

# Overview Public Library Standards – State and Local

## For Public Libraries Serving Communities of More Than 2,000 (State Requirements per HB 2243)

<https://libguides.osl.state.or.us/minconpublibs/2000more>

Have at least one-half (50%) of its operational support from public funds

Be open to the public a minimum of 20 hours per week

Provide a collection comprising of books, media, or electronic resources

Offer at least one free public access computer with internet access

Offer free public wireless internet access (wi-fi)

Provide a website that enables local library users to access State Library of Oregon resources and services available to all Oregon residents:

Dedicate at least .50 full-time equivalent (FTE) paid staff time exclusively to library functions

Have basic policies in place and accessible online for collection management, circulation and patron confidentiality that incorporates relevant American Library Association (ALA) professional ethical codes, rules, and guidelines.

Provide basic services for reference and youth services

Complete the annual statistical report as required under ORS 357.520 and OAR 543-010-0035

## Additional Governance standards from the Oregon Library Association Public Library Standards

<https://www.olaweb.org/assets/PLD/PLDStandards/PLD-Standards-2021update-FINAL-071921.pdf>

The community has access to a legally established public library that meets the minimum standards above.

Community members can safely exercise their intellectual freedom rights in the library, as granted to them by the Bill of Rights to the U.S. Constitution and Article I of the Oregon Constitution.

The community is confident that its library is overseen by a library board and staff who are responsible public officials and stewards.

The community is informed about the library board's actions and community members' perspectives are considered in the decision-making process.

The community is informed about the role of the library and its plans for the future.

The public and staff go about their library business using established, easy-to-understand rules as outlined in policies approved by a governing board.

The community can easily access information about library policies.

The library maintains a staff of well-qualified professionals with the skills, knowledge, and abilities to serve the community as outlined in the library's mission, goals, and strategic plan.

The library maintains and adheres to accessible, well-defined, and consistent written policies governing the training, performance, and recognition of all staff in order to provide a clear and transparent organizational environment.

The library provides trained staff to facilitate a professional level of public services to all ages in the following areas: • Collection management • Community outreach • Event programming • Materials and technical services • Readers' advisory • Reference services • Services in languages other than English • Technology support during all library service hours • Website management • Youth services

The library targets and actively reaches out to minority populations through programming, collection development, outreach, and education.

Library staff and supporters are active and engaged participants in the community and in community organizations.

The library offers professional, relevant library services and collections that meet community needs and expectations

Library staff members are educated, engaged, and capable of adapting to community needs.

Library staff are engaged in professional library organizations.

The library adopts a collection management plan.

The library provides a curated, up-to-date, and diverse collection.

The library collects data and analyzes statistics to inform collection development and management and to assess collection performance.

The library has a digital catalog of its materials.

All users have access to all materials.

The library provides services free of charge to everyone, as defined by written policies.

The library provides services to patrons of all ages and levels of literacy.

The library provides trained staff members who offer assistance to the public in the use of technology, circulation, and access to materials.

The library encourages/invites the community to make use of library space.

The library invites patrons to provide written feedback on the library and its services.

The library provides free educational and cultural programs to all ages.

The library provides early literacy programming.

The library invites patrons to provide feedback on its programs.

The library provides technology training and/or one-on-one assistance to the public.

The library provides access to relevant digital content

The library enables community members to create their own digital content.

The library provides technology resources to meet community members' job-seeking and entrepreneurial needs.

The library provides technology resources to meet community members' need for online government and legal information services and assistance.

The library provides technology resources to meet community members' need for educational support.

The library provides technology resources to meet community members' need for reliable health and wellness information.

The library accommodates users with disabilities.

The library makes strategic decisions based on community priorities for digital inclusion and innovation.

The library builds strategic relationships with community partners to maximize public access technology resources and services provided to the community.

The library supports continuous improvement in public access technology services internally and by sharing expertise and best practices with other providers locally, regionally, and nationally.

The library provides staff, technology, and processes to support community access to technology and information resources.

Libraries are active participants in their community.

Community members are actively involved in the library.

The library provides broad access to information about library services, opportunities, and challenges.

Staff and community members have the tools and support to effectively advocate for the library.

Community members think of the library as a central community gathering place

The library continually assesses community perception of the facility

Design supports the functions of the library with a plan for growth and incorporates current best practices for public libraries.

Design supports staff functions.

The library is designed to be welcoming to a diverse population for a variety of services.

The library provides an interior that reflects best practices in library user experience.

The library has a long-range facilities plan.

## **SHMC 2.12.040 LIBRARY BOARD—GENERAL POWERS.**

The Library Board shall be an advisory board and shall have no executive or administrative powers or authority and this chapter shall not be construed as depriving elected or appointed officials of the city of any power they may have under the laws of the state or the Charter of the city. The Board shall have powers and duties as follows.

1. Upon request by the City Manager, the Library Board may assist in the interview process of selecting and appointing a library director. The City Manager, as the fiscal and administrative agent for the library, shall have primary responsibility for library personnel, including recruitment, selection, classification and pay and supervision.
2. The Library Board shall make recommendations to the City Council about rules and policies for the efficient and effective operation of the library, its services and programs.
3. The Library Board shall approve the budget request prepared by the Library Director for submittal to the Budget Committee.
4. The Library Board shall make recommendations for the acceptance, use or expenditure of any real or personal property or funds donated to the library under § 2.12.050.
5. The Library Board shall make recommendations for the selection of sites for public library buildings or for location of library facilities.
6. The Library Board shall approve an annual report to the state library and to the City Council submitted in a timely manner on a form supplied by the state library.
7. The Library Board shall develop and recommend to the City Council long-range plans for library service, consistent with city priorities and with state, regional and national goals for libraries.

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