual meeting of the members. All Directors shall hold office until their respective successors are elected. A Director may be removed for cause, however, by a majority vote of the voting members and a Director may be removed without cause by a two-thirds (2/3) vote.

**Section 3.** QUORUM. A simple majority of the members for the Board of Directors shall constitute a quorum for the transaction of business.

**Section 4.** ELECTION OF DIRECTORS OF THE BOARD. The election of Directors may be by oral vote or show of hands unless written demand for election by ballot is made by two or more Directors.

**Section 5.** PLACE OF MEETING. The Board of Directors may hold its meetings at such place or places within or without the State of Kansas as the Board may from time to time determine or as shall be specified or fixed in the respective calls, notices, or waivers of notice of such meetings.

**Section 6. ANNUAL MEETING.** The annual meeting of the Board of Directors shall be held in December, beginning with the year 2000, either upon waiver of notice signed by all of the Directors or upon five (5) days notice delivered by United State Mail, e-mail, or telefax to all of the Directors at such place and at such hour as the Board of Directors may fix from time to time or as may be specified in such notice or waiver thereof.

**Section 7. REGULAR MEETINGS.** Regular meetings of the Board of Directors shall be held no less frequently than once every three (3) months at such time and place as the Board of Directors shall from time to time determine.

**Section 8. SPECIAL MEETINGS.** Special meetings of the Board of Directors may be held whenever called by the President, or by a majority of the Directors. The same notice of special meetings shall be given as is required in the case of annual meetings, except that the notice of each special meeting shall state the purpose of or purposes for which such special meetings are to be held; provided the Board of Directors may fix from time to time periodic regular meetings of the Board by a resolution adopted by a majority of the Board.

**Section 9. PARLIAMENTARY PROCEDURE.** All meetings of the KLA Foundation Board of Directors shall be conducted in accordance with the current edition of Robert 's Rules of Order, which rules shall govern all meetings. The President may appoint a parliamentarian to rule on any questions of procedure under such rules.

**Section 10. WAIVER OF NOTICE.** The notice of any meeting of the Directors may be waived by any Director in writing either before or after such meeting, and a waiver of notice sent by United States Postal Service, telefax, or e-mail shall be deemed to be a waiver of notice in writing signed by the Director sending the notice.

**Section 11. ELIMINATING THE PERSONAL LIABILITY OF THE DIRECTORS.** There shall be no personal liability of a Director to the KLA Foundation or its stockholders, policy holders, or members for monetary damages for breach of fiduciary duty as a Director. Pursuant to K.S. A. 17-6002, et. seq. this provision shall not eliminate or limit the liability of a Director for (A) for any breach of Director 's duty of loyalty to the corporation or its stockholders, policy holders, members, (B) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law, (C) under the provisions of K.S.A. 17-6424 and amendments thereto or for any transaction from which the Director derived an improper personal benefit.

**Section 12. VACANCIES.** Vacancies on the Board of Directors may be filled by a majority vote of the remaining directors. Each director so elected shall hold office until his successor is elected at an annual or a special meeting of the members.

A vacancy or vacancies on the Board of Directors shall be deemed to exist in case of the death, resignation, or removal of any Director, or if the authorized number of directors be increased, or if the members of the Board of Directors fail at any annual or special meeting of the members at which any Director or Directors are elected to elect the full

authorized number of the Directors to be voted for at the meeting, or if any Director or Directors elected shall refuse to serve.

No reduction of the authorized number of Directors shall have the effect of removing any Director prior to the expiration of his or her term of office.

**Section 13. MEETINGS BY ELECTRONIC MEANS.** Members of the Board of Directors of the KLA Foundation, or any committee designated by such board, may participate in a meeting of the Board of Directors by means of conference telephone, similar communication equipment, or other electronic means, and such participation in the meeting shall constitute presence in person at the meeting.

### **Article III**

#### ***Officers***

**Section 1. OFFICES.** The KLA Foundation shall have a President and a Secretary, both of whom shall be elected annually by the Board of Directors at its annual meeting or at a special meeting held in lieu thereof. The Executive Director of the Kansas Library Association shall serve as Treasurer and be an ex-officio, non-voting member of the Board. They shall hold their offices until their successors are chosen and qualified unless the respective term of office has been terminated by death or resignation in writing duly filed in the office of the corporation. All officers shall be chosen from the Board of Directors. Election of officers may be by oral vote, show of hands, or via electronic means, unless written demand for a ballot is made by two or more Directors.

**Section 2. BONDS.** The Board of Directors may require a Treasurer, and may require any other officer, to give bond for the faithful performance of his duties, in such sum and with such securities as said Board of Directors may provide. Such bond or bonds shall be continuously maintained.

**Section 3. RESIGNATIONS.** Any officer may resign at any time by filing his or her resignation in writing in the office of the Secretary of the KLA Foundation. The acceptance of such resignation shall not be necessary to make it effective.

**Section 4. VACANCIES.** Vacancies occurring in the office of the President, Secretary, or Treasurer shall be filled for the unexpired portion of the term by the Board of Directors.

**Section 5. THE PRESIDENT.** The President shall be the Chief Executive officer of the KLA Foundation, and shall administer the affairs of the KLA Foundation as directed by the Board of Directors. The authority and duties of the President shall include the following responsibilities:

- a. Carrying out all policies established by the Board;
- b. Development and submission of the Board for approval a plan organization of the personnel and others concerned with the operation of the KLA Foundation;
- c. Preparation of an annual budget showing the expected receipts and expenditures, as required, by the Board.

- d. Selection, employment, control, and discharge of employees, and development and maintenance of personnel policies and practices for the KLA Foundation.
- e. Maintenance of physical properties in a good state or repair and operating condition;
- f. Supervision of business affairs to ensure funds are collected and expended to the best possible advantage;
- g. Presentation to the Board or its authorized committee, periodic reports reflecting the professional service and financial activities of the KLA Foundation and preparation and submission of such special reports as may be required by the Board of Directors;
- h. Attendance at all meetings of the Board of Directors and committees thereof;
- i. Serving as the liaison officer and channel of communication for all official communications between the Board or any of its committees, the staff, and the Kansas Library Association Council;
- j. Performance of other duties that may be necessary in the best interests of the KLA Foundation; and
- k. Any other duties as required by the Board of Directors of the KLA Foundation.

**Section 6. THE SECRETARY.** The Secretary shall:

- a. Record all the proceedings of the Board of Directors meetings;
- b. See that all notices are duly given in accordance with the provisions of these by-Laws or as required by law;
- c. Be custodian of the records of the KLA Foundation;
- d. In general, perform all the duties incident to the office of the Secretary, and such other duties as are provided by these by-laws and from time to time are assigned by the Board of Directors.

**Section 7 . THE TREASURER.** The Treasurer shall give bond in such sum and with such sureties as required by the Board of Directors and such shall be continuously maintained. The Treasurer shall:

- a. Have charge and custody of all funds and securities of the corporation and shall deposit the same in such bank or trust company designated by the Board of Directors;
- b. From time to time render a statement of the condition of the finances of the KLA Foundation at the request of the Board of Directors and shall render a complete financial report at the annual meeting of the Board;
- c. Receive and give receipt for monies due and payable to the KLA Foundation from any and all sources;
- d. Make, keep, and file all the books, reports, statements, certificates, and all other documents and records required by law; and
- e. In general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board of Directors.

## **Article IV**

### ***Committees***

#### **Section 1. EXECUTIVE COMMITTEE.**

- a. The Executive committee shall consist of all the elected officers of the KLA Foundation;
- b. Meetings of the Executive Committee shall be held at the call of the President;
- c. The Executive Committee may exercise all powers of the Board of Directors during intervals between meetings of the Board. All proceedings of the Executive Committee shall be reported to the Board at its next succeeding meeting and shall be subject to revision or alteration;
- d. A quorum of the Executive Committee shall consist of a simple majority of the members and the affirmative vote of the majority of all members present shall be required for the approval of any action; and
- e. In the event a vacancy shall occur on the Executive Committee, the Board shall appoint from its members a successor to fill such vacancy until the next election unless the position vacated shall be an office for which case the successor to such office shall fill the vacancy in such position until the next election.

**Section 2. NOMINATING COMMITTEE.** Nominees for election of the Board of Directors shall be designated by a Nominating Committee. At least 3 months in advance of the Annual Meeting in each year, the President shall submit to the Board the names of a three member nominating committee consisting of board members. One of the appointed members shall be designated as Chairperson. The Nominating Committee shall designate nominees and report same to the President at least one month in advance of the date of the corporation 's annual meeting. Additional nominations may be made at the annual meeting at the time of elections of the Board of Directors.

**Section 3. PERSONNEL COMMITTEE.** The personnel Committee shall be charged with the duty and responsibility of supervising and making recommendations as to conditions for employment, number of employees, qualifications, and other employee personnel policies. The Personnel Committee shall report to the Board of Directors not less than once a year the recommendations pertaining to all of the personnel policies.

**Section 4 . FINANCE AND BUDGET COMMITTEE.** The Finance and Budget shall be charged with the responsibility of supervising the financial structure of the KLA Foundation and preparation of the annual budget and shall make its recommendations in connection with all fiscal matters and the budget to the Board of Directors not less than once each year. The Treasurer shall chair this committee.

**Section 5. OTHER COMMITTEES.** The Board of Directors shall have the power to form committees of its members and other persons. Duties of committee shall be defined in a resolution of the Board.

## **Article V**

### ***Seal***

The KLA Foundation shall not have a corporate seal.

## **Article VI**

### ***Accounting Period***

The books and records of the KLA Foundation shall be kept on a calendar year basis ending December 31 st .

## **Article VII**

### ***General***

**Section 1.** The KLA Foundation has been organized as a NOT FOR PROFIT corporation with the purpose to operate solely and exclusively as a charitable, social, benevolent, and educational organization, with the primary purpose to provide scholarships, grants, and continuing education of members of the Kansas Library Association and others.

**Section 2.** In no event, and under no circumstances shall any part of the funds, property, or assets owned or acquired by the KLA Foundation, whether principal, income, or accumulations, or the net earning thereof, be distributed to, or inure the benefit of:

- a. Any donor to the KLA Foundation or his/her heirs or personal representatives;
- b. Any Director of officer of the KLA Foundation;
- c. Any corporation, association, organization, society, trust, agency, or individual, unless it be organized and operated exclusively for charitable, scientific, or educational purposes, or for one or more of such purposes; no part of the net earnings of which inures to the benefit of any private shareholder or individual, and no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation;
- d. The United States, any state, any territory, or any political subdivision thereof, or the District of Columbia, unless for one or more exclusively public purpose.

**Section 3.** The KLA Foundation shall not engage in, and not part of the activities of the KLA Foundation shall at any time be, the carrying on of propaganda or otherwise attempting to influence legislation, or to, directly or indirectly, participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for such office.

**Section 4.** Upon the dissolution of this corporation, the governing body shall, after paying or making provision for the payment of all of the liabilities of the KLA Foundation dispose of all of the assets of the corporation exclusively for the purposes of the KLA Foundation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal

Revenue Code of 1986 (or the corresponding provision of any future United States Internal law), as the governing board shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**Section 5. INDEMNIFICATION.** When a person is sued, either alone or with others, because s/he is or was a director or officer of the KLA Foundation, or of another corporation serving at the request of the KLA Foundation, if any proceeding arising out of his alleged misfeasance or nonfeasance in the performance of his duties or out of any alleged wrongful act against the corporation or by the corporation, he shall be indemnified for the reasonable expenses, including attorney ' s fees incurred in the defense of the proceeding, if both of the following conditions exist:

- a. The person sued is successful in whole or in part, or the proceeding against him is settled with the approval of the court.
- b. The court finds that his conduct fairly and equitably merits such indemnity.

The amount of such indemnity which may be assessed against the corporation, its receiver, or its Director, by the court in the same or in the separate proceeding shall be so much of the expenses, including attorney ' s fees incurred in the defense of the proceeding, as the court determines and finds to be reasonable. Application of such indemnity may be made either by the person sued or by the attorney or the other person rendering services to him in connection with the defense, and the court may order the fees and expenses to be paid directly to the attorney or the other person, although he is not party to the proceeding. Notice of the application for such indemnity shall be served upon the corporation, its receiver, or its Director, and upon the plaintiff and other parties to the proceeding. The court may order notice to be given also to the members in the manner provided in Article II , Section 6, for giving notice of members ' meetings, in such form as the court directs.

## **Article VIII**

### ***Miscellaneous Provisions***

**Section 1. DEPOSITORIES.** The Board of Directors shall designate the banks or trust companies in which the KLA Foundation ' s money or securities shall be deposited from time to time.

**Section 2 . CHECKS, DRAFTS, NOTES, ETC.** All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the KLA Foundation shall be signed by such officer, or officers, or agents, as shall from time to time be designated by resolution of the Board of Directors.

**Section 3. STOCK IN CORPORATION.** Any stock in any other corporation which may from time to time be held by the KLA Foundation may be represented and voted at any meeting of the stockholders of such corporation by the President or the Secretary, or by any proxy appointed by the President or Secretary of the KLA Foundation, or by such a person as may be authorized by the Board of Directors. Notice of Meetings of stockholders of any corporation, stock of which is held by the KLA Foundation, may be waived on behalf of the KLA Foundation by the President or the Secretary of the KLA Foundation. Shares of stock belonging to the KLA Foundation may be held for the benefit of the KLA Foundation in the individual name of such nominee as may be designated for the purpose by the Board of Directors.

**Section 4. WAIVER OF NOTICE.** Any Director or officer may waive any notice required to be given to him under these by-laws.

**Section 5. DIRECTORS COMPENSATION.** No attendance fee shall ever, under any circumstances, be paid to any Director of the KLA Foundation. However, Directors may be reimbursed for necessary expenses actually incurred by them in connection with attendance at an annual, regular, or special meeting of the Board of Directors.

**Section 6. CONFLICT OF INTEREST.** In the event that a conflict of interest or possible conflict of interest develops between any officer or board member due to business or possible business dealings with the KLA Foundation, the Board of Directors shall review the facts and shall determine whether a conflict of interest does in fact exist. The Board members shall not vote on motion or issues which might involve a conflict of interest. The provisions hereof shall not per se prohibit any officer or Board member from doing business with the corporation.

## **Article IX**

### ***Amendment, Alteration, or Repeal of By-Laws***

**Section 1. POWER OF THE DIRECTORS.** New bylaws may be adopted or these bylaws may be amended or repealed by a majority vote of the Board of Directors at any regular or special meeting thereof; provided, however, that the time and place fixed by the bylaws for the annual election of the directors shall not be changed within sixty (60) days next preceding the date on which such elections are to be held. Notice of any amendments of the bylaws by the Board of Directors shall be given to each member having voting rights within ten (10) days after the date of such amendments by the Board.

*Amended December 1, 2005 by unanimous vote of KLA Educational Board*

# **KANSAS LIBRARY ASSOCIATION EDUCATIONAL FOUNDATION INVESTMENT POLICY**

## **Definitions:**

“KLA” means the Kansas Library Association

“Foundation” means the Kansas Library Association Educational Foundation

“Board” means the Board of Directors of the Foundation

“Endowment and Investment Committee” means the designated committee appointed by the Kansas Library Association Educational Foundation Board of Directors

## **Introduction:**

This statement of investment policies and guidelines is set forth in order that there is a clear understanding by

- the Kansas Library Association Educational Foundation Board
- the Foundation Endowment and Investment Committee
- the Kansas Library Association Council, staff, and membership
- investment managers regarding the investment policy of the Foundation

Investment managers are given guidance and limitations of their actions on behalf of the Foundation.

The Committee has a basis for evaluation of the performance of funds invested on behalf of the Foundation.

It is the intent of this statement to establish an attitude and philosophy for guiding all parties with Foundation investment funds. It is also the intent that objective be sufficiently specific to be meaningful but sufficiently flexible to be practicable.

### **I. Investment Purpose**

The investment and management strategy of the Foundation is to support the Foundation goals through an endowment and management approach which generates income to provide for current needs and maintains a base to generate income to meet future needs. The primary purpose of the Foundation is to support and enhance the activities of the Kansas Library Association.

### **II. Endowment and Investment Committee**

The Endowment and Investment Committee, as delegated by the Foundation Board is responsible for evaluating the investment performance of Foundation funds. The Endowment and Investment Committee is responsible to the Board for:

Developing, modifying and reviewing investment policy guidelines annually. Changes in guidelines and policies require Board approval.

Approving, reviewing, and if necessary, replacing investment managers, advisors, and consultants subject to Foundation Board approval.

Reporting regularly to the Board on all aspects of the Foundation investment programs.

The Treasurer of the Board may assist the Committee in the discharge of these duties.

### III. Prudence and Fiduciary Responsibility

Prudence is the main principal guiding Foundation investment policy. Prudence mandates that the utmost care, skill, and diligence be used in making sound investment decisions. Fiduciary responsibility as defined by applicable laws is the responsibility of the Foundation Board.

The Endowment and Investment Committee will use recognized benchmarks to evaluate the performance of its investments and investment managers.

### IV. Investment Philosophy

The primary purpose of the Foundation Endowment funds is to enhance the ability of the Foundation to carry out its mission over time. Therefore the following principles should be considered in managing Foundation investments:

**Long-Term Horizon** – Because of the perpetual nature of endowment assets, a long-term investment horizon is most appropriate for the Foundation. Thus equity investment should constitute a majority of Foundation Endowment Fund assets. This long-term horizon is tempered by the need for current income to meet reasonable operating objectives.

**Appropriate Risk** – The total investments of the Foundation should recognize both market risk and the risk of loss of purchasing power over time.

**Market Timing** – Short-term strategies to time participation in specific markets are not favored.

**Fully Invested** – Cash should not be held by the Endowment Fund for investment purposes but only to meet near-term expenses and obligations.

## V. Asset Allocation

As a general guideline investment managers should allocate funds within the minimum and maximum allocations shown below:

	Minimum	Target	Maximum
Equities	60%	70%	80%
Fixed Income	20%	30%	40%
Cash	0%	0%	10%

## VI. Spending Policy

The endowment spending rate will be set at a level which can reasonably be expected to provide real growth of endowment principal over time.

Current spending rate will be 4% of the December 31 market value of the endowment fund.

## VII. Conflict of Interest

Investments will not be made in any entity in which a foundation board member has an operating or management interest.

---

---

## GIFT ACCEPTANCE GUIDELINES

The Foundation encourages gifts of all types to support its educational mission. The Foundation is guided by accepted fundraising practices in accepting, receiving, evaluating, and acknowledging gifts.

The Gift Acceptance Committee which is the Foundation Board will review any gifts that merit special attention. This could include but is not limited to real estate, privately and/or closely held stock, gifts-in-kind and life insurance policies.

At this time charitable gift annuities, charitable trusts, and similar arrangements will be accepted through community foundations.

## KLA Educational Foundation Contribution Form

The KLA Educational Foundation is an independent agency that no longer requires financial support from KLA. To maintain this position and grow, the KLA-EF must receive contributions from KLA members and all who value vibrant, effective libraries serving Kansans.

### Contributing is easy.

---

Yes, I want to secure the future of Kansas libraries!

- Enclosed is my check made payable to KLA-EF
- Charge my MasterCard/VISA/Discover/American Express  
Card # \_\_\_\_\_  
Exp. Date \_\_\_\_\_ Amount \_\_\_\_\_

Note: You may also contribute with a credit card on the KLA website.

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

To arrange direct deposit or payroll deduction, call toll free 866-552-4636.

Complete this form and send with payment to:

KLA Educational Foundation  
1020 SW Washburn  
Topeka, KS 66604

Thank you for your support.

We look forward working with you in the future and continuing to contribute to KLA's success.