



**Park City Public Library
BOARD OF TRUSTEES
POLICY MANUAL**

1. MISSION

The Park City Public Library will serve as the principal information agency for individuals in the City of Park City and surrounding areas of Sedgwick County.

Our mission is to fulfill the informational, educational, and cultural needs of our entire community.

Criteria to aid in the achievement of the mission statement are further defined:

- **Popular Materials Library:** The library provides current, high demand, high interest materials in a variety of formats for people of all ages.
- **Youth Services:** The library encourages children, teens, and young adults to develop an interest in reading and learning through services for children, teens, young adults, and families.
- **Life-long Learning Center:** The Library supports individuals of all ages in pursuit of independent, life-long learning.

2. GOALS

To support the mission and roles of the Library, the goals shall be:

- to assemble, preserve and administer in organized collections, books and related educational and recreational materials;
- to serve the community as a resource center to access information;
- to support educational, civic and cultural activities of individuals, groups and organizations;
- to seek to identify community information needs and to provide programs of service to meet those needs;
- to provide opportunities for reading, personal development and life-long learning;
- to serve individuals with respect for human diversity including race, color, religion, gender, age, national origin, disability, veteran status and any other characteristics.

3. AUTHORITY

- **Section 1 – Corporate Status**

A library board constitutes a body corporate and politic as specified in K.S.A. 12-1223 and possesses the usual powers of a board for public purposes. Under its legal name the Board may contract, sue and be sued, and acquire, hold and convey real and personal property in accordance with the law. The



acquisition or disposition of real property shall be subject to the approval of the governing body of the municipality. The Park City Public Library is not a 501c3, but a governmental agency.

- **Section 2 – Statutory Powers and Duties**

K.S.A. 12-1225 outlines the powers and duties of all public library boards. The board has the responsibility of making and directing the library in accordance at all times with the Statutes of the State of Kansas.

4. BY-LAWS

Adopted this day 9th of this January of the year 2025.

ARTICLE I – NAME

This organization shall be called “The Board of Directors of the Park City Public Library”, existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

ARTICLE II – MISSION

The mission of the Park City Public Library Board of Trustees is to serve as the principal information agency of the City of Park City and surrounding areas of Sedgwick County to provide quality materials and services which fulfill recreational, educational, informational, and cultural needs of the entire community in an atmosphere that is welcoming, respectful, and professional.

ARTICLE III – TAXING AREA

The taxing area of the Park City Public Library corresponds to the boundaries of the City of Park City.

ARTICLE IV – COMPOSITION

- **Section 1 – Appointment of Members**

The Board of Trustees, hereafter known as the Board, shall consist of seven (7) members. Qualified residents shall apply and upon a majority vote of the board shall be appointed by the mayor at the next City Council meeting in accordance with K.S.A. 12-1222. In addition to the appointed members, the Mayor of the City of Park City shall be an *ex-officio* member of the Board with the same powers as appointed members. No person holding any other office in the municipality shall be appointed a member while holding such office. To be eligible for appointment to the Board, a person must reside within the library’s tax district which corresponds to the boundaries of the City of Park City. A Board member who moves outside the tax district must resign and a new member will be appointed to fill the unexpired term. Members of library boards shall receive no compensation for their services as such but shall be allowed their actual and necessary expenses in attending meetings and in carrying out their duties as members.



- **Section 2 – Term**

Terms of Library Board members must be staggered as designated in K.S.A. 12-1222. Each member will serve a term of four (4) years. No person who has been appointed for two (2) consecutive four-year terms to the Library Board shall be eligible for further appointment to the Board until one (1) year after the expiration of the second term. Vacancies occurring on the Board shall be filled by appointment by the mayor with the approval of the City Council for the unexpired term. *Attorney General Opinion 73-125* states that a person appointed to serve an unexpired term remains eligible for two (2) consecutive four (4) year terms upon completion of the unexpired term. **Charter Ordinance C42-2021 excludes these term limits until it is rescinded*

ARTICLE V – OFFICERS

- **Section 1 – Offices**

Officers of the Board shall be Chair, Vice Chair, Secretary and Treasurer.

- **Section 2 – Election of Officers**

Election of Officers shall be held at the annual meeting, designated as the regular meeting in May. Elected officers shall serve a term of office for one (1) year, beginning the date of election, but in any case shall extend until a successor has been elected. In order to be eligible to hold the office of Chair, a trustee shall have served on the Board for a minimum of 18 months. A majority of the Board shall be necessary for an election to an office.

- **Section 3 – Vacancies**

Any vacancy in an office shall be filled at the meeting at which the vacancy is recognized. A majority vote of the Board shall be necessary for such an election to office.

- **Section 4 – Duties of Officers**

The **Chair** shall draw up an agenda for board meetings with the assistance of the Director, preside at all meetings, guide discussion and ensure adequate coverage of agenda topics, appoint all committees, sign and attest the minutes of each Board meeting, sign contracts entered into by the Board, assume, jointly with the Treasurer, responsibility for the disbursement of funds and the preparation of the annual budget, and exercise other authority generally assigned the Chair of a body.

The **Vice-Chair** shall assume the duties of the Chair in the absence of same or when the Chair is unable to dispatch those duties. It shall be the duty of the Vice-Chair to assist the Director in the orientation of new Board members.

The **Secretary** shall prepare correspondence, sign and attest the minutes of each Board meeting, and act as secretary at any other time as directed by the Chair of the Board and notify the mayor of any vacancies of the Board, immediately upon instructions by the Chair.



The **Treasurer** shall review all monthly expenditures on behalf of the Board and perform such duties as assigned by the Board or required by law. The Director will consult with the Treasurer concerning financial issues as needed or as directed by the Library Board. The Treasurer and Director shall adhere to the financial procedures listed elsewhere in this policy manual.

In accordance with K.S.A. 12-1226, the Treasurer of the Board shall give bond, as well as, any other employees or Board members so named by the Board, for the safekeeping and due disbursement of all funds.

- **Section 5 – SCKLS Representative**

As a member of the South-Central Kansas Library System (SCKLS), a representative to the SCKLS Board will be elected annually in May. The representative may be a Library Board member, the Library Director or any individual the Library Board designates. The Park City Public Library SCKLS representative is responsible for attending the semi-annual meetings, held the last Monday in April and October, and monitoring, representing and voting on behalf of the Library Board on SCKLS matters.

ARTICLE VI – MEETINGS

- **Section 1 – Regular Meetings**

The Board shall hold regularly scheduled monthly meetings, typically held on the second Thursday of each month. Other meeting schedules may be adjusted if deemed necessary by prior approval of the Library Board. Unless waived, written notice of each regular meeting shall be delivered to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the Chair or Library Director.

- **Section 2 – Open Meetings**

Kansas state laws K.S.A. 75-4317 and 75-4318 specify that all public library board meetings shall be open to the public and no binding action by the Board shall be taken by secret ballot. Notice of all regular meetings shall be posted in the Library and provided to the City of Park City at least 72 hours in advance of any meeting. The date, time and place of the Board meetings or an agenda for the meetings shall be provided to any person requesting the information.

- **Section 3 – Special Meetings**

Special meetings shall be called at any time by the Chair or at the written request of a majority of the members as provided by K.S.A. 12-1224 and K.S.A. 12-1243. Written notice stating the time and place of any special meeting as well as the purpose for the special meeting shall be given each member of the Board at least two (2) days in advance of such special meeting. No business other than that stated in the notice shall be transcribed at such a meeting. Notice of all special meetings shall be posted in the library at least 48 hours in advance of any meeting. The date, time and place of the special meeting or an agenda for the special meeting shall be provided to any person requesting the information.

- **Section 4 – Executive Sessions**

Executive sessions may be called within any regular or special meeting in accordance with K.S.A.75-4319 provided no binding action shall take place during the closed door session and provided the purpose of the executive session is **stated**.

A formal motion to recess from the regular or special meeting must be made, seconded and carried. The motion to recess must include a statement of the justification for closing the meeting, the subjects to be discussed during the executive session, the time of adjournment to the closed session, and the time and place at which the open meeting shall resume. This information must be contained in the minutes.

The law specifies that only certain subjects may be discussed during an executive session. Those which apply to libraries include:

- salary of the director
- consultation with an attorney for the library which would be deemed privileged in the attorney-client relationship
- matters relating to employer-director negotiations
- confidential data relating to financial affairs or trusts
- preliminary discussion relating to the acquisition of real property

ARTICLE VII – Quorum

Four (4) members shall constitute a quorum for the transaction of business. In the absence of the Chair and Vice-Chair of the Board, the members present shall elect a temporary chair. As attendance at meetings is essential to the efficient, smooth operations of the library, board members who do not attend three (3) consecutive meetings without prior notice or six (6) or more meetings in a calendar year for any reason will be considered inactive and removed from the board. A new member of the Board will be sought.

ARTICLE VIII – SPECIAL COMMITTEES

There shall also be such special committees as may be required. They shall be appointed by the Chair, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

ARTICLE IX – DUTIES AND RESPONSIBILITIES

It shall be the responsibility of the Board to:

- secure adequate funds to carry on the work of the library satisfactorily
- maintain fiscal accountability with the administration and control of library funds, property and equipment
- establish and maintain, in cooperation with the Director, policies governing personnel, operations and selection of materials under the financial conditions set forth in the annual budget



- prepare, in cooperation with the Director, the annual budget
- act on recommendations of the Director in the area of salary and associated benefits and pay classification plan

ARTICLE X – LIBRARIAN/DIRECTOR

It shall also be the responsibility of the Board to:

- hire a Director who shall be the administrative officer under the direction and review of the Board and who will manage the day-to-day operations of the library, including the employment and direction of the staff in accordance with the personnel policy
- prepare a written job description for the Director
- conduct an annual performance appraisal of the Director on or about their anniversary date

ARTICLE XI – AMENDMENTS

The by-laws of the Park City Public Library should be reviewed annually or as necessary. These by-laws may be repealed, amended or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment or revision shall first be submitted in writing at a regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board and notice of intended repeal, amendment or revision shall be included in the notice of such meeting.

ARTICLE XII – MEETING GOVERNANCE

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the Board.

5. ETHICS STATEMENT

The Park City Public Library Board of Trustees endorses and supports the Ethics Statement for Public Library Trustees.

- Trustees in the capacity of trust upon them shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of Library users, colleagues, or the situation.
- A Trustee must disqualify himself/herself immediately whenever the appearance of a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the Board even if they personally disagree.
- Trustees must respect the confidential nature of Library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of Librarians in resisting censorship of Library materials by groups or individuals.



- Trustees who accept Library Board responsibilities are expected to perform all the functions of Library trustees.
- Members of the Park City Public Library Board of Trustees have legal authority for the conduct of the library only when acting as a body in a properly convened session. Board members acting as individuals have no authority over library personnel. They shall neither direct nor request that employees and/or the Library Director perform their jobs or other tasks, either in oral or written communications, unless a duly approved resolution of the Board of Directors directs them to do so.
- Members of the Board are free to speak to individuals on library issues outside of Board meetings, but such public expression is not to be construed as Board policy. Information from executive sessions must remain confidential at all times, unless release is appropriately authorized. The Board will not be bound in any way by any individual's statement or action unless the Board of Trustees, through an adopted policy or by a majority vote of Board members, has delegated this authority to the individual member. When exercising their authority and individual rights, members of the Board are asked to be mindful of the impact their actions may have upon the mission of the Board and the operation of the Park City Public Library.
- If a Trustee is accused of violation of this policy, Patron Code of Conduct, or Ethics Statement, representatives of the Executive Committee (omitting that Trustee if they are a member of said committee) will conduct an investigation into the accusation and determine whether a violation of the policy did occur. The accused Trustee will have an opportunity to defend their actions. The Board may remove any Officer or Board member for cause by [two-thirds (2/3) vote/simple majority] of all trustees then in office, at any regular or special meeting of the Board. Removal by Board of Directors vote is FINAL.

6. TRUSTEE TRAINING AND CONTINUING EDUCATION

- Upon acceptance of a position with the Board, each member is encouraged to attend professional workshops and meetings at the local, state and national levels.
- Board members are encouraged to attend library related training sessions. Board members will be reimbursed by the library with preapproval by the board chair.

7. TRUSTEE MEMBERSHIPS

The Library will pay for each Trustee's membership to the Kansas Library Association (KLA) and the Kansas Library Trustees Association (KLTA).

8. TRUSTEE ORIENTATION

Newly appointed Trustees should be provided an orientation with the Director and Vice-Chair of the Library Board which provides basic information of the duties and obligations of a Trustee.

9. AGENDA

An agenda should be prepared by the Chair and the Director and provided to members at least 72 hours prior to the meeting.

10. MINUTES OF BOARD MEETINGS

The minutes of the Board meeting are the official records of Board action and should include:

- the purpose of the meeting (regular or special), the time, the place, those attending, and approval of the minutes of the previous meeting;
- complete record of official action taken by the Board relative to the Director's report, communications, financial reports and all other business transacted;
- record of adjournment (no business may be legally transacted following adjournment);
- all motions should be recorded exactly as stated and show whether adopted or rejected as this is the legal voice of the Board and only that information recorded in the minutes can be considered official.

After approval by the membership, the minutes should be signed by the Board Chair and Secretary.

11. ACCESS TO PUBLIC RECORDS

- **Section 1 – Summary of Statute**

In accordance with K.S.A. 45-215 through 45-223 the Park City Public Library Board of Trustees, in recognizing the library's position as a public agency, ascribes to the Kansas Open Records Act (KORA). The public's rights, responsibilities, availability, exceptions, and procedure for requesting a record follows:

- **Section 2 – Rights**
 - to inspect and obtain copies of public records which are not exempted from disclosure by a specific law
 - to obtain a copy of the library's policies and procedures for access to records, and to request assistance from the agency's Freedom of Information Officer is the City Clerk
 - to receive a written response to a request within three business days
 - to bring a private lawsuit or to file a complaint with the Attorney General's Office or the county or district attorney if wrongfully denied records
- **Section 3 – Records Available**

Most records maintained by public entities are open for public inspection and copying. Records commonly requested include, but are not limited to:

- statutes
- regulations
- policies
- minutes/records of open meetings
- salaries of public officials
- agency budget documents

- **Section 4 – Exceptions**

The KORA recognizes that certain records contain private or privileged information. The Park City Public Library Board policy has established that the following records whether in print, graphic or electronic format are confidential:

- medical treatment records
- personnel records of library employees
- library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution
- information which would reveal the identity of an individual who lawfully makes a donation to the library if the anonymity of the donor is a condition of the donation
- library user registration records and circulation or loan records which pertain to identifiable individuals
- records protected by attorney-client privilege
- records containing personal information compiled for Census purposes
- notes and preliminary drafts
- other specific types of records as outlined

A list of additional exemptions can be found in K.S.A. 45-221.

- **Section 5 – Procedures**

- consult with the agency's Freedom of Information Officer to determine if the record needed exists or is available
- the request must pertain to records whether written, photographic or computerized
- the library is only required to provide public records that already exist; there is no requirement for the Library to create a record upon request
- the library may require the request in writing, and may ask for proof of identity
- reasonable fees, not exceeding actual cost, may be charged for access to records, copies of records, and staff time
- most records will be produced within three (3) business days from the time the request is received
- if the request is delayed or denied, a written notice of explanation for the delay or denial within those three (3) days will be provided
- reasons for delay may include, but are not limited to:
 - voluminous records
 - complicated request parameters

- unresolved legal issues
- difficulty in accessing archived records
- if request is denied, the library must identify the records to be denied and the specific legal authority for the denial

12. RETENTION OF RECORDS

According to K.S.A. 12-120, the officers and employees of any city charged with the custody or having in their custody the records, documents or other papers as designated below may destroy the same after they have been on file for the period stated. While this statute applies to city employees, it may be followed as a general rule by library employees as well.

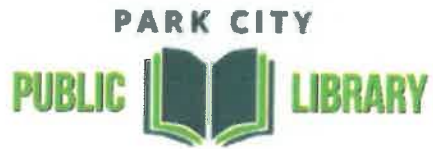
- claims and any purchase orders attached thereto – five (5) years
- warrants or warrant checks, whether originals or duplicates, that have been paid – five (5) years
- duplicates of receipts or stubs of receipts issued – three (3) years
- bonds of officers or employees, the period to begin at the termination of the term of the bond – ten (10) years
- insurance policies, the period beginning at expiration of the policy unless a claim is pending – five (5) years
- canceled checks – five (5) years
- requisition and duplicate purchase orders – three (3) years
- bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, the period beginning at the date of maturity of the bond or coupon – six (6) months

Further, K.S.A. 75-3504 provides authority to the Library Board to establish a records disposal schedule for the orderly retirement of records, and to adopt such other rules and regulations as they may deem necessary to accomplish the purposes of this act. In addition to the schedule authorized by K.S.A. 12-120, listed above, the Park City Public Library Board of Trustees has adopted the publication written by the Kansas State Historical Society, “Local Government Records Management Manual” as its schedule for the retention and disposal of records.

PROFESSIONAL STATEMENTS

The Park City Public Library Board of Trustees and the Park City Public Library recognize the following professional statements:

- Library Bill of Rights
- Libraries: An American Value
- Freedom to Read
- Freedom to View
- Code of Ethics
- Free Access to Libraries for Minors
- Access for Children & Young Adults to Nonprint Materials



In as much as is possible, the Park City Public Library Board of Trustees and the Park City Public Library, endorse and support these professional statements while always reserving the right to adhere, when deemed necessary, to community standards and/or to local, state or federal statutes that may appear in conflict with parts or all the statements.

13. FINANCIAL

- **Accounts and Funds**

- To ensure that the Board maintains fiscal responsibility, a review of the applicable financial reports and supporting documents for the preceding month, prepared by the Director, will be conducted and approved at each regularly scheduled meeting of the Park City Public Library Board of Trustees.
- In advance of the Board meeting each member will receive the following reports:
 - Year to Date Profit and Loss Report
 - Syndeo Payroll reports
- The Board Chair and Treasurer are the primary, designated signees for all. In the event the Board Chair and Treasurer are unavailable, the Vice-Chair has authority to sign.
- The Director recommends to the Library Board any initial request for the acquisition of materials, equipment, furniture, building needs, etc., that exceeds \$750. Ongoing, previously established acquisitions that may exceed the limit, such as yearly periodical subscription renewals, maintenance agreements, software/database renewals, etc., are exempted from this dollar limitation and shall be reported to the library in the monthly director or financial reports.
- The Director is authorized to make electronic fund transfers as necessary for paying bills and vendors.

- **Credit Cards and Established Accounts**

- As a consequence of job duties which require the need to make pre-authorized purchases the following staff have access to credit cards or established accounts: Director.
- All credit card or established account purchases must be pre-approved by the Director.



- **Surplus Property**

- Library property that has been designated surplus may be given to another library or organization, disposed of as trash, recycled, sold online or offered to the general public for a suggested donation after receiving authority from the Director of Operations for the City of Park City.
- Donations received from surplus property will be added to the Capital Improvement fund which is used to help purchase needed equipment, furniture, new materials, etc.

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Amended May 1, 2000

Amended June 7, 2004

Amended March 15, 2007

Amended March 20, 2009

Amended December 13, 2022

Amended June 16, 2023

Amended January 2, 2024

Amended January 9, 2025