

Essential Standards

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Library Board Meetings, Governance, Duties, Working with the Director

1. The Board meets at least 8-10 times a year.
2. The Board is transparent and complies with Montana's Open Meeting Laws.
3. New board members receive information about the library, the services it provides, and the role of the board in governing the library.
4. Board members comply with local, state, and federal laws.
5. The Board has a set of bylaws that governs Board business, membership, and meetings.
6. The Board follows or has an evaluation process for reviewing the Director's work.
7. The Board and Director identify what they want to accomplish in the next 3-5 years.
8. The Board and Director create a mission statement for the library.
9. Board members talk about the value of the library to community members, leaders, and local government leaders.
10. The Board adopts policies that govern use of the library, its materials, and services.
11. The Board reviews library policies every three years.
12. The Board adopts a budget for the library.
13. The Board and Director identify what level of funding the library needs to achieve the library's mission.
14. The Board and Director create a plan for obtaining additional resources.
15. Board members know what revenue sources fund the library and how those revenue sources can be used.
16. At least 70% of the library's revenue is from local tax revenues. Grants, donations, and other revenue sources supplement but do not supplant local tax support.
17. If the library serves tribal members, the Tribal Council recognizes and supports the efforts of the library to obtain funding.

Access to the Library, Collections, Services, Programming, and Technology

1. The Board, Director, and Staff work together to ensure that all community members have access to library content and services
2. Members of minority groups within the community know they are welcome in the library.
3. The library is open convenient hours for community members. At a minimum the library is open at least the following number of hours:

Population	Minimum	Desirable
Less than 3,500	15	25-40
3,501 – 9,999	30	40-50
10,000-24,999	40	50-60
More than 25,000	50	60+

4. The library provides services for remote patrons who may not or cannot physically enter the library because of their distance from the library.
5. The library facility is maintained, clean, and safe for staff and members of the public.
6. The library offers physical and digital materials for community members.
7. The library will obtain materials from another library for their community members to use.
8. The library collects local history items and makes them available for community members to use.
9. Community members can find what they need at the library or are connected to the proper resource/organization.
10. The library provides reference and reader's advisory services.
11. Community members who cannot read traditional print are connected to alternative formats.
12. Library staff regularly evaluate, order materials, and weed the library's collection.
13. The library provides programs for community members.
14. The library offers Internet access to community members.
15. The library offers WIFI access to community members.
16. The library offers access to functional computers and/or devices that have software community members can use to search the Internet and create documents and spreadsheets.

Personnel, Salaries and Benefits, Certification, Directors

1. Staff members receive health insurance.
2. Staff members receive retirement benefits.
3. The Board budgets money for continuing education for staff.
4. Staff are compensated at a rate that is regionally competitive with other libraries of a similar size.
5. Paid staff are working in the library all open hours.
6. The Director uses job descriptions and verbal communication to inform staff of expectations.
7. The director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the State Library Commission.
8. Directors of libraries that serve over 25,000 people have a Master of Library Science or equivalent degree.
9. Directors talk about the value of the library to community members, leaders, and local government leaders.
10. Every other year directors invite at least one local government or community leader to visit the library.

Public Relations

1. The library uses local media, library created publications, community presentations, websites, and/or social media to advertise library programs and services.

2. The library has a website or social media presence.

Stretch Standard

1. Every year libraries will select one excellent standard to work towards and will share their plan for achieving that standard with the Montana State Library. MSL staff will provide assistance to the library.

Standard notification, deferrals, and appeal process

1. Placeholder: The standards will go into effect and libraries will be expected to comply with them by
2. MSL will notify libraries of any proposed changes to the standards at least X months before requiring libraries to implement standards.
3. Deferrals – use language similar to current rules -
<http://www.mtrules.org/gateway/RuleNo.asp?RN=10%2E102%2E1152>
4. Final arbiter – use similar language to current 10.102.1153 -
<http://www.mtrules.org/gateway/ruleno.asp?RN=10%2E102%2E1153>