

APPENDIX C – REQUIRED DOCUMENTATION FOR CERTIFICATION

| STANDARD # | DOCUMENT |
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| 1 | <input type="checkbox"/> Copy of the current list of Board members, stating name, contact information, term (first, second or finishing someone else’s term), and when the current term expires |
| 2 | <input type="checkbox"/> Copy of current library board bylaws that mention adherence to UCA 52-4-201 and which specifically mentions electronic meetings, if applicable. If bylaws are not available, copy of city/county rule for public boards adherence to state law. |
| 3 | <input type="checkbox"/> Copy of the current long-range plan or strategic plan |
| 4 | <input type="checkbox"/> Copy of the current internet and online access policy |
| 5 | <input type="checkbox"/> Copy of the agenda of the trustee training, stating date and place, and copy of the attendance sheet |
| 6 | <input type="checkbox"/> Your consultant will check the library's website and a document available for the public at the service desk |
| 7 | Copy of the latest: <input type="checkbox"/> CLEF expenditure report <input type="checkbox"/> Statistical annual report <input type="checkbox"/> Summer reading program evaluation report |
| 8 | <input type="checkbox"/> Copy of the most recent statistical annual report |
| 9 | <input type="checkbox"/> Copy of the most recent statistical annual report |
| 10 | <input type="checkbox"/> None |
| 11 | <input type="checkbox"/> Copy of the list of trainings including: date of training, name/topic of the training, number of library staff attendees, and number of hours of each training |
| 12 | <input type="checkbox"/> None |
| 13 | <input type="checkbox"/> Your consultant will check the library's website for all 5 of the items noted in the standard. |
| 14 | <input type="checkbox"/> Your consultant will check the library's website or the posted hours on the building |
| 15 | <input type="checkbox"/> Copy of the current collection development policy |
| 16 | <input type="checkbox"/> Using a patron computer, go to http://speedtest.uen.net and run test. Print the results pages that indicate speed, date and time of test |
| 17 | <input type="checkbox"/> Copy of Building Inspection Checklist for each library location |