

DRAFT Public Library Standards Road Map

Laws and Governance

Our community members have access to libraries and boards that are transparent and follow local, state, and federal laws.

Essential	Excellent	Cooperative
The library is established per Title 7, Title 22, or through the legal process practiced by a Tribal Council.	Library boards and directors evaluate their current governance model to make sure it meets their needs. If necessary, the group explores different governance models that can increase reliable revenue sources and improve services for residents.	Libraries explore collaborative governance models such as regional independent library districts that can increase reliable revenue sources and improve services to residents.
The Board meets at least 6 times a year and complies with Montana's Open Meeting Laws when meeting.		

Board education and recruitment

Our community members see themselves reflected in the makeup of the board and benefit from boards that implement practices that encourage learning and effective board practices.

Essential	Excellent	Cooperative
Board members learn about the services the library provides to users, the role of the board in providing administrative and financial oversight, and the role of the board in planning for new services for users.	The Board has a formal process for welcoming and educating new board members.	Boards within a federation learn about new and different library services and service models as well as different governing and funding models and evaluate which models might best serve their communities.
The Board receives at least 3 hours of continuing education each year.	The Board receives at least 6 hours of continuing education every year.	Boards within a federation work together to identify and participate in regional continuing education opportunities that benefit the boards in that federation.
	At least 1 board member is certified by the Montana State Library	Libraries within a federation encourage and attempt to have at least 25% of their board members become certified.
	The Board has a process for identifying what skills are needed on the board and seeks new board members that can fill those needs.	Board members within federations provide assistance to one another by loaning their skillsets or knowledge to another board within the federation.
	The Board evaluates their work annually.	

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Revenue

Our community members receive library services sufficient unto their needs because the library is well-funded and managed by the board and director.

Essential	Excellent	Cooperative
The Board understands the revenue sources that fund the library and the budgeting process and adopts a budget for the library accordingly.	Board members are strong library advocates and receive training about advocacy at least every year.	Boards within a federation work together to identify additional funding sources that would benefit libraries in the region.
For a library created under Title 7 or Title 22 at least 70% of the revenue of a library is from local tax revenues. Grants, donations, and other revenue sources supplement but do not supplant local tax support. If a tribal college library serves tribal members, the Tribal Council recognizes and supports the efforts of the library to obtain funding.	90% of local tax revenue funds support the services and personnel necessary to achieve the essential standards. Grants, private funds, supplement and help libraries meet the excellent standards. If a tribal college library serves tribal members, the Tribal Council recognizes and supports the efforts of the library to obtain funding.	The Library leverages local revenue by participating in regional and statewide collaborative library services.
The library budget shows year-to-year growth reflecting the needs of the community. If the library board and director are unable to reflect the growth necessary to keep up with the needs of the community, they document that they have made their local government officials aware of the fact that the library budget is not keeping up with costs.	Every five years the library board seeks additional mills for the library to sustain and grow services for the community.	Libraries evaluate whether or not regional library districts may provide more services and stable funding.
If the library is a department of local government, the library receives equitable support for its budget when compared to other departments in local government. If the library receives less funding and support as compared to other departments, the library director and Board document that they have made local government officials aware of this fact.		Boards and directors work together across the state to advocate for increased funding for all libraries.

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Planning and Evaluation

Our community members receive library services sufficient unto their needs because the board and director make planning and evaluation a routine part of their work.

Essential	Excellent	Cooperative
The Board and Director identify in writing what they want to accomplish in the next 3-5 years, and that plan is focused on meeting community needs. The Board and Director annually review their plan and progress made.	The library evaluates the degree to which everyone in their community has access to library content and services, sufficient unto their needs. From this inclusive, ongoing individual-based discovery process, the library devises a community-based plan for addressing their community's needs. The plan is reviewed annually and updated, as needed.	Boards and directors within a federation work together to identify and create collaborative goals that improve services for residents within the federation boundaries. Directors and/or their designees are responsible for implementing those goals.
The Board adopts emergency response plans that ensure the safety of the public and staff as the primary priority.	The Board and Director can succinctly communicate to the public about the library's long-range plan - specifically what is in the plan and progress on achieving the plan.	Board and directors across the state work with other libraries to identify statewide initiatives that will improve services to all Montanans. Directors and/or their designees are responsible for the logistics related to participation in statewide initiatives.
The Director or designee submits the Montana Public Library Annual Statistical Report to the Montana State Library. The Board and Director annually review public library statistics.	The Board and Director are data-inspired when planning, evaluating and communicating about library services.	
Library board and director review the most current Public Library Standards Road Map maintained by the Montana State Library.		

Policy

Our community members have access to library services sufficient unto their needs because the Board and Director regularly review and adopt policies for library services.

Essential	Excellent	Cooperative
The Board adopts and regularly reviews policies that reflect the mission and goals of the library. The policies govern use of the library, its materials, and services. No single policy goes more than 4 years without review.	The Board and Director review library policies to identify and remove potential barriers to use that may exist for all members - including marginalized members of the community.	Library boards work with other nearby libraries to create seamless library experiences for the patron through joint library policy development.