



MEMO

To: MSL Commission
From: Jennie Stapp
Subject: Final Administrative Rules Adoption: 10.102.1158 Library Board, Governance, and working with the Director
Date: December 1, 2023

Proposed administrative rules revision clarify what the intent of the library budget standard and amend the reference to tribal college libraries to match the language found in Montana Code Annotated.

Public comments received:

Support	Oppose	Other
	2	2

Public comment on the 10.102.1158 Library Board, Governance, and working with the Director rules can be viewed here:

https://ftpaspen.msl.mt.gov/EventResources/20231201152249_23720.pdf

Non-substantive changes are noted in red, below.

Taking into consideration the public comments the Commission has reviewed, the Commission will decide to either adopt the rules as amended below in red, to make additional changes to the rules based on the comments, or to adopt the rules as originally proposed on [October 11](#).

10.102.1158 LIBRARY BOARD, GOVERNANCE, AND WORKING WITH THE DIRECTOR

(1) ~~“A public library”~~ **is a public library defined at 22-1-301(3), MCA means those libraries as defined in 22-1-303 through 22-1-317, MCA,** and in Title 7, MCA, or an accredited tribal college library that provides services to the public; all libraries must comply with the standards set forth in ARM 10.102.1158-10.102.1162.

(2) The public library board **shall** meets at least six times a year and **complies** with Montana's open meeting laws ~~when meeting~~.

(3) ~~The public Library Bboard~~ members **shall** 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.

(4) The public library board **shall** receives at least three hours of continuing education each year.

(5) The public library board shall understand~~s~~ the revenue sources that fund the library, the budgeting process, and shall adopt~~s~~ an annual budget for the library.

(6) For a public library defined at 22-1-301(3), created under Title 7 or Title 22, MCA, at least 70% of the revenue ~~is~~ shall be derived from local tax revenues. Grants, donations, and other revenue sources supplement but do not supplant local tax support. ~~If~~ For an tribal accredited tribal college library that serves tribal members, the tribal council shall recognize~~s~~ and support~~s~~ the efforts of the library to obtain funding.

(7) ~~The library budget shows year-to-year growth reflecting community needs. The director and library board routinely present the library to the community and local government in a manner to maintain and increase the library's ability to meet their community's needs. Public library boards and directors~~ will shall identify the requisite financial resources necessary to provide adequate library services pursuant to the library's mission and will regularly communicate with community and local government leaders about financial needs and ability to meet community needs.

(8) The public library board in consultation with ~~and~~ director, identify in writing what they want to accomplish in the next three to five years, and that plan is focused on meeting community needs.~~The board and director annually review their plan and progress made.~~

(9) The public library board shall adopt~~s~~ emergency response plans that ensure the safety of the public and staff as the primary priority.

(10) The director or designee shall submit~~s~~ the Montana Public Library Annual Statistical Report to the Montana State Library. The board and director shall annually review public library statistics.

(11) The public library board shall adopt~~s~~ and regularly review~~s~~ policies that reflect the mission, objectives and goals of the library. The policies govern use of the library, its materials, and services. No single policy may exist ~~goes~~ more than four years without review.

(12) The public library board and director shall review be familiar with the most current Public Library Standards Road Map maintained by the Montana State Library.