



WINDING RIVERS
LIBRARY SYSTEM
BRINGING A WORLD OF INFORMATION TO YOUR LOCAL LIBRARY

Public Library Assessments

In response to requests from libraries and library boards, the Winding Rivers Library System developed a comprehensive Public Library Assessment process to aid in planning and future improvements for member libraries. The assessment process usually consists of two meetings (one with the library board and one with the library staff) where a series of questions are presented. Depending on the size of the library and need, an additional site visit may be scheduled. This has proven to be an effective approach, providing the assessors with a cross-section of viewpoints and information that offers insight into the relationships within the library community. The interviews are followed by a careful analysis of data that was gathered through the interviews, statewide library data comparisons, and a review of the historical trends for the library. The culmination of the process is the presentation of a written report that offers recommendations for future developments.

Outlines: Library Assessment and Report

Library Assessment Checklist: Topics Covered

- I. Administration: Library Board
 - a. Composition
 - b. Roles
- II. Administration: Library Director
 - a. Personnel
 - b. Planning
 - c. Operations
- III. Building
 - a. Characteristics
 - b. Features
- IV. Staffing
- V. Collections
- VI. Programs
- VII. Technology

Library Standards and Performance Assessment Report

- I. Summary of Process
- II. The Library Today: History and Current Structure
- III. Input and Output Measures and Library Standards
- IV. Recommendations: Such as
 - a. Space Needs and Utilization
 - b. Board Authority
 - c. Open Hours
 - d. Staff Support
 - e. Suggestions for Improved and Added Services
 - f. Administrative Effectiveness
 - g. Collection Development
- V. Conclusion

Getting Started

WRLS recognizes that an assessment of a library can only be productive if the library administration and board are willing to participate in the process. Assessments are provided when the library director, on behalf of the board, requests the assessment. Contact Kristen Anderson, WRLS Director, to get started. There is no charge for this service.