**NOTE:  All Libraries applying for any level of Standards recognition must meet the requirements for the Bronze level prior to applying for Silver or Gold levels. Silver level applicants should add the totals for the Bronze and Silver levels to arrive at the cumulative point value. Gold level applicants should add the totals for the Bronze and Gold levels to arrive at the cumulative point value.**

**Bronze Level \_\_\_50 - 60\_\_\_\_ Silver Level \_\_ 91 - 106\_\_ Gold Level \_\_132 - 154\_\_\_**

**Cumulative Tally:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category** | **Bronze** | | **Silver** | | **Gold** | |
|  | **Possible** | **Earned** | **Possible** | **Earned** | **Possible** | **earned** |
| **Facility** | **4** |  | **2** |  | **4** |  |
| **Hours of Operation** | **1** |  | **2** |  | **4** |  |
| **Administration & Governance** | **8** |  | **6** |  | **12** |  |
| **Planning** | **4** |  | **4** |  | **8** |  |
| **Budget** | **5** |  | **4** |  | **8** |  |
| **Staffing & Employee Benefits** | **4** |  | **4** |  | **8** |  |
| **Administrators’ Meetings & Continuing Education** | **2** |  | **4** |  | **8** |  |
| **Promotion and Partnering** | **5** |  | **2** |  | **4** |  |
| **Collection** | **7** |  | **8** |  | **16** |  |
| **Services** | **7** |  | **6** |  | **12** |  |
| **Technology** | **8** |  | **4** |  | **10** |  |
| **POINTS from Categories** | **55** |  | **106**  **(60 +46)** |  | **154**  **(60 +94)** |  |
| **Additional Bonus Points** | **5** |  | **-** |  | **-** |  |
| **TOTAL POINTS** | **60** |  | **106** |  | **154** |  |

**FACILITY**

| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| .3 square feet per capita[[1]](#footnote-1) | 1 |  | **.4 square feet per capita** | 2 |  | **.5 square feet per capita** | 4 |  |
| Meets ADA requirements at time of construction or renovation | 1 |  |  |  |  |  |  |  |
| Signs and hours visibly posted | 1 |  |  |  |  |  |  |  |
| Book return available to Public after hours | 1 |  |  |  |  |  |  |  |
| **Total Points** | **4** |  |  | **2** |  |  | **4** |  |

**HOURS OF OPERATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Open 50 hours per week | 1 |  | **Open 55 hours, at least**  **15 hours after 5PM/weekends** | **2** |  | **60 Hours, at least**  **20 hours after 5PM/weekends** | 4 |  |
| **Total Points** | **1** |  |  | **2** |  |  | **4** |  |

**ADMINISTRATION & GOVERNANCE**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Library is Legally established - State Code §11-90-1 through §11-90-4 and eligible for State Aid.[[2]](#footnote-2) | 1 |  |  |  |  |  |  |  |
| Library Board employs the Library Director, and delegates active management of the library to the Director.[[3]](#footnote-3) | 1 |  | **Board funds continuing education for Director (including workshops and conferences)** | **2** |  | **Board funds continuing education for Director and staff (including workshops and conferences** | 4 |  |
| Director member of Alabama Library Association (ALLA) | 1 |  | **Director and key staff are members of Alabama Library Association (ALLA)** | **2** |  | **Director member of American Library Association (ALA)** | 4 |  |
| Library Board meets at least 4 times per year[[4]](#footnote-4) | 1 |  |  |  |  |  |  |  |
| Board meetings Open to the Public - State Code §13A-14-2 | 1 |  |  |  |  |  |  |  |
| Orientation provided for new Board Members | 1 |  |  |  |  |  |  |  |
| One member of Library Board is member of Alabama Library Association (ALLA) | 1 |  | **All members of Library Board are members of Alabama Library Association (ALLA)** | **2** |  | **One member of Library Board is member of American Library Association (ALA)** | 4 |  |
| Library Services & Policies Manual(s)[[5]](#footnote-5) | 1 |  |  |  |  |  |  |  |
| **Total Points** | **8** |  |  | **6** |  |  | **12** |  |

**PLANNING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Library submits a monthly statistical report | 1 |  |  |  |  |  |  |  |
| Library has a current Long Range Plan covering 5 years on file at APLS | 1 |  | **Patron survey completed within last 3 years** | **2** |  | **Community Analysis[[6]](#footnote-6) completed within last 5 years** | 4 |  |
| Library has Technology Plan on File at APLS | 1 |  | **Prepares annual narrative report using variety of indicators and measures to determine Library’s effectiveness.** | **2** |  | **Publicizes annual report informing community of Library activities and progress in meeting Library’s goals.** | 4 |  |
| Annual evaluation of all plans is conducted and updates are filed with APLS | 1 |  |  |  |  |  |  |  |
| **Total Points** | **4** |  |  | **4** |  |  | **8** |  |

**BUDGET**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Library meets MOE[[7]](#footnote-7) | 1 |  |  |  |  |  |  |  |
| Written itemized and justified annual budget. | 1 |  |  |  |  |  |  |  |
| Official financial statement sent to APLS | 1 |  |  |  |  |  |  |  |
| Minimum of 5% per capita budgeted for materials expenditure\* | 1 |  | **Minimum of 10% per capita budgeted for materials expenditure\*** | 2 |  | **Minimum of 12% per capita budgeted for materials expenditure\*** | 4 |  |
| Minimum of $12.00 per capita from local income (government, paid direct, other) | 1 |  | **Minimum of $15.00 per capita from local income (government, paid direct, other)** | 2 |  | **Minimum of $20.00 per capita from local income (government, paid direct, other)** | 4 |  |
| **Total Points** | **5** |  |  | **4** |  |  | **8** |  |

\*not including staff salaries and benefits

**STAFFING & EMPLOYEE BENEFITS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| 12.0 FTE (Full Time Equivalent) | 1 |  | **0.25 FTE per 1000 population** | 2 |  | **0.5 FTE per 1000 population** | 4 |  |
| Director has MLS | 1 |  | **Director has MLS + 3 years’ administrative experience** | 2 |  | **Director has MLS + 5 years’ administrative experience** | 4 |  |
| Health insurance is provided for all full time employees | 1 |  |  |  |  |  |  |  |
| Employer participates in a retirement system for full time employees | 1 |  |  |  |  |  |  |  |
| **Total Points** | **4** |  |  | **4** |  |  | **8** |  |

**ADMINISTRATORS’ MEETINGS & CONTINUING EDUCATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Director attends 4 professional/continuing education meetings per year | 1 |  | **Director attends 5 professional/continuing education meetings per year** | 2 |  | **Director attends 6 professional/continuing education meetings per year** | 4 |  |
| Professional and paraprofessional staff attend 1 continuing education meeting per year (including in-house training or workshops) | 1 |  | **Professional and paraprofessional staff attend 2 continuing education meetings per year (including in-house training or workshops)** | 2 |  | **ALL staff attend 1 continuing education meeting per year (including in-house training or workshops)** | 4 |  |
| **Total Points** | **2** |  |  | **4** |  |  | **8** |  |

**PROMOTION & PARTNERING**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Handout (brochure, bookmark, flier, etc.) promoting services, hours, resources, and facilities | 1 |  |  |  |  |  |  |  |
| Participates in statewide databases (i.e., AVL, Learning Express, etc.) | 1 |  |  |  |  |  |  |  |
| Participates in 3 cooperative activities with other libraries (i.e., shared in-service, cooperative grant writing, piggybacking on programs and shared resources, etc.) | 1 |  | **Participates in community based networking opportunities (i.e., leadership programs, task force groups, advisory boards to other groups, etc.)** | 2 |  | **Membership by staff, Director or Board in community organizations (i.e., Civic Clubs, Chamber of Commerce, reading clubs, study clubs, etc.)** | 4 |  |
| Promoted within the community by using at least 3 different publicity techniques during the year (i.e., television, radio, newspapers, magazines, etc.) | 1 |  |  |  |  |  |  |  |
| Scholarship opportunities | 1 |  |  |  |  |  |  |  |
| **Total Points** | **5** |  |  | **2** |  |  | **4** |  |

**COLLECTION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| 1.5 items per capita, as defined by State Aid population (includes all formats of material; holdings divided by population) | 1 |  | **2.0 items per capita, as defined by State Aid population (includes all** **formats of material; holdings divided by population)** | 2 |  | **2.5 items per capita , as defined by State Aid population (includes all formats of material; holdings divided by population)** | 4 |  |
| Turnover rate of 1.5 (circulation divided by total holdings) | 1 |  | **Turnover rate of 2.5 (circulation divided by total holdings)** | 2 |  | **Turnover rate of 3.0 (circulation divided by total holdings)** | 4 |  |
| AVL access available for Staff & Patrons | 1 |  |  |  |  |  |  |  |
| Withdraws 3% of collection per year | 1 |  | **Withdraws 4% of collection per year** | 2 |  | **Withdraws 5% of collection per year** | 4 |  |
| 5% of holdings added per year | 1 |  | **7% of holdings added per year** | 2 |  | **10% of holdings added per year** | 4 |  |
| Provides local newspaper(s) for public use in print and/or online | 1 |  |  |  |  |  |  |  |
| 10% of non-fiction collection published within last 5 years | 1 |  |  |  |  |  |  |  |
| **Total Points** | **7** |  |  | **8** |  |  | **16** |  |

**SERVICES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Reference service provided all hours Library is open | 1 |  | **Online/email reference service provided** | 2 |  | Trained reference employee | 4 |  |
| Provides Interlibrary Loan | 1 |  |  |  |  |  |  |  |
| Provides Reader Advisory service | 1 |  | **Online book club or on site book club provided** | 2 |  | Online readers’ advisory service | 4 |  |
| Provides photocopier/ computer printer for the Public | 1 |  |  |  |  |  |  |  |
| Provides Public meeting space | 1 |  | **Internet access is provided in meeting space** | 2 |  | Multiple meeting spaces are provided for Public | 4 |  |
| Audiovisual equipment available for public use | 1 |  |  |  |  |  |  |  |
| Provides at least 5 programs[[8]](#footnote-8) | 1 |  |  |  |  |  |  |  |
| **Total Points** | **7** |  |  | **6** |  |  | **12** |  |

**TECHNOLOGY**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bronze** | **Points Possible** | **Points Earned** | **Silver** | **Points Possible** | **Points Earned** | **Gold** | **Points Possible** | **Points Earned** |
| Library has an automated Public Access Catalog | 1 |  |  |  |  |  |  |  |
| Library has automated circulation system | 1 |  |  |  |  |  |  |  |
| Library has a Public Access Computer(s) with Internet access | 1 |  | **Library has 1 Public Access Computer for every 2,500 population** | 2 |  | **Library catalog is available through remote access** | **4** |  |
| Library has a website | 1 |  | **Library has Registered Name Domain and website** | 2 |  | **Library** **website contains calendar of events for Library and basic information about Library** | **4** |  |
| Library has Public & Staff Internet Access | 1 |  |  |  |  | **Library has free wireless for patron access** | 2 |  |
| Library key staff have email accounts and Internet access | 1 |  |  |  |  |  |  |  |
| Library has a telephone message system[[9]](#footnote-9) | 1 |  |  |  |  |  |  |  |
| Expired Patron records are deleted at least every 5 Years | 1 |  |  |  |  |  |  |  |
| **Total Points** | **8** |  |  | **4** |  |  | **10** |  |

**BONUS POINTS AVAILABLE (The Standards Committee can award up to five (5) bonus points for excellence in library service, not addressed in the aforementioned standards requirements.)**

Please describe or include an attachment describing excellence in library services provided by your library that have not been addressed in the checklist above; **for example**, your library has established a library at a local nursing home, prison or detention center, offers specialized programming for literacy training for adults, checks out technology to patrons, or is otherwise outstanding in services and programming provided to your area.

1. Square footage is defined as usable space under the roof line or/and usable space under roof line of main library and branches. [↑](#footnote-ref-1)
2. Appendix A Rules and Regulations for Supplemental State Aid to Public Libraries. (<http://www.alabamaadministrativecode.state.al.us/docs/lib/520-2-2.pdf>) [↑](#footnote-ref-2)
3. Board members must not be involved in the day-to-day operation of the library. [↑](#footnote-ref-3)
4. Librarian or Library Director should be in attendance at these Board meetings. Written signed minutes should be made available to the public.

   Board meetings are open to the public in accordance with Ala. Code §13A-14-2 (1975). [↑](#footnote-ref-4)
5. Written policy manual(s) must be available to the public for review and reviewed and revised at least every 3 years. Appendix B is a list of sample policies for the Personnel

   Policies manual and Appendix C is a list of policies for the Library Services Policies manual.

   (<http://webmini.apls.state.al.us/apls_web/apls/apls/docs/publications/Handbook%20of%20Best%20Practices3.pdf>) [↑](#footnote-ref-5)
6. Library Community Study should include the following elements: degree of community awareness of library services; community information needs and wants; demographic analysis; and provision for community input. [↑](#footnote-ref-6)
7. MOE = Maintenance of Effort; annual library appropriation of non-capital funds from local sources meets or exceeds the preceding year; and

   the annual expenditure of local funds meets or exceeds the expenditures of the preceding year. [↑](#footnote-ref-7)
8. These programs should be appropriate to the Library’s role in the community (i.e., summer reading, story time, writer’s club, book clubs,

   computer classes, ESL classes, teen programs, programs for special needs patrons, homeschoolers, employment literacy and cultural events.) [↑](#footnote-ref-8)
9. Telephone message system should provide service hours and promote special events after hours (may be answering machine, voice mail or

   other technology). [↑](#footnote-ref-9)