

**ARKANSAS STATE LIBRARY
900 WEST CAPITOL, STE 100
LITTLE ROCK, ARKANSAS 72201-3108
STANDARDS FOR STATE AID TO PUBLIC LIBRARIES
Authorized by Act 489, Acts of Arkansas, 1979**

1.0 ORGANIZATION

1.1 All county libraries, including those in county or regional systems, shall be organized in accordance with Act 244 of 1927. All city libraries, including those in county or regional systems, shall be organized in accordance with Act 177 of 1931.

[13-2-407. Joint City-county and regional public library systems. Pg. 21 Subchapter 9 Regional Library System Law pg. 40-45](#)

[13-2-901 title](#)

[13-2-902 Purpose](#)

[13-2-903 Creation of a regional library system](#)

[13-2-904. Board of Trustees](#)

[13-2-905. Powers and duties](#)

[13-2-906. Annual Reports](#)

[13-2-907. Contracts for library services and with other libraries.](#)

1.2 County and city libraries shall provide evidence to the State Library Board of organization and operation as a department of county or municipal government.

[Original Ordinance](#)

1.3 Public library systems composed of county and/or city libraries shall provide evidence to the State Library Board of organization and operation under the provisions of a formal interlocal agreement, as provided in Section 90, Act 742 of 1977.

[Create an inter-local agreement 13-2-903 Creation of a regional library system](#)

[Approved by all local authorities—city counsel, quorum court, county judge](#)

[Send us a copy for you historical file](#)

2.0 GOVERNANCE

2.1 Policies for city, county, and regional library systems shall be established by legally constituted administrative boards, comprised of trustees serving designated terms, conducting regularly scheduled meetings, preferably not less than quarterly, and functioning with recorded bylaws and policies which are on file with the State Library.

[List of board members](#)

[Terms/ copies of oaths of office](#)

[Copy of board bylaws](#)

[Schedule of their meetings](#)

[Copies of policies](#)

2.2 The library shall comply with the Civil Rights Act of 1964 and shall provide library service for all residents.

[Cities or counties should have a non discrimination policy on file—send us a copy](#)

2.3 The library director shall submit quarterly, annual, and special reports as required to the State Library and to local boards.

13-2-906 Annual reports

Annual Public Library Survey—accessible in March and due April 15th

The fact that the librarian is giving regular reports to the board and to the counties/cities should be reflected in their board meeting minutes—we can request them if necessary.

2.4 City, county, and regional library systems shall provide the State Library with a county, and regional library systems shall provide the State Library with a copy of a current long range plan developed for the purpose of guiding the public library administration in the attainment of goals and future planning.

If you do not have a long range plan at the time of your application for state aid, you can file it with the State Library when it is completed and approved by the administrative board.

3.0 FINANCE

3.1 The State Library Board supports the concept that libraries or library systems serving populations greater than 50,000, with budgets in excess of \$250,000, can render more efficient, effective library service, and preference of support shall be given to the development of such systems.

File your budget with the State Library Board

3.2 All libraries shall maintain the one mill county or city library tax on real and personal property as authorized in Amendments 30 and 38 of the Arkansas Constitution.

1 mil --if you had 1 mil but it was rolled back because of Amendment 55 it will still count

3.3 All cities and counties should restore the library tax to the maximum permitted by law by not later than July 1, 1991.

Submission of annual budget or financial report showing general revenue from the city or county apart from the millage, as well as donations, gifts, contributions and fund raising.

3.4 Libraries should receive additional local support.

3.5 The annual budget for city, county, and regional libraries shall be filed with the State Library. The budget should reflect an amount equal to the previous annual budget, plus growth, with the allocation for materials reflecting comparable growth.

Submission of a detailed annual budget

4.0 PERSONNEL

4.1 City, county, and regional library systems participating in the State Aid to Public Libraries program shall be administered by a qualified librarian. A Master's degree in Library Science awarded through a program accredited by the American Library Association is recognized as the minimum qualifying degree.

Submission of job descriptions

4.2 Systems employing a new head librarian or director after September 1, 1988, must provide the State Library Board with evidence of a qualifying library degree in order to continue participation in the State Aid to Public Libraries program.

Proof of MLS degree earned by librarian

4.3 Public library staff members should be well trained and qualified for their position. They should be encouraged to participate in continuing education and training programs to improve library skills.

Staff participation in CE efforts should be documented in the minutes of the board meetings

State Library staff may request the minutes if necessary

4.4 All libraries should have adequate support staff, with no employee receiving less than the current minimum wage.

Submitted budget should show that all wages are set above minimum wage

5.0 FACILITIES

5.1 The county or city government shall provide a suitable building for headquarters operation and adequate quarters for necessary branches.

Facilities details should be provided in the original ordinance and inter-local agreements

6.0 RESOURCES AND RESOURCE SHARING

6.1 The library shall maintain a current collection of materials to serve all citizens.

Copy of you approved collection development policy and inter-local agreement

6.2 The library shall agree to provide interlibrary loan service to other libraries in Arkansas.

Interlibrary loan policies

6.3 The library shall coordinate services for the blind and physically handicapped with the sections of the Arkansas State Library which administer these services.

Contact JD Hall at the Arkansas State Library 501-682-2855

7.0 NOTIFICATION

7.1 If the State Library Board determines that a city, county, or regional library or system fails to qualify for participation in the State Aid to Public Libraries program, the State Librarian shall notify the board chairman and the library director via certified mail not later than fifteen working days following that determination.

8.0 RIGHT OF APPEAL

8.1 Upon determination by the State Library Board that a city, county, or regional library or system fails to qualify for participation in the State Aid to Public Libraries program, the library or system shall have the right to appeal that decision at the next scheduled meeting of the State Library Board. Intent to appeal must be filed in writing with the State Librarian not more than thirty days following receipt of a notice of failure to meet the standards.

8.2 All appeals shall be presented to the State Library Board in an open hearing, with the final determination to be made by the State Library Board.

8.3 The State Library Board may provisionally approve a city, county, or regional library or system for a period of time they deem sufficient to rectify deficiencies. The Board may grant additional waivers upon acceptance of satisfactory evidence of progress.