

**EXCELLENT PUBLIC LIBRARY STANDARDS
FORM**

This certifies that our library

_____ (Library Name)

meets the following excellent Public Library Standards
according to Administrative Rules of Montana
10.102.1150-10.102.1157

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. The library provides for continuing education for its trustees by allocating funds to support continuing education costs, including travel expenses.
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. At least two members of the library board attend a regional or statewide library related activity each year.
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Board members discuss library issues with local government officials at least twice a year, and state and/or national government officials at least once a year.
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Every 3 years, the board reviews, evaluates and compares its own governance structure with different governance structures for the library. This includes districting, county library systems, etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. At least 3 library board members join a professional library association and dues are paid by the library.
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Community representatives, the board and director develop a long-range plan for the library.
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. At least every 5 years, the library conducts community studies and makes use of other needs assessment techniques to ensure community participation in the design and delivery of library service.
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. The library has established a foundation or endowment.
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. The Foundation Board and/or the Library Board develop a plan for planned giving.
<input type="checkbox"/> Yes <input type="checkbox"/> No	10. The Foundation Board and/or the Library Board establishes a policy regarding the acceptance of gifts of real and personal property, endowment funds, and planned giving.
<input type="checkbox"/> Yes <input type="checkbox"/> No	11. The library has a Friends of the Library organization.
<input type="checkbox"/> Yes <input type="checkbox"/> No	12. Local tax revenues provide at least 70% of the support for the library's operating budget. Grants, donations, and other revenue sources supplement but do not supplant local tax support.
<input type="checkbox"/> Yes <input type="checkbox"/> No	13. Library director provides a climate that encourages development of innovative programs and projects by providing at least 3 informal staff discussions about innovative programs or opportunities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	14. Director keeps the community and funding officials aware of the library's purpose, planning, and services through the use of

	newspaper articles, websites, radio programs, attending meetings, etc.
<input type="checkbox"/> Yes <input type="checkbox"/> No	15. Director forms collaborative partnerships with other agencies and organizations in the library's service area.
<input type="checkbox"/> Yes <input type="checkbox"/> No	16. Libraries that serve less than 25,000 employ a library director who has an AA/AS or higher degree
<input type="checkbox"/> Yes <input type="checkbox"/> No	17. In addition to the library director's annual evaluation, library director is evaluated every three years by the board with the input of staff, library users and/or library non-users.
<input type="checkbox"/> Yes <input type="checkbox"/> No	18. Regardless of population, total library staff is not less than 1 FTE.
<input type="checkbox"/> Yes <input type="checkbox"/> No	19. Library board encourages and supports staff involvement in community organizations and activities.
<input type="checkbox"/> Yes <input type="checkbox"/> No	20. Employees have access to health insurance and retirement through the public library.
<input type="checkbox"/> Yes <input type="checkbox"/> No	21. The library provides appropriate access to library services for specialized populations, including, but not limited to the homebound, the institutionalized, and non-English speaking populations.
<input type="checkbox"/> Yes <input type="checkbox"/> No	22. The library cooperates with other local and regional libraries in collection development to provide a wide range of materials in a variety of formats to meet the needs of the community.
<input type="checkbox"/> Yes <input type="checkbox"/> No	23. Library collection is available online.
<input type="checkbox"/> Yes <input type="checkbox"/> No	24. Library, if appropriate, has joined a shared integrated library system, also known as a shared catalog.
<input type="checkbox"/> Yes <input type="checkbox"/> No	25. Library has adequate, well-lit parking.
<input type="checkbox"/> Yes <input type="checkbox"/> No	26. The library's facilities conform to federal requirements for accessibility.
<input type="checkbox"/> Yes <input type="checkbox"/> No	27. Library allocates funds for public relations, has a community awareness program, and actively promotes its mission.
<input type="checkbox"/> Yes <input type="checkbox"/> No	28. The library conducts a community assessment to evaluate the library's marketing efforts.
<input type="checkbox"/> Yes <input type="checkbox"/> No	29. Library establishes or works with existing community advisory groups to encourage community involvement and improve service. Examples of such groups include youth, seniors, genealogy, local history, and other identified segments of the population.
<input type="checkbox"/> Yes <input type="checkbox"/> No	30. The library has a Friends of the Library organization.
<input type="checkbox"/> Yes <input type="checkbox"/> No	31. Library maintains an up-to-date webpage.
<input type="checkbox"/> Yes <input type="checkbox"/> No	32. Library collaborates with other community organizations and educational institutions to promote library services.
<input type="checkbox"/> Yes <input type="checkbox"/> No	33. Library provides library outreach services.
<input type="checkbox"/> Yes <input type="checkbox"/> No	34. Library has wireless access for patrons.

Library Board Chairperson's Signature: _____

Library Director's Signature: _____

Date: _____