

Enhance Your Library!

No-Cost Options to Improve Standards:

- ES** 1.1.1.....The Board has approved bylaws.
- ES** 1.1.2.....Board appointments and terms are in accordance with the Kentucky Revised Statutes under which they were established.
- ES** 1.1.3.....The Board elects officers at least every two years.
- ES** 1.1.4.....The State Librarian receives appointment recommendations at least 90 days prior to the expiration of the term or in a timely manner when a vacancy occurs.
- ES** 1.1.5.....The Board meets monthly on a regular day and time and in a physically accessible location.
- ES** 1.1.6.....Board meetings are conducted as open meetings in accordance with KRS 61.80- 61.850.
- ES** 1.1.7.....The Library provides public access to board meeting minutes, financial statements, budgets, annual reports, policies, and other documents in accordance with KRS 61.870-61.884.
- ES** 1.1.8.....The Board and Director comply with statutory reporting requirements of local, state, and federal agencies and the Kentucky Department for Libraries and Archives [KDLA].
- ES** 1.1.9.....The Board and administrative staff are familiar with and in compliance with federal, state, and local laws which affect library operations, such as minimum wage, hiring practices, unemployment compensation, privacy, accessibility, open records, etc.
- ES** 1.1.10....The Director monitors statutory changes and recommends any policy changes needed to maintain legal library operations.
- ES** 1.1.11The Board has a formal plan for trustee recruitment.
- ES** 1.2.1.....The Board approves written policies for all aspects of library service and operation. The Director develops procedures for implementation of the policies and manages daily operation.
- ES** 1.2.6.....The Board conducts annual performance evaluations of the Director.
- ES** 1.2.8.....The Director is present at all board meetings.
- ES** 1.2.9.....Board packets are distributed prior to the meeting day.
- ES** 1.2.10....The Director prepares monthly reports for the Board to keep them advised of library operations including programs and services, statistics, and personnel, as well as external factors affecting libraries, such as state or federal legislation.

- ES** 1.2.12....All Board Members have been informed about the Kentucky Public Library Trustee Certification Program.
- ES** 1.3.1.....The Board maintains or increases the library's financial support each year.
- ES** 1.3.2.....The Director and/or budget committee prepare an annual budget with input from board members and staff. The budget includes line items for personnel, collection, operations, and capital outlay. The Board approves the budget and files it in accordance with the Kentucky Revised Statutes.
- ES** 1.3.4.....The Library complies with applicable federal, state, and local purchasing regulations.
- ES** 1.3.5.....The Board maintains appropriate insurances including property, liability, unemployment, and workers' compensation.
- ES** 1.4.3.....The Budget reflects the priorities selected during the strategic planning process.
- ES** 1.4.4.....The Director is given authority to expend funds as budgeted to operate the library and implement the strategic plan.
- ES** 1.5.1.....The Board has adopted personnel policies including such topics as: hiring, evaluation, salary, retirement, employee conduct, etc.
- ES** 1.5.2.....The Board has adopted circulation policies including such topics as: loan periods, fines, overdues, etc.
- ES** 1.5.3.....The Board has adopted collection development policies including such topics as: intellectual freedom, gifts and donations, weeding, etc.
- ES** 1.5.4.....The Board has adopted facility use policies including such topics as: accessibility, displays, meeting room use, etc.
- ES** 1.5.5.....The Board has adopted public safety policies including such topics as: unattended children, inappropriate behavior, emergency and disaster response, etc.
- ES** 1.5.6.....The Board has adopted the 10 Essential Board Policies for KY Public Libraries suggested by KDLA. These policies are listed in Appendix A and on KDLA's website.
(<http://kdla.ky.gov/librarians/librarypolicies/Pages/BoardPolicies.aspx>)
- ES** 1.5.7.....The Board reviews all policies at least every five years, updating as needed.
- ES** 2.1.5.....The library staff reflects the demographic makeup of the community.
- ES** 2.2.1.....The Library has written and adopted at least 50% of the personnel policies recommended in Appendix A.
- ES** 2.2.2.....The Library has written ADA-AA compliant job descriptions for each position that include job duties, education, and experience requirements.
- ES** 2.2.4.....All employees receive an annual performance review.

- ES** 2.4.2.....The Library provides an orientation and training program for all new employees.
- ES** 3.1.1The Library has a written, board-approved collection development policy, updated within the past five years, that supports the priorities and goals of the library's strategic plan. The policy includes: (1) intellectual freedom statement, (2) selection and weeding criteria for all collections and formats, (3) policy for accepting gifts and donations, (4) policy for handling challenges to materials.
- ES** 3.1.2.....The Library has a procedure for addressing customer requests to add materials to the collection.
- ES** 3.1.3The Library places orders at regular intervals throughout the year to ensure a steady flow of new materials.
- ES** 3.1.4.....All materials are cataloged using Anglo-American Cataloging Rules, 2nd Ed. (AACR2) and, if automated, Machine Readable Catalog (MARC) format, or currently recognized standards.
- ES** 3.1.5.....The entire library collection is weeded at least every three years according to the Library's policy on collection development.
- ES** 4.1.7.....The Library regularly partners with at least one other social, cultural, and recreational organization in the community to offer programs.
- ES** 4.3.1.....Library furniture, equipment and shelving are arranged to meet minimum ADA standards for aisle width [36"] and wheelchair access [27" knee clearance].
- ES** 4.3.3.....All library buildings have at least one public computer workstation that is wheelchair accessible.
- ES** 4.3.5.....The Library promotes the services of the Kentucky Talking Book Library [KTBL] using flyers, posters and verbal recommendations. Applications for KTBL are available at the library.
- ES** 4.4.1.....The Library provides staff trained to assist customers with the Internet, Online Public Access Computers [OPAC], online databases and other digital resources during all hours the library is open.
- ES** 4.4.2.....The Library provides staff trained in reference work, including reference work with children, during all hours the library is open.
- ES** 4.4.3.....The Library provides assistance and training with the goal of increasing the level of digital literacy in the community.
- ES** 5.1.2.....The Library provides designated space for children's service and materials.
- ES** 5.2.4.....Hours of library service are posted at each public entrance.
- ES** 5.2.5.....Interior signs identify the library's service areas and collections.

- ES** 5.2.6.....The Library has a schedule for regular maintenance of the building and grounds.
- ES** 6.1.1.....The Library has a written, Board-approved, technology plan that addresses the implementation and maintenance of all hardware, software, and network equipment. [KDLA's Technology Plan information can be found at: <http://kdla.ky.gov/librarians/programs/Pages/AutomationandTechnology.aspx>].
- ES** 6.1.2.....The technology plan includes a Disaster Preparedness and Recovery Plan.
- ES** 6.1.3.....The technology plan includes provisions for the proper disposal of all used equipment.
- ES** 6.1.4.....The plan is reviewed every three years and is filed with the appropriate staff at KDLA.
- ES** 6.2.2.....The Library monitors and protects its network with appropriate security measures such as firewalls and authentication processes.
- ES** 6.2.3.....Workstations receive regular maintenance including removal of unauthorized software, cookies, and temporary files.
- ES** 6.2.4.....Operating systems and application software are regularly kept up-to-date with critical updates and patches.
- ES** 6.2.7.....The Library maintains an accurate inventory of all computer equipment and software licenses.
- ES** 6.3.6.....The Library has a formally adopted Internet Acceptable Use policy which is reviewed annually.
- ES** 6.3.7.....If the Library filters Internet content, it has a policy and procedure in place to allow customers unfiltered access.
- ES** 6.4.4.....The Library maintains at least one publicly advertised email account that is monitored during all hours of operation.
- ES** 6.4.6.....The Library has a designated physical or digital location for storing current licenses for all software that is purchased and used.
- ES** 7.1.2.....The Library has staff members who meet with school librarians and school resource officers once per year.
- ES** 7.1.3.....The Library has staff members who partner with other public agencies such as the health department, extension office, and social services at least once per year.
- ES** 7.1.6.....The Library incorporates a unique, recognizable library symbol on all publications and promotional materials for the purpose of creating a unified brand.
- ES** 7.1.11....The Library conducts a regular image assessment of library facilities.

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- EN** 1.1.12....The Board has approved bylaws that are reviewed at least every five years.
 - EN** 1.1.13....Board membership represents a broad spectrum of community interests, occupations, and geographic areas.
 - EN** 1.2.17....Board members, the Director, and key library staff are actively involved in community organizations such as Kiwanis, Chamber of Commerce, Lions, Rotary, planning committees, historical societies, and other nonprofit organizations.
 - EN** 1.2.18....The Board and Director keep local, state, and federal elected officials informed of legislation (as identified by the KPLA Advocacy Committee and ALA) affecting libraries.
 - EN** 1.2.19....The Board actively recruits candidates for board membership with expertise needed for library development and operations.
 - EN** 1.3.7The Library regularly applies for federal, state, or special grants, or seeks private support to provide for enhancements to basic services.
 - EN** 1.4.5The strategic plan is reviewed and updated annually by the Director and the Board to monitor progress to ensure the plan's continued relevance and allocate or reallocate resources as required.
 - EN** 1.5.8The Board reviews all policies at least every three years, updating as needed.
 - EN** 2.1.10....Orientation for new staff includes diversity awareness.
 - EN** 2.2.6The Library has written and adopted all of the personnel policies recommended in Appendix A.
 - EN** 2.2.7The Library makes available to all staff a personnel policy manual approved by the Board.
 - EN** 2.4.4The Library designates a staff member to train volunteers and ensures that all volunteers are properly trained.
 - EN** 2.4.5The Library encourages staff members to develop presentations for staff training opportunities and for educating community groups about the library.
 - EN** 3.1.7The Library utilizes electronic resources in selecting materials.
 - EN** 3.1.8The entire library collection is weeded at least every two years according to the Library's policy on collection development.
 - EN** 4.1.12....The Library provides reference services via email, web form, etc.
 - EN** 4.1.14....The Library visits local schools and daycares to promote the summer reading program.

- EN** 4.1.17....The Library regularly partners with at least three other social, cultural, and recreational organizations in the community to offer programs.
 - EN** 4.1.18....The Library provides formal instruction in the use of library resources and equipment.
 - EN** 4.1.19....The Library makes space available for meetings and exhibits.
 - EN** 5.2.9The Library maintenance plan includes a schedule for refurbishing existing facilities including: carpet, painting, furniture replacement, HVAC, and other equipment. The maintenance plan also includes an explicit, written financial plan for paying for the work.
 - EN** 6.1.11....The Library's technology plan is reviewed every two years and is re-filed with the appropriate staff at KDLA if changes are made.
 - EN** 7.1.14....The Library has a written marketing/public relations plan updated within the past three years.
 - EN** 7.1.15....The Library has staff members who partner with other public agencies such as the health department, extension office, and social services at least three times per year.
 - EN** 7.1.18....The Library has a local library logo and slogan that is used on all publications and promotional material for the purpose of creating a unified brand.
 - EN** 7.1.20....The Library has staff members who meet with school librarians and school resource officers at least twice per year.
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- EX** 1.1.15....The Board has approved bylaws that are reviewed at least every three years.
- EX** 1.1.16....Board membership represents a broad spectrum of community interests, occupations, and geographic areas. The Board reflects the demographics of the population served by the library including age, gender, and race.
- EX** 1.1.17....The Board has a formal plan for trustee recruitment that includes an application and promotion in the community.
- EX** 1.2.22....The Board and Director participate in national issues, such as Intellectual Freedom and Censorship, supporting libraries by communicating with their legislators.
- EX** 1.4.8.....The Board receives a quarterly update of the library's progress in meeting the [strategic] plan's goals and objectives from the Director.
- EX** 1.5.9.....The Board reviews all policies every year, updating as needed.
- EX** 2.2.9.....The Library maintains written policies and job descriptions for volunteers.
- EX** 3.1.10....The entire library collection is weeded annually according to the Library's policy on collection development.

- EX** 4.1.21....When planning programs, the Library considers the mission and strategic plan of the Library, the availability of programming from other organizations in the community, as well as utilizing census information – such as Population in Households by Sex & Age, to obtain community demographics. [<https://www.census.gov/population/age>]
- EX** 4.2.13....The Library actively assesses the hours open to the public to ensure the needs of the community are being met.
- EX** 5.1.12....The Library has a current plan for anticipated facility renovation, expansion, and/or construction.
- EX** 6.1.14....The Library's technology plan is reviewed every year and is re-filed with the appropriate staff at KDLA if changes are made.
- EX** 7.1.22....The Library updates its marketing/public relations plan annually.
- EX** 7.1.27....The Library identifies volunteers, including board members and Friends, willing to act as advocates for public libraries at the local, state, and national levels.
- EX** 7.1.29....The Library establishes community advisory groups, such as teens.
- EX** 7.1.30....The Library has staff members who meet with school librarians and school resource officers at least three times per year.

Low-Cost Options to Improve Standards:

- ES** 1.2.2.....The Board employs a Director who holds an appropriate certificate of librarianship issued by the Kentucky State Board for the Certification of Librarians.
- ES** 1.2.3.....The Board provides for the continuing education of the Director including payment for workshop/conference attendance and membership in the Kentucky Library Association [KLA]. [\$55.00-\$91.00 annually].
- ES** 1.2.4.....The Director attends at least one state, regional or national library conference each year.
- ES** 1.2.5.....The Board and Director participate in local advocacy efforts.
- ES** 1.2.7.....New Board members receive an orientation that includes a review of Board bylaws, policies and practices, a description of library policies and services, and a tour of library facilities. They also receive a copy of the Kentucky Public Library Trustee Manual.
- ES** 1.2.11Board members participate in continuing education activities such as those offered by KDLA, KLA, and the Kentucky Library Trustees Roundtable [KLTRT]. [usually only requires the cost of travel and Trustee meals].
- ES** 1.3.3.....The Library's finances, including all funds received and expended, are audited as required by Kentucky Revised Statutes.
- ES** 1.3.6.....The Library maintains a three-month reserve of salaries and benefits.
- ES** 1.4.1.....The Library has completed a recognized strategic planning process, such as PLA's *Strategic Planning for Results*, which is based on a review and assessment of community needs. The plan has been approved by the Board.
- ES** 1.4.2.....Community stakeholders have received a copy of the written plan.
- ES** 2.1.1.....At least 50% of the library's total operating expenditures are personnel expenditures.
- ES** 2.1.2.....The Library employs at least one FTE staff person per 4000 people in the service area.
- ES** 2.1.3.....All full-time employees who provide library information services are working toward certification from the Kentucky State Board for the Certification of Librarians.
- ES** 2.1.4.....A minimum of two employees are on duty during all service hours, one of them certified.
- ES** 2.2.3.....A member of Library administration attends employment law training annually.

- ES** 2.2.5.....All required labor posters are posted in the appropriate areas of the Library. (United States Department of Labor Poster Advisor – <http://www.dol.gov/elaws/posters.htm>)
- ES** 2.3.1.....The Library offers comparable salaries to those of county, municipal, school, academic and private workers in the community.
- ES** 2.3.2.....The Library provides paid vacation, holiday, and sick leave to all full-time employees.
- ES** 3.2.1.....The Library spends at least \$2.25 per capita for collection expenditures.
- ES** 3.2.2.....The number of items in the library's non-print collection is at least 10% of the total materials collection.
- ES** 3.2.3.....The Library adds and withdraws at least 3% of its circulating collection each year.
- ES** 4.1.1.....The Library allows customers to renew and reserve materials, in person and by phone, during all library service hours.
- ES** 4.1.2.....The Library provides reference services, in person and by phone, during all library service hours.
- ES** 4.1.3.....The Library provides reader's advisory services, in person and by phone, during all library service hours.
- ES** 4.2.1.....The Library system offers at least the following number of unduplicated hours based on population: [0-39,999 = 38]; [40,000-74,999 = 52]; [75,000 and up = 64].
- ES** 4.2.2.....The Library is open to the public at least the following number of evening hours: [0-39,999 = 5]; [40,000-74,999 = 8]; [75,000 and up = 10].
- ES** 4.2.3.....The Library is open to the public at least the following number of weekend hours: [0-39,999 = 6]; [40,000-74,999 = 8]; [75,000 and up = 9].
- ES** 4.2.4.....The Library has automated recordings in use during closed hours to inform the public of the library's service hours.
- ES** 4.2.5.....The Library provides a method to return materials 24 hours a day.
- ES** 4.2.6.....The Library provides public programs free of charge and in physically accessible locations.
- ES** 4.3.4.....The Library provides the necessary accommodations to enable customers with disabilities to participate in programs and advertises such accommodations in the program announcement.
- ES** 5.1.5.....The Library has an area for staff breaks that is physically and visually separated from any staff workspaces.
- ES** 5.2.1.....Library facilities meet all applicable building, fire, and safety codes.
- ES** 5.2.3.....The exterior of the building is appropriately lighted and identified with signs clearly visible from the street.

- ES** 5.2.7.....The parking areas and entrances are lighted well enough, with no pools of deep shadow, to provide safe entry and exit (about three foot-candles).
- ES** 6.1.5.....The Library has a schedule and allocates funds to replace or upgrade computer equipment every five years.
- ES** 6.2.1.....The Library has anti-virus protection installed on servers and workstations and checks regularly for virus updates.
- ES** 6.2.5.....Backups are conducted on a regular basis at least bimonthly or more frequently as required by the type of data. Copies of the backups are stored in a secure and fireproof location offsite and are regularly verified and tested. These backups should be encrypted with the encryption method being selected by the library.
- ES** 6.2.6.....The Library houses network and server equipment in a non-public, secured area.
- ES** 6.3.1.....The Library has an integrated library system [ILS], or is part of a shared ILS, that includes an online catalog, circulation and cataloging.
- ES** 6.3.4.....The Library maintains a website that includes Library hours, phone numbers, services, calendar of events, and other basic information. The website is updated at least monthly.
- ES** 6.3.5.....The Library provides at least one public access workstation (includes PCs, laptops, tablets, etc.) per 2000 population.
- ES** 6.4.3.....The Library allocates funds for ongoing staff technology training.
- ES** 6.4.7.....The Library maintains a unique Internet domain name which is used for any Internet presence or email accounts.
- ES** 7.1.1.....The Library spends at least 1% of its total operating expenditures to support marketing/public relations activities and staff.
- ES** 7.1.4.....The Library maintains a contact list of community leaders, schools, churches, organizations, and other agencies within the community and communicates with them regularly through correspondence, promotional materials, or newsletters.
- ES** 7.1.5.....The Library participates in local events such as fairs, parades, festivals.
- ES** 7.1.7.....The Library maintains a list of media contacts and regularly sends them information about library events, programs and services.
- ES** 7.1.8.....The Library has staff members who belong to and represent the Library in community groups such as business associations, local organizations and focus/interest groups.
- ES** 7.1.9.....The Library uses three or more of the following venues to promote and publicize library services on a regular basis: [Advertising specialty items; Annual report (an edited report used for promotional material); Promotional mailings to targeted audiences; Displays, exhibits, bulletin

boards; Face-to-face promotion (person-to-person, door-to-door); General information brochure; A website which provides location(s), hours, and contact information; Newsletter; Posters, flyers, bookmarks, brochures; Paid advertising (print, web, billboards, television, or radio); Radio or Television PSA and/or interviews; Social media (library blog, Facebook, Twitter, etc.)

- ES** 7.1.10....The Library recognizes all contributions to the library by way of personalized letters, Board resolutions, press releases, plaques, or receptions, as appropriate.
- ES** 7.1.12....The Library educates all staff on the Library's practices and procedures for marketing and public relations.

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- EN** 1.1.14....The Board has a formal plan for trustee recruitment that includes an application and advertising in the library.
 - EN** 1.2.14.....The Library pays for membership in the American Library Association/Public Library Association (ALA/PLA) for the Director. [\$65.00-\$130.00 for ALA + \$50.00 for PLA].
 - EN** 1.2.15....The Library recognizes the importance of continuing education for its board members by providing membership in KLA/KLTRT [\$25.00 per Trustee and includes membership in KPLA and the KLTRT] and paying expenses for attendance at workshops and conferences.
 - EN** 1.2.16....All board members are working towards certification from the Kentucky Public Library Trustee Certification Program.
 - EN** 1.3.8The Library maintains a reserve of three months' operating expenses.
 - EN** 1.4.6A new strategic plan is completed within five years and is based on a current needs assessment, such as http://cedik.ca.uky.edu/data_profiles/economic and/or <http://ksdc.louisville.edu/index.php/kentucky-demographic-data/projections>, which includes community input on hours, services, programs, and collections.
 - EN** 1.4.7The Library's Strategic Plan is accessible in hard copy or on the Library's website.
 - EN** 2.1.8All full-time employees who provide library information services are certified from the Kentucky State Board for the Certification of Librarians.
 - EN** 2.3.3The Library offers comparable salaries to those of public libraries in similar communities in the state.
 - EN** 2.4.3The Library provides regular in-house opportunities for ongoing staff development.

- EN** 3.1.6The Library utilizes at least two professionally recognized review sources as part of their policy on material selection.
- EN** 3.2.10....The Library adds and withdraws at least 4% of its circulating collection each year.
- EN** 4.1.13....The Library provides a schedule of off-site programming for all ages throughout the year.
- EN** 4.1.15....The Library annually submits its bibliographic records and holdings to OCLC in support of interlibrary loan [Kentucky Resource Sharing Program administered by KDLA].
- EN** 4.1.16....The Library provides audiovisual equipment such as a screen, LCD projector, and DVD equipment for public use in designated meeting spaces or rooms.
- EN** 4.2.8The Library provides a cellular phone for staff providing outreach services.
- EN** 4.2.9The Library provides public programs free of charge and in physically accessible locations.
- EN** 4.2.10....The Library offers at least the following number of unduplicated hours: [0-39,999 = 44]; [40,000-74,999 =58]; [75,000 and up = 68].
- EN** 4.2.11....The Library offers at least the following number of evening hours: [0-39,999 = 9]; [40,000-74,999 = 12]; [75,000 and up = 14].
- EN** 4.2.12....The Library offers at least the following number of weekend hours: [0-39,999 = 8]; [40,000-74,999 = 9]; [75,000 and up = 10].
- EN** 4.3.7The Library ensures that the community is aware of its special accessibility services/features by regularly publicizing them through handouts, press releases, etc.
- EN** 4.4.4The Library provides a trained children's specialist with appropriate certification in each of its facilities.
- EN** 4.4.5The Library provides staff trained in reader's advisory services during all hours the library is open.
- EN** 5.1.7The Library provides designated space for young adult services and materials.
- EN** 6.1.12....The Library has a schedule and allocates funds to replace or upgrade computer equipment every four years.
- EN** 6.3.8The Library provides at least one public access workstation (includes PCs, laptops, tablets, etc.) per 1500 population.
- EN** 6.4.8The Library provides computer workshops or training sessions for all library staff.
- EN** 7.1.17....The Library uses five or more of the following venues to promote and publicize library services on a regular basis: [Advertising specialty items;

Annual report (an edited report used for promotional material); Promotional mailings to targeted audiences; Displays, exhibits, bulletin boards; Face-to-face promotion (person-to-person, door-to-door); General information brochure; A website which provides location(s), hours, and contact information; Newsletter; Posters, flyers, bookmarks, brochures; Paid Advertising (print, web, billboards, television, or radio; Radio or Television PSA and/or interviews; Social media (library blog, Facebook, Twitter, etc.

- EX** 1.2.21....The Board and Director participate in Kentucky Public Library Association [KPLA] advocacy activities.
- EX** 1.2.23....All board members hold trustee certification from the Kentucky Public Library Trustee Certification Program.
- EX** 1.2.24....The Board will appoint a representative to participate on the KLTRT.
- EX** 1.2.25....The Board and Director participate in national advocacy activities.
- EX** 1.3.10....The Board works with the community to establish and maintain a foundation or endowment to provide funding for enhancements to basic services.
- EX** 1.4.9.....The strategic plan is based on a needs assessment completed within the last three years that included community input on hours, services, programs, and collections.
- EX** 2.1.13....All part-time employees who provide library information services are certified by the Kentucky State Board for the Certification of Librarians.
- EX** 2.1.15....The Library will provide diversity training to the staff every two years.
- EX** 2.4.8.....The Library provides at least one in-house training activity for all staff per quarter.
- EX** 3.2.12....The Library spends at least \$6.75 per capita for collection materials.
- EX** 3.2.14....The Library adds and withdraws at least 5% of its circulating collection each year.
- EX** 4.1.20....The Library provides a schedule of programming for target populations such as older adults, home-school families, specific ethnic groups, or patrons with special needs.
- EX** 4.1.22....The Library regularly partners with at least five other social, cultural, and recreational organizations in the community to offer programs.
- EX** 4.1.24....The Library utilizes social media platforms to connect with users and provide services.
- EX** 4.3.13....The Library provides interpreting services at all major events and at other programs as requested.

- EX** 4.4.9.....The Library provides a reference librarian with an MLS or equivalent in each library facility during all hours the library is open.
- EX** 4.4.10....The Library provides a youth services librarian in each library facility during all hours the library is open.
- EX** 4.4.11....The Library provides staff who can communicate in American Sign Language [ASL].
- EX** 5.1.13....The Library provides an inviting and flexible environment with adequate space for quiet study, play, and programs.
- EX** 6.1.15....The Library has a schedule and allocates funds to replace computer equipment every three years.
- EX** 6.1.16....All public and staff computers have a version of the operating system software which is currently supported by the manufacturer/maintainer.
- EX** 6.4.10....The Library has a plan for cross-training, so that more than one staff member understands critical elements of technology.
- EX** 7.1.23....The Library has staff members who partner with other public agencies such as the health department, extension office, and social services at least five times per year.
- EX** 7.1.25....The Library uses seven or more of the following venues to promote and publicize library services on a regular basis: [Advertising specialty items; Annual report (an edited report used for promotional material); Promotional mailings to targeted audiences; Displays, exhibits, bulletin boards; Face-to-face promotion (person-to-person, door-to-door); General information brochure; A website which provides location(s), hours, and contact information; Newsletter; Posters, flyers, bookmarks, brochures; Paid Advertising (print, web, billboards, television, or radio); Radio or Television PSA and/or interviews; Social media (library blog, Facebook, Twitter, etc.
- EX** 7.1.28....The Library participates in regional, state, and national promotions such as National Library Week, Children’s Book Week, and National Library Card Sign-Up Month.

Other Options as the Budget Allows

- ES** 2.4.1.....Employees are provided release time and all costs are paid for continuing education activities required for obtaining or renewing required certification.
- ES** 3.2.4.....The Library provides remote access to Kentucky Virtual Library (KYVL) databases.
- ES** 3.2.5.....The Library provides materials for special population groups such as foreign language speakers, home school families, and adult new readers.
- ES** 3.2.6.....The Library provides access to electronic resources.
- ES** 4.1.4.....The Library provides customers with interlibrary loan services.
- ES** 4.1.5.....The Library participates in the KYVL courier service.
- ES** 4.1.6.....The Library provides a schedule of programming for children throughout the year.
- ES** 4.1.8.....The Library provides a schedule of programming for all ages throughout the year.
- ES** 4.1.9.....The Library hosts field trips, tours, and/or class visits.
- ES** 4.1.10....The Library provides a photocopier or scanner for public use. Copyright restrictions are posted as appropriate.
- ES** 4.1.11The Library provides a fax service.
- ES** 4.2.7.....The Library has a plan to provide materials and services to all residents of the service area which may include homebound service, deposit collections, bookmobile service, material-by-mail, and/or programs outside the library.
- ES** 4.3.2.....The Library maintains a collection of low-tech assistive devices such as magnifiers, Bold Write pens, etc.
- ES** 5.1.1.....The Library provides adequate total square footage of floor space for its service population: [Less than 25,000 = 7,000 SF or .7 SF per capita, whichever is greater]; [25,000 or more = 17,500 SF or .6 SF per capita, whichever is greater].
- ES** 5.1.3.....The Library meets the state standard of at least one parking space per 500 square feet of library space.
- ES** 5.1.4.....The Library has enough space to plan, prepare, and deliver programming called for by its strategic plan without affecting other library services.
- ES** 5.2.2.....The Library has conducted an accessibility assessment and library facilities comply with applicable standards of the Americans with Disabilities Act (ADA). [For an accessibility checklist, go to www.ada.ky.gov]
- ES** 6.1.6.....The Library provides wireless Internet access to the public at all locations.

- ES** 6.1.7.....The Library has a local area network (LAN) linking all workstations as appropriate.
 - ES** 6.1.8.....The Library has deployed security measures to separate network (LAN) traffic for public access workstations, staff workstations, server, and wireless networks.
 - ES** 6.1.9.....The Library provides a dedicated Internet connection that supports simultaneous use by all computer workstations while running intensive broadband applications.
 - ES** 6.1.10....The Library spends at least 2% of its total operating expenditures annually on technology. [Includes replacing equipment, providing internet access, website maintenance, security, automation system, VOIP phone service, staff and/or technology support contract, and back-up services.]
 - ES** 6.3.2.....Customers can remotely review their ILS accounts, including items checked out and money owed, renew items, and place holds on items.
 - ES** 6.3.3.....The Library provides remote access to the library's catalog 24 hours per day, seven days per week.
 - ES** 6.4.1.....The Library has access to technology staff trained to install and support computer hardware and software through staff or a vendor contract. Other staff is trained on basic network maintenance and support.
 - ES** 6.4.2.....The Library has a staff member with responsibility for computer maintenance and support as part of their job description.
 - ES** 6.4.5.....The Library's staff members have email accounts and access to workstations with Internet access.
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- EN** 1.2.13 The Board employs a Director who has an Master's Degree in Library Science (MLS/MLIS).
- EN** 2.1.6The Library employs at least one FTE staff person per 3000 people in the service area.
- EN** 2.1.7At least 10% of the full-time staff have an MLS/MLIS degree.
- EN** 2.1.9Each area of public service has certified staff available during all library hours.
- EN** 2.2.8The Library designates a staff member responsible for Human Resource services or employs at least 0.5 FTE Human Resource Specialist per 50 employees.
- EN** 2.3.4The Library provides health insurance and a retirement plan for all full-time employees.

- EN 2.4.6The Library offers at least a partial tuition reimbursement program for certified staff obtaining a Bachelor's degree so that they may then pursue their Master's degree in Library Science (MLS/MLIS).
- EN 3.1.9All material is cataloged using Resource Description & Access (RDA).
- EN 3.2.7The library spends at least \$4.50 per capita for collection materials.
- EN 3.2.8The number of items in the library's non-print collection is at least 25% of the total materials collection.
- EN 3.2.9The Library provides remote access to databases to meet local demand for information, in addition to those provided by KYVL databases.
- EN 3.2.11....The Library provides materials in a variety of formats to ensure equal access for customers of all ages with disabilities. Examples include large print books, unabridged audio books, closed captioned/described/signed videos.
- EN 4.3.6All library buildings offer multiple public computer workstations that are wheelchair accessible.
- EN 4.3.8The Library's website is designed to meet the Web Content Accessibility Guidelines published by the Web Accessibility Initiative [WAI] of the World Wide Web Consortium [W3C]. [For guidelines, visit www.w3.org/WAI]
- EN 4.4.6The Library provides staff trained to assist customers with disabilities in the effective use of assistive devices and adaptive software used in the library.
- EN 5.1.6The Library provides at least eight tenths (0.8) of a square foot of library space per capita.
- EN 5.1.8The Library provides at least one parking space per 400 square feet of library space.
- EN 5.1.9The Library provides a public meeting room.
- EN 5.2.8The Library entrance includes a manually operated automatic door opener.
- EN 5.2.10....The Library has an electronic building security system.
- EN 6.1.13....The Library spends at least 4% of its total operating expenditures annually on technology. [Includes replacing equipment, providing internet access, website maintenance, security, automation system, VOIP phone service, staff and/or technology support contract, and back-up services.]
- EN 6.2.8The Library houses the computer server(s) in a separate room with separate climate control or utilizes a service such as cloud computing.
- EN 6.2.9Backups are conducted on a regular basis at least weekly or more frequently as required by the type of data. At least two copies are made and retained off site in a secured environment with one copy at least 10

miles away. These backups should be regularly verified and tested. These backups should be encrypted with the encryption method being selected by the library.

- EN** 6.3.9The Library provides an integrated website with interactive content, such as program registration, meeting room reservations, and customer initiated interlibrary loan.
- EN** 6.3.10....The Library offers ILS self-checkout as an option for customers.
- EN** 6.4.9The Library employs a full-time staff person with formal training in information technology to manage the Library's computer network, hardware and software.
- EN** 7.1.13....The Library spends at least 2% of its total operating expenditures to support marketing/public relations activities and staff.
- EN** 7.1.16....The Library periodically surveys the community to determine the effectiveness of its marketing/public relations strategies.
- EN** 7.1.19....The Library has planned and will market an appropriate level of service to any significant ethnic or cultural population in the community.

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- EX** 1.2.20....The Board employs a Director with a Master's degree in Library Science (MLS/MLIS) and at least five years of public library experience.
 - EX** 1.3.9.....The Library exceeds the state average for per capita income as reported in the most current Statistical Report of Kentucky Public Libraries (available on KDLA's website).
 - EX** 1.3.11....The Library maintains a reserve of six months' operating expenses.
 - EX** 2.1.11....The Library employs at least one FTE staff person per 2000 people in the service area.
 - EX** 2.1.12....At least 20% of the full-time staff have an MLS/MLIS degree.
 - EX** 2.1.14....All Library public service areas have at least one employee classified as "professional" or who holds Professional certification on duty during all library hours.
 - EX** 2.3.5.....The Library offers comparable salaries to those of similar public libraries nationwide.
 - EX** 2.3.6.....The Library offers a variety of additional benefits such as dental, vision, life, or disability insurance.
 - EX** 2.3.7.....The Library offers selected benefits to part time employees.
 - EX** 2.4.7.....The Library pays for membership in KLA for all full-time employees classified as "professional" or who hold Professional certification. Participation in KLA/KPLA activities is encouraged and supported with funding and release time.

- EX** 2.4.9.....The Library offers at least a partial tuition reimbursement program for certified staff obtaining a Master's Degree in Library Science.
- EX** 3.2.13....The number of items in the library's non-print collection is at least 40% of the total materials collection.
- EX** 4.1.23....Basic library publications, such as flyers, brochures, etc., are translated into the most commonly spoken languages in the community.
- EX** 4.2.14....The Library system offers at least the following number of unduplicated hours: [0-39,999 = 52]; [40,000-74,999 =64]; [75,000 and up = 72].
- EX** 4.2.15....The Library is open to the public at least the following number of evening hours: [0-39,999 = 15]; [40,000-74,999 = 18]; [75,000 and up = 20].
- EX** 4.2.16....The Library is open to the public at least the following number of weekend hours: [0-39,999 = 10]; [40,000-74,999 = 12]; [75,000 and up = 13].
- EX** 4.3.9.....The Library provides mobile applications to access Library resources.
- EX** 4.3.10....The Library has the current technology available to permit access to communications for people with hearing disabilities.
- EX** 4.3.11....The Library provides Closed Circuit Television [CCTV] for high magnification of printed materials.
- EX** 4.3.12....The Library provides at least one universally accessible computer.
- EX** 4.4.7.....The Library provides a trained young adult specialist with appropriate certification on its staff.
- EX** 4.4.8.....The Library provides staff with basic fluency in the most prominent languages of the community.
- EX** 5.1.10....The Library provides at least one square foot of library space per capita.
- EX** 5.1.11....The Library provides at least one parking space per 300 sq. ft. of library space.
- EX** 6.1.17....The Library spends at least 6% of its total operating expenditures annually on technology. [Includes replacing equipment, providing internet access, website maintenance, security, automation system, VOIP phone service, staff and/or technology support contract, and back-up services.]
- EX** 6.2.10....The Library houses network equipment, such as servers, hubs, and routers, in a secure [lockable], climate-controlled room specially equipped for the purpose, e.g. isolated ground circuits and data racks, or utilizes a service such as cloud computing.
- EX** 6.2.11....Backups are conducted on a daily basis. At least two copies are made and retained off site in a secured environment with one copy at least 10 miles away. These backups should be regularly verified and tested. These backups should be encrypted with the encryption method being selected by the library.

- EX** 6.3.11....The Library provides at least one public access workstation (includes PCs, laptops, tablets, etc.) per 1000 population.
- EX** 6.3.12....The Library has the capacity of delivering off-site computer access.
- EX** 6.4.11....The Library has a staff member or committee charged with reviewing new technologies and tracking future technology trends.
- EX** 7.1.21....The Library spends at least 3% of its total operating expenditures to support marketing/public relations activities and staff.
- EX** 7.1.24....The Library employs a staff member whose primary responsibility is to plan, develop, and implement marketing activities.
- EX** 7.1.26....The Library utilizes people outside its own organization to perform periodic image assessments of library facilities.