

## **Library Board Member Responsibilities**

The library board is tasked with ensuring that the Osawatomie Public Library is a benefit to the community and is run in accordance with applicable statutes.

As part of the library board, you will:

- attend all board meetings, held the third Monday of each month 30 minutes after closing, and see that accurate records are kept on file at the Library.
- make and adopt rules and regulations for the administration of the library. The Library Board has exclusive authority in handling its operation except for the authority for issuing bonds and levying taxes, which is vested in the City Council.
- with the approval of the governing body of the municipality, purchase or lease a site or sites or to lease or erect a building or buildings for the use of the library;
- employ a Library Director and such other employees as are deemed necessary and to set their salaries.
- determine and adopt written policies to govern the operation of the Library.
- determine the purpose of the library and secure adequate funds to carry on the Library's operation and program.
- know the operation, programs and needs of the Library in relation to the community.
- keep abreast of library trends.
- oversee the Library program.
- establish, support and participate in a planned public relations program.
- assist in the preparation of the annual budget.
- know local and state laws pertaining to library operations.
- actively support library legislation in the city, county, state, and nation.
- establish among the Library policies those dealing with book and material selection.
- attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.
- support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.

### **Requirements**

- Must live within Osawatomie City Limits
- Must not be an elected city official
- Must avoid any conflicts of interest

### **Application**

To be considered for appointment, complete the provided application and return to Sam Moon at City Hall or by email to [ozcity@osawatomieks.org](mailto:ozcity@osawatomieks.org)

**\*\*Note that library board members are appointed. This application is only to express your interest and ensure that you meet the residency requirements so that you may be considered for appointment.\*\***



City of  
Osawatomie

## Public Service Application

*(one application per committee)*

Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Position: \_\_\_\_\_

Product or services rendered by employer: \_\_\_\_\_

Brief description of job duties/responsibilities: \_\_\_\_\_

Spouse's place of employment: \_\_\_\_\_ Position: \_\_\_\_\_

Product or Service rendered by spouse's employer: \_\_\_\_\_

Committee, Board, Commission, Task Force or other position to which you wish to be appointed:

Why do you wish to serve in this position? \_\_\_\_\_

Have you served on any other board, committee, commission or in an elected position with the City? If yes, please state your experience as a member: \_\_\_\_\_

Do you or your spouse have any monetary interest, direct or indirect, in any pending or incomplete transaction or contract to which the City is, or is to be, a party? If yes, please explain: \_\_\_\_\_

By signing below, I understand that the above information I have voluntarily provided is to be used solely for the purpose of the background check. I do hereby affirm that I am currently a registered voter in the city of Osawatomie, Kansas. I reside in Ward No. \_\_\_\_\_.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### PLEASE RETURN TO CITY CLERK

439 Main Street

PO Box 37, Osawatomie, KS 66064

[ozcity@osawatomieks.org](mailto:ozcity@osawatomieks.org)

--- OFFICE USE ONLY ---		
Received: _____	Council Approval Date: _____	Letter of Approval: _____
Screened: _____	Term Expiration Date: _____	Letter of Non-Approval: _____