

# ENHANCED PUBLIC LIBRARY STANDARDS FORM

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This certifies that our library

\_\_\_\_\_

(Library Name)

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

<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	1. In order for the board to be knowledgeable about current library issues, new board members receive an orientation by the library director and/or others.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	2. On an annual basis, board members report on how they have promoted and supported the library, its programs and services
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	3. Library board meetings are held every other month.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	4. The library has a written three to five year long-range plan, and reviews it annually. The long-range plan addresses services, facilities, public relations, technology, etc.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	5. The board evaluates the library's performance against the stated objectives in the long-range plan.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	6. Library has a vision statement.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	7. Library sets aside money in a depreciation fund to meet requirements for capital expenditures.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	8. Local tax revenues provide at least 60% 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"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	9. Director conducts a formal performance appraisal of each staff member at least annually.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	10. The library director informs the board of pending legislation that affects libraries on the local, state, and national levels.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	11. Library director reviews and updates procedures every 3 years.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	12. Library director joins the state library association.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	13. Volunteer programs have written policies, procedures, and job descriptions.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	14. Every staff member attends at least one CE eligible training program per year.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	15. Appropriate library staff have e-mail accounts available for

	communication and professional development.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	16. There is at least one PC for staff use only.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	17. Library customers are able to access library information from remote locations.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	18. When necessary, the library refers customers to other places to fulfill the customer's information needs.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	19. The library cooperates with other community institutions to plan and implement access to electronic resources.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	20. The library provides access to materials for those with disabilities and others who may have special needs.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	21. Library is on the Collection Management Honor Roll.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	22. Library uses an online ILL system.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	23. Library has an automated system for circulation, cataloging, and public access catalog that has reporting features and supports MARC records.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	24. The library monitors the use of the collection through analyzing statistical information, including circulation per capita and the collection's turnover rate.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	25. Library has an exterior sign visible from the nearest roadway that identifies it as the library.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	26. Library has public meeting area available.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	27. Library facility is evaluated for accessibility.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	28. Library targets special groups within the community for programs or services (seniors, ethnic populations, etc.)
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	29. Funds are budgeted for publicity either by the library and/or the Friends of the Library.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	30. Staff and board are encouraged to bring the library's message to the community at appropriate venues.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	31. Library provides information about the community to customers.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	32. Library offers programming for children, adults, and young adults.
<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	33. Library offers or makes patrons aware of virtual reference services.

**Library Board Chairperson's Signature:** \_\_\_\_\_

**Library Director's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_