

DRAFT OF PUBLIC LIBRARY STANDARDS FORM

This certifies that our library

(Library Name)

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

- Yes No 1. The library is legally established under Montana’s Laws according to Montana Code Annotated, 22-1-301 through 22-1-317, 22-1-701 through 22-1-711 or Title 7.
- Yes No 2. The board conforms to all applicable state, local, and federal laws, rules, and regulations.
- Yes No 3. Monthly (or at least quarterly) meetings are held in an accessible location, at times and a place convenient to the public and according to state laws on public meetings.
- Yes No 4. The library submits the Montana Public Library Annual Statistical Report to the Montana State Library.
- Yes No 5. Every three years, the board reviews and updates as necessary its bylaws.
- Yes No 6. The board develops, studies, evaluates, reviews, updates, and adopts as necessary all library policies at least once every three years. When the board reviews library policies, the policies’ effect(s) on the library’s relations with the public are evaluated.
- Yes No 7. The public has easy access to written policies, procedures, and bylaws.
- Yes No 8. The board and director annually review the use and services of the library.
- Yes No 9. The board uses the Montana Public Library Annual Statistical Report to review the library’s year-to-year progress and performance.
- Yes No 10. Library has a written mission statement.
- Yes No 11. Library governing authority adopts emergency plans that ensure the safety of the public and staff as the primary priority.
- Yes No 12. The board and director follow fiscal procedures consistent with state law and local government requirements in preparing, presenting, and administering its budget.

Yes **No**

13. Local tax revenues provide at least 50% of the support for the library. Grants, donations, and other revenue sources supplement but do not supplant local tax support.

Yes **No**

14. The director works with the board to develop an annual financial plan or budget based on the library's goals and objectives.

Yes **No**

15. The board and director annually review the adequacy of insurance coverage for the collection and building and update the coverage as necessary.

Yes **No** **N/A**

16. The board hires the director according to local, state, and federal regulations and delegates the day-to-day management of the library to the director.

Yes **No**

17. The board evaluates the performance of the director annually.

Yes **No**

18. Each public library has a paid director who is responsible for the administration of library services.

Yes **No** **N/A**

19. Libraries that serve more than 25,000 employ a library director with a graduate degree in library or information science or its equivalent.

Yes **No** **N/A**

20. Libraries that serve less than 25,000 employ a library director who is or will be within three years of hire, certified by the state library.

Yes **No**

21. The library board provides continuing education for the director and staff members by allocating funds to support continuing education costs, including travel expense and salary.

Yes **No**

22. Paid staff persons are present during 90% of all open hours. The board adopts and reviews a personnel policy every three years.

Yes **No**

23. Library maintains written, up-to-date job descriptions.

Yes **No**

24. The board and the director determine the days of the week and the hours during the day to be open to provide maximum service.

Yes **No**

25. The library is open during the week at least the following minimum hours. A library with more than one service outlet may use the total non-overlapping hours of all outlets to meet the minimum requirement.

Population	Minimum
Less than 3,500	15
More than 3,500	30
More than 10,000	40
More than 25,000	50

Yes **No**

26. Library users who wish to copy materials available from non-circulating items or from computer files have access

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Yes No

44. Library programming is free and accessible by all.

Yes No

45. Library must make every effort to maintain confidentiality of library records as addressed in Montana Code Annotated (MCA 22-1-1103.)

Yes No

46. Core library services as defined by the local community and library are provided all hours the library is open. Examples include lending circulating materials, reference, and interlibrary loan.

Library Board Chairperson: _____
Signature

Library Director: _____
Signature

Date: _____

If your library does not meet one or more of the standards and you wish to request a deferral please use the attached form.