

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	▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff	▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff	▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff	▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff	▪ Legally established ▪ Board has bylaws ▪ Six board meetings/year ▪ Written policies ▪ Posted legal compliance notices ▪ Board hires director; Director hires and supervises staff
PLANNING	▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan	▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan	▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan	▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation ▪ Branches included in Long Range Plan	▪ Mission statement ▪ Long Range Plan ▪ Annual evaluation
BUDGET	▪ 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	▪ 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	▪ 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	▪ Meets MOE ▪ Written, justified budget ▪ Board reviews budget at each meeting ▪ Annual audit ▪ Salaries/benefits budget comparable to county/municipal positions with similar requirements	▪ 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

	PUBLIC LIBRARY LEVEL V	PUBLIC LIBRARY LEVEL IV	PUBLIC LIBRARY LEVEL III	PUBLIC LIBRARY LEVEL II	PUBLIC LIBRARY LEVEL I
BUDGET (cont'd)	- Minimum of 15% of local appropriation for materials <i>Excellence:</i> 20% - Minimum of \$7.50 per capita appropriated from local sources <i>Excellence:</i> \$22 per capita	- Minimum of 15% of local appropriation for materials <i>Excellence:</i> 20% - Minimum of \$6.50 per capita appropriated from local sources <i>Excellence:</i> \$16 per capita	- Minimum of 10% of local appropriation for materials <i>Excellence:</i> 15% - Minimum of \$5.75 per capita appropriated from local sources <i>Excellence:</i> \$11 per capita	- Minimum of 10% of local appropriation for materials <i>Excellence:</i> 15% - Minimum of \$5.75 per capita appropriated from local sources <i>Excellence:</i> \$11 per capita	- Minimum of 10% of local appropriation for materials <i>Excellence:</i> 15% - Minimum of \$5.75 per capita appropriated from local sources <i>Excellence:</i> \$11 per capita
PERSONNEL	- 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	- 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	- Director – CPLM - Beginning salary \$12 an hour <i>Excellence:</i> \$13 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	- Director – CPLM - Beginning salary \$8.50 an hour <i>Excellence:</i> \$9.50 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	.75 Director - CPLM - Beginning salary \$8.00 an hour <i>Excellence:</i> \$9 .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	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	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	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	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	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	- Networks with community groups - Annual image evaluation - Friends of the Library <i>Excellence:</i> Structured volunteer program - Budgeted community relations plan	- Networks with community groups - Annual image evaluation - Friends of the Library <i>Excellence:</i> Structured volunteer program - Budgeted community relations plan	- Networks with community groups - Annual image evaluation - Friends of the Library - Community relations/public awareness addressed in Long Range Plan	- Networks with community groups - Annual image evaluation - Friends of the Library - Community relations/public awareness addressed in Long Range Plan	- 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	▪ 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	▪ 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	▪ 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	▪ 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 <i>*See TN Public Library Statistics for comparisons</i>	▪ 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	▪ 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.	▪ 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.	▪ 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.	▪ 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.	▪ 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	▪ .5 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan	▪ .5 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan	▪ .5 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan	▪ .75 sq. ft. per capita ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan	▪ .75 sq. ft. per capita; minimum 2,000 sq. ft. for full-service ▪ Meets ADA ▪ Maintenance schedule ▪ Disaster preparedness plan