



ADMINISTRATIVE RULES OF MONTANA



10.102.1160 PERSONNEL

- (1) Staff members are offered health insurance according to local policy.
- (2) Staff members are offered retirement benefits according to local policy.
- (3) The board adopts a sufficient budget for continuing education.
- (4) During 90% of open hours, paid staff are available to assist users.
- (5) Staff have the tools and training they need to perform their work.
- (6) The director is or will be certified by the Montana State Library within the required timeframe mandated by the certification program adopted by the Montana State Library Commission.
 - (a) The purpose of the certification program is to ensure library directors have the foundational skills necessary to manage a public library that meets standards set forth in ARM Title 10, chapter 102, subchapter 11, Public Library Development.
 - (b) A course of study will be reviewed by the commission annually for approval at its final meeting of the state fiscal year.
 - (c) Continuing education credits issued through the State Library certification program are the only eligible credits that can be applied to certification.
 - (d) The certification program will be reviewed on a regular schedule with no more than ten years between reviews.

Authorizing statute(s): 22-1-103, MCA

Implementing statute(s): 22-1-103, MCA

History: NEW, 2021 MAR p. 1138, Eff. 7/1/22; AMD, 2023 MAR p. 1858, Eff. 12/23/23; AMD, 2026 MAR, Notice No. 2025-218, Eff. 7/1/26.