

BELGRADE COMMUNITY LIBRARY
106 N BROADWAY
BELGRADE, MT 59714
388-4346
www.belgradelibrary.org

ORGANIZATIONAL STRUCTURE POLICY

The Belgrade Community Library develops its collections, staff and facilities in order to meet *American Library Association Standards for Public Libraries* and the *Montana Public Library Standards*. The Library is a division of the City of Belgrade. The Library Director is of department head rank within the governmental structure of the City of Belgrade and answerable to the City Manager. There is an administrative Board of Trustees appointed by the City Commission. The Library Director serves at the pleasure of this Board which appoints the Director and sets the salary. The Belgrade Community Library Organizational Chart illustrates these relationships.

Personnel services are coordinated through the City of Belgrade Human Resources Office. Belgrade Community Library supports and adheres to all laws and policies dealing with equal employment opportunity, the Civil Rights Acts, the Americans with Disabilities Act, fair employment practices, and other federal, state, and local legislation concerned with employment and hiring practices. Additional policies pertaining to library personnel practices have been implemented and are included in this policy manual.

Citizens are welcome at any open meeting of the Library Board either as observers or to present information and concerns to the board. Library board meetings will be held in compliance with state laws governing meeting of regulatory groups. Any member of the public who wishes to speak to the board is asked to register upon arrival, indicate group affiliation (if speaking on behalf of anyone other than self), and to limit comments and general information to five minutes. Library administration and the board welcome written documentation to support or restate information and concerns, but written documents are not required. Any group or individual wishing to place a library-related item on the official agenda for action should contact the Library Director at least one week in advance.

When public information-gathering forums are planned, care will be taken to schedule forums at times that are convenient to potential participants. If necessary, several forums may be scheduled to allow maximum input into library service decisions.

Telephone calls, letters and visits to the Library Director are encouraged, and the Director maintains an open door policy. Appointments to meet with the Director are encouraged, but not required. The Library Director or appropriate staff will respond to letters and telephone calls within ten workdays. Comments placed in the Library's suggestion box will receive a personal response, if desired. Comments of general interest may also be addressed in the Library newsletter.

Related Document:

Organizational Chart

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Approved by Board of Trustees

6/26/12

Reviewed by Library Staff

6/20/12