

Public Library Administration

This class is presented by the Public Library Academy and sponsored through a grant from IMLS.



Introductions

Tell us about yourself! What is your name? Where do you work? What is your job title?

Feel free to share a little about your learning goals for this class or some details to help us get to know you a little better.



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](#)

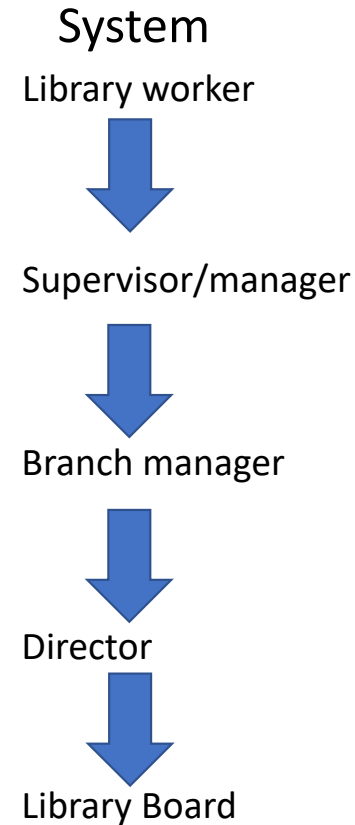
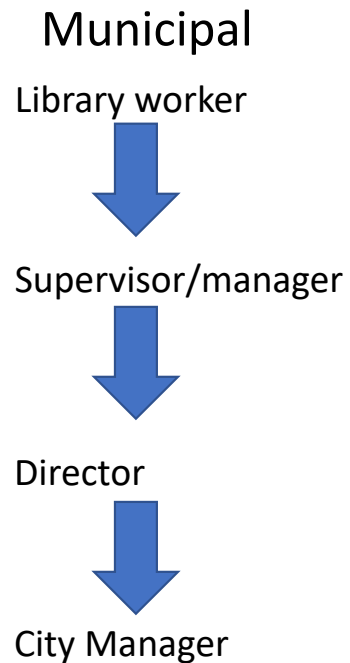


OKLAHOMA
Libraries

Quiz time!



Organizational Hierarchy





Quiz time!



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

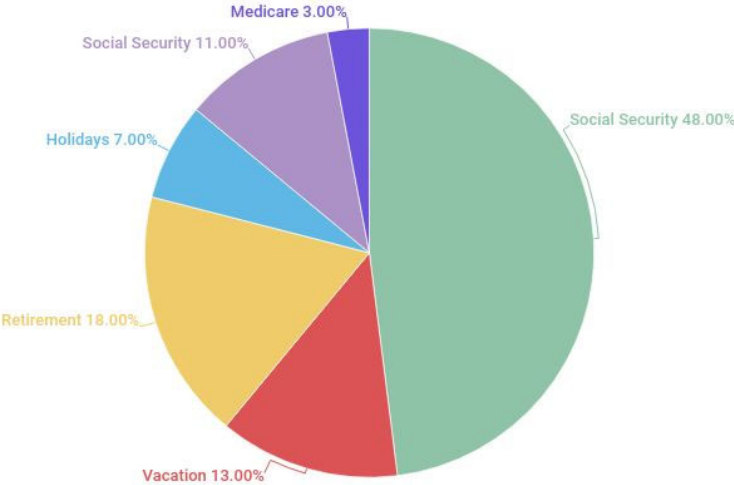
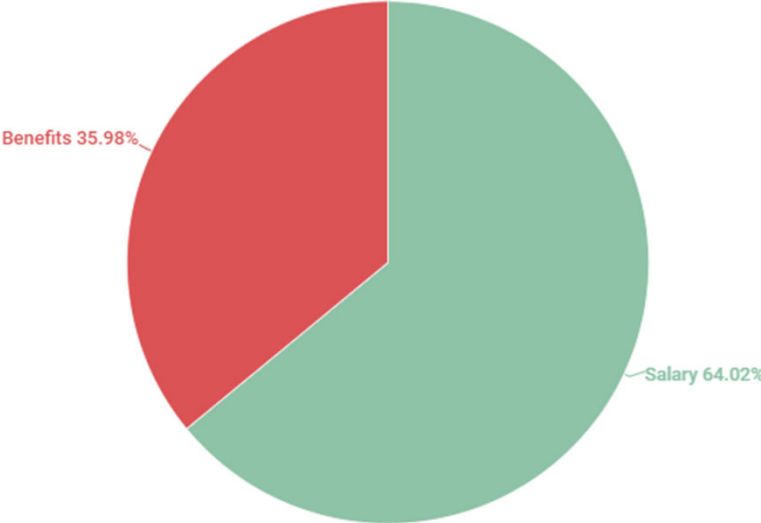
MOE = Maintenance of Effort

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 Evaluations



bit.ly/PLAfy25



Log Attendance



1. Write your name on your certificate
2. Visit bit.ly/3PWYm0H
3. Fill out the form and upload a picture of your certificate

Thank you!

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