

OVERVIEW OF 2003 TENNESSEE MINIMUM STANDARDS FOR NON-METROPOLITAN FULL-SERVICE LIBRARIES

	PUBLIC LIBRARY LEVEL V	PUBLIC LIBRARY LEVEL IV	PUBLIC LIBRARY LEVEL III	PUBLIC LIBRARY LEVEL II	PUBLIC LIBRARY LEVEL I
SERVICE POPULATION	50,000-175,000	25,000-49,999	10,000-24,999	5,000-9,999	Under 5,000
GOVERNANCE	<ul style="list-style-type: none"> ▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff 	<ul style="list-style-type: none"> ▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff 	<ul style="list-style-type: none"> ▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff 	<ul style="list-style-type: none"> ▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff 	<ul style="list-style-type: none"> ▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff
PLANNING	<ul style="list-style-type: none"> ▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan 	<ul style="list-style-type: none"> ▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan 	<ul style="list-style-type: none"> ▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan 	<ul style="list-style-type: none"> ▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan 	<ul style="list-style-type: none"> ▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation
BUDGET	<ul style="list-style-type: none"> ▪ Meets MOE ▪ Written, justified budget ▪ Board reviews budget at each meeting ▪ Annual audit ▪ Salaries and benefits budget comparable to county/municipal positions with similar requirements 	<ul style="list-style-type: none"> ▪ Meets MOE ▪ Written, justified budget ▪ Board reviews budget at each meeting ▪ Annual audit ▪ Salaries and benefits budget comparable to county/municipal positions with similar requirements 	<ul style="list-style-type: none"> ▪ Meets MOE ▪ Written, justified budget ▪ Board reviews budget at each meeting ▪ Annual audit ▪ Salaries and benefits budget comparable to county/municipal positions with similar requirements 	<ul style="list-style-type: none"> ▪ Meets MOE ▪ Written, justified budget ▪ Board reviews budget at each meeting ▪ Annual audit ▪ Salaries/benefits budget comparable to county/municipal positions with similar requirements 	<ul style="list-style-type: none"> ▪ Meets MOE ▪ Written, justified budget ▪ Board reviews budget at each meeting ▪ Annual audit ▪ Salaries and benefits budget comparable to county/municipal positions with similar requirements

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BUDGET (cont'd)	<ul style="list-style-type: none"> ▪ Minimum of 15% of local appropriation for materials <i>Excellence: 20%</i> ▪ Minimum of \$7.50 per capita appropriated from local sources <i>Excellence: \$22 per capita</i> 	<ul style="list-style-type: none"> ▪ Minimum of 15% of local appropriation for materials <i>Excellence: 20%</i> ▪ Minimum of \$6.50 per capita appropriated from local sources <i>Excellence: \$16 per capita</i> 	<ul style="list-style-type: none"> ▪ Minimum of 10% of local appropriation for materials <i>Excellence: 15%</i> ▪ Minimum of \$5.75 per capita appropriated from local sources <i>Excellence: \$11 per capita</i> 	<ul style="list-style-type: none"> ▪ Minimum of 10% of local appropriation for materials <i>Excellence: 15%</i> ▪ Minimum of \$5.75 per capita appropriated from local sources <i>Excellence: \$11 per capita</i> 	<ul style="list-style-type: none"> ▪ Minimum of 10% of local appropriation for materials <i>Excellence: 15%</i> ▪ Minimum of \$5.75 per capita appropriated from local sources <i>Excellence: \$11 per capita</i>
PERSONNEL	<ul style="list-style-type: none"> ▪ Director - MLS ▪ Beginning salary \$20.50 an hour ▪ 2 FTE MLS librarians ▪ 4 FTE paraprofessionals; includes .60 FTE computer staff ▪ 9.5 FTE clerks ▪ All eligible staff have access to health insurance ▪ All eligible staff participate in employer-supported retirement program ▪ Director – 4 CE programs a year ▪ Staff – 1 CE program a year 	<ul style="list-style-type: none"> ▪ Director - MLS ▪ Beginning salary \$17 an hour ▪ 4 FTE paraprofessionals; includes .60 FTE computer staff ▪ 3.5 FTE clerks ▪ All eligible staff have access to health insurance ▪ All eligible staff participate in employer-supported retirement program. ▪ Director – 4 CE programs a year ▪ Staff – 1 CE program a year 	<ul style="list-style-type: none"> ▪ Director – CPLM ▪ Beginning salary \$12 an hour <i>Excellence: \$13</i> ▪ 2 FTE paraprofessionals ▪ 2 FTE clerks ▪ All eligible staff have access to health insurance ▪ All eligible staff participate in employer-supported retirement program ▪ Director – 4 CE programs a year ▪ Staff – 1 CE program a year 	<ul style="list-style-type: none"> ▪ Director – CPLM ▪ Beginning salary \$8.50 an hour <i>Excellence: \$9.50</i> ▪ 1 FTE paraprofessional ▪ 1 FTE clerk ▪ All eligible staff have access to health insurance ▪ All eligible staff participate in employer-supported retirement program ▪ Director – 4 CE programs a year ▪ Staff – 1 CE program a year 	<ul style="list-style-type: none"> ▪ .75 Director - CPLM ▪ Beginning salary \$8.00 an hour <i>Excellence: \$9</i> ▪ .75 clerk ▪ All eligible staff have access to health insurance ▪ All eligible staff participate in employer-supported retirement program ▪ Director – 4 CE programs a year ▪ Staff – 1 CE program a year

	PUBLIC LIBRARY LEVEL V	PUBLIC LIBRARY LEVEL IV	PUBLIC LIBRARY LEVEL III	PUBLIC LIBRARY LEVEL II	PUBLIC LIBRARY LEVEL I
COLLECTION	<ul style="list-style-type: none"> ▪ 2 items per capita <i>Excellence:</i> 3 items per capita ▪ Turnover rate – 2.5 ▪ Weed – 5% <i>Excellence:</i> 15% ▪ Add – 5% <i>Excellence:</i> 15% ▪ Bibliographic records posted to statewide online database 	<ul style="list-style-type: none"> ▪ 2 items per capita <i>Excellence:</i> 3 items per capita ▪ Turnover rate – 2.5 ▪ Weed – 5% <i>Excellence:</i> 15% ▪ Add – 5% <i>Excellence:</i> 15% ▪ Bibliographic records posted to statewide online database 	<ul style="list-style-type: none"> ▪ 2 items per capita <i>Excellence:</i> 3 items per capita ▪ Turnover rate – 2.5 ▪ Weed – 5% <i>Excellence:</i> 15% ▪ Add – 5% <i>Excellence:</i> 15% ▪ Bibliographic records posted to statewide online database 	<ul style="list-style-type: none"> ▪ 2 items per capita <i>Excellence:</i> 4 items per capita ▪ Turnover rate – 2.5 ▪ Weed – 5% <i>Excellence:</i> 15% ▪ Add – 5% <i>Excellence:</i> 15% ▪ Bibliographic records posted to statewide online database 	<ul style="list-style-type: none"> ▪ 2 items per capita; 7,500 volume minimum <i>Excellence:</i> 4 items per capita ▪ Turnover rate – 2.5 ▪ Weed – 5% <i>Excellence:</i> 15% ▪ Add – 5% <i>Excellence:</i> 15% ▪ Bibliographic records posted to statewide online database
COMMUNITY RELATIONS	<ul style="list-style-type: none"> ▪ Networks with community groups ▪ Annual image evaluation ▪ Friends of the Library <i>Excellence:</i> Structured volunteer program ▪ Budgeted community relations plan 	<ul style="list-style-type: none"> ▪ Networks with community groups ▪ Annual image evaluation ▪ Friends of the Library <i>Excellence:</i> Structured volunteer program ▪ Budgeted community relations plan 	<ul style="list-style-type: none"> ▪ Networks with community groups ▪ Annual image evaluation ▪ Friends of the Library ▪ Community relations/public awareness addressed in Long Range Plan 	<ul style="list-style-type: none"> ▪ Networks with community groups ▪ Annual image evaluation ▪ Friends of the Library ▪ Community relations/public awareness addressed in Long Range Plan 	<ul style="list-style-type: none"> ▪ Networks with community groups ▪ Annual image evaluation ▪ <i>Excellence:</i> Friends of the Library ▪ Community relations/public awareness addressed in Long Range Plan

	PUBLIC LIBRARY LEVEL V	PUBLIC LIBRARY LEVEL IV	PUBLIC LIBRARY LEVEL III	PUBLIC LIBRARY LEVEL II	PUBLIC LIBRARY LEVEL I
TECHNOLOGY	<ul style="list-style-type: none"> ▪ Technology plan ▪ Dedicated Internet connection with adequate bandwidth ▪ Adequate* public Internet workstations <i>Excellence:</i> Computer training area <i>Excellence:</i> Individual computer rooms ▪ .60 FTE computer staff (see PERSONNEL) <i>Excellence:</i> 1 FTE ▪ Automated circulation system and public-access catalog <i>Excellence:</i> 24/7 catalog access ▪ Library website <i>Excellence:</i> ADA-compliant website ▪ Adequate phone lines ▪ Public access photocopier <i>Excellence:</i> Multiple copiers ▪ Dedicated fax line <i>Excellence:</i> Public fax service 	<ul style="list-style-type: none"> ▪ Technology plan ▪ Dedicated Internet connection with adequate bandwidth ▪ Adequate* public Internet workstations <i>Excellence:</i> Computer training area <i>Excellence:</i> Individual computer rooms ▪ .60 FTE computer staff (see PERSONNEL) <i>Excellence:</i> 1 FTE ▪ Automated circulation system and public-access catalog <i>Excellence:</i> 24/7 catalog access ▪ Adequate phone lines ▪ Public access photocopier <i>Excellence:</i> Multiple copiers ▪ Dedicated fax line <i>Excellence:</i> Public fax service 	<ul style="list-style-type: none"> ▪ Technology plan ▪ Dedicated Internet connection with adequate bandwidth ▪ Adequate* public Internet workstations ▪ Designated staff member with basic computer skills ▪ Automated circulation system and public-access catalog <i>Excellence:</i> 24/7 catalog access ▪ Adequate phone lines ▪ Public access photocopier ▪ Dedicated fax line <i>Excellence:</i> Public fax service 	<ul style="list-style-type: none"> ▪ Technology plan ▪ Dedicated Internet connection with adequate bandwidth ▪ Adequate* public Internet workstations ▪ Designated staff member with basic computer skills ▪ Automated circulation system and public-access catalog <i>Excellence:</i> 24/7 catalog access ▪ Dedicated phone line <i>Excellence:</i> Multiple phone lines ▪ Public access photocopier ▪ Dedicated fax line <i>Excellence:</i> Public fax service <p><i>*See TN Public Library Statistics for comparisons</i></p>	<ul style="list-style-type: none"> ▪ Technology Plan ▪ Dedicated Internet connection with adequate bandwidth ▪ Two public Internet workstations ▪ Access to technical assistance ▪ Automated circulation system and public-access catalog <i>Excellence:</i> 24/7 catalog access ▪ Dedicated phone line ▪ Public access photocopier ▪ Dedicated fax line

	PUBLIC LIBRARY LEVEL V	PUBLIC LIBRARY LEVEL IV	PUBLIC LIBRARY LEVEL III	PUBLIC LIBRARY LEVEL II	PUBLIC LIBRARY LEVEL I
SERVICES	<ul style="list-style-type: none"> ▪ Statewide interlibrary loan <i>Excellence:</i> TN Library Card program ▪ Programming for children <i>Excellence:</i> All ages ▪ Full reference assistance ▪ Library open 60 hrs per week, with evening and weekend hrs. 	<ul style="list-style-type: none"> ▪ Statewide interlibrary loan <i>Excellence:</i> TN Library Card program ▪ Programming for children <i>Excellence:</i> All ages ▪ Full reference assistance ▪ Library open 55 hrs per week, with evening and weekend hrs. 	<ul style="list-style-type: none"> ▪ Statewide interlibrary loan <i>Excellence:</i> TN Library Card program ▪ Programming for children <i>Excellence:</i> All ages ▪ Ready reference <i>Excellence:</i> Information and Referral <i>Excellence:</i> Full Reference ▪ Library open 45 hrs. per week, with evening and weekend hrs. 	<ul style="list-style-type: none"> ▪ Statewide interlibrary loan <i>Excellence:</i> TN Library Card program ▪ Programming for children <i>Excellence:</i> All ages ▪ Ready reference <i>Excellence:</i> Information and referral <i>Excellence:</i> Full reference ▪ Library open 35 hrs. per week, with evening or weekend hrs. 	<ul style="list-style-type: none"> ▪ Statewide interlibrary loan <i>Excellence:</i> TN Library Card program ▪ Programming for children <i>Excellence:</i> All ages ▪ Ready reference <i>Excellence:</i> Information and referral services <i>Excellence:</i> Full reference ▪ Library open 20 hrs. per week, with evening or weekend hrs. <i>Excellence:</i> Open 30 or more hrs. per week.
FACILITY	<ul style="list-style-type: none"> ▪ .5 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan 	<ul style="list-style-type: none"> ▪ .5 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan 	<ul style="list-style-type: none"> ▪ .5 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan 	<ul style="list-style-type: none"> ▪ .75 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan 	<ul style="list-style-type: none"> ▪ .75 sq. ft. per capita; minimum 2,000 sq. ft. for full-service ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan