

## Maine Library Standards

		Required	Enhanced	Exemplary
<b>A</b>	<b>Governance</b>			
	1 Non profit libraries have a governing board that has written bylaws which outline the board's purpose, set the frequency of meetings, define the number of board members, specify procedures for the appointment of committees, specify operational procedures and address conflict of interest issues.	X	X	X
	2 Town department libraries operate under the policies, procedures and oversight of the town's governing body.	X	X	X
	3 All libraries should have a written mission statement with service objectives.	X	X	X
	4 The governing body (either governing board or the town manager/select board) hires the library director/librarian and reviews his or her performance. Delegates to the library director/librarian the full professional responsibility for administering and managing the library, its policies, personnel and finances, as well as materials selection.	X	X	X
	5 All libraries receive municipal support in whole or in part and do not charge members of their legal service area for membership.	X	X	X
	6 All library's financial record keeping is reviewed by governing body (governing board or town officials) and the director at least annually and complies with adequate internal controls using industry standard accounting measures.	X	X	X
	7 All libraries create and adhere to basic library policies including but not limited to Collection Development, Internet Safety and an acceptable use policy that addresses access by minors.	X	X	X
	8 All libraries provide a written annual report to the community that includes statistics and financial records.	X	X	X
	9 The governing body and director have considered purchasing Directors and Officers Liability and General Liability Insurance and have a vote on record.		X	X
	10 Bylaws are reviewed at least every 3-5 years		X	X
	11 An audit or official review of the library's finances, including funds received and expended, is conducted at least biannually by a Certified Public Accountant.		X	X
	12 At least one library board member attends a minimum of one statewide or regional library activity each year.			X
	13 Using a formal planning process, the governing body works with the director to develop a written strategic plan that includes time frames and is reviewed and update annually.			X
14 The library director and/or board members attend town municipal government entity meetings several times a year in addition to the annual budget presentation.			X	

15	The governing body conducts a self- evaluation every 3-5 years.			X
<b>B Staff and Facility</b>				
1	Has a fixed location with the facilities necessary to support a collection, staff and schedule.			
2	Complies with building, fire, safety, sanitation and other applicable federal, state and local codes and legal requirements with at least one well maintained public restroom.			
3	Has an established and published schedule in which the services of staff are available to the public year round of no less than 12 hours per week.	X		
	Legal service area <1,000		20hrs/wk	30hrs/wk
	Legal service area <2,499		20hrs/wk	30hrs/wk
	Legal service area <5,000		20hrs/wk	30hrs/wk
	Legal service area <10,000		25hrs/wk	35hrs/wk
	Legal service area <25,000		35hrs/wk	45hrs/wk
	Legal service area >25,000		40hrs/wk	50hrs/wk
4	Has an exterior sign which clearly identifies the building as a library.	X	X	X
5	Has telephone service and the telephone number is published.	X	X	X
6	The library, no matter how small, has a permanent, paid library director who is responsible for the administration of library services. To meet this requirement, a director may receive a stipend from the sponsoring entity.	X	X	X
7	The library director plans, organizes, manages, and directs a program of library services that serve all people in the community.	X	X	X
8	The library director is responsible for completing and submitting the Annual Report to the Maine State Library in a format acceptable to the Maine State Library.	X	X	X
9	A staff member subscribes, reads and responds, when necessary, to either the MELIBS or MEINFO listserv.	X	X	X
10	The library director supports staff attendance at continuing education events.	X	has a written policy outlining this support	Provides resources necessary to support staff development
11	The library has at least one public access computer connected to the Internet and available for public use during all the hours the library is open. This computer is connected to a good quality printer. Public 24/7 WiFi is provided.	X	X	X
12	For safety and security reasons, the library has at least 2 persons (one may be a volunteer), scheduled at all times the library is open		X	X

13	The library maintains the following staff minimums (FTE with Advanced MSL certification OR BS in Lib Sci OR MLS)			
	Legal service area <1,000		.34 FTE	.68 FTE
	Legal service area <2,499		.55 FTE	1.08 FTE
	Legal service area <5,000		1.13 FTE	2.24 FTE
	Legal service area <10,000		2.56 FTE	5.08 FTE
	Legal service area <25,000		5.56 FTE	11.03 FTE
	Legal service area >25,000		14.99 FTE	29.76 FTE
14	The library director measures and evaluates the effectiveness of library services in relation to the changing needs of the community.		X	X
15	The library's governing body endeavors to compensate library staff equitably and, in doing so, will consider benchmarks such as pay scales for comparable positions within the local municipal structure or school system		X	X
16	Has a dedicated space usable for a variety of purposes (programming, meetings, studying, exhibits, etc.)		X	X
17	The library has a disaster plan outlining procedures to follow in case of fire, water or other damage to the collection or building		X	X
18	Establishes and maintains working relationships with other governmental agencies, civic organizations, community groups and the general public			X
19	Provides benefits to library staff (paid vacation, sick leave, health insurance, retirement)			X
20	Has facilities for video conferencing			X
<b>C</b>	<b>Collection and Programming</b>			
1	Has an organized collection of printed or other library materials or a combination thereof.	X	X	X
2	Weeds the collection regularly	X	Every 5 years	Every 3 years
3	Addresses community needs		X	X
4	Average collections budget		Has not decreased over the past 3 years	Has increased over the past 3 years
5	The library adheres to nationally accepted professional standards for collection maintenance and maintains a stable collection development budget.	X		
	Legal service area <1,000		\$2,561	\$5,083
	Legal service area <2,499		\$3,316	\$6,582
	Legal service area <5,000		\$6,641	\$13,183
	Legal service area <10,000		\$15,785	\$31,334
	Legal service area <25,000		\$39,786	\$61,116
	Legal service area >25,000		\$105,368	\$209,164

6	The library provides an up-to-date catalog searchable by patrons that adheres to internationally recognized professional standards for classification and subject organization.	X	The catalog is automated and can be accessed online	The catalog is automated and can be accessed online
7	The library maintains communication with community leaders, interest groups, agencies, etc. and regularly informs them of library activities.	X	X	X
8	Offers regularly scheduled public programming such as story times, books clubs, etc.	X	X	Dedicated program funds included in budget
9	The library has an up-to-date web presence		X	has a fully developed website
10	The library cooperates with other libraries to coordinated collection development, programming and loan policies where appropriate		X	Optimizes statewide reciprocal borrowing and resource sharing practices
<b>D Advocacy</b>				
1	The library maintains a marketing and advocacy plan that promotes services in the wider community.		X	X
2	The library has a formal body that advocates on behalf of the library to the community.		X	X
3	The library actively participates in local events, such as festivals and celebrations.			X
<b>E Ethics</b>				
1	The library adheres to state and federal labor laws.	X	X	X
2	The library has circulation practices and policies that protect patron confidentiality and are guided by the ALA Bill of Rights and Maine state statute relating to patron privacy.	X	X	X
3	The library respects fair use and copyright laws.	X	X	X
4	The library does not advance private interests at the expense of the library.	X	X	X
5	Library staff distinguish between personal convictions and professional duties and does not allow personal beliefs to interfere with fair representation of the aims of the library as an institution.	X	X	X
6	The library has written policies to handle challenged materials, programs and a patron code of conduct.	X	X	X
7	The library posts its policies publicly	X	X	X