

# Mid-Michigan Library League

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## Public Library Administration - Where do I look for...

### General

<http://mel.org/index.php?P=MeLGateways&ParentId=62> – The **Michigan eLibrary “MeL”** (<http://mel.org>) is our state’s virtual library. Under the books & literacy gateway, there are library science resource links, including employment posting sites

<http://michigan.gov/qsac> - **Quality Services Audit Checklist (QSAC)** – suggested levels of service provision for Michigan’s public libraries in various categories

<http://www.ala.org/pla/tools/directors-managers-administrators/administration-leadership> - **Public Library Association** professional tools

<http://www.ilovelibraries.org/librariestransform/> - **American Library Association** initiative “Libraries Transform” – includes excellent resources for library professionals:

<http://www.ala.org/transforminglibraries/libraries-transforming-communities/resources-for-library-professionals>

### Human Resources, Management

[https://www.webjunction.org/documents/webjunction/Library\\_Director\\_Job\\_Descriptions.html](https://www.webjunction.org/documents/webjunction/Library_Director_Job_Descriptions.html) - **WebJunction** has a wealth of resources for public libraries – this link has sample job descriptions

[www.cosla.org/documents/HiringDirectorResourcePacket1.pdf](http://www.cosla.org/documents/HiringDirectorResourcePacket1.pdf) - The **Chief Officers of State Library Agencies (COSLA)** via IMLS funding, published this guide to hiring a new director, along with additional resources: [http://www.cosla.org/content.cfm/id/public\\_library\\_director\\_101\\_series](http://www.cosla.org/content.cfm/id/public_library_director_101_series)

<http://www.ala.org/offices/publishing/editions/webextras/technologymadesimple/jobdescriptions/jobdescriptions> - The **American Library Association** has a site with sample job descriptions for technology positions and also a list of what library directors need to know:

<http://www.ala.org/educationcareers/careers/librarycareersite/whatyouneeddirector>

[http://www.michigan.gov/documents/libraryofmichigan/LM\\_2015\\_QSAC\\_appendix\\_a\\_3\\_5\\_15\\_4832\\_22\\_7.pdf](http://www.michigan.gov/documents/libraryofmichigan/LM_2015_QSAC_appendix_a_3_5_15_4832_22_7.pdf) - **QSAC** appendix for human resources

<https://civilservice.state.mi.us/MCSCJobSpecifications/JobSpecMain.aspx> - you can access the **State of Michigan Civil Service** job specifications/descriptions here, including librarian manager

Also, see the next section

## Board of Trustees

<http://www.ala.org/united/michigan> - **United for Libraries** is the American Library Association group for trustees, friends groups and advocacy. The Library of Michigan has sponsored statewide access to their resources. Login user ID = michigan ; password = greatlake1837 Great resources, including short takes for trustees – short video training series; trustee academy and trustee zone with lots of good tools. From the trustee zone: **A Library Board’s Practical Guide to Finding the Right Library Director**: <http://www.ala.org/united/sites/ala.org.united/files/content/trusteezone/practical-guides/finding-library-director.pdf>

<http://michigan.gov/librarytrustee> - The **Library of Michigan’s** website for trustee information. See especially the Trustee’s Corner, filled with lots of helpful articles

[https://www.michigan.gov/documents/libraryofmichigan/lm\\_2004\\_trusteemanual\\_451609\\_7.pdf](https://www.michigan.gov/documents/libraryofmichigan/lm_2004_trusteemanual_451609_7.pdf) - **Library of Michigan’s** Public Library Trustee Manual, 2004 edition

<http://fomltrusteealliance.org/> - **Friends of Michigan Libraries Trustee Alliance** – they have a membership based organization, but you can read some of the newsletters online

## Policy Formation

<http://www.ala.org/pla/tools/directors-managers-administrators/policies> - **Public Library Association** professional tools has links to sample policies, one of which is a system in Michigan

<https://www.webjunction.org/explore-topics/policies-procedures.html> - **WebJunction** devotes a portion of their site to policy creation for public libraries

[http://www.michigan.gov/documents/libraryofmichigan/LM\\_2015\\_QSAC\\_appendix\\_b\\_3\\_5\\_15\\_4832\\_23\\_7.pdf](http://www.michigan.gov/documents/libraryofmichigan/LM_2015_QSAC_appendix_b_3_5_15_4832_23_7.pdf) - **QSAC** governance and administration appendix B

<https://www.owlsweb.org/l4l/sample-library-policies-small-public-library> - **OWLS** (Wisconsin) sample policies for small public libraries

## Budgeting and Financial Management

[http://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668\\_69405\\_69408---,00.html](http://www.michigan.gov/libraryofmichigan/0,2351,7-160-18668_69405_69408---,00.html) – **Library of Michigan** library financial management page, includes link to the [2104 Public Library Financial Management Guide](#)

<http://www.webjunction.org/explore-topics/budget-funding.html> - **WebJunction** devotes a section of their site to this topic

## Library Law Issues

[http://www.michigan.gov/documents/libraryofmichigan/LM\\_2013\\_MI\\_Library\\_Laws\\_Handbook\\_423082\\_7.pdf](http://www.michigan.gov/documents/libraryofmichigan/LM_2013_MI_Library_Laws_Handbook_423082_7.pdf) - **Library of Michigan** Library Laws Handbook

[http://www.michigan.gov/documents/mde/LM\\_Michigan\\_District\\_Library\\_Law\\_329703\\_7.pdf](http://www.michigan.gov/documents/mde/LM_Michigan_District_Library_Law_329703_7.pdf) - **Library of Michigan** District Library Law Handbook

<http://mel.org/legal> - Michigan eLibrary (<http://mel.org>) legal gateway

## Library Technology

<http://www.webjunction.org/explore-topics/public-computers.html> - **WebJunction** has resources for all aspects of library technology, this one for public access computer management. Others are [Computer & Internet Basics](#), [Computer Cookbooks](#), [Computer Equipment](#), [E-Rate](#), [E-Readers & Other Mobile Devices](#), [Integrated Library Systems & Databases](#), [Networking Public Computers](#), [Office Applications & Other Software](#), [Social Networking & Web 2.0](#), [Technology Planning](#), [Website Design](#)

<http://www.librarytechnology.org/> - great comprehensive Library Technology Guides published online by **Marshall Breeding**

<http://www.techsoup.org/support/articles-and-how-tos/what-techsoup-offers-libraries> - **TechSoup** (<http://techsoup.org>) has many products – hardware and software – that public libraries may purchase at a great discount