

QSAC – GOVERNANCE/ADMINISTRATION – APPENDIX B

Is your administration and board aware of all their responsibilities needed to organize and run a library? This section covers the responsibilities of boards and staff that organize the activities of the library's long-term objectives. There are two kinds of library boards in Michigan, advisory and governing.

What are the essentials of administration?

- [Administrative Essentials: A Handbook for Wisconsin Public Library Directors](#)
- Library of Michigan Manuals and Guides
 1. [Michigan Public Library Trustee Manual](#)
 2. [Financial Management Reference Guide](#)
 3. [Library Laws Handbook](#)
 4. [District Library Law Handbook](#)
 5. [Certification Manual and State Aid to Public Libraries Grant Rules](#).
Lansing: Library of Michigan, 2010.

What to remember when considering a policy

- [Four Tests for A Legally-Enforceable Library Policy](#)

Sample Policy Resources

(see also the links at the beginning [Human Resources Appendix A](#))

- [eLearn Libraries: PLA Results Series Workforms](#)
- Creating Policies for Results: From Chaos to Clarity by Sandra Nelson and June Garcia. Chicago: ALA, 2003.
- [MRSC: Library Policies on the Web](#)
- [Indiana State Library: Public Library Policies](#)
- [Library Success: A Best Practices Wiki](#)
- [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees - Essential 10: Policies](#)
- [Leland Township Library Five Year Plan](#)

General Policies from Michigan Libraries

- [Clinton-Macomb Public Library](#)
- [Cromaine District Library](#)
- [Jackson District Library](#)

Adult Services

- [Programming](#)

Advocacy

- [Michigan Library Association Advocacy Information](#)

Artwork

- [Kitsap Regional Library Art Policy](#)

Bookmobile

- [Wayne County Public Library Bookmobile Policy](#)

Bulletin Boards

- [Ironwood Carnegie Library: Bulletin Board and Brochures Policy](#)

By-Laws

- [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees - Essential 3: By-Laws](#)
- [Library of Michigan: Trustee Manual, Part 1](#)
- [Library of Michigan: Trustee Manual, Part 2](#)
- [By-laws of the Ann Arbor District Library](#)
- [By-laws of the Genesee District Library](#)
- [By-laws of the Clinton-Macomb Public Library](#)
- [Sample by-laws for a public-school library advisory board](#)

Children's Services

- [Joplin Public Library: Children's Services](#)

Circulation

- Borrowers' eligibility
- Borrowers' responsibilities
- [Child Protection Email Address Registry Law, PA 241 2004](#)
- Equipment use
- Fees [for materials, nonresident cards, etc.]
- Fines
- Loan periods
- Lost and damaged materials
- Number of items loaned

- Privacy [Michigan Library Privacy Act]
- [Disclosure of Registration and Circulation Records Policy](#)
- [Release of a Minor's Records](#)
- Renewals and reserves
- Closing the building procedures
- Displays and exhibits
- [Fire, Tornado, Severe weather and other emergencies](#)
- Hours of service
- Inter-library loan and reciprocal borrowing
 - Fees (if any)
 - Protocols and procedures

Collection Development

- [See Collection Development Appendix A](#)

Facilities

- Acquisition and ownership
- [American Disabilities Act compliance](#)
- Disaster and recovery plans for facilities and equipment
 - [dPlan: The Online Disaster-Planning Tool](#)
 - [Detroit Institute of Arts: Disaster and Conservation Resources](#)
 - [CalPreservation: Library Disaster Plan Template](#)
- Distribution of outside materials
- Inventory of capital assets
- Maintenance
- Site selection

Financial Policies

- [Complete financial policy of the Clinton-Macomb Public Library](#)
- [Complete financial policy of the Jordan Valley District Library](#)
- [Complete financial policy of the Traverse Area District Library](#)
- [Gift Acceptance Policy](#)
- Budget
- [Competitive bid process](#)
- Comprehensive general liability
- [Credit card use](#)
- [Endowment Funds](#)
- Errors and omissions
- Fiduciary liability public employee blanket bond
- Investment of funds
- Insurance
- Procurement plan
- Public officer blanket bond

- [Surplus funds](#)
- Travel expenses

Freedom of Information Act

- [Library of Michigan: Library Laws Handbook](#)

Grants

- [Michigan Department of Education: Michigan Grants Available List \(MiGAL\)](#)

Human Resources

- See [Human Resources Appendix A](#)

Intellectual Freedom

- See [Collection Development Appendix D](#)
- Intellectual Freedom Manual by the Office for Intellectual Freedom. Chicago: ALA, 2005.

Internet access

[Library Law Handbook](#)

[Meeting rooms](#)

[Open Meeting Act](#)

Outreach services

- Handicapped
- Homebound
- Institutional

Outside Cooperation: Sharing of resources and establishing of networks

- [Local chamber of commerce](#)
- Local schools
- Regional library cooperative

[Patriot Act](#)

Personnel

- See [Human Resources Appendix A](#)

Problem behavior

Public Relations

- See [Public Relations Appendix G](#)

Reader's Advisory

Reference Services

- Homework assignments
- Online searches
- Reference interview

School - Public Libraries

Security

Social Media

- [Social Media Policy](#) – Ottawa Public Library

Strategic Planning

- [Colorado Department of Education: Strategic Plan for Libraries](#)
- [New Pathways to Planning](#)
- [Community assessment survey](#)
- [Demographics](#)
- Examples
 - [Grace A. Dow Memorial Library Strategic Plan](#)
 - [Ann Arbor District Library Strategic Plan](#)
 - [Sterling Heights Public Library](#)
 - [Superiorland Library Cooperative](#)

Technology: See [Technology Appendix E](#)

Trust Conflict of Interest sample:

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the _____Public Library in which they have a direct or indirect financial interest.

Section 2. A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Trustees and Advocates Ethics

Unattended Children

- [Livonia Public Library](#)
- [MLC Wiki Entry – Unattended Children Policy](#)

Use of library equipment and vehicles

Wireless Use

- [Wireless Connections for Public Library Networks](#)

Updated 01/21/2010
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