GUIDELINES FOR
KANSAS PUBLIC LIBRARIES
2025-2029

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INTRODUCTION

The Kansas Public Library Guidelines are intended to help libraries measure their current level of library service and improve programs, collections, and information access. The guidelines are also used as a planning tool for future development in Kansas public libraries.

The Kansas Public Library Guidelines contain goals for libraries that reflect high, but reasonable and attainable, levels of library service, while recognizing the contributions that public libraries currently make to the lives of Kansas residents and to the vitality of Kansas communities.

While the Kansas Public Library Guidelines apply to all libraries, please contact your regional system as to their specific guidelines, standards, and best practices.

Libraries are required to follow all applicable state and federal laws.

Appendix A outlines service levels by service population size. Appendix B uses these service levels to suggest director compensation, and Appendix C provides additional benchmarks by service level.

The 2025-2029 Kansas Public Library Guidelines were developed in partnership among the Kansas Regional Library Systems and the State Library of Kansas.

1. GOVERNANCE AND ADMINISTRATION

1.1 Compliance and Authority

1.1.a The library upholds the Kansas Constitution and the United States Constitution and its amendments.

1.1.b New library trustees and staff take the loyalty oath as stated in K.S.A. 75-4308 (https://www.ksrevisor.org/statutes/chapters/ch75/075_043_0008.html).

1.1.c The library is governed by an appointed or elected library board exercising the authorities provided in state statutes, including but not limited to maintaining the library board's legal status as a body corporate and politic with authority to adopt library policies and regulations; employ and set compensation of a library director; accept and administer, and invest grants and gifts received; pay out funds collected for operation of the library, and other library board authorities as provided in statutes.

1.1.d The library board operates under appropriate budget and financial procedures as required by K.S.A. 12-1226, or K.S.A. 12-1236 for district public libraries (https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0026.html, https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0036.html):

- The treasurer of the library board must be bonded.
- Financial reports are provided to the library board at each meeting.
- Statutory requirements for auditing library accounts are followed.
- Appropriate procedures for internal financial controls are implemented.

1.1.e Liability insurance for the library is maintained by the library board or the library's parent government body (city, township or county), and a copy of the current insurance policy is on file at the library.

1.1.f Library records are maintained on file at the library and are available in accord with Kansas Open Records Act (KORA) requirements. (https://ag.ks.gov/open-government/kora-faq). Record retention best practices can be found on the Kansas Historical Society's website: https://www.kshs.org/p/retention-schedules/11368. A *Record Retention Schedule for Public Libraries in Kansas* (2008) document can be found on the regional library systems' website (https://systems.mykansaslibrary.org/wp-content/record-retention-schedule.pdf).

1.1.g   The library board abides by the Kansas Open Meetings Act (KOMA). The library board is responsible for maintaining KOMA compliance, including the proper use of executive sessions, holding open meetings, and honoring meeting notification requests (http://ag.ks.gov/open-government/koma-faq). For detailed guidelines, refer to the Open Meetings section of the Kansas Public Library Handbook (https://systems.mykansaslibrary.org/wp-content/uploads/Public-Library-Handbook-2020-FINAL-1.pdf#page-77).

1.1.h   The library board sets a day and time for all meetings. These are posted for easy access and provided personally to those who submit a request (https://ag.ks.gov/open-government/koma-faq).

1.2 Bylaws and Policies

1.2.a   Copies of bylaws and policies are provided to every member of the library board, the library director, and the library staff. All library board members annually read and review bylaws and policies.

1.2.b   The library board has adopted and has available written bylaws and policies on the following topics:

- Trustee Bylaws
- Budget and Finance
- Capital Improvements
- Personnel/Volunteers
- Intellectual Freedom
- Confidentiality of Patron & Library Records
- Photo/Video Use
- Unattended Children
- Patron Behavior
- Appropriate Use of Online Services
- Equipment Use
- Building/ Meeting Room Use

- Safety/Emergency Preparedness/Disaster Recovery
- Public Services
- Selection/Collection Management
- Reconsideration
- Gifts/Donations/ Memorials
- Surplus Property
- Continuing Education
- Conflict of Interest
- Nepotism
- Ks-CIPA/CIPA

1.3 Participation

1.3.a The library board participates in at least one continuing education activity annually. This activity may be:
- Part of a regularly scheduled board meeting with materials and/or a presentation provided by the regional library system or other presenters.
- Attendance at continuing education activities provided by the regional library system or other presenters.
- Other continuing education activities, including viewing and discussion of online or recorded presentations.
- Regional library systems can approve local board training by the library director or staff.

1.3.b New library trustees participate in a library board orientation upon appointment to the library board.

1.3.c A designated library representative or alternate attends the annual system board meetings of their regional library system.

1.3.d The library encourages membership in a professional organization for all members of the library board and the library director.

2. PERSONNEL

2.1 General

2.1.a The library employs sufficient staff to meet service and programming needs. That staff includes a paid library director. Appendix B provides the minimum hours of paid staffing by library service level. At least 2 hours per week is paid time for the library director for administrative duties.

2.1.b The library spends a minimum of 65% of its annual budget on library personnel compensation. Compensation includes salaries and wages, as well as employee benefits that will include Social Security and Medicare, and may include KPERS or other retirement programs, medical, dental, life, disability, worker's compensation insurance, Kansas unemployment compensation, and other employee benefits. Appendix C provides staffing benchmarks by service level.

2.1.c   The library has a transition plan in place for adapting to changes in employment, including procedures for changes in email accounts, passwords, documentation, and organizational knowledge.

2.2 Library Director

2.2.a   The library board employs a paid library director and delegates management of the library to the library director within the policies and budget approved by the library board, as required by K.S.A. 12-1225 (https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0025.html).

2.2.b   The library board may delegate power to the library director for hiring or termination of library staff as required by K.S.A. 12-1225d (https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0025.html).

2.2.c   The library board approves and implements a written personnel policy. Hiring rates or salary ranges, along with job descriptions, are established for all library staff, including the library director. The library director is responsible for implementing and managing these personnel policies and procedures. Additionally, larger libraries should have a clear chain of command statement and an organizational chart to ensure effective management and communication.

2.2.d   The starting salary for the library director is at or above the minimum salary level identified for the appropriate service level and educational background. Library director compensation guidelines are provided as Appendix B. Library boards should consider the following when determining library director compensation:

- The library director's prior experience, education, and skills,
- The library director's length of service and performance.

2.2.e   The library board completes an annual written performance evaluation of the library director.

2.2.f   An annual salary increase is provided to the library director, subject to the annual written performance evaluation. Factors that library boards are encouraged to consider in setting salary increases include, but are not limited to:

- The quality of the library director's performance,
- Success in meeting goals established by the library board,
- The library director's length of service in the position,
- Attainment of major continuing education goals and accomplishments,

- Increases in the cost of living.

2.2.g The library director will complete an approved new director continuing education program.

2.3 Library Staff

2.3.a Library Staff compensation:
- All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act (FLSA) are in compliance with all other employee provisions of the FLSA. Non exempt employees are paid for all hours worked; failure to do so is a violation of federal law and may result in fines.
- Exempt employees are employees who, based on the duties performed and the manner of compensation, are exempt from the FLSA minimum wage and overtime provisions (https://www.dol.gov/agencies/whd/overtime/rulemaking).
- Employees may not volunteer.
- The library maintains written personnel policies and job descriptions for any volunteers.

2.3.b The library has a planned orientation program for all new employees. The library makes available to all staff a personnel policy manual approved by the Board. Staff acknowledges, in writing, that they have received and read the personnel policy manual.

2.3.c Library personnel pursue an ongoing program of continuing education activities that aid in serving a diverse community. The library pays registration, salary, and travel expenses for attendance to approved continuing education activities.

2.3.d The library director or appropriate administrative staff annually conducts a written evaluation of the performance of all other library employees. The library director annually recommends to the library board salary increases for library staff based on, but not limited to:
- The quality of the employee's performance review and success in meeting goals.
- The employee's length of service in the position.
- Attainment of major continuing education goals and accomplishments.
- Increase in cost of living.

3. FINANCE

3.1 Funds and Budgeting

3.1.a The library board annually reviews the types of income used by the library before beginning budget preparation. These include the general tax fund and other various types of miscellaneous income. Libraries may also utilize a separate employee benefit tax fund and a legally established capital improvement fund.

3.1.b The library board, or a committee thereof, and director develop and present a budget to the library board for discussion and approval. An adequately funded public library meets the following funding levels (See Appendix A):

- Salaries and Benefits – minimum 65% of total operating expenditures from all income sources, excluding capital fund expenditures
- Materials and Resources target – 12% of total operating expenditures from all income sources, excluding capital fund expenditures
- Services and Programming – variable; including being responsive to the specific needs of children and young adults.
- Technology – variable; including connectivity, power access, software, and hardware.
- Library Operations – variable; including utilities, insurance, etc.

3.1.c The library board or its approved delegate presents the approved budget to the local governing body. This budget should be reflected on the municipal budgets as a separate library fund rather than as a line item in the municipal budget. Municipal governments are charged with funding operational budgets created and recommended by local library boards state in K.S.A. 12-1220 (https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0020.html).

3.1.d The library board and library director review all portions of the local official budget related to the library, and copies are retained on file at the library to comply with the Kansas Open Records Act.

3.1.e All checks issued by the library require two signatures: the president and the secretary of the library board. Any additional signatures are optional. The statutory basis for this is K.S.A. 10-803. See also K.S.A. 12-1226 (https://www.ksrevisor.org/statutes/chapters/ch10/010_008_0003.html, https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0026.html).

3.2 Financial Oversight

3.2.a   The library board treasurer and the library director develop a monthly financial statement for the library board. This monthly financial statement and all financial motions are included in the library board minutes as stated in K.S.A. 79-2927 (https://www.ksrevisor.org/statutes/chapters/ch79/079_029_0027.html). The monthly financial statement includes:

- A list of current monthly expenditures,
- Year-to-date, expenditure-to-budget comparison,
- A list of current monthly income,
- Year-to-date income-to-budget comparison.

3.2.b   The library board and library director comply with the audit requirements for the size of the library budget. K.S.A. 75-1122 requires a library to have an audit performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are more than $275,000 or general obligation or revenue bonds are more than $275,000 (http://www.ksrevisor.org/statutes/chapters/ch75/075_011_0022.html); this statute applies to public libraries in cities of the first and second class and some 3rd class cities, townships and library districts.

- Library boards of libraries not required to have an annual audit must approve a GAAP waiver annually. An GAAP waiver template may be found here: https://systems.mykansaslibrary.org/wp-content/GAAP-waiver.docx.
- District libraries may be subject to terms as declared in Attorney General Opinion No. 93-45 (https://ksag.washburnlaw.edu/opinions/1993/1993-045.htm), contact your Regional Library System for more information.

K.S.A. 75-1122 contains an agreed upon procedure requirement for libraries that have aggregate gross receipts or bonded indebtedness in excess of $275,000 to $500,000. Special guidance for conducting agreed upon procedures and enhanced agreed upon procedures is included in annual Kansas Municipal Audit and Accounting Guide, Appendix A available at a cost from the Society of Kansas CPAs: https://www.kscpa.org/kansas-municipal-audit-and-accounting-guide

3.2.c   The library prepares an annual report that includes a financial/treasurer's annual report.

4. PLANNING

4.1 Community Needs Assessment

4.1.a   The library board has a current written plan, updated at least every three years and developed with input from members of the broader community (not just library users) in addition to the library staff and library board. The plan includes the following:
- Assessment of community demographics and needs,
- Vision and/or mission statements,
- Goals and objectives,
- Action steps,
- A process to monitor implementation of the plan.

4.1.b   The library board annually, or more often if needed reviews the library plan.

4.1.c   The library has a current technology plan including a sustainable technology replacement schedule and planning for adoption of new technologies.

4.1.d   The library assess the needs of the community and analyzes the demographic data. Based on this evaluation, it provides personnel, collections, services, programs, and facilities designed to address these needs. The library recognizes and values the requirements of individuals across all age groups.

4.1.e   The library board and staff shall remain informed about current issues, emerging trends, and future developments in library services, technology, and community needs. The library's strategic planning process should include future-proofing strategies to ensure long-term sustainability and relevance. Additionally, the library should set aspirational goals that align with its mission and vision, striving for continuous improvement and innovation in service delivery.

5. OUTREACH

5.1 Advocacy

5.1.a   The library board and library director constantly advocate for the library, and positively interacts with local elected officials, city council members, and state legislators.

5.1.b   The library board and library director stay informed about local, state, and national library issues.

5.1.c   The library cultivates advocacy through community organizations, patrons, and stakeholders.

5.2 Community Engagement

5.2.a   The library is involved in its community, and builds community relationships with families, schools, organizations, and businesses. The library engages with the community through collaboration, partnerships, outreach programming, and by participating in community events.

5.2.b   Youth service providers actively collaborate on early childhood development, reading readiness, and summer library projects, extending services to community locations and virtual platforms as needed.

5.2.c   Libraries are encouraged to expand their services beyond the physical walls of the library through outreach initiatives. These may include the use of bookmobiles, book bikes, book lockers, satellite locations, StoryWalks, and Little Free Libraries, among other methods. Such initiatives should aim to increase access to library resources and services within the community, particularly for un-served and underserved areas and populations.

5.3 Marketing

5.3.a   The library develops and consistently uses the following:
- Marketing plan and an evaluation measure,
- Logo and branding,
- Planned promotional pitch that shares who they are, what they do, and what they want to achieve.

5.3.b   The library has an accessible public website that contains current information about library services and programs. The website includes access to the library's online public access catalog (OPAC) and information about the library's hours, operations, library board, contact information, and policies. A social media page alone does not meet this guideline.

5.3.c   The library promotes and markets its programs through various means to reach community members, including those who are not traditionally library users, and those who are not able to come to the library independently.

6. RESOURCES

6.1 Collections

6.1.a   The library utilizes an integrated library automation system that at a minimum provides circulation control and an online public access catalog (OPAC). The system should be capable of importing and exporting records in full US MARC format and meet standards for interoperability with the statewide resource sharing network. Those standards include z39.50 server and client compatibility, and NCIP and/or SIP2 patron authentication compatibility.

6.1.b   The library annually expends not less than 12% of its total operating expenditures from all income sources, excluding capital fund expenditures, on purchase of library materials or access to electronic content.

6.1.c   The library annually adds items to its collection equal to but not less than 4% of the total collection.

6.1.d   The library builds a responsive collection that meets community needs and reflects diverse global perspectives in traditional and nontraditional materials and formats.

6.1.e   The library promotes access to electronic content as part of its collection including free resources provided by the State Library and regional systems where applicable.

6.1.f   Libraries are encouraged to participate in cooperative arrangements to purchase digital materials.

6.1.g   The library participates directly in the statewide interlibrary loan program.

6.1.h   The library has a systematic and continuous weeding program. A minimum of 3% of the materials in the collection are withdrawn annually. See CREW: A weeding manual for modern libraries (https://www.tsl.texas.gov/ld/pubs/crew/index.html).

6.2 Programs and Services

6.2.a   Programming for youth is an essential part of library services and is designed to help fulfill the developmental, social, and emotional needs of youth, their families, and those who work with them.

6.2.b   Participation in youth programs must be free of charge, and reasonable accommodations for children and youth with disabilities are expected.

6.2.c   The library provides developmentally appropriate programming, such as storytime, summer programs, infant and toddler programs, young adult programs, family programs, special events, and school visits.

6.2.d   Based on community needs, the library provides services and programs for diverse adult patron groups, e.g., skill building, book or craft clubs, financial literacy instruction, wellness classes, and social gatherings.

6.2.e   The library works cooperatively with local agencies and organizations to provide programming outside of the library setting. Year-round programming is encouraged for all libraries at all service levels.

6.2.f   Reasonable accommodations are available upon request to enable participation in programs and access to services for people with disabilities. This availability is noted on   all marketing materials.

6.2.g   Staff collect and report statistics and information required by the local library, the library system, the statewide courier, the municipal governing body, and the State Library of Kansas.

6.2.h   Staff evaluate programming, services and collections on an ongoing basis for community impact and relevance.

6.3 Privacy and Access

6.3.a   The library protects the personal identifiable information of patrons and staff.

6.3.b   If the library filters Internet content, it has a policy and procedure in place to allow adult users unfiltered access. See Kansas Children's Internet Protection Act (https://library.ks.gov/librarians/policy-resources).

6.3.c   The library provides a secure and accessible wireless Internet connection.

6.3.d   Patrons have access to power for charging or powering mobile devices.

6.3.e   The library provides tools that meet the communication needs of the community, e.g., printing, wireless printing, scanning, faxing, and productivity and conferencing technology.

6.3.f   The library provides free public access to computers, with sufficient bandwidth to provide high-speed Internet access for staff and patrons. Public computer access benchmarks, by service level, can be found in Appendix C.

6.3.g   The library includes a separate computer location for use by children and/or young adults.

6.3.h   The library aids community members in the use of library software and Internet applications.

6.4 Facilities

6.4.a   Every two years, the library director, a library board member, and city representative conduct a maintenance review of the library building. A maintenance checklist is on the Regional Library Systems' Website (https://systems.mykansaslibrary.org). Repairs should be completed within three months of the review. If the local government (city, township or county) provides building maintenance services, the library informs the local government of maintenance needs. Library directors immediately order building repairs when required.

6.4.b   The library director and board periodically (i.e., every three to five years) compare the community's current and future needs with the current building to determine needs for refreshing or renovating of the current building or construction of a new building. When planning for renovation or construction, the library utilizes the

advice of a professional architect and provides adequate space for future library services and staff, with maximum flexibility in mind.

6.4.c   The library building is open every week, including some hours after 5:00 p.m. or hours on the weekend. Library facility open hours are scheduled to meet the diverse community's needs. The suggested hours for each service level are found in Appendix C.

6.4.d   The youth services area should be a comfortable, convenient, and enjoyable environment with an inviting appearance. It should include access to a quiet study area, a program area, a developmental play area for young children, and access to computers. Appropriate storage and adequate display spaces are necessary. Youth service areas should provide size-appropriate accommodations and furnishings. When space is available these considerations are recommended:
- Age-appropriate restroom fixtures,
- Family style restroom,
- Service desk in the youth area with all areas in view of staff,
- Child proof electrical outlets,
- Non-public workspace for staff,
- Specific area for young adults separate from and not adjacent to the children's room.

6.4.e   The library facility and property meet the requirements of the Americans with Disabilities Act (ADA) and accessibility guidelines.

6.4.f   The library provides a public meeting room, if space allows.

6.4.g   The library provides adequate and convenient parking for the library's users on or adjacent to the library's site. One parking space is available for every 500 square feet of the library building

7. Appendix

7.1 Appendix A: Library Service Levels

The Kansas Public Library Guidelines identify library service levels corresponding to service populations. Population serves as a guideline only; libraries should strive to provide the highest service levels feasible in their communities, regardless of population. The Guidelines are intended to apply to legally established libraries. At each level of service, the library should provide a sufficient number of personnel trained to meet the educational, recreational, and informational needs of the library's patrons and aligned with the services provided.

LIBRARY SERVICE LEVELS

Gateway	Fewer than 500 people
Linking	500 - 1,000 people
Service Center I	1,000 - 2,500 people
Service Center II	2,500 - 10,000 people
Major Service Center I	10,000 - 25,000 people
Major Service Center II	25,000 - 100,000 people
Major Resource Center	More than 100,000 people

A **GATEWAY** Library provides an access point with trained personnel where users can be connected to information services meeting their personal and professional needs. Emphasis is placed on supplying recreational reading needs through current materials, public access to online information resources, and regional resources. It also provides direct access for library users to an online catalog of the library's collection.

A **LINKING** Library provides an access point with trained personnel where users can be linked to information services meeting their personal and professional needs. Linking Libraries provide increased hours of service, a stronger locally owned collection of current materials, and direct access for library users to an online catalog of the library's collection.

A **SERVICE CENTER I** Library provides substantially expanded hours of service including hours convenient to all members of the community, and popular, high interest resources to meet the educational, recreational and informational needs of community residents. Services are provided by a well-trained library staff with a high school diploma, at minimum. The library's collections should reflect broad subject coverage with materials in a variety of formats, including digital resources. The library provides a significant level of

information technology, including direct remote access by library users to an online catalog of the library's collection.

A **SERVICE CENTER II** Library provides additional hours of service convenient to the public, including substantial evening and weekend hours, well-trained library staff with significant academic education, an enhanced level of information technology including direct remote access to an online library catalog, and popular, high interest resources to meet the educational, recreational and informational needs of community residents in an extended service area. A Service Center II Library's collections should reflect broad subject coverage, with materials in a variety of formats, including digital resources.

A **MAJOR SERVICE CENTER I** Library provides modern library resources, service programs, extensive hours of service, and a professionally trained library administrator and other staff to meet the educational, recreational and informational needs of the community and the surrounding county or multi-county area. A Major Service Center I Library should provide broad subject coverage of informational and popular materials in a variety of formats, including digital formats for persons of all ages, and a significant level of information technology, including direct remote access by library users to an online catalog of the library's collection and to regional and statewide resources.

A **MAJOR SERVICE CENTER II** Library provides extensive library resources, service programs, and a professionally trained library administrator and other staff to meet the educational, recreational and informational needs of the community and the surrounding county or multi-county area. The library provides professionally trained staff, expanded hours of service, and a more extensive array of technology-related services, including direct remote access by library users to an online catalog of the library's collection and to regional and statewide resources. A Major Service Center II should provide broad subject coverage of informational and popular materials in a variety of formats, including digital formats for persons of all ages.

A **MAJOR RESOURCE CENTER** Library is one of the principal libraries in Kansas, providing in-depth collections and services on a regional and statewide basis. Major Resource Library has a professionally trained library administrator and extensive staff and provides a broad range of services that are actively marketed to all segments of the community. The library has a broad array of technology services, including extensive public computing facilities, training programs, and direct remote access by library users to an online catalog of the library's collection and to regional and statewide resources. The library facility, which may include branch library locations, provides ample space for a strong library collection, especially digital resources, and for extensive public meetings and training spaces.

7.2 Appendix B: Library Director Compensation Guidelines

These guidelines are estimates based on projected average library director compensation for 2025*. Library boards are urged to consider prior experience, education, and skills when setting compensation. Additionally, boards should consider the library director's length of service and performance when applying these guidelines.

It is also important for library boards to compare the compensation of the library director position to similar work expectations and responsibilities of local municipal positions, such as the City Clerk, Department Head, Manager, Supervisor.

Library Director Compensation Guidelines by Service Level

Service Level	Minimum Entry Level Pay Rate	State or System Training	State or System Training *And* Bachelor's Degree	State or System Training *And* Master's in Library Science (MLS)
Gateway Library	$10.50	$11.60	$13.25	
Linking Library	$13.25	$15.00	$16.50	
Service Center I	$15.50	$17.00	$19.50	
Service Center II	$16.50	$18.75	$20.50	$22.50 ($46,800/year)
Major Service Center I				$25.00 ($52,000/year)
Major Service Center II				$30.00 ($62,400/year)
Major Resource Center				$30.00+

The formulation of these guidelines is based on average library director pay by Service Level as reported in the 2022 Kansas Public Library Survey, with a 2% cost-of-living adjustment (COLA) annual increase applied to reflect projected 2025 compensation.

Averaged data was used to represent those with State or System Training, as this is the suggested minimum education level for library directors at all Service Levels (Appendix C). Figures were adjusted to reflect a 12-13% increase for library directors possessing State or System Training and an additional 12-13% for those holding a Bachelor's degree. This results in approximately a 26% difference between entry-level positions and those held by library directors with a Bachelor's degree and State or System Training. All amounts are rounded to the nearest $0.25.
The figures listed here are projections for the year 2025; library boards may wish to consider COLA increases in subsequent years.

7.3 Appendix C: Suggested Benchmark Guidelines by Service Level

Guideline Category	Gateway Library	Linking Library	Service Center I	Service Center II	Major Service Center I	Major Service Center II	Major Resource Center
Population	<500	500 - 1,000	1,000 – 2,500	2,500 – 10,000	10,000 - 25,000	25,000 - 100,000	>100,000
Total Hours Open	12 - 16	18 - 30	32 – 50	45 – 60	55 – 65		Consult with your regional library system
Hours after 5 PM*	Some Combination of after 5 PM and Weekend Hours				At least 5 hours per week		
Weekend Hours*					At least 4 hours per week		
Library Director Paid Admin. Time (min. 2 hours/week)	Yes						
Public Computers	3	4	6	8	12	18	
Internet Bandwidth**	15 Mbps	15 Mbps	20 Mbps	35 Mbps	50 Mbps	100 Mbps	
WiFi Available 24/7	Yes						
Automation (ILS/OPAC)	Yes						
Professional Membership	Yes						
Paid Staff Hours***	16	20	34	80	150	400	
Education of Library Director	State or System Training	State or System Training	State or System Training	Bachelors & State or System Training	MLS & State or System Training	MLS & State or System Training	
Education of other Staff						MLS	
Meeting Room(s)	Yes						

Hours of operation should be scheduled to meet the needs of the community.

*** Internet bandwidth recommendations represent minimum suggested download speeds. Ideally, upload speeds should match the download speeds but should be at least 33% of the advertised download speeds. The actual bandwidth needs of the library may be significantly higher than the recommendations above. Libraries should regularly assess their bandwidth requirements and upgrade to the highest affordable Internet speeds.*

*** The library should employ and schedule sufficient staff to support its services and programs.*