

Memo

To: State Library Commission

From: Darlene Staffeldt, State Librarian

CC: Bob Cooper, Tracy Cook, Maggie Meredith, Suzanne Reymer

Date: November 13, 2009

Re: Administrative Rules Changes for Public Library Standards and Federations

The three Statewide Technology Librarians reviewed the Administrative Rules for Public Library Standards and Federations and have suggested that the following changes be considered for an administrative rules process.

I support their suggestions and ask that you authorize the administrative rules process, which includes a public hearing process for the following rules.

This is a small subset of the full public library standards and public library related administrative rules. If you want to review the full set of the standards and administrative rules, you can find them on our website at:

http://msl.mt.gov/For_Librarians/For_Public_Librarians/standards/adminrules.pdf

and at:

http://msl.mt.gov/For_Librarians/For_Public_Librarians/Library_Law/Laws_and_Rules/adminrules.asp

Substantive Rules – Public Library Development

10.102.1150A PUBLIC LIBRARY STANDARDS: GENERAL

(2) General essential standards for public libraries as follows:

<i>Current Rule</i>	(c) Monthly, or at least quarterly, library board meetings are held in an accessible location at times and a place convenient to the public and according to state laws on public meetings.
New Rule	(c) Monthly, or at least bimonthly, library board meetings are held in an accessible location at times and a place convenient to the public and according to state laws on public meetings.

Reasoning – We noticed that the essential standard was stricter than the enhanced standard that says boards will meet every other month. We don't want to advocate meeting for meetings sake, but we also felt that boards that met quarterly might not have enough time to accomplish all of their duties.

10.102.1150A PUBLIC LIBRARY STANDARDS: GENERAL

(3) General enhanced standards for public libraries are as follows:

<i>Current Rule</i>	(c) Library board meetings are held every other month.
New Rule	(c) Delete

Reasoning – 3 (c) would be redundant if you made the change mentioned above.

10.102.1150A PUBLIC LIBRARY STANDARDS: GENERAL

(4) General excellent standards for public libraries are as follows:

<i>Current Rule</i>	(d) Every three years, the board will review, evaluate, and compare its own governance structure with different governance structures for the library. This includes districting, county library systems, etc.
New Rule	(d) Every five years, the board will review, evaluate, and compare its own governance structure with different governance structures for the library. This includes districting, county library systems, etc.

Reasoning – Reviewing governing structures is a lot of work. We thought having to review the structure every three years might be excessive. Reviewing every 5 years matches trustee terms. In 5 years the board may have changed, warranting a new look at governing structures.

10.102.1150A PUBLIC LIBRARY STANDARDS: GENERAL

(4) General excellent standards for public libraries are as follows:

<i>Current Rule</i>	(f) does not exist
New Rule	(f) At least two trustees are certified by the state library

Reasoning – We wanted to recognize the new trustee track in the certification program as well as the libraries that participate.

10.102.1150C PUBLIC LIBRARY STANDARDS: PLANNING AND EVALUATION

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	<i>(b)</i> The library must have a written mission statement.
New Rule	<i>(b)</i> Delete current standard

Reasoning – We question how valuable the mission statement is if the library does not have a strategic plan. We also wondered whether or not libraries were simply developing mission statements to meet this standard thereby creating something that doesn't have much meaning for their library.

10.102.1150D PUBLIC LIBRARY STANDARDS: FINANCE

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	<i>(d)</i> The board and the director annually review the adequacy of insurance coverage for the collection and building, and update the coverage as necessary.
New Rule	<i>(d)</i> 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.

Reasoning - We suspect that libraries are fairly stable in terms of the value of their building and collections, so we recommend a three year review. While it is a good idea for libraries to review their insurance coverage we wondered if they really need to review it every year.

10.102.1150E HUMAN RESOURCES STANDARDS: LIBRARY DIRECTOR

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	<i>(e)</i> Libraries that serve less than 25,000 people employ a library director who is or will be within three years of hire certified by the state library.
New Rule	<i>(e)</i> All public library directors will be certified by the state library.

Reasoning – This reflects the changes approved for the certification program. See attached copy of this change as prepared for the official administrative rules notice process.

10.102.1150E HUMAN RESOURCES STANDARDS: LIBRARY DIRECTOR

(2) General enhanced standards for public libraries are as follows:

<i>Current Rule</i>	<i>(d)</i> The library director must join the State Library Association.
New Rule	<i>(d)</i> The library director joins the State Library Association

Reasoning – We recommend removing “must” in order to have the standard appear like other standards.

10.102.1150E HUMAN RESOURCES STANDARDS: LIBRARY DIRECTOR

(3) General excellent standards for public libraries are as follows:

<i>Current Rule</i>	(a) The library director provides a climate that encourages development of innovative programs and projects by providing at least three informal staff discussions about innovative programs or opportunities.
New Rule	(a) Delete

Reasoning – We do not see how we can measure this standard. The idea behind it is great, but due to the difficulty of measuring the standard we recommend deleting.

10.102.1150E HUMAN RESOURCES STANDARDS: LIBRARY DIRECTORY

(3) General excellent standards for public libraries are as follows:

<i>Current Rule</i>	(f) does not exist
New Rule	(f) The board pays for the library director to join the State Library Association.

Reasoning – We noticed that under the board standards libraries were encouraged to pay for trustees to join MLA, so we wanted to add the same thing under Library Director. For many small libraries this would be a small, but wonderful benefit that library boards could offer.

10.102.1150F HUMAN RESOURCES STANDARDS: GENERAL

(2) General enhanced standards for public libraries are as follows:

<i>Current Rule</i>	(e) does not exist
New Rule	(e) Staff receive in house training or are encouraged to attend workshops.

Reasoning – We wanted to encourage libraries to offer training for their staff, since it can help improve morale and library services.

10.102.1150G HUMAN RESOURCES STANDARDS: ACCESS

(2) General enhanced standards for public libraries are as follows:

<i>Current Rule</i>	(c) does not exist
New Rule	(c) Library has a website where users can access electronic resources.

Reasoning – We would like to encourage libraries to have websites, since so many customers now use the Internet.

10.102.1150H MATERIALS AND COLLECTIONS STANDARDS: COLLECTION DEVELOPMENT

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	(a) The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources. The library submits its collection development policy to the Montana State Library.
New Rule	(a) The board adopts a collection management policy that it reviews every three years. The policy addresses the use of electronic resources.

Reasoning – We removed submitting policies to the Montana State Library to reflect current practice. Those libraries that do want feedback on their policy can use the Collection Management Honor Roll as a vehicle for review and improvement or ask a consultant to review.

10.102.1150J PUBLIC LIBRARY STANDARDS: COLLECTION EVALUATION

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	(a) The library's collection is continually evaluated based on the library's collection management policy. The entire collection is evaluated within each three-year period.
New Rule	(a) The library's collection is continually evaluated for additions and deletions based on the library's collection management policy.

Reasoning – We felt like it would be a hardship for libraries to give their entire collection a thorough evaluation every three years. We'd like to encourage libraries to continually evaluate their collection as they purchase new materials and weed which may be more doable.

10.102.1150K PUBLIC LIBRARY FACILITIES STANDARDS

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	(b) The board and the director address any identified facility shortcomings in a building plan.
New Rule	(b) The board and the director identify and attempt to address facility shortcomings.

Reasoning – This has caused a lot of confusion and concern amongst librarians and boards who think they need architectural plans, etc. We believe the intent of the standard is to encourage library directors and boards to evaluate their facility. They do not necessarily need to create a building plan to do this.

10.102.1150L PUBLIC LIBRARY RELATIONS STANDARDS

(3) General excellent standards for public libraries are as follows:

<i>Current Rule</i>	(e) The library maintains an up-to-date webpage.
New Rule	(e) The library maintains an up-to-date website.

Reasoning – Website is a more accurate word to use, since it can be one webpage or multiple webpages.

10.102.1150M PUBLIC LIBRARY SERVICES STANDARDS

(1) General essential standards for public libraries are as follows:

<i>Current Rule</i>	(a) On an annual survey, library customers indicate that they have received courteous and helpful service from all library staff.
New Rule	(a) Every two years the library gathers feedback on library services from library users and non-users. The library can use a variety of methods, including but not limited to, surveys, focus groups, and community meetings.

Reasoning – We believe the intent of this standard was to analyze library services and that libraries can use a variety of methods to obtain this information. We also wondered if patrons might find annual surveys irritating and why the current standard doesn't mention non-users. We also believe many libraries struggle to develop a survey every year.

10.102.1157 ADDITIONAL RECOMMENDED LIBRARY STANDARDS

<i>Current Rule</i>	(3) A complete set of voluntary public library standards has been sent to all public libraries in a document labeled: Montana Public Library Standards, August 1999.
New Rule	Delete this standard

Reasoning – A new complete set of voluntary public library standards will be sent to all public libraries when updated and available. The full set of standards will be maintained at all times on the state library's website.

10.102.1157 ADDITIONAL RECOMMENDED LIBRARY STANDARDS

<i>Current Rule</i>	(4) Additionally, the full set of standards can be found on the state library's web page at: http://msl.state.mt.us/admin/libstandards.htm .
New Rule	(4) The full set of standards can be found on the state library's website.

Reasoning – See above.

For Federations

10.102.5102 ALLOCATION OF FUNDING BETWEEN FEDERATIONS AND GRANT PROGRAMS

<i>Current Rule</i>	<p>(1) At its first meeting following receipt by the library commission of the estimate of the appropriation to public library federations the commission shall allocate all funds received to library federations according to the following formulas:</p> <p>(a) The portion of the appropriation allocated to library federations shall be distributed among the six federations according to the following formula: 50% of the first \$250,000 shall be divided equally among the six federations and 50% shall be allocated on the basis of population within the six federations.</p>
New Rule	<p>(1) At its first meeting following receipt by the library commission of the estimate of the appropriation to public library federations the commission shall allocate all funds received to library federations according to the following formulas:</p> <p>(a) Before funds are allocated amongst federations the travel expenses for federation coordinators will be estimated and subtracted off the top of the funds federations receive. Each federation will receive travel funds for its coordinator. The remaining portion of the appropriation allocated to library federations shall be distributed among the six federations according to the following formula: 50% of the first \$250,000 shall be divided equally among the six federations and 50% shall be allocated on the basis of population within the six federations.</p>

Reasoning – To reflect the desire to more evenly spread out the costs of travel for coordinators and federations.

10.102.5102 ALLOCATION OF FUNDING BETWEEN FEDERATIONS AND GRANT PROGRAMS

<i>Current Rule</i>	(3) Each federation's annual plan of service shall be based upon direction given by the state library commission from its consideration of the state long range plan for libraries. The annual plan of service is submitted to the state library each April for consideration and action by the state library commission. Changes or appeals related to the plans of service are acted upon by the state library commission in May and June of each year.
New Rule	(3) Each federation's annual plan of service shall be based upon direction given by the state library commission from its consideration of the state long range plan for libraries. The annual plan of service is submitted to the state library each spring for consideration and action by the state library commission. Changes or appeals related to the plans of service are acted upon by the state library commission in May and June of each year.

Reasoning – Some federations do not turn in their plan of service until they meet in May while others may turn in their plan of service earlier.

10.102.5105 JOINING LIBRARY FEDERATIONS

<i>Current Rule</i>	(1) Libraries eligible to join federations include any public, school, special, college, or university library.
New Rule	(1) Libraries eligible to join federations include any public, school, special, college, tribal, or university library.

Reasoning – we wanted to include tribal libraries in the list, since they can be active in federations.

10.102.5106 BASE GRANTS

<i>Current Rule</i>	(2) After receiving recommendations from the advisory board, the federation shall distribute the base grants in two ways: (B) to increase the on-line availability of local bibliographical information. Libraries may purchase subscriptions to bibliographic databases such as lasercat and worldcat, add and maintain holdings in these databases, and purchase the necessary equipment and software;
New Rule	(2) After receiving recommendations from the advisory board, the federation shall distribute the base grants in two ways: (B) to increase the on-line availability of local bibliographical information. Libraries may purchase subscriptions to bibliographic databases; add and maintain holdings in these databases, and purchase the necessary equipment and software;

Reasoning – We believe making the rule more open ended captures the gist of the rule, but doesn't limit it to a particular product that may change or even disappear.