



UPDATED MINIMUM STANDARDS CHECKLIST

All public and association libraries are required to comply with the updated standards by January 1, 2021. All these standards must be addressed in the context of the library's long range plan of service.

You can find more information about these updated standards on page 11 in the Trustee Handbook - <http://www.nysl.nysed.gov/libdev/trustees/handbook/handbook.pdf>

WEBSITE:

- Written bylaws of the board of trustees; reviewed and re-approved at least every five years.
- A community-based, board-approved, written long range plan of service developed by the board and staff.
- A board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives.
- Written policies for the operation of the library, reviewed at least every five years.
- An annual, board-approved budget designed to address community needs as defined in the long range plan.
- Provide access to current library information in print and online to facilitate the community's understanding of library services, operations and governance. Information provided online shall include items 1-5.

LONG-RANGE PLAN:

- Maintain a facility which meets community needs, as outlined in the library's long range plan; including adequate space, lighting, shelving, power and data infrastructure, and a public restroom.
- Provide programming to address community needs.
- Establish and maintain partnerships with educational, cultural or community organizations which will enable the library to address the community's needs; as outlined in the library's long-range plan of service.
- Provide library staff with annual technology training appropriate to their position, in order to address community needs.
- Periodically evaluate the effectiveness of the library's programs, services and collections;

OTHER:

- Maintain hours of service according to a schedule based on population served:

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

- Provide a circulation system that facilitates access to the local library collection and other library catalogs as well as providing equipment, technology, and internet connectivity to address community needs and facilitate access to information.
- Employ a paid director with qualifications based on population served. The minimum education qualifications for library director as established in Commissioner’s Regulation § 90.8.

Population Served By Library	Required Education Level for Director
0 to 2,499	None.
2,500 to 4,999	At least two academic years of full-time study in an approved college or university, or its equivalent.
5,000 to 7,499	A bachelor's degree, or its equivalent.
7,500 or more	A graduate library degree from a library school program which is accredited by the American Library Association or from a library school located within New York State which is registered by the State Education Department, and which entitles the holder to a public librarian's professional certificate. ¹ ¹ Please contact Library Development for more information on provisional certificates, conditional certificates and certificates of qualification which may qualify a person to hold a position as director.

A library in New York State must meet these Minimum Standards in order to be registered to receive public funds. The library board is ultimately responsible for ensuring these minimum standards are met.