

1. Please provide the following information for your library.

Library Name: - Madison County Public Library

County: - Madison

Contact Name: - Ruthie Maslin

Phone: - 859-623-6704

Email: - Rmaslin@madisonlibrary.org

Population (A2 on Annual Report): - 82,916

2. PRIVACY OPTION: Are you willing to share your library's results with other Kentucky Public Libraries? Answering "No" will not affect your score in any way.

Yes

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1. 1.1.1 The Board has approved Bylaws.

Yes

2. 1.1.2 The Board employs a Director who holds an appropriate certificate of librarianship issued by the Kentucky State Board for the Certification of Librarians.

Yes

3. 1.1.3 Board appointments and terms are in accordance with the Kentucky Revised Statutes under which they were established.

Yes

4. 1.1.4 Vacancies are filled within 90 days of vacancy. The Board elects officers at least every two years.

Yes

5. 1.1.5 The Board meets monthly at a regular day and time and in a physically accessible location.

Yes

6. 1.1.6 Board meetings are conducted as open meetings in accordance with KRS 61.80-61.850.

Yes

7. 1.1.7 The Library provides public access to board meeting minutes, financial statements, budgets, annual reports, policies and other documents in accordance with KRS 61.870-61.884.

Yes

8. 1.1.8 The Board and Director comply with statutory reporting requirements of local, state, and federal agencies and the Kentucky Department for Libraries and Archives (KDLA).

Yes

9. 1.1.9 The Board and administrative staff are familiar with and in compliance with federal, state, and local laws which affect library operations, such as minimum wage, hiring practices, unemployment compensation, privacy, accessibility, open records, etc.

Yes

10. 1.1.10 The Director monitors statutory changes and recommends any policy changes needed to maintain legal library operations.

Yes

11. 1.1.11 The Board has approved bylaws that are reviewed at least every three years.

No

12. 1.1.12 Board membership represents a broad spectrum of community interests, occupations, and geographic areas. The Board reflects the demographics of the population served by the library including age, gender, and race.

Yes

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1. 1.2.1 The Board approves written policies for all aspects of library service and operation. The Director develops procedures for implementation of the policies and manages daily operation.

Yes

2. 1.2.2 The Board provides for the continuing education of the Director including payment for workshop/conference attendance and membership in the Kentucky Library Association [KLA].

Yes

3. 1.2.3 The Director attends at least one state, regional, or national library conference each year.

Yes

4. 1.2.4 The Board conducts annual performance evaluations of the Director.

No

5. 1.2.5 New Board members receive an orientation that includes a review of Board bylaws, policies and practices, a description of library policies and services, and a tour of library facilities. They also receive a copy of the Kentucky Public Library Trustee Manual.

Yes

6. 1.2.6 The Director is present at all board meetings.

Yes

7. 1.2.7 The Director prepares monthly reports for the Board to keep them advised of library operations including programs and services, statistics, and personnel, as well as external factors affecting libraries, such as state or federal legislation.

Yes

8. 1.2.8 Board members participate in continuing education activities such as those offered by KDLA, KLA, and the Kentucky Library Trustees Roundtable.

No

9. 1.2.9 The Board employs a Director with a Master's Degree in Library Science (MLS/MLIS).

Yes

10. 1.2.10 The Library pays for membership in the American Library Association/Public Library Association [ALA/PLA] for the Director.

Yes

11. 1.2.11 The Library recognizes the importance of continuing education for its board members by providing membership in KLA/KLTRT and paying expenses for attendance at workshops and conferences.

No

12. 1.2.12 All Board members are working toward trustee certification from the Kentucky State Board for the Certification of Librarians OR two or more Board members participate in at least one continuing education activity during year.

No

13. 1.2.13 Board members, the Director, and key library staff are actively involved in community organizations such as Kiwanis, Lions, Rotary, Chamber of Commerce, planning committees, historical societies, and other nonprofit organizations.

Yes

14. 1.2.14 The Board and Director keep local, state, and federal elected officials informed of legislation (as identified by the KPLA Advocacy Committee and ALA) affecting library funding and educated about needed appropriations.

Yes

15. 1.2.15 The Board employs a Director with a Masters Degree in Library Science (MLS/MLIS) and at least five years of public library experience.

Yes

16. 1.2.16 The Board actively recruits candidates for board membership with expertise needed for future library development, such as legal, marketing, and insurance expertise, or to represent a specific segment of the population.

Yes

17. 1.2.17 The Board and Director regularly participate in KPLA advocacy activities.

Yes

18. 1.2.18 The Board and Director participate in national issues, such as Intellectual Freedom and Censorship, supporting libraries by communicating with their legislators.

No

19. 1.2.19 All Board members hold trustee certification from the Kentucky State Board for the Certification of Librarians OR all Board members participate in at least one continuing education activity during the year.

No

20. 1.2.20 The Board will appoint a representative to participate on the KLTRT.

No

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1. 1.3.1 The Board maintains or increases the library's financial support each year.

Yes

2. 1.3.2 The Director and/or budget committee prepare an annual budget with input from board members and staff. The budget includes line items for personnel, collection, operations, and capital outlay. The Board approves the budget and files it in accordance with the Kentucky Revised Statutes.

Yes

3. 1.3.3 The Library's finances, including all funds received and expended, are audited as required by Kentucky Revised Statutes.

Yes

4. 1.3.4 The Library complies with applicable federal, state, and local purchasing regulations.

Yes

5. 1.3.5 The Board maintains appropriate insurances including property, liability, unemployment, workers' compensation.

Yes

6. 1.3.6 The Library maintains a three month reserve of salaries and benefits.

Yes

7. 1.3.7 The Library regularly applies for federal, state, or special grants, or seeks private support to provide for enhancements to basic services.

Yes

8. 1.3.8 The Library maintains a reserve of three months' operating expenses.

Yes

9. 1.3.9 The Library exceeds the state average for per capita income as reported in the most current Statistical Report of Kentucky Public Libraries (available on KDLA's website).

No

10. 1.3.10 The Board works with the community to establish and maintain a foundation or endowment to provide funding for enhancements to basic services.

No

11. 1.3.11 The Library maintains a reserve of six months' operating expenses.

Yes

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1. 1.4.1 The Library has completed a recognized strategic planning process, such as PLA's Strategic Planning for Results, that is based on a review and assessment of community needs. The plan has been approved by the Board.

Yes

2. 1.4.2 The strategic plan includes a statement that describes the purpose and priorities of the library, its service goals, measurable objectives, and a timetable for implementation.

Yes

3. 1.4.3 Community stakeholders have received a copy of the written plan.

Yes

4. 1.4.4 The budget reflects the priorities selected during the strategic planning process.

Yes

5. 1.4.5 The Director is given authority to expend funds as budgeted to operate the library and implement the strategic plan.

Yes

6. 1.4.6 The strategic plan is reviewed and updated annually by the Director and the Board to monitor progress to insure the plan's continued relevance and allocate or reallocate resources as required.

Yes

7. 1.4.7 The strategic plan is based on a needs assessment completed within the last five years that included community input on hours, services, programs, and collections.

Yes

8. 1.4.8 The Library's strategic plan is accessible on the Library's Web site.

No

9. 1.4.9 The Board receives a quarterly update of the library's progress in meeting the plan's goals and objectives from the Director.

No

10. 1.4.10 The strategic plan is based on a needs assessment completed within the last three years that included community input on hours, services, programs, and collections.

Yes

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1. 1.5.1 The Board has adopted Board policies including such topics as: conflict of interest, ethics, media communications, etc.

No

2. 1.5.2 The Board has adopted personnel policies including such topics as: hiring, evaluation, salary, retirement, employee conduct, etc.

Yes

3. 1.5.3 The Board has adopted circulation policies including such topics as: loan periods, fines, overdues, etc.

Yes

4. 1.5.4 The Board has adopted collection development policies including such topics as: intellectual freedom, gifts and donations, weeding, etc.

Yes

5. 1.5.5 The Board has adopted facility use policies including such topics as: accessibility, displays, meeting room use, etc.

Yes

6. 1.5.6 The Board has adopted public safety policies including such topics as: unattended children, inappropriate behavior, emergency and disaster, etc.

Yes

7. 1.5.7 The Board reviews all policies at least every five years, updating as needed.

No

8. 1.5.8 The Board reviews all policies at least every three years, updating as needed.

No

9. 1.5.9 The Board reviews all policies every year, updating as needed

No

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1. 2.1.1 At least 50% of the library's total operating expenditures are personnel expenditures. [Is Annual Report line C16 \geq line C36 x .5?]

Yes

2. 2.1.2 The Library employs at least one FTE staff person per 4000 people in the service area. [Is Annual Report line J9 \geq line A2 \div 4000?]

Yes

3. 2.1.3 All full-time employees who provide library information services are working toward certification from the Kentucky State Board for the Certification of Librarians.

Yes

4. 2.1.4 A minimum of two employees are on duty during all service hours, one of them certified.

No

5. 2.1.5 The library staff reflects the demographic makeup of the community.

No

6. 2.1.6 The Library employs at least one FTE staff person per 3000 people in the service area. [Is Annual Report line J9 \geq line A2 \div 3000?]

Yes

7. 2.1.7 At least 15% of the full time staff has an MLS/MLIS degree.

Yes

8. 2.1.8 All full-time employees who provide library information services hold the certification from the Kentucky State Board for the Certification of Librarians.

No

9. 2.1.9 Each area of public service has certified staff available during all library hours.

No

10. 2.1.10 New staff orientation includes diversity awareness.

No

11. 2.1.11 The Library employs at least one FTE staff person per 2000 people in the service area. [Is Annual Report line J9 \geq line A2 \div 2000?]

No

12. 2.1.12 At least 20% of the full-time staff have an MLS/MLIS degree.

No

13. 2.1.13 All part-time employees who provide library information services hold certification from the Kentucky State Board for the Certification of Librarians.

No

14. 2.1.14 Each area of public service has at least one employee classified as “professional” or who holds Professional certification on duty during all library hours.

No

15. 2.1.15 The Library will provide diversity training to the staff every two years.

Yes

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1. 2.2.1 The Library has written and adopted at least 50% of the personnel policies listed: BENEFITS: Bereavement, FMLA, Holiday, Insurance, Jury/Witness Duty, Leave Without Pay, Military Leave, Personal/Sick Leave, Retirement/401K, Vacation Leave, Voting Leave COMPENSATION: Compensation Program Review, Pay Periods/Paychecks/Direct Deposit, Payroll Deductions/Garnishments, Time Reporting & Overtime (FLSA), Travel & Other Business Expenses (such as Continuing Education, Conference & Meetings, Education Assistant/Tuition Reimbursement, Expense Reimbursement, Mileage Reimbursement, and Professional Memberships) CONDUCT & PERFORMANCE: Background Checks, Conflict Resolution/Grievance Procedure, Performance Improvement Process, Sexual/Workplace Harassment, Substance Abuse EMPLOYMENT: American with Disabilities (ADA), At Will Policy Statement, Employment Classifications, Equal Opportunity Employment (EOE), Performance Appraisals, Recruitment Practices, Termination of Employment HEALTH & SAFETY: Emergency Situations, Violence & Weapons, Work Safety/OSHA, Workers' Compensation WORKPLACE: Absenteeism & Tardiness, Company Records, Conflicts of Interest, Dress Code, E-mail & Internet, Employee Privacy/Confidentiality, Employment of Relatives, Motor Vehicles, Public Relations/Media, Rest & Meal Periods, Smoking Restrictions, Telephone/Cell Phone Use, Visitors in the Workplace, Work Schedule OTHERS: Religious Accommodations/Absences, Social Networking, Volunteers

Yes

2. 2.2.2 The Library has written ADA-AA compliant job descriptions for each position that include job duties, education and experience requirements.

Yes

3. 2.2.3 A member of Library administration attends employment law training annually.

Yes

4. 2.2.4 All employees receive an annual performance review.

No

5. 2.2.5 The Library has written and adopted all of the personnel policies recommended below: BENEFITS: Bereavement, FMLA, Holiday, Insurance, Jury/Witness Duty, Leave Without Pay, Military Leave, Personal/Sick Leave, Retirement/401K, Vacation Leave, Voting Leave COMPENSATION: Compensation Program Review, Pay Periods/Paychecks/Direct Deposit, Payroll Deductions/Garnishments, Time Reporting & Overtime (FLSA), Travel & Other Business Expenses (such as Continuing Education, Conference & Meetings, Education Assistant/Tuition Reimbursement, Expense Reimbursement, Mileage Reimbursement, and Professional Memberships) CONDUCT & PERFORMANCE: Background Checks, Conflict Resolution/Grievance Procedure, Performance Improvement Process, Sexual/Workplace Harassment, Substance Abuse EMPLOYMENT: American with Disabilities (ADA), At Will Policy Statement, Employment Classifications, Equal Opportunity Employment (EOE), Performance Appraisals, Recruitment Practices, Termination of Employment HEALTH & SAFETY: Emergency Situations, Violence & Weapons, Work Safety/OSHA, Workers' Compensation WORKPLACE: Absenteeism & Tardiness, Company Records, Conflicts of Interest, Dress Code, E-mail & Internet, Employee Privacy/Confidentiality, Employment of Relatives, Motor Vehicles, Public Relations/Media, Rest & Meal Periods, Smoking Restrictions, Telephone/Cell Phone Use, Visitors in the Workplace, Work Schedule OTHERS: Religious Accommodations/Absences, Social Networking, Volunteers

No

6. 2.2.6 The Library makes available to all staff a written personnel policy manual approved by the Board.

Yes

7. 2.2.7 The Library designates a staff member responsible for Human Resource services OR employs at least 0.5 FTE Human Resource Specialist per 50 employees.

Yes

8. 2.2.8 The Library maintains written policies and job descriptions for volunteers.

Yes

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1. 2.3.1 The Library offers comparable salaries to those of county, municipal, school, academic and private workers in the community.

Yes

2. 2.3.2 The Library provides paid vacation, holiday, and sick leave to all full time employees.

Yes

3. 2.3.3 The Library offers comparable salaries to those of public libraries in similar communities in the state.

Yes

4. 2.3.4 The Library provides health insurance and a retirement plan for all full time employees.

Yes

5. 2.3.5 The Library offers comparable salaries to those of similar public libraries nationwide.

No

6. 2.3.6 The Library offers a variety of additional benefits such as dental, vision, life, or disability insurance.

Yes

7. 2.3.7 The Library offers selected benefits to part time employees.

Yes

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1. 2.4.1 Employees are provided release time and all costs are paid for continuing education activities required for obtaining or renewing required certification.

Yes

2. 2.4.2 The Library provides an orientation and training program for all new employees.

Yes

3. 2.4.3 The Library provides regular in-house opportunities for ongoing staff development.

Yes

4. 2.4.4 The Library designates a staff member to train volunteers and insures that all volunteers are properly trained.

Yes

5. 2.4.5 The Library pays for membership in KLA/KPLA for all full-time employees classified as “professional” or who hold Professional certification. Participation in KLA/KPLA activities is encouraged and supported with funding and release time.

Yes

6. 2.4.6 The Library provides at least one in-house training activity for all staff per quarter.

Yes

7. 2.4.7 The Library offers at least a partial tuition reimbursement program for certified staff obtaining a Master’s Degree in Library Science.

No

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1. 3.1.1 The Library has a written, board-approved collection development policy, updated within the past five years, that supports the priorities and goals of the library’s strategic plan. The policy includes:• Intellectual freedom statement• Selection and weeding criteria for all collections and formats• Policy for accepting gifts and donations• Policy for handling challenges to materials

No

2. 3.1.2 The Library has a procedure for addressing customer requests to add materials to the collection.

Yes

3. 3.1.3 The Library places orders at regular intervals throughout the year to insure a steady flow of new materials.

Yes

4. 3.1.4 All materials are cataloged using Anglo-American Cataloging Rules, 2nd Ed. (AACR2) and, if automated, Machine Readable Catalog (MARC) format, or currently recognized standards.

Yes

5. 3.1.5 The entire library collection is weeded at least every three years.

Yes

6. 3.1.6 The Library utilizes at least two professionally recognized review sources such as Booklist or Library Journal for material selection.

Yes

7. 3.1.7 The Library utilizes electronic resources in selecting materials.

Yes

8. 3.1.8 The entire library collection is weeded at least every two years.

No

9. 3.1.9 The entire library collection is weeded annually.

No

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1. 3.2.1 The Library spends at least \$2.25 per capita for collection materials. [Is Annual Report line C6 ÷ line A2 ≥ \$2.25?]

Yes

2. 3.2.2 The number of items in the library's non-print collection is at least 4% of the total materials collection.

Yes

3. 3.2.3 The Library adds and withdraws at least 3% of its circulating collection each year.

Yes

4. 3.2.4 At least 15% of the items in the library's circulating collection were published in the last five years. [Excluding non-circulating material.]

Yes

5. 3.2.5 The Library spends at least \$4.50 per capita for collection materials. [Is Annual Report line C6 ÷ line A2 ≥ \$4.50?]

No

6. 3.2.6 The number of items in the library's non-print collection is at least 6% of the total materials collection.

Yes

7. 3.2.7 The Library provides remote access to databases to meet local demand for information, excluding those provided by KYVL.

Yes

8. 3.2.8 The Library adds and withdraws at least 4% of its circulating collection each year.

Yes

9. 3.2.9 At least 25% of items in the library's circulating collection were published in the last five years. [Excluding non-circulating material.]

Yes

10. 3.2.10 The Library provides materials for special population groups such as foreign language speakers, home school families, and adult new readers.

Yes

11. 3.2.11 The Library provides materials in a variety of formats to insure equal access for customers of all ages with disabilities. Examples include large print books, books in Braille, unabridged audio books, closed-captioned/described/signed videos.

Yes

12. 3.2.12 The Library provides access to downloadable materials such as eBooks, eAudios, and/or eVideos.

Yes

13. 3.2.13 The Library spends at least \$6.75 per capita for collection materials. [Is Annual Report line C6 ÷ line A2 ≥ \$6.75?]

No

14. 3.2.14 The number of items in the library's non-print collection is at least 8% of the total materials collection.

Yes

15. 3.2.15 The Library adds and withdraws at least 5% of its circulating collection each year.

Yes

16. 3.2.16 At least 30% of items in the library's circulating collection were published in the last five years. [Excluding non-circulating material.]

Yes

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1. 4.1.1 The Library allows customers to renew and reserve materials, in person and by phone, during all library service hours.

Yes

2. 4.1.2 The Library provides reference services, in person and by phone, during all library service hours.

Yes

3. 4.1.3 The Library provides reader's advisory services, in person and by phone, during all library service hours.

Yes

4. 4.1.4 The Library participates in interlibrary loan with other Kentucky libraries. Customers are offered interlibrary loan service whenever materials are not available locally

Yes

5. 4.1.5 The Library provides a regular schedule of programming for children.

Yes

6. 4.1.6 The Library hosts field trips, tours, and/or class visits.

Yes

7. 4.1.7 The Library provides a photocopier or scanner for public use. Copyright restrictions are posted as appropriate.

Yes

8. 4.1.8 The Library provides reference services via email.

Yes

9. 4.1.9 The Library provides a regular schedule of programming for adults.

Yes

10. 4.1.10 The Library provides a regular schedule of programming for young adults.

Yes

11. 4.1.11 The Library visits local elementary schools to promote the summer reading program.

Yes

12. 4.1.12 The Library regularly submits its bibliographic records and holdings to OCLC in support of interlibrary loan [Kentucky Resource Sharing Program administered by KDLA].

No

13. 4.1.13 The Library provides audiovisual equipment such as a screen, LCD projector, overhead projector, and DVD equipment for public use in the meeting room.

Yes

14. 4.1.14 The Library provides formal instruction in the use of library resources and equipment to school classes and community groups.

Yes

15. 4.1.15 The Library makes space available for meetings and exhibits.

Yes

16. 4.1.16 The Library provides a regular schedule of programming for target populations such as older adults, homeschool families, and specific ethnic groups.

Yes

17. 4.1.17 The Library considers community demographics, the mission of the library, and the availability of programming from other organizations in the community when planning programs.

Yes

18. 4.1.18 The Library regularly partners with other social, cultural, and recreational organizations in the community to offer programs.

Yes

19. 4.1.19 Basic library publications are translated into predominant community languages.

No

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1. 4.2.1 The Library system offers at least the following number of unduplicated hours:• 35 unduplicated hours for population of 0-39,999• 48 unduplicated hours for population of 40,000-74,999• 60 unduplicated hours for population of 75,000 and up

Yes

2. 4.2.2 The Library offers at least the following number of evening and weekend hours:• 3 Evening & 4 Weekend hours for population 0-39,999 • 6 Evening & 6 Weekend hours for population 40,000-74,999• 9 Evening & 8 Weekend hours for population 75,000 and up NOTE: Evening hours are after 5pm & Weekend hours are Saturday & Sunday hours.

Yes

3. 4.2.3 The Library has automated recordings in use during closed hours to inform the public of the library's service hours.

Yes

4. 4.2.4 The Library provides a method to return materials 24 hours a day.

Yes

5. 4.2.5 The Library provides public programs free of charge and in physically accessible locations.

Yes

6. 4.2.6 The Library has a plan to provide materials and services to all residents of the service area which may include homebound service, deposit collections, bookmobile service, books by mail, and/or programs outside the library.

Yes

7. 4.2.7 The Library provides a cellular phone for staff providing outreach services.

Yes

8. 4.2.8 The Library system offers at least the following number of unduplicated hours:• 40 unduplicated hours for population of 0-39,999• 54 unduplicated hours for population of 40,000-74,999• 65 unduplicated hours for population of 75,000 and up

No

9. 4.2.9 The Library offers at least the following number of evening and weekend hours:• 6 Evening & 8 Weekend hours for population 0-39,999• 9 Evening & 8 Weekend hours for population 40,000-74,999• 12 Evening & 8 Weekend hours for population 75,000 and up NOTE: Evening hours are after 5pm & Weekend hours are Saturday & Sunday hours.

Yes

10. 4.2.10 The Library system offers at least the following number of unduplicated hours:• 48 unduplicated hours for population of 0-39,999• 60 unduplicated hours for population of 40,000-74,999• 70 unduplicated hours for population of 75,000 and up

No

11. 4.2.11 The Library offers at least the following number of evening and weekend hours:• 12 Evening & 12 Weekend hours for population 0-39,999• 15 Evening & 12 Weekend hours for population 40,000-74,999• 18 Evening & 12 Weekend hours for population 75,000 and up NOTE: Evening hours are after 5pm & Weekend hours are Saturday & Sunday hours.

No

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1. 4.3.1 Library furniture, equipment and shelving are arranged to meet minimum ADA standards for aisle width [36"] and wheelchair access [27" knee clearance].

Yes

2. 4.3.2 The Library maintains a collection of low-tech assistive devices such as magnifiers, boldwrite pens, etc.

Yes

3. 4.3.3 All library buildings have at least one public computer workstation that is wheelchair accessible.

Yes

4. 4.3.4 The Library provides the necessary accommodations to enable customers with disabilities to participate in programs and advertises such accommodations in the program announcement.

Yes

5. 4.3.5 The Library promotes the services of the Kentucky Talking Book Library [KTBL] using flyers, posters and verbal recommendations. Applications for KTBL are available at the library.

Yes

6. 4.3.6 All library buildings offer multiple public computer workstations that are wheelchair accessible.

Yes

7. 4.3.7 The Library insures that the community is aware of its special accessibility services/features by regularly publicizing them through handouts, press releases, etc.

No

8. 4.3.8 The Library web page is designed to meet the Web Content Accessibility Guidelines published by the Web Accessibility Initiative [WAI] of the World Wide Web Consortium [W3C]. [For guidelines, visit www.w3.org/WAI]

No

9. 4.3.9 The Library has a TTY/TDY machine to permit access to people with hearing disabilities and staff trained in its use.

No

10. 4.3.10 The Library provides Closed Circuit Television [CCTV] for high magnification of printed materials.

No

11. 4.3.11 The Library provides at least one universally accessible computer workstation for customers with disabilities.

No

12. 4.3.12 The Library provides interpreting services at all major events and at other programs where the need is anticipated.

No

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1. 4.4.1 The Library provides staff trained to assist customers with the Internet, Online Public Access Computers [OPAC], online databases and other electronic resources during all hours the library is open.

Yes

2. 4.4.2 The Library provides staff trained in reference work, including reference work with children, during all hours the library is open.

Yes

3. 4.4.3 The Library provides a trained children's specialist with appropriate certification in each of its facilities.

Yes

4. 4.4.4 The Library provides staff trained in reader's advisory services during all hours the library is open.

Yes

5. 4.4.5 The Library provides staff trained to assist customers with disabilities in the effective use of assistive devices and adaptive software used in the library.

No

6. 4.4.6 The Library provides a trained young adult specialist with appropriate certification on its staff.

No

7. 4.4.7 The Library provides multilingual staff reflective of predominant community languages.

No

8. 4.4.8 The Library provides a reference librarian with an MLS or equivalent in each library facility during all hours the library is open.

No

9. 4.4.9 The Library provides a youth services librarian in each library facility during all hours the library is open.

No

10. 4.4.10 The Library provides staff who can communicate in American Sign Language [ASL].

No

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1. 5.1.1 The Library provides adequate total square footage of floor space for its service population [To figure per capita: Annual Report line I3 ÷ line A2]:• 7,000 SF or .7 SF, whichever is greater, for population less than 25,000• 17,500 SF or .6 SF, whichever is greater, for population 25,000 or more

No

2. 5.1.2 The Library provides designated space for children's service and materials.

Yes

3. 5.1.3 The Library meets the state standard of at least one parking space per 500 square feet of library space. [Is # of parking spaces \geq Annual Report line I3 \div 500?]

Yes

4. 5.1.4 The Library has up-to-date wiring and adequate access to electrical and data outlets to support current technology.

Yes

5. 5.1.5 The Library has enough space to plan, prepare, and deliver programming called for by its strategic plan without affecting other library services.

Yes

6. 5.1.6 The Library has an area for staff breaks that is physically and visually separated from any staff work spaces.

Yes

7. 5.1.7 The Library provides at least eight tenths (0.8) of a square foot of library space per capita. [Is Annual Report line I3 \div A2 \geq .8?]

No

8. 5.1.8 The library provides designated space for young adult services and materials.

Yes

9. 5.1.9 The Library provides at least one parking space per 400 square feet of library space. [Annual Report line I3 \div # of parking spaces]

Yes

10. 5.1.10 The Library provides a public meeting room.

Yes

11. 5.1.11 The Library provides at least one (1) square foot of library space per capita. [Is Annual Report line I3 \div A2 \geq 1.0?]

No

12. 5.1.12 The Library provides at least one parking space per 300 square feet of library space. [Is the # of parking spaces \geq Annual Report line I3 \div 300?]

No

13. 5.1.13 The Library has a current plan for anticipated facility renovation, expansion, and/or construction.

Yes

14. 5.1.14 The Library provides an inviting and flexible environment with adequate space for quiet study, play, and programs.

Yes

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1. 5.2.1 Library facilities meet all applicable building, fire, and safety codes.

Yes

2. 5.2.2 The Library has conducted an accessibility assessment and library facilities comply with applicable standards of the Americans with Disabilities Act (ADA). [For an accessibility checklist, go to www.ada.ky.gov]

Yes

3. 5.2.3 The exterior of the building is appropriately lighted and identified with signs clearly visible from the street.

Yes

4. 5.2.4 Hours of library service are posted at each public entrance.

Yes

5. 5.2.5 Interior signs identify the library's service areas and collections.

Yes

6. 5.2.6 The Library has a schedule for regular maintenance of the building and grounds.

Yes

7. 5.2.7 The parking areas and entrances are lighted well enough, with no pools of deep shadow, to provide safe entry and exit (about three foot candles).

Yes

8. 5.2.8 The Library entrance includes a manually operated automatic door opener.

No

9. 5.2.9 The Library maintenance plan includes a schedule for refurbishing existing facilities including: carpet, painting, furniture replacement, HVAC, and other equipment. The maintenance plan also includes an explicit, written financial plan for paying for the work.

No

10. 5.2.10 The Library has an electronic building security system.

Yes

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1. 6.1.1 The Library has a written, Board-approved, technology plan that addresses the implementation and maintenance of all hardware, software, and network equipment. [KDLA's Technology Plan information can be found at: <http://kdla.ky.gov/librarians/programs/Pages/AutomationandTechnology.aspx>.]

No

2. 6.1.2 The technology plan includes provisions for the proper disposal of all used equipment.

No

3. 6.1.3 The technology plan is reviewed every three years and is filed with the appropriate staff at KDLA.

No

4. 6.1.4 The Library allocates sufficient funds to maintain, upgrade, and replace hardware and software on a regular schedule.

Yes

5. 6.1.5 The Library has a dedicated Internet connection that supports simultaneous use by multiple workstations.

Yes

6. 6.1.6 The Library spends 0.5% of its total operating expenditures on technology annually. [Includes replacing equipment, providing internet access, website maintenance, security, automation system, and back up services.]

Yes

7. 6.1.7 The Library has a schedule and allocates funds to replace or upgrade computer equipment every five years.

Yes

8. 6.1.8 The Library has a local area network [LAN] linking all workstations as appropriate.

Yes

9. 6.1.9 The Library provides a dedicated Internet connection that supports simultaneous use by all computer workstations while running intensive broadband applications.

Yes

10. 6.1.10 The Library provides wireless Internet access to its patrons at all locations.

Yes

11. 6.1.11 The Library spends 1% of its total operating expenditures on technology annually. [Includes replacing equipment, providing internet access, website maintenance, security, automation system, and back up services.]

Yes

12. 6.1.12 The Library has a schedule and allocates funds to replace computer equipment every four years.

Yes

13. 6.1.13 All public and staff computers have a current version of the operating system software [e.g. Windows or Linux].

No

14. 6.1.14 The Library spends 2% of its total operating expenditures on technology annually. [Includes replacing equipment, providing internet access, website maintenance, security, automation system, and back up services.]

Yes

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1. 6.2.1 The Library has anti-virus protection installed on servers and workstations and checks regularly for virus updates.

Yes

2. 6.2.2 The Library monitors and protects its network with appropriate security measures such as firewalls and authentication processes.

Yes

3. 6.2.3 Workstations receive regular maintenance including removal of unauthorized software, cookies, and temporary files.

Yes

4. 6.2.4 Operating systems and application software are regularly kept up-to-date with critical updates and patches.

Yes

5. 6.2.5 Backups are conducted on a regular basis. Copies of the backups are stored in a fireproof location off site.

No

6. 6.2.6 The Library houses network and server equipment in a non-public, secured area.

Yes

7. 6.2.7 The Library maintains an accurate inventory of all computer equipment.

Yes

8. 6.2.8 The Library houses the computer servers in a separate room with separate climate control.

No

9. 6.2.9 The Library houses network equipment, such as servers, hubs, and routers, in a secure [lockable], climate-controlled room specially equipped for the purpose, e.g. isolated ground circuits and data racks.

No

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1. 6.3.1 The Library has an integrated library system [ILS], or is part of a shared ILS, that includes an online catalog, circulation and cataloging.

Yes

2. 6.3.2 The Library provides access to the Kentucky Virtual Library (KYVL).

Yes

3. 6.3.3 The Library provides at least one public access workstation per 2500 population. Laptops that can be circulated may be counted as workstations. [Is # of public access workstation $\geq A2 \div 2500$?]

Yes

4. 6.3.4 The Library has a formally adopted Internet Acceptable Use policy which is reviewed annually.

Yes

5. 6.3.5 If the Library filters Internet content, it has a policy and procedure in place to allow customers unfiltered access to legitimate information.

No

6. 6.3.6 The Library provides remote access to online databases.

Yes

7. 6.3.7 The Library maintains a Web page that includes Library hours, phone numbers, services, and other basic information. The Web page is updated at least monthly.

Yes

8. 6.3.8 Customers can remotely review their accounts, including items checked out and money owed, renew items, and place holds on items.

Yes

9. 6.3.9 The Library provides remote access to the library's catalog 24 hours per day, seven days per week.

Yes

10. 6.3.10 The Library provides at least one public access workstation per 2000 population. Laptops that can be circulated may be counted as workstations. [Is # of public access workstation \geq Annual Report line A2 \div 2000?]

Yes

11. 6.3.11 The Library provides an integrated Web site with interactive content, such as program registration, meeting room reservations, and customer initiated interlibrary loan.

No

12. 6.3.12 The Library provides access to online distance learning and/or video conferencing.

No

13. 6.3.13 The Library offers self-checkout as an option for customers.

No

14. 6.3.14 The Library provides at least one public access workstation per 1500 population. Laptops that can be circulated may be counted as workstations. [Is # of public access workstation \geq Annual Report line A2 \div 1500?]

No

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1. 6.4.1 The Library has access to person[s] trained to install and support computer hardware and software. Staff is trained on basic network maintenance and support.

Yes

2. 6.4.2 The Library allocates funds for ongoing staff technology training.

Yes

3. 6.4.3 The Library maintains at least one publicly advertised email account that is monitored during all hours of operation.

Yes

4. 6.4.4 The Library has a designated location for storing current licenses for all software that is purchased and used.

Yes

5. 6.4.5 The Library has a staff member with responsibility for computer maintenance and support as part of their job description.

Yes

6. 6.4.6 The Library's key staff members have email accounts and workstations with dedicated Internet connections.

Yes

7. 6.4.7 The Library provides computer workshops or training sessions for all library staff.

Yes

8. 6.4.8 The Library maintains a unique Internet domain name which is used for any Web presence or email accounts.

Yes

9. 6.4.9 The Library employs a full-time staff person with formal training in information technology to manage the Library's computer network.

No

10. 6.4.10 The Library has a plan for cross-training, so that more than one staff member understands critical elements of technology.

Yes

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1. 7.1.1 The Library spends at least 1% of its total operating expenditures to support marketing/public relations activities and staff. [Is Annual Report line C22 + Staff Expense for Marketing/PR activities \geq line C36 x .01?]

Yes

2. 7.1.2 The Library communicates regularly with schools, organizations, businesses, and other agencies within the community.

Yes

3. 7.1.3 The Library participates in local events such as fairs, parades, festivals.

Yes

4. 7.1.4 The Library incorporates a recognizable library symbol on all publications and promotional materials.

Yes

5. 7.1.5 The Library maintains a list of media contacts and regularly sends them information about library events, programs and services.

Yes

6. 7.1.6 The Library maintains a mailing list of community leaders, interest groups, and agencies and regularly sends them promotional materials.

Yes

7. 7.1.7 The Library uses three or more of the following venues to promote and publicize library services on a regular basis: • Advertising specialty items • Annual report (an edited report used for promotional material) • Direct mail promotions • Displays, exhibits, bulletin boards • General information brochure • Web site • Newsletter • Posters, flyers, bookmarks, brochures • Billboard ad • Radio or Television PSA and/or interviews • Blog • Some type of social networking media

Yes

8. 7.1.8 The Library recognizes all contributions to the library by way of personalized letters, Board resolutions, press releases, plaques, or receptions, as appropriate.

Yes

9. 7.1.9 The Library conducts a regular image assessment of library facilities.

No

10. 7.1.10 The Library provides orientation in marketing/public relations principles for all staff

No

11. 7.1.11 The Library spends at least 2% of its total operating expenditures to support marketing/public relations activities and staff. [Is Annual Report line C22 + Staff Expense for Marketing/PR activities \geq line C36 x .02?]

Yes

12. 7.1.12 The Library has a written marketing/public relations plan updated within the past three years.

No

13. 7.1.13 The Library periodically conducts a community survey to determine the effectiveness of its marketing/public relations plan.

No

14. 7.1.14 The Library uses five or more of the following venues to promote and publicize library services on a regular basis: • Advertising specialty items • Annual report (an edited report used for promotional material) • Direct mail promotions • Displays, exhibits, bulletin boards • General information brochure • Newsletter • Posters, flyers, bookmarks, brochures • Billboard ad • Radio or Television PSA and/or interviews • Web site • Blog • Some type of social networking media

Yes

15. 7.1.15 The Library promotes the formation of and supports participation in a Friends of the Library group.

Yes

16. 7.1.16 The Library has a local library logo and slogan that is used on all publications and promotional material.

Yes

17. 7.1.17 The Library has planned and will market an appropriate level of service to any significant ethnic or cultural population in the community.

No

18. 7.1.18 The Library spends at least 3% of its total operating expenditures to support marketing/public relations activities and staff. [Is Annual Report line C22 + Staff Expense for Marketing/PR activities \geq line C36 x.03?]

No

19. 7.1.19 The Library updates its marketing/public relations plan annually

No

20. 7.1.20 The Library employs a staff member whose primary responsibility is to plan, develop, and implement marketing activities.

No

21. 7.1.21 The Library uses seven or more of the following venues to promote and publicize library services on a regular basis: • Advertising specialty items • Annual report (an edited report used for promotional material) • Direct mail promotions • Displays, exhibits, bulletin boards • General information brochure • Newsletter • Posters, flyers, bookmarks, specialty brochures • Billboard ad • Radio or Television PSA and/or interviews • Web site • Blog • Some type of social networking media

Yes

22. 7.1.22 The Library has a Web site which provides access to the Library's catalog.

Yes

23. 7.1.23 The Library utilizes people outside its own organization to perform periodic image assessments of library facilities.

No

24. 7.1.24 The Library identifies volunteers, including board members and Friends, willing to act as advocates for public libraries at the local, state, and national levels.

Yes

25. 7.1.25 The Library participates in regional, state, and national promotions such as National Library Week, Children's Book Week, The Smartest Card, @ Your Library.

Yes

26. 7.1.26 The Library establishes community advisory groups, such as teens or older adults, to encourage community involvement and improve service.

No