

	Required	Enhanced	Exemplary
<b>Governance*</b>			
Is a non-profit organization with a governing board with written by-laws 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 OR is a town department that operates under the policies, procedures and oversight of the town's governing body.	X	X	X
Has a written mission statement and service objectives.	X	X	X
The governing body hires/appoints/reviews the library director/librarian and delegates to the library director the full professional responsibility for administering and managing the library, its policies, personnel and finances, as well as the selection of materials.	X	X	X
Receives municipal support in whole or in part and does not charge members of their legal service area for membership	X	X	X
The library's financial record keeping is reviewed by the governing body and the director at least annually and complies with adequate internal controls using industry standard accounting measures.	X	X	X
Creates and adheres 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
Provides a written annual report to the community that includes statistics and financial records.	X	X	X
The governing body and director have considered purchasing Directors and Officer's Liability and General Liability Insurance and have a vote on record.		X	X
The by-laws are reviewed at least every 3-5 years.		X	X
An audit or official review of the library finances, including funds received and expended, is conducted at least biannually by a Certified Public Accountant.		X	X
At least one library board member attends a minimum of one statewide or regional library activity each year			X
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 updated annually.			X
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
The governing body conducts a self evaluation every 3-5 years			X

\*For town/municipal libraries, meeting certain standards will naturally be adapted to reflect the services provided under the umbrella of the town/municipal governing body (i.e. a "library board" might instead be a library advisory council, "library budget" and "financial audit" might be encompassed under the town's financial audit, all insurances are provided via the town/municipality, etc.).

	Required	Enhanced	Exemplary
<b>Staff &amp; Facility</b>			
Has a fixed location with the facilities necessary to support a collection, staff and schedule	X	X	X
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 on site	X	X	X
Has an established and published schedule in which services of the staff are available to the public year round of no less than 12 hours per week	X	X	X
Legal Service Area < 1,000		20 hours/week	30 hours/week
Legal Service Area < 2,499		20 hours/week	30 hours/week
Legal Service Area < 5,000		20 hours/week	30 hours/week
Legal Service Area < 10,000		25 hours/week	35 hours/week
Legal Service Area < 25,000		35 hours/week	45 hours/week
Legal Service Area > 25,000		40 hours/week	50 hours/week
Has an exterior sign which clearly identifies the building as a library	X	X	X
Has telephone service and the telephone number is published.	X	X	X
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, the library director may receive a stipend from the sponsoring entity.	X	X	X
The library director plans, organizes, manages and directs a program of library services that serves all people in the community.	X	X	X
The library director is responsible for completing and submitting an Annual Report to the Maine State Library in a format acceptable to the Maine State Library.	X	X	X
Has a staff member who subscribes, reads and responds, when necessary, to MEINFO or MELIBS listserv.	X	X	X
The library director supports staff attendance at continuing education.	X	By having a written policy that outlines this support	By providing resources necessary to support staff development
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
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
The library maintains the following staff minimums (FTE w/Advanced MSL Cert. OR BS in Lib. Science OR MLS)		(67% of average)	(33% higher than average)
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

	Required	Enhanced	Exemplary
The library director measures and evaluates the effectiveness of library services in relation to the changing needs of the community.		X	X
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
Has a dedicated space usable for a variety of purposes (programming, meetings, studying, exhibits, etc.)		X	X
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
Establishes and maintains working relationships with other governmental agencies, civic organizations, community groups and the general public			X
Provides benefits to library staff (paid vacation, sick leave, health insurance, retirement)			X
Has facilities for video conferencing			X
<b>Collection &amp; Programming</b>			
Has an organized collection of printed or other library materials, or a combination thereof	X	X	X
Weeds collection	X	Every 5 Years	Every 3 Years
Addresses community needs		X	X
Average collections budget		Has not decreased over the past 3 years	Has increased over the past 3 years
The library adheres to nationally accepted professional standards for collection maintenance and maintains a stable collection development budget	X	(67% of average)	(33% higher than average)
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	\$61,113
Legal Service Area > 25,000		\$105,368	\$209,164
The library provides an up to date catalog searchable by patrons that adheres to international and 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
The library maintains communications with community leaders, interest groups, agencies, etc. and regularly informs them of library activities.	X	X	X
Offers regularly scheduled public programming such as story times, book clubs, etc.	X	X	Dedicated programming funds included in budget
The library has an up-to-date web presence.		X	Has a fully developed web site
The library cooperates with other libraries to coordinate collection development, programming, and loan policies where appropriate.		X	Optimizes statewide reciprocal borrowing and resource sharing practices

	Required	Enhanced	Exemplary
<b>Advocacy</b>			
The library maintains a marketing and advocacy plan that promotes services in the wider community		X	X
The library has a formal body that advocates on behalf of the library to the community		X	X
The library actively participates in local events, such as festivals and celebrations			X
<b>Ethics</b>			
The library adheres to state and federal labor laws	X	X	X
The library has circulation practices and policies that protect patron confidentiality that are guided by the ALA Bill of Rights and the Maine state statute relating to patron privacy	X	X	X
The library respects fair use and copyright laws	X	X	X
The library does not advance private interests at the expense of the library	X	X	X
Library staff distinguishes between personal convictions and professional duties and does not allow personal beliefs to interfere with fair representation of the aims of their institutions.	X	X	X
The library has written policies to handle challenged materials, programs, and patron code of conduct	X	X	X
The library posts its policies publicly	X	X	X
		Worth 1 Point	Worth 2 Points
<b>TOTAL POINTS POSSIBLE</b>		20	37
"Required" = all elements are met			
"Enhanced" = 15 points			
"Exemplary" = 30 points			