

**PLD Standards Committee Meeting**

May 23, 2017, 10:00 – 3:00

Oregon State Library, Salem

Present: Mo Cole and Ted Smith, co-chairs of the Standards Committee; Todd Dunkelberg, Buzzy Nielsen, Paul Lightcap, Darci Hanning, Karen Muller, Hillary Ostlund, Margaret Alexander, Lorie Vik, MaryKay Dahlgreen, John Goodyear, Kate Lasky, Pam North

Absent: Perry Stokes, Kirsten Brodbeck-Kenney, Kevin Barclay, Sami Pierson, Gayle Waiss

Buzzy, John and MaryKay were tasked with drafting minimum establishment criteria for public libraries in Oregon. This is what MaryKay will use in proposed legislation to update the establishment statute. The group discussed each line item.

**1. The library provides basic services free of charge to everyone in its service population.**

Do we need to define service population? Yes. What else is basic? You have to be associated with a local government unit or be contracting with one. There is a level of accountability that a government has to have. Break up sentence. Library provides basic services and they are: (rest of bullet points then used to define basic services). These services are provided for free.

**2. The library is open X hours per week.**

Lots of discussion about how many hours is acceptable, if you count all hours of a system or if it is per library, does it depend on service population, do we need to do a tier? Keep in mind we are talking about bare minimums. Let's do it by governing body. What happens if over time they no longer meet the minimum established criteria? We need to write that in. John working on this for CCRLS. How do we give leeway if a library falls below? A grace period to recover, etc.? Will there also be provisions for mediation over litigation? They have an appeal process with the board.

**3. The library provides free internet and Wi-Fi access for staff and patrons.**

You can get Wi-Fi anywhere, so it's not an access issue. What is a patron? A cardholder? Can a library define its own service population? What is the internet - WWW or access to databases? Do any libraries not have public PCs? Minimum is to have at least one public access computer. Define "Internet Access." Change "patrons" to "service population." Do we need to include "staff" in this? No. *New text? The library provides at least one public computer with free access to the internet to its service population.*

**4. The library has a web site.**

Does this include an ILS? No mention of ILS in the minimums. Sometimes catalogs are not available remotely. Include "and provide access to statewide database licensing." We may need to be careful because who knows what will happen. What about "services"? "Free services from the state library." *New text? The library has a web site that provides access to the free services from the State Library.*

**5. The library has .50 FTE paid staff performing library functions during operating hours.**

Need to define that staff need to be working on library functions. Operating hours are not open hours necessarily. Or are they? Paid staff need to be there when they are open. *New text? The library has dedicated paid staff performing only library functions during all open hours.*

**6. The library has a citizen advisory/governing board of at least 5 members.**

Current law is squishy so this is meant to clarify that. The current law says 5.

**7. The library director or designee submits an annual statistical report, filed with the state library.**

This is already in statute. Specify “the” annual report instead of “an” annual report.

**8. Public funds are allocated for purchasing materials and are expended based on the Collection Management Plan and other policies.**

Do we care where the public funds are allocated (like specifically for collections)? If not, this would leave a lot of leeway. For example, buildings were funded by the county in Josephine and cash and material donations were used for the collection. But is the collection a basic enough service that it should be publicly funded? Should the governing unit need to be responsible for that? Who should be responsible for funding library operations? We are trying to raise the bar while still leaving it open to allow communities to do what they need to do.

*New text? The library’s ongoing operations are significantly supported by public funds. The library has a collection management plan. Note: need to define “significantly.”*

**9. Something something established non-profit entity in lieu of public funding or something.**

Does this remove the teeth from anything else we’ve done? What do we really want to say here? Tabled.

**10. The library regularly evaluates the items in the collection for retention, replacement, or withdrawal according to the Collection Management Plan.**

What about all the other things that could be here, not just collection development, like circulation plan and privacy plan? It may be helpful in legislation to include things about weeding to protect libraries. These minimum criteria are the floor. Is a collection plan part of the floor? Or should it be addressed in the essentials? The establishment level is that you have a collection. *New text? The library maintains and organizes an actively managed collection.*

What policies are minimum criteria? How do you put a context around basic services? Currently libraries are required to file a plan, but it has no teeth. Do you put teeth into that or are we trying to make libraries go through the state library to get their plan approved, or are we saying if you do these things you don’t need a plan?

**Other discussion about minimum criteria**

Ideas of things to add to the minimum establishment criteria:

- The library must have dedicated physical space to be considered a library.

- The building complies with all applicable federal, state, and local building codes/requirements. What about entities that have waivers or are grandfathered? “Applicable” covers this.
- What about reference? Can a library be a library if it doesn’t provide reference service?
- Should we require that some money be dedicated to serving youth?

Remember, the minimum establishment criteria determine if you qualify. The standards (essentials and beyond) determine how good you are at it.

Advocacy standard – there is concern that this standard, as written, is asking libraries to do things they may not be allowed to do with public employees. They’d like to rewrite it as community engagement with three separate components: marketing, community outreach, and lobbying. For some reason with the last revision, they threw out marketing and changed it to advocacy. For advocacy they will preface it with “within the bounds of legal...”

### **Moving on to the standards**

- Darci presented reformatted standards for services and programs with indicators and attributes/activities.
- Standard is the visionary piece. The rest is how you get there (mileposts). Doing it are the activities.
- You need a comprehensive list but not a super long list.
- Some things are mentioned elsewhere. The goal is to remove redundancies. Users should be encouraged to look at the standards holistically.

### **Ideas for promoting the standards once the final revision is done**

- Beta test them
- Hold a session or pre-conference at OLA to go over them
- Use the model of Katie’s road show
- Hold a session at the PLD directors’ meeting

### **Tasks**

Groups reconvene to:

- Reformat the standards with indicators and activities. Darci will set up and add section templates to Drive.
- Economize language
- Define terms where needed. Keep in mind that the activities should be worded in a way that clarifies terms and eliminates the need for a big glossary with definitions.
- Think about resources needed for the sections that are not the identified state library priorities. This is so libraries can get help completing activities.
- Upload section to Google Drive by June 30.

## **Timeline**

May 25 - June 30

All sections reworked by groups and uploaded to Drive. When you upload your doc, let others know you want feedback on certain things. If you are not getting feedback, ask for it via the email list.

June 30 - July 15

Individuals or groups review all sections and provide feedback.

July 15 - Aug 15

A small committee reviews, collates, and prepares the full picture final draft. Buzzy will invite Kathy Street to participate as an outsider with fresh eyes. Rest of team is Darci, Buzzy, and Margaret.

Sept 11, 10-noon

Final red flag review in Salem. Darci will reserve the room. Buzzy will invite Kathy. Karen will set up GTM.