

Memo

To: Montana State Library Commission

From: Jennie Stapp, State Librarian and staff

Date: April 2, 2022

Re: Public Library Standards request for automatic deferral

The following standards will no longer be required when the new Public Library Standards that take effect on July 1, 2022. Therefore, staff requests that the Commission grant automatic deferrals to any library not meeting these standards for the current reporting period because it would be meaningless to grant a waiver to meet the standard during a period when the standard is no longer in effect.

- Every three years, the board reviews and updates its bylaws as necessary.
- The public must have easy access to written policies, procedures, and bylaws.
- Every three years the board and the director review the adequacy of insurance coverage for the collection and building and update the coverage as necessary.
- The board evaluates the performance of the director annually
- The board must adopt and review a personnel policy every three years
- The library maintains written, up-to-date job descriptions; and
- Every two years the library gathers feedback on library services from library users and nonusers. The library can use a variety of methods, including but not limited to, surveys, focus groups, and community meetings.