

# Public Library Administration

Class is provided by a grant from IMLS



# Introductions and Jamboard

SCAN ME



# Class Objectives

- Define the structure of the city and the board or the System and Board, in accordance with the library's governing statute
- Write a clear policy geared toward the community
- Devise a simple budget

# Establishing a Municipal Library

- Title 11



# Establishing a Library System

- [Title 65](#)

# Organizational Hierarchy

## Municipal

Library worker



Supervisor/manager



Director



City Manager

## System

Library worker



Supervisor/manager



Branch manager



Director



Library Board

# Policies

Policies exist to:

- Protect the library and its customers
- Address issues

# Policies

Good policies:

- Aren't overly specific
- Open, clear, welcoming language
- Accommodate rights without infringement
- Lay out mechanism if expectations are not met

# Budgeting

## Funding:

- Federal Government
- State Government
- County Government
- City Government
- Ad Valorem taxes
- Other Grants



# State Aid

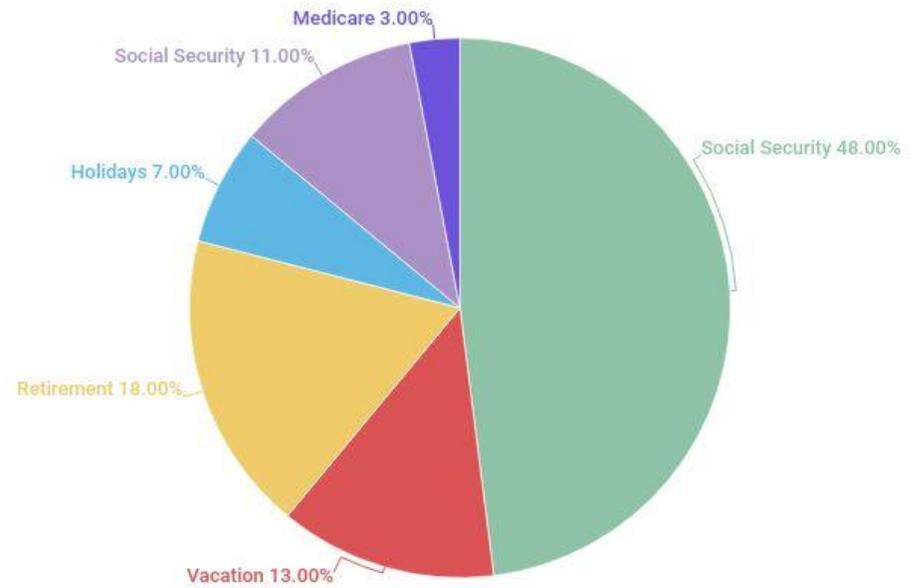
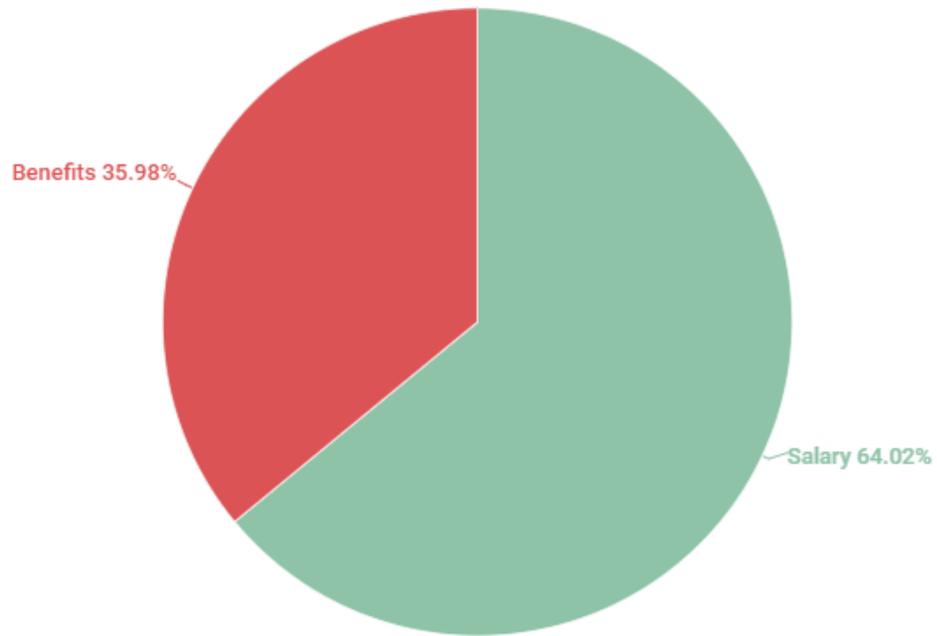
MOE = Maintenance of Effort

# Budgeting

- Stewardship
- Responsibility
- Employment impacts
- How to Budget



# Budgeting



# Operating Budget

## Recommended Percentages

- 50 – 80% to staff
- 10 – 20% to materials
- 2 – 4% to programming
- 5% to other

# Class Evaluation

SCAN ME



# Questions?

Class is provided by a grant from IMLS



OKLAHOMA  
Libraries