

**Public Library Standards Committee**  
**June 29, 2018 from 9am to Noon**  
**Meeting Minutes**

**Attendees:** Karen Muller, Maureen Cole, MaryKay Dahlgreen, Darci Hanning, Kate Lasky, Adrienne Calkins, Janelle Youngblood, Greg Williams  
**Absent:** Denise Holmes, Hillary Ostlund

Karen called the meeting to order at 9:05am

**Goal:** Develop the infrastructure to finalize the 2017–18 revision and establish processes and procedures to ensure continuity in revisions year over year.

**RECAP SUMMARY**

In 2015 the committee completed a full review of the standards and published. In 2015, the committee decided to revise the standards every two years. Prior to that time, the standards were revised one section at a time, which took too long to establish up-to-date measures. The committee also decided to focus more on qualitative measures than quantitative measures so that the standards would be useful to all libraries regardless of size and community demographics.

In 2017, the committee began a second update based on the feedback received by libraries actively using the standards. Further changes included format and content revision using Colorado's Public Library Standards as a resource and model and adding a robust glossary and reference list.

**DECISION:** With the support of **all committee members**, the standards committee will complete the 2017–18 update by September 10, 2018 and will distribute the standards to the public library directors prior to the scheduled September 21 Public Library Directors Meeting hosted by the Public Library Division of OLA.

State Library Role: As part of State Library's Key Performance Measure #16:

PUBLIC LIBRARIES MEETING APPLICABLE OLA STANDARDS - Percentage of Oregon public libraries meeting essential and enhanced level of applicable Oregon Library Association Standards for a Public Library

The State Library will collect and review data on the following four areas of the Public Library Standards: Staff, Programs and Services, Materials, and Technology to measure the percentage of public libraries achieving 80 percent of essential and enhanced levels in all four sections of the standards. Additionally, the data collected will be used by State Library staff to identify specific areas in which the State Library can best assist public library staff.

The State Library will create a baseline measurement in July 2018 based on the survey responses covering the four aforementioned areas of the Standards; the State Library is in the process of

determining the best time of year for future surveys (e.g. February which also coincides with the budget planning process of many libraries and can help them make the case for funding, etc.)

**Minimum Qualifications:** The committee discussed the status of the development of minimum qualifications to establish and maintain a public library. OLA Legislative Committee has worked with the State Library to define minimum qualifications to establish and maintain public library status. The following definition has been developed by Dalton Advocacy Inc., OLA's legislative lobbyist:

“Public library” or “public library system” means a public facility that provides free and equal access to library and information services for residents of a local government unit that receives at least half of its financial support from public funds, is open to and available to the public at least 10 hours per week, and meets conditions established and approved by the State Library Board.

**DECISION:** The committee approved by consensus the minimum qualifications statement as presented with the addition of “residents of a local government unit” from State Law Librarian Cathryn Bowie.

### **STATUS SUMMARY**

The committee analyzed the current content, developed a section status spreadsheet (available on Google docs [https://drive.google.com/open?id=13\\_XrvXR2dhhBzYrfA6h\\_3xOBg8As1P7zYuNucmprGPI](https://drive.google.com/open?id=13_XrvXR2dhhBzYrfA6h_3xOBg8As1P7zYuNucmprGPI)), and created processes and procedures to complete the following steps: revision, formatting, review, technical editing, approval, publishing, and posting online.

The committee created a “parking lot” document in Google docs to collect feedback for the next round of revisions.

Committee members assigned an owner, task, and deadlines to each section of the standards along with an overarching timeline of deliverables to meet the goal of distributing updated standards to library directors no later than September 7–10.

The committee discussed creating a web version of the standards with fillable fields that will allow librarians to receive a score per section to determine qualifications.

The committee decided to contract with Stover Writing Services to complete a final revision and technical edit by August 31. ([www.stoverwriting.com](http://www.stoverwriting.com), Teresa Stover [teresa@stoverwriting.com](mailto:teresa@stoverwriting.com))

**ACTION:** Kate will contact Stover Writing Services to check availability and draft a scope of work for the committee to review and approve the week of September 3.

**Public Library Division Role:** The committee reviewed the recent change to PLD bylaws which states, “A special committee may be appointed by the chair as needed.” They discussed the need for support from the Public Library Division. The committee would like PLD to lead annual updates to the standards with the possibility of staggering the content review and glossary/reference review every other year. PLD could organize and attend a kickoff to the annual review to provide continuity to the work year over year.

**ACTION:** Karen will ask PLD Board to pay for technical writing services up to \$1,000.

**ACTION:** Karen will ask that the PLD Board Chair, Vice Chair/Chair-Elect, and Past Chair participate on the Public Library Standards Committee annually to provide institutional continuity to the ongoing revision process.

### **TIMELINE SUMMARY**

**DECISION:** The committee established the following overarching timeline of deliverables to meet goals.

<b>Date</b>	<b>Deliverable</b>
July 13	All sections finalized and formatted in Google docs, and sent to Janelle, Denise, and Adrienne for final content review (limited to 10 content changes and revisions per reviewer)
July 20	Janelle, Denise, and Adrienne complete review and send edits to committee to read and prepare for next committee meeting
July 27 11am–1pm	Committee meets to discuss final edits and prepare document to send to technical writer
July 31	Committee sends document to technical writer
August 1–31	Technical writer edits and sends final document to committee
Sept 1–7	Committee review technical writer revision and questions
Sept 7–10	Committee sends standards to public library directors to prepare for September 21 meeting and presentation

**ACTION: All committee members** were given action items and should access the section status spreadsheet to review their specific action items (available on Google docs [https://drive.google.com/open?id=13\\_XrvXR2dhbBzYrfA6h\\_3xOBg8As1P7zYuNucmprGPI](https://drive.google.com/open?id=13_XrvXR2dhbBzYrfA6h_3xOBg8As1P7zYuNucmprGPI)).

**Public Library Directors Meeting:** The committee discussed how best to deliver the standards and explain the annual updating process to public library directors during the scheduled presentation at the public library directors meeting in September.

**ACTION: Karen, MaryKay, and Darci** will attend the Public Library Directors meeting on September 21 to present the Public Library Standards.

**ACTION: Darci** will update the ListServ for the committee

**Next meeting:** July 27, 11:00 am – 1:00 pm, State Library, #103

Meeting adjourned at noon.

Minutes are respectfully submitted by Kate Lasky.