

Structure, Governance and Administration

All Missouri residents should have legally-established, readily accessible, public library service capable of connecting each individual with the comprehensive information resources of the region, state, and nation. Public library districts are established and maintained according to the provisions of the Missouri Statutes and are funded by property and/or sales tax revenue, state, federal and private funds.

All Missouri public library districts are governed by library boards or as otherwise provided by law. Board members observe their full legal responsibilities, duties, and rights by holding regular meetings, employing legal and other counsel as necessary, and attending board meetings regularly. The board has complete authority, within legal limits, over the library district's budget and policies. The board follows statutory requirements as to fiscal year, audit, annual and other reports, and the budgeting process. The library board also appoints the library director who acts as technical advisor to the board, enforces library policies and is responsible for all day-to-day management of the library district.

Standards

1. The library district is legally established and operates in accordance with Chapter 182 of the *Missouri Revised Statutes*.
2. The library district has a governing board with appointments and terms of members in compliance with state statute. Recommendations to the appointing body should reflect the demographics of the population served by the library district.
3. The board's first priority is to guarantee that all residents of the library district have access to tax-supported public library services.
4. The board establishes written bylaws that outline its purpose, its operational procedures and address conflict of interest issues.
5. The board adopts written policies for operating the library district and reviews them on a regular cycle. These policies are available for public inspection. (*See List of Policies on page 9.*)

6. The library district has a written mission statement which clearly defines the purpose of the public library in its community.
7. The library district has written plans for strategic planning, technology, collection development, and other areas as necessary. The plans state goals and objectives for improvement of library services and are available for public inspection.
8. The board employs the library director, provides for the professional development and evaluation of the director, and delegates active management of the library district to the director. Board members are not involved in the day-to-day operation of the library district.
9. The board annually sets the library district's tax rate and approves the library district budget.
10. The board has responsibility for the expenditure of all monies collected, donated or appropriated for the library district.
11. Board meetings are held as specified in the bylaws, at a time and place convenient for the board, library director and for the community, in accordance with Missouri state law on public meetings.
12. The board complies with Missouri law and any federal laws which affect library district operations.
13. Board members and library staff actively participate in the legislative process to effect change that will benefit library district users.
14. The board assures that adequate records and statistics on library operations are kept.
15. The board ensures adequate funding for the space, staffing, equipment, technology, and materials needed for library programs and services.
16. All board members participate in continuing education activities.

Guidelines

- ___ 1. In addition to the types of library districts outlined in Chapter 182 of *The Missouri Revised Statutes*, public libraries may also combine districts to form regional library systems. *Standard #1*
- ___ 2. The board develops and maintains bylaws and reviews them on a regular cycle. *Standard #4*
- ___ 3. A written statement describes the responsibility of board members and differentiates them from the responsibilities of the library director. Board members avoid participation in the administrative or operational aspects of the library district. *Standard #8*
- ___ 4. Board members have staggered, finite terms of service as outlined in *The Missouri Revised Statutes* or library district bylaws. Bylaws may provide for term limitations and the mid-term replacement of board members who cannot or do not fulfill their responsibilities. *Standard #2, #4*
- ___ 5. Bylaws and/or policies provide the library district with safeguards against conflict of interest. *Standard #4*
- ___ 6. The Board has an approved policy which details how nonresidents may use the library. *Standard #3, #5*
- ___ 7. Meetings of the board are held at a regularly scheduled time at least nine times a year. The Bylaws indicate how the date or time of board meetings may be changed. Board meetings are open to the public and are held in accordance with state and local laws on public meetings. *Standard #11*
- ___ 8. The library director is present at all board meetings and provides current library district financial and statistical reports for review. *Standard #11*
- ___ 9. The library district provides board members with errors and omissions insurance coverage. *Standard #10*
- ___ 10. The board president or designee and the library director provide all new board members with an orientation to the library district including a review of the bylaws, library laws, policies, services, facilities, finances, practices of the board, and other appropriate administrative issues. *Standard #1, #4, #5, #16*

- ___ 11. Board members participate in at least one professional development activity every year. This can include webinars, presentations and discussion at board meeting or conference programs. *Standard #4*
- ___ 12. There is provision in the library district budget for institutional or board member's dues to regional, state, and national library organizations. *Standard #9, #16*
- ___ 13. The board, in accordance with its fiduciary responsibility as a public entity, is responsive to the community and does not act capriciously in fulfilling that responsibility. *Standard #9, #10*
- ___ 14. The board and the library administrative staff are familiar with and comply with Missouri library law and any other Missouri or federal laws which affect library operations, such as ADA, minimum wage, hiring practices, unemployment compensation, criminal theft of library materials, privacy, freedom of information, etc. *Standard #12*
- ___ 15. The board carries full responsibility for the library district, its budget, and its policies. *Standard #3, #9, #14*
- ___ 16. The board selects and appoints the library director and conducts an annual evaluation of the director. *Standard #8*
- ___ 17. The board and the library director jointly develop goals and objectives for the library district and a plan for achieving them. *Standard #7*
- ___ 18. The board and the library director jointly study, plan, develop, and adopt library policies and regulations and review them regularly. These written policies are approved by the board and are available to the public. The library director is responsible for developing library operating procedures based on these board approved policies. *Standard #5*
- ___ 19. The library district uses surveys and other feedback tools and measures to determine the effectiveness of its services. At least every five years the library district conducts a study that includes users and non-users of the community and its needs. Every three years the library district conducts a survey to determine library user needs. *Standard #7*
- ___ 20. The board plans for execution and maintenance of adequate records on library operation, including those statistics and records as delineated in Missouri Records Management Law and those required by city and county

government, the Missouri State Library, the American Library Association, and other agencies that collect library data. *Standard #14*

___21.The minutes of the meetings of the board are made available to the public. *Standard #14*

___22.The board encourages and develops ongoing trust, foundation and endowment funding, the income of which enhances and supplements the library district's ability to deliver programs and services. *Standard #10*

___23.The board ensures that the staff has safe working conditions and appropriate professional development opportunities. *Standard #15*

___24.The board provides salaries and benefits competitive with the local or area markets where education, job description, level of responsibility, and experience are comparable. *Standard #15*

___25.The board provides salary schedules based upon measurable criteria such as levels of achievement, years of service, and college or continuing education hours/degrees. *Standard #9, #15*

___26.The board and director maintain a written plan of emergency procedures and a risk management plan. *Standard #5*

___27.The library director maintains awareness of available grant and other outside funding sources. *Standard #8,#15*

___28.The board enters into necessary contractual agreements to participate in resource sharing or consortiums with other libraries of all types. *Standard #15*

___29.Board members advocate for the library district. *Standard #13*

___30.The board encourages partnerships, volunteers, Friends and/or other support groups to work for or with the library district in order to broaden library services and increase community involvement. *Standard #7*

___31.The board has a board succession plan in order to maintain a strong library board. *Standard #2,#4*

- ___ 32. The board ensures that the budget has operational reserve funds adequate to meet library needs and to cover up to one additional year of expenses. *Standard #9*
- ___ 33. The library staff estimates the needs for future facility maintenance and repairs and the board annually reserves funds in the budget for those expenditures. *Standard #9, #15*
- ___ 34. The library has a board approved policy that provides patrons with the privacy/confidentiality allowed under *The Revised Missouri State Statutes* Chapter 182.817. *Standard #5*

Responsibilities of the Library Board in Relation to the Responsibilities of the Library Director

Source: Based on *The Library Trustee* by Virginia Young. Used with Permission

Library Board

Serve as a policymaking body with fiduciary and oversight responsibility for the library.

Employ a competent and qualified librarian at an adequate salary to direct the library.

Determine and adopt written policies to govern the operation and program of the library.

Study the programs and needs of the library in relation to the community by keeping informed on community changes, trends, needs and interests.

Cooperate with the Director in planning services and support the director and staff in carrying out the strategic plan.

Know the services and needs of the library in relation to the community; and communicate them to the community.

Advocate for the library both from a financial and public relations standpoint by helping to secure adequate funds and by supporting an established public relations program.

Approve the annual budget.

Library Director

Responsible for the day-to-day operations of the library and the implementation of policy.

Act as technical advisor to the board; recommend needed policies for board action/ orchestrate the employment of all personnel and supervise their work.

Carry out the policies of the library as adopted by the Board.

Study the programs and needs of the library in relation to the community by keeping informed on community changes, trends, needs and interests.

In cooperation with the Board, suggest and carry out a strategic plan for extending the library's services.

Prepare regular reports embodying the library's current progress and future needs.

Maintain an active program of public relations.

Prepare an annual budget for the library in consultation with the board and give a current report of expenditures against the budget at each meeting.

Library Board

Become aware of local, state and national library laws. Actively support state and national library legislation which would improve and extend library service.

Establish among the library policies those dealing with collection selection.

Attend all board meetings and see that accurate records are kept on file at the library.

Attend regional, state, and national trustee meetings and workshops, and affiliate with the appropriate professional organizations.

Report regularly to the governing officials and the general public.

Library Director

Become aware of local, state and national library laws. Actively support state and national library legislation which would improve and extend library service.

Select and order all books and other library materials, or assign to staff.

Attend all board meetings other than those in which the director's salary or tenure are under discussion.

Affiliate with the state and national professional organizations and attend professional meetings and workshops.

Represent the library to governing officials and the general public.

List of Policies and Guidelines

Library Administration and Governance

- Board Bylaws
- Meetings & Records Policy
- Board of Trustees Code of Ethics
- ALA Code of Ethics
- Investment Policy
- Record Retention Schedule
- Personnel Policy
- Sexual Harassment Policy
- ADA Policy
- Procurement Policy
- Investment Policy
- Disposal of Assets Policy

Library Safety & Security

- Incident Report Policy
- Weather or Emergency Closing Policy
- Weapons Policy

Library Collections

- Intellectual Freedom Policies
- Circulation Policy
- Collection Development Policy
- Selection Procedures
- Patron Comment on Library Materials Policy
- Gifts and Donations Policy
- Interlibrary Loan Guidelines
- Reference Policy

Library Technology

- Technology Plan
- Public Computer Access Policy
- Wireless Internet Access Policy
- Computer Filtering Policy

- Limiting Access to Material that is Pornographic for Minors Policy

Behavioral Guidelines

- Petitioning and Distribution of Literature on Library District Property Guidelines
- Community Bulletin Board Policy
- Meeting Room Policy
- Patron Behavior in Library Facilities Guidelines
- Public Service to Minors Guidelines
- Unattended Children Policy
- Food and Drink Policy

This is not a comprehensive list of all the approved policies each public library district should have. Rather, it is intended to be a starting point. Several Missouri public libraries have their policies available online. As of the creation of this document, some other state libraries, including Wisconsin and Kentucky, include suggestions and examples of policies online.