

EXHIBIT B

LOCAL IMPLEMENTATION CHECKLIST

Use as a check to compare how your library is doing against the public library standards. Mark each statement according to the following criteria.

- [1] Achieved
- [2] Working on
- [3] Not yet begun
- [4] Not applicable

ADMINISTRATION STANDARDS

1. The Library has:

a. a board that meets on a regular basis with a written set of bylaws. OR a formal mechanism for community input. [1] [2] [3] [4]

b. one board or community member that is a current member in a professional library organization. [1] [2] [3] [4]

c. an orientation and a handbook for the board or community group. [1] [2] [3] [4]

2. a. The library has a written mission statement. [1] [2] [3] [4]

b. The library has a written long-range plan. [1] [2] [3] [4]

c. The library has a technology plan. [1] [2] [3] [4]

3. The library has written policies and procedures for:

a. ADA compliance [1] [2] [3] [4]

b. Circulation [1] [2] [3] [4]

c. Collection Development/Materials Selection [1] [2] [3] [4]

d. Copyright Compliance [1] [2] [3] [4]

e. Emergencies and Safety [1] [2] [3] [4]

f. Gifts and Special Collections [1] [2] [3] [4]

g. Interlibrary Loan [1] [2] [3] [4]

h. Internet and other technology issues [1] [2] [3] [4]

i. Patron Complaints [1] [2] [3] [4]

j. Personnel [1] [2] [3] [4]

k. Privacy and Confidentiality [1] [2] [3] [4]

l. Public Relations [1] [2] [3] [4]

m. Public Service Hours [1] [2] [3] [4]

n. Rules of Conduct for Library Users [1] [2] [3] [4]

o. Records Retention Schedule consistent with Local Government Records Act [1] [2] [3] [4]

p. Other policies and procedures as appropriate to the library's mission, goals, and facility [1] [2] [3] [4]

(e.g., Exhibits and Displays, Programming, Use of Meeting Rooms and Equipment).

4. The library periodically reviews policies and procedures. [1] [2] [3] [4]

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| 5. The library has a written and publicly posted copyright compliance procedure. | [1] [2] [3] [4] |
| 6. The library reaches out in cooperation and collaboration with: | |
| a. Other libraries | [1] [2] [3] [4] |
| b. Library organizations and consortia | [1] [2] [3] [4] |
| c. Education institutions | [1] [2] [3] [4] |
| d. City/county departments | [1] [2] [3] [4] |
| e. Social agencies | [1] [2] [3] [4] |
| f. Government agencies | [1] [2] [3] [4] |
| g. Business and industry | [1] [2] [3] [4] |
| h. Community-based organizations | [1] [2] [3] [4] |
| i. Volunteers and library advocates | [1] [2] [3] [4] |
| j. Media sources | [1] [2] [3] [4] |
| k. Electronic networks | [1] [2] [3] [4] |
| 7. The library board sends members to continuing education workshop or system meeting. | [1] [2] [3] [4] |
| 8. The library has completed a community analysis. | [1] [2] [3] [4] |
| 9. The library has conducted a patron survey. | [1] [2] [3] [4] |
| 10. The library has a Friends and/or Foundation 501(c)(3) group. | [1] [2] [3] [4] |
| 11. The library director is a current member of a professional library organization. | [1] [2] [3] [4] |

COLLECTION STANDARDS

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| 1. The library provides an adequate number of materials as defined by the collection standards. | [1] [2] [3] [4] |
| a. The collection has 38,854 items. | |
| b. The collection has 1.63 per capita. | |
| 2. The library's collection is used by the community. | [1] [2] [3] [4] |
| a. The circulation per capita is 2.75. | |
| b. The collection turnover rate is 1.69. | |
| 3. The library maintains a current collection. | [1] [2] [3] [4] |
| a. The percentage of the collection less than 5 years old is 34.73%. | |
| b. The entire collection is weeded every 2 years. | |
| 4. The library provides access to electronic resources | |
| a. Internet | [1] [2] [3] [4] |
| b. Full-text databases | [1] [2] [3] [4] |
| c. Licensed full-text databases (paid locally) | [1] [2] [3] [4] |
| d. Remote access to full-text database | [1] [2] [3] [4] |
| 5. The library provides a core reference collection as described in Selecting and Using a Core Reference Collection. | [1] [2] [3] [4] |
| 6. The library provides interlibrary loan services. | [1] [2] [3] [4] |
| 7. The library provides local history materials. | [1] [2] [3] [4] |
| 8. The library digitizes local history materials. | [1] [2] [3] [4] |

FACILITY STANDARDS

1. The library complies with federal, state and local building codes, including ADA and TABA. [1] [2] [3] [4]
2. The library is accessible to individuals with special needs. [1] [2] [3] [4]
3. The library has an emergency manual. [1] [2] [3] [4]
4. The library has a disaster plan. [1] [2] [3] [4]
5. The library has a plan and budget for the maintenance of the building and grounds. [1] [2] [3] [4]
6. The library has convenient and adequate parking based on applicable building codes and anticipated usage. [1] [2] [3] [4]
7. The library has an exterior sign identifying it as a library and is clearly visible from the street. [1] [2] [3] [4]
8. The library features well-designed signs and graphics including the display of International Symbol of Accessibility, where appropriate. [1] [2] [3] [4]
9. The library incorporates changes to existing and future libraries to move toward sustainable buildings. [1] [2] [3] [4]
10. The library has adequate provision for current and future electrical, data, and telephone connections. [1] [2] [3] [4]
11. The library has controlled temperature and humidity for the benefit of staff and users as well as the protection of library materials. [1] [2] [3] [4]
12. The library has adequate interior lighting in all areas. [1] [2] [3] [4]
13. The library has a fireproof receptacle for return of library materials after hours in a safe, well-lit area. [1] [2] [3] [4]
14. The library provides adequate space to meet its service operation and storage needs. [1] [2] [3] [4]
15. The library has adequate noise control. [1] [2] [3] [4]
16. The library has a meeting room used for library programming and for use by community groups, if such is a part of the library's plan. [1] [2] [3] [4]
17. The Library receives input from stakeholders on location, design, and accessibility. [1] [2] [3] [4]
17. The library reviews space needs assessment every five years. [1] [2] [3] [4]

FINANCE STANDARDS

1. The library submits an annual budget. [1] [2] [3] [4]
2. Libraries that are run by a governing board have an independent audit conducted every three years. [1] [2] [3] [4]
3. The library allocates 11% of the operating budget for library materials. [1] [2] [3] [4]
4. The library allocates funds for staff continuing education. [1] [2] [3] [4]
5. The library provides the minimum salary for a starting librarian's position as reported by the Texas Library Association. [1] [2] [3] [4]

MARKETING/PUBLIC RELATIONS STANDARDS

1. The library designs and funds a public relations program using community appropriate approaches to publicity. [1] [2] [3] [4]
2. The library uses visually appealing printed and electronic materials, signage and graphics. [1] [2] [3] [4]
3. The library evaluates the public image of library services, staff and programming through surveys. [1] [2] [3] [4]
4. The library evaluates all policies and procedures in terms of the effect on the public and the library's public relations. [1] [2] [3] [4]
5. The library targets and meets needs of special groups within the community. [1] [2] [3] [4]

ADVOCACY STANDARDS

1. The library develops and educates stakeholders to become advocates. [1] [2] [3] [4]
2. Advocates create and nurture relationships with elected officials. [1] [2] [3] [4]
3. Elected officials are invited to library events. [1] [2] [3] [4]
4. The library is represented at events, hearings, and programs elected officials attend. [1] [2] [3] [4]
5. A communication plan is designed to keep community members, library supporters and advocates informed on legislation affecting libraries. [1] [2] [3] [4]

PERSONNEL STANDARDS

1. The library director fulfills the education requirements. [1] [2] [3] [4]
2. The library has an adequate number of staff. [1] [2] [3] [4]
3. The library has an adequate number of MLS staff. [1] [2] [3] [4]
4. The library director receives the minimum amount of training annually. [1] [2] [3] [4]
5. The staff attends continuing education training annually. [1] [2] [3] [4]

SERVICE STANDARDS

1. The library provides all basic services whenever the library is open to the public. [1] [2] [3] [4]
2. The library is accessible to individuals with special needs. [1] [2] [3] [4]
3. The library has a minimum of 2 Internet-accessible computers. [1] [2] [3] [4]
4. The library has Internet access for staff. [1] [2] [3] [4]
5. The library has an online catalog of holdings. [1] [2] [3] [4]
6. The library has a copy machine for administrative and public use. [1] [2] [3] [4]
7. The library has a telephone and fax machine for administrative use. [1] [2] [3] [4]
8. The library has a system for reserving circulating books. [1] [2] [3] [4]
9. The library has day time and either evening or weekend hours. [1] [2] [3] [4]

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| 10. The library meets the number of hours open as stated in the standards. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 11. The library has a website. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 12. The library provides telephone reference service to all callers for all hours the library is open. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 13. The library provides information in instruction in the use of the library and its materials and equipment. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 14. The library provides reference service via e-mail or fax. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 15. The library presents educational, cultural, and recreational programs that reflect community needs and interests. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 16. The library provides children's programming. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 17. The library provides outreach services. | [1] <input checked="" type="checkbox"/> [3] [4] |

TECHNOLOGY STANDARDS

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| 1. The library provides an adequate number of computers for population served. | <input checked="" type="checkbox"/> [2] [3] [4] |
| 2. The library is consistently considering technological enhancements to current services. | <input checked="" type="checkbox"/> [2] [3] [4] |