

LIBRARY STRUCTURE



Presented by
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Boot Camp for Beginners
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THE INGREDIENTS

- ❑ Public Library Types
- ❑ Gov'tl Authorities
- ❑ Funding & Finances
- ❑ Role of the Board
- ❑ Role of the Director
- ❑ Mission & Goals



THE INGREDIENTS

- Mission & Goals
- Policies & Procedures
- Library Cooperatives



PUBLIC LIBRARY TYPES

- City
- Village
- Township
- District
- County
- School District

CITY LIBRARY

- ❑ Established in one of 5 ways
- ❑ Public Act 164 of 1877, Section 1 - with a five-member appointed board
- ❑ Public Act 164 of 1877, Section 10a - with a six-member elected board
- ❑ May be established by provision in the city charter
- ❑ By city ordinance
- ❑ Special act of the state Legislature

CITY LIBRARY

- ❑ May be reorganized under Section 10a with a petition of 50 voters and approval of establishment/millage at regular annual election.
- ❑ Section 1 and Section 10a libraries have autonomous boards.
- ❑ Other types may or may not have autonomous boards as outlined in the establishment instrument.

VILLAGE

- ❑ Established by vote of village residents
- ❑ Six-member elected boards
- ❑ Autonomous board

TOWNSHIP LIBRARY

- ❑ Established by vote of the township residents
- ❑ Six-member elected board
- ❑ OR, under repealed law, may have a township board that acts as a library board. This type should re-establish under the current law to provide for funding by law.

DISTRICT PUBLIC LIBRARY

- ❑ Comprised of two or more municipalities, which have joined to establish library services for their residents. (city, village, school district, township or county)
- ❑ Autonomous elected (7 members) or appointed (5-8 members) boards as indicated in the district library agreement or organizational plan.
- ❑ Governmental entity

COUNTY PUBLIC LIBRARY

- ❑ Five-member advisory boards, appointed by county board of commissioners.
- ❑ Counties with populations with over 1 million have seven-member boards.

COUNTY PUBLIC LIBRARY

- ❑ County library's legal service area excludes areas served by other legally established public libraries. Often have legal service area less than the entire county.
- ❑ Millage authorized by county commissioners and voted on by all county residents.

SCHOOL DISTRICT PUBLIC LIBRARY

- ❑ Prior to March 1994 school district public libraries established with school board as governing board.
- ❑ State aid regulations require school board to appoint an advisory board as well
- ❑ Since March 1994 Proposal A eliminated all millage funding for school district public libraries.

SCHOOL DISTRICT PUBLIC LIBRARIES

- ❑ May still be established but face serious funding challenges.
- ❑ Most school district public libraries have re-established as a district library.

RELATIONS WITH GOVERNMENTAL BODIES AND FUNDING AUTHORITIES

- Know your funders
- Cultivate partnerships
- Look for mutual benefits
- Advocate to lawmakers



FUNDING

- ❑ State Aid
- ❑ Penal Fines
- ❑ Millage
- ❑ Appropriations
- ❑ Grants/gifts
- ❑ Local income



ROLE OF THE BOARD



- ❑ Identify library mission & goals
- ❑ Hire the Director
- ❑ Approve an annual budget
- ❑ Control the expenditure of library funds
- ❑ Adopt policies, rules and regulations regarding use of the library
- ❑ Take responsibility for the library building and grounds

ROLE OF THE BOARD

- Attend and participate in meetings
- Be a team player and act as “one” body
- Advocate for the library
- Respect and support the Director
- Serve as “appeals body”

ROLE OF THE DIRECTOR



- ❑ Responsible for carrying out the mission and goals established by the Board
- ❑ 360 degree communication
- ❑ Board training
- ❑ Advisor to the Board

FINANCES

- Board and Director prepare budget that reflects library mission and goals
- Board adopts official budget at public hearing
- Director monitors expenses and reports to Board
- Board makes adjustments as necessary
- Audit

MISSION & GOALS

- Library Mission Statements
- Vision Statements
- Tag Lines
- Goals
 - Board
 - Director
 - Staff
- Assessment



PLANNING

- Annual Goals
- Budgeting
- Projects
- Grants
- Long term or Strategic
- Disaster plan

POLICIES & PROCEDURES

- Know the difference
- Board sets Policy
- Staff carries out Procedures based on policies



POLICIES & PROCEDURES

- Definition, mission goals
- Circulation
- Collection Development
- Use of Facilities, Meeting room
- Code of Patron Conduct
- Personnel

POLICIES & PROCEDURES

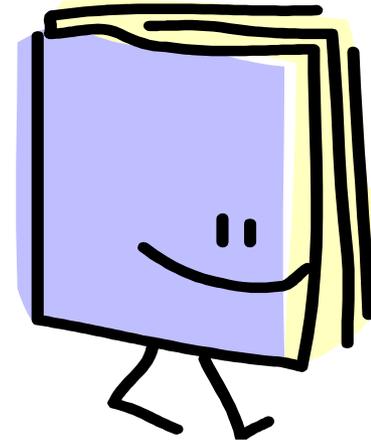
- ❑ Finances & Investment
- ❑ Displays, Bulletin Board, Donations
Internet Use
- ❑ Test proctoring
- ❑ Program registration
- ❑ Storage for local organizations

LIBRARY COOPERATIVES

- ❑ Regional cooperatives in Michigan
- ❑ Combined purchasing power for discounts
- ❑ Collaborative automation systems
- ❑ Continuing education & training
- ❑ Consultation
- ❑ Funded by State Aid to libraries portion from members

PUBLIC RELATIONS

- Tell your story!
- Say, "Thank you."
- Cultivate partnerships
- Participate in community organizations
- Ask for letters of support
- Suggest a letter to the editor or to the Board



ADDITIONAL RESOURCES

- Your colleagues
- Your Library Coop. Director
- Michlib-L
Michlib-l@listserv2.michigan.gov
- Library of Michigan
www.michigan.gov/hal



ADDITIONAL RESOURCES

- MLC wiki

http://www.mlc.lib.mi.us/wiki/index.php/Main_Page

- Web Junction & free courses online

www.webjunction.org

CONTACT ME

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