

Updated Minimum Standards

- Libraries must comply by January 1, 2021
- First update in 20 years
- Reflect changes in governance, technology, and library use
- Libraries must provide annual assurance
- Libraries must meet to receive local and state funding

Section 254

Standards of library service

Education (EDN)

The regents shall have power to fix standards of library service for every free association, public and hospital library or, with the advice of the appropriate tribal government and library board of trustees, Indian library which receives any portion of the moneys appropriated by the state to aid such libraries, or which is supported in whole or in part by tax levied by any municipality or district. In the case of a hospital library or a library serving a hospital, such standards shall be established in consultation with the commissioner of health. If any such library shall fail to comply with the regents requirements, such library shall not receive any portion of the moneys appropriated by the state for free, hospital or Indian libraries nor shall any tax be levied by any municipality or district for the support in whole or in part of such library.

3 New Standards

→ #9 Programming

→ #13 Technology Training for Library Staff

→ #14 Community Partners

Standard #1: Written Bylaws

“Each library... is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law.”

Standard #1: Written Bylaws

- Define the structure of the Board of Trustees
- Set procedures and ensure continuity
- Need to be reviewed and re-approved every 5 years ★
- Include "Reviewed" or "Approved" dates
- Must be posted on the library's website ★

Standard #2: Long-Range Plan

“Each library... has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff.”

Standard #2: Long-Range Plan

- Plans typically cover 3-5 years
- Designed to help with decision-making
- Clarifies the library's role in the community
- Evaluates the quality of library services
- Establishes funding priorities
- Must be posted on the library's website ★

Standard #3: Report to the Community

“Each library... provides a board-approved, written annual report to the community on the library’s progress in meeting its mission, goals and objectives, as outlined in the library’s long-range plan of service.”

Standard #3: Annual Report to the Community

- Reviews the past year
- Updates the community on the library's progress
- Provides transparency and accountability
- Should include statistics, visuals/infographics, pictures
- Must be posted on the library's website ★

Standard #4: Written Policies

“Each library... has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law.”

Standard #4: Written Policies

- Provide information for staff to do their jobs
- Lay out expectations for the community
- Must be in writing and adopted by the Board in an open meeting
- Need to be reviewed every 5 years ★
- Include "Reviewed" or "Approved" dates
- External policies must be posted on the library's website ★

Standard #5: Written Budget

“Each library... annually prepares and publishes a board-approved, written budget, which enables the library to address the community’s needs, as outlined in the library’s long-range plan of service.”

Standard #5: Written Budget

- Ensures fiscal accountability and transparency
- Joint project between the Board and Director
- Based on the Long-Range Plan
- Forecasts any changes to avoid shortfalls
- Must be posted on the library's website ★

Standard #6: Evaluating Effectiveness

“Each library... periodically evaluates the effectiveness of the library’s programs, services, and collections to address community needs, as outlined in the library’s long-range plan of service.”

Standard #6: Evaluating Effectiveness

- Must demonstrate ongoing assessment of the library's services
- Data collection can include questionnaires, focus groups, 1-on-1 interviews, and observation
- Library staff, library users, non-library users, community leaders, and other stakeholders should be included in surveying efforts
- Must demonstrate that feedback was incorporated into future planning

Standard #7: Hours

“Each library... is open the following hours.”

Population	Minimum Weekly Hours Open
Up to 500	12
500-2,499	20
2,500-4,999	25
5,000-14,999	35
15,000—24,999	40
25,000-99,999	55
100,000 and above	60

Standard #7: Hours

- Chart represents the minimum number of hours a library should be open each week
- Ensures community access
- Library should be open 52 weeks a year
- Library hours should be fixed
- Morning, afternoon, and evening hours should be included
- Hours should be posted, printed, and online

Standard #8: Maintaining a Facility to Meet Community Needs

“Each library... maintains a facility that addresses community needs, as outlined in the library’s long-range plan of service including adequate space, lighting, shelving, seating.”

Standard #8: Maintaining a Facility to Meet Community Needs

- Board needs to regularly evaluate the library's facilities
- Gather input from staff and community
- Master Facility Plan should consider expansion/renovation, regular maintenance, safety/security, workflow, ADA compliance, and sustainability

Standard #9: Programming ★

“Each library... provides programming to address community needs, as outlined in the library’s long-range plan of service.”

Standard #9: Programming ★

- Positions the library as a valuable community partner
- Attracts new users, creates positive publicity, increases service metrics
- Review what has worked, what has not worked, and what the community wants
- Establish goals and objectives
- Plan, publicize, and promote

Standard #10: Technology to Meet Community Needs

“Each library... provides a circulation system that facilitates access to the local library collection and other library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information.”

Standard #10: Technology to Meet Community Needs

- Provides a circulation system that facilitates access to the local library collection and other library catalogs ★
- Provide access to computers, printers, scanners, etc
- Provide access to high-speed WiFi
- Keep a master list of hardware inventory, usernames and passwords, software licensing keys, and vendor/support contact information

Standard #11: Provides Access to Current Library Information

“Each library... provides access to current library information in print and online, facilitating the understanding of library services, operations and governance.”

Standard #11: Provides Access to Current Library Information

- Provides access to current library information in print and online ★
- Include library contact information and hours of operation
- Describe the library, services, and programming
- Must make available draft Board meeting minutes within two weeks of meeting
- Must post ByLaws, Long-Range Plan, Annual Report to the Community, Policies, and Budget on the library's website



Standard #12: Employs a Paid Director

“Each library... employs a paid director in accordance to the provisions of Section 90.8 of this Part.”

	Minimum Education Requirements	
POPULATION	MEMBER OF A PUBLIC LIBRARY SYSTEM	NOT A MEMBER OF A PUBLIC LIBRARY SYSTEM
Below 2,500	No requirement.	No requirement.
2,500 to 4,999	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
5,000 to 7,499	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
7,500 or more	A public librarian's professional certificate.	A public librarian's professional certificate.

Standard #12: Employs a Paid Director

- Ensures consistent, quality service to the community
- Should be compensated based on education and experience
- Include health insurance, paid sick leave, and paid vacation
- Retirement plan and continuing education opportunities are strongly recommended

Standard #13: Technology Training for Staff ★

“Each library... provides library staff with annual technology training, appropriate to their position, to address community needs as outlined in the library’s long-range plan of service.”

Standard #13: Technology Training for Staff ★

- Ensures staff keeps pace with changing technology
- Provides better service to the community
- Recommended 1% of the library's budget is dedicated to staff and trustee training
- Training can include a Professional Development Day, regular Staff Meetings, webinars/online courses, conferences, and library system workshops

Standard #14: Community Partners

“Each library... establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community’s needs, as outlined in the library’s long-range plan of service.”

Standard #14: Community Partners

- Must demonstrate active partnering
- Partnerships should have a goal
- Creates community ties, programming opportunities, and sustainability
- Opportunity for new resources, new services, and new users

Variations

If a library cannot meet a standard it must apply for a variance through its library system

Questions

Resources

- Pioneer Library System
- Handbook for Library Trustees for New York State
- Helping All Trustees Succeed (HATS) webinar series
- NYS Department of Library Development

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