



ADMINISTRATIVE RULES OF MONTANA



10.102.1158 LIBRARY BOARD, GOVERNANCE, AND WORKING WITH THE DIRECTOR

- (1) A public library is defined at 22-1-301(3), MCA, established in Title 7, MCA, or an accredited tribal college library that provides service to the public. All libraries must comply with the standards set forth in ARM Title 10, chapter 102, subchapter 11.
- (2) The public library board shall meet at least six times a year and shall comply with Montana's open meeting laws.
- (3) The public library board 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 receive at least three hours of continuing education each year.
- (5) The public library board shall understand the revenue sources that fund the library, the budgeting process, and shall adopt an annual budget for the library.
- (6) For a public library defined at 22-1-301(3), MCA, and created under Title 7, MCA, at least 70% of the revenue shall be derived from local tax revenues. Grants, donations, and other revenue sources supplement but do not supplant local tax support. For an accredited tribal college library that serves tribal members, the tribal council shall recognize and support the efforts of the library to obtain funding.
- (7) Public library boards and directors shall identify the requisite financial resources necessary to provide adequate library services pursuant to the library's mission and shall 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 the director, shall identify in writing what they want to accomplish in the next three to five years, and that plan shall be focused on meeting community needs. The board and director shall annually review their plan and progress made.
- (9) The public library board shall adopt emergency response plans that ensure the safety of the public and staff as the primary priority.
- (10) The public library director or designee shall submit the Montana Public Library Annual Statistical Report to the Montana State Library. The public library board and director shall annually review public library statistics.
- (11) The public library board shall adopt and regularly review policies that reflect the mission, objectives, and goals of the public library. The policies shall govern use of the public library, its materials, and services. No single policy may exist more than four years without review.

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

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, 2024 MAR p. 605, Eff. 3/23/24.