

Library Name \_\_\_\_\_

**Accreditation Application  
Gateway Library  
Library Development Standards Program  
Northeast Kansas Library System**

The Library Development Accreditation Program is intended to encourage and recognize attainment of the standards for public library service of the Northeast Kansas Library System. All public libraries are encouraged to participate in the accreditation program, and accreditation will be one of the requirements for eligibility for a Library Development grant. Accreditation certificates will be awarded to libraries upon approval of accreditation applications.

Accreditation will remain valid through December 31, 2014. However, quantified standards will be verified annually using the library's most recent annual statistical report to the State Library of Kansas. Continued achievement of those standards is required for grant eligibility.

The library may choose to apply for accreditation at the level of service that the library determines to be appropriate for its community. Standards are intended to apply to the main or central library location in libraries operating multiple branch libraries. A public library that is unable to meet the standards for accreditation at the Gateway Level may request provisional accreditation.

Libraries may request a waiver of any standard. Requests for waivers will be considered by the System Director and decisions may be appealed to the Executive Board of the Northeast Kansas Library System. Accreditation applications should be accompanied by copies, preferably in electronic format, of library policies and strategic or long range plans.

If a library board considers any standard inappropriate for its local community, it may propose a written plan for alternative approaches to that element of library service. This is intended to provide greater flexibility and local decision-making in improving library service. Any alternative service plan proposal is subject to review and approval by the Executive Board of the Northeast Kansas Library System.

**LIBRARY SERVICE LEVELS**

The library service levels in the Library Development Accreditation program of the Northeast Kansas Library System are adapted from those contained in *Measurements of Quality: Public Library Standards for Kansas*:

Gateway Library  
Linking Library  
Service Center I  
Service Center II  
Major Service Center I  
Major Service Center II  
Major Service Center III  
Major Resource Library  
CERTIFICATION

We hereby apply for 2012-2014 Library Development Accreditation from the Northeast Kansas Library System as a Gateway Library.

We certify that:

1. The library is a legally established, tax-supported public library, and is a member of the Northeast Kansas Library System.
2. This Library Development accreditation application was discussed and approved at a library board meeting with a quorum of board members present.
3. Copies of the library's current bylaws, policies and strategic or long-range plan have been provided to the Northeast Kansas Library System in printed or electronic form as part of this application.
4. The library meets all Library Development Standards for Gateway Libraries, except where waivers have been approved by the Northeast Kansas Library System.
5. The library intends to remain in compliance with Library Development standards throughout the period of accreditation.
6. The library has a good-faith intent to meet any agreement with the Northeast Kansas Library System to implement during the agreed time any standard that has been waived.

**CERTIFIED BY:**

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Board Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Name

## Gateway Library Standards

A GATEWAY LIBRARY provides an access point with trained personnel where users can be linked 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 additional regional resources.

### Structure and Governance

Yes No

- |     |     |   |
|-----|-----|---|
| ___ | ___ | 1. 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 librarian; accept and administer, and invest grants and gifts received; pay out funds collected for operation of the library, and other board authorities as provided in statutes. If the community has in place prior to January 1, 2012 an arrangement for operating its public library other than according to those statutes, it may request in writing a waiver with an explanation of the nature, purpose, and legal basis for that method of operation. Decisions on such waiver requests will be made by the NEKLS Executive Board. |
| ___ | ___ | 2. The library board operates under appropriate budget and financial procedures: <ul style="list-style-type: none"><li>• The treasurer of the board is bonded as required by KSA 12-1226.</li><li>• Financial reports are provided to the board at each board meeting.</li><li>• Statutory requirements for auditing of library accounts are followed.</li><li>• Appropriate procedures for internal financial controls are implemented. Such procedures require that at least two persons examine and approve payments from library funds.</li></ul>   |
| ___ | ___ | 3. 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.   |
| ___ | ___ | 4. The library board approves and implements a written personnel policy. Hiring rates or ranges and job descriptions are determined for all library staff. The library director implements and manages personnel policies and procedures.   |
| ___ | ___ | 5. 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.   |
| ___ | ___ | 6. Library financial records are maintained on file at the library, and are available in accord with Kansas Open Records Act requirements.  |

Yes No

\_\_\_ \_\_\_

7. The library board has adopted written bylaws and policies on all of the following. Check those for which the library board has approved policies:

- |   |   |
|---|---|
| <input type="checkbox"/> Selection/Collection Management          | <input type="checkbox"/> Public Services      |
| <input type="checkbox"/> Building/Room use                        | <input type="checkbox"/> Intellectual Freedom |
| <input type="checkbox"/> Personnel                                | <input type="checkbox"/> Budget and Finance   |
| <input type="checkbox"/> Confidentiality of Library Records       | <input type="checkbox"/> Equipment Use        |
| <input type="checkbox"/> Gifts                                    | <input type="checkbox"/> Patron Behavior      |
| <input type="checkbox"/> Appropriate Use of Online Services       | <input type="checkbox"/> Capital Improvements |
| <input type="checkbox"/> Continuing Education                     | <input type="checkbox"/> Surplus Property     |
| <input type="checkbox"/> Emergency Preparedness/Disaster Recovery |   |

\_\_\_ \_\_\_

8. Copies of bylaws and policies are provided to every member of the library board, the library director, and the NEKLS office. All library board members annually read and review bylaws and policies.

\_\_\_ \_\_\_

9. 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 library system or other resource.
- Attendance at continuing education activities provided by the library system and/or other continuing education providers.
- Other continuing education activities including viewing and discussion of online or recorded presentations.

Library trustees are also encouraged to participate in the Kansas Trustee Certification program.

\_\_\_ \_\_\_

10. New library trustees participate in an orientation upon appointment to the library board.

\_\_\_ \_\_\_

11. A designated library representative or alternate attends the Spring Assembly of the Northeast Kansas Library System.

\_\_\_ \_\_\_

12. The library provides and pays for a current membership in the Kansas Library Association and Kansas Library Trustee Association for all members of the library board. (The Northeast Kansas Library System will reimburse a portion of the membership cost for trustees from accredited libraries.)

## Planning, Funding and Marketing

Yes No

\_\_\_ \_\_\_ 13. The library board has a current written plan, updated at least every three years and developed with input from members of the community in addition to the library staff and library board. A copy of the plan has been filed with the Northeast Kansas Library System. The plan includes all of the following steps. (Check all that have been completed):

\_\_\_ Assessment of community demographics and needs

\_\_\_ Vision and/or mission statements

\_\_\_ Goals and objectives

\_\_\_ Action steps

\_\_\_ A process to monitor implementation of the plan

Assistance with library planning is available from Northeast Kansas Library System staff.

\_\_\_ \_\_\_ 14. The library board annually reviews the library plan.

\_\_\_ \_\_\_ 15. The library develops and presents to its local governing body a written annual budget.

\_\_\_ \_\_\_ 16. 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.

## Library Services and Resources

\_\_\_ \_\_\_ 17. The library is open 14-20 hours each week including some hours after 5:00 p.m. or hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

\_\_\_ \_\_\_ 18. The library participates directly in the statewide interlibrary loan system.

\_\_\_ \_\_\_ 19. The library has a continuous weeding program. A minimum of 3% of the materials in the collection is withdrawn annually.

\_\_\_ \_\_\_ 20. The library annually expends not less than 12% of its total operating expenditures for purchase of library materials.

\_\_\_ \_\_\_ 21. The library annually adds items to its collection equal to not less than 4% of the total collection.

\_\_\_ \_\_\_ 22. The library purchases access to downloadable electronic content such as ebooks as part of its collection. Libraries are encouraged to participate in statewide electronic content cooperative arrangements in order to purchase such materials.

## Automation and Technology

Yes No

- \_\_\_ \_\_\_ 23. The library has a telephone, telephone answering machine or service, and provides public FAX service.
- \_\_\_ \_\_\_ 24. The library provides a wireless Internet access point.
- \_\_\_ \_\_\_ 25. The library provides free public access to at least three computers with an Internet connection with bandwidth sufficient to provide high-speed Internet access. Required bandwidth should be sufficient to meet community needs but in no circumstances less than a minimum of 1.5 megabits per second (mbps) upload and download bandwidth (T-1), and a chart of recommended bandwidth is in Appendix B of these standards.
- \_\_\_ \_\_\_ 26. The library has an integrated library automation system that at a minimum provides circulation control and online public access catalog (OPAC) functions, with patron remote Internet access to the OPAC. The system must be able to import and export records in full US MARC format, and meets 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.
- \_\_\_ \_\_\_ 27. The library has an Internet web page that is actively maintained and that contains current information about library services and programs.
- \_\_\_ \_\_\_ 28. The library has a current technology plan including a computer replacement schedule and planning for new technologies.

## Library Personnel

Yes No

\_\_\_ \_\_\_ 29. The library employs sufficient staff to meet service needs. That staff includes a paid library director. The library has a minimum of 16 hours per week of paid library staff, of which at least 2 hours per week is paid time for the library director for administrative duties.

\_\_\_ \_\_\_ 30. Library personnel pursue an ongoing program of continuing education activities. The library pays registration, salary and travel expenses for attendance at approved continuing education activities. The library board provides appropriate monetary or other incentives and recognition for completion of approved continuing education goals.

\_\_\_ \_\_\_ 31. The library maintains and pays for a personal membership for the library director in the Kansas Library Association. An institutional membership for the library in the Kansas Library Association does not meet this requirement.

\_\_\_ \_\_\_ 32. The library director, if appointed after January 1, 2012, will complete the A.P.P.L.E. training program within one year after appointment, subject to space availability. A.P.P.L.E. is a new statewide training program for new public library directors that will begin in 2013.

\_\_\_ \_\_\_ 33. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act, and other provisions of the FLSA are complied with. Employees are paid for all hours worked; failure to do so is a violation of federal law, and may result in fines.

\_\_\_ \_\_\_ 34. The library expends a minimum of 50% of its annual budget for library personnel compensation. Compensation includes salaries and wages as well as employee benefits that may include Social Security and Medicare, KPERS or other retirement programs, medical, dental, life, disability, workers compensation insurance and other employee benefits

\_\_\_ \_\_\_ 35. The base (starting) salary for the library director is at or above the minimum salary level identified for the appropriate criteria level and educational background. Minimum salary rates are provided as Appendix A of these criteria. Library boards should consider the following factors:

- These are entry level salaries; library boards are urged to consider prior experience, education, and skills in setting actual salaries.
- In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

Please check off the education/certification level from Appendix A that applies to your library director:

\_\_\_ Level 1 or 2 Certification

\_\_\_ Level 3 Certification

\_\_\_ Level 3 Certification *and* a Bachelor's degree

\_\_\_ Masters of Library Science degree (M.L.S.)

Yes No

\_\_\_ \_\_\_ 36. The library board annually conducts a written evaluation of the library director's performance.

\_\_\_ \_\_\_ 37. An annual salary increase is provided to the library director, subject to the annual 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.

\_\_\_ \_\_\_ 38. The library director 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 other library employees.

### **Physical Facilities**

\_\_\_ \_\_\_ 39. The library maintains an ongoing program of library facility maintenance, renovation and repair. If the local government unit (city, township or county) provides building maintenance services, the library director informs the local government unit of maintenance needs. A helpful maintenance checklist is available on the NEKLS Forms and Reports Library at <http://www.nekls.org/nekls-services/forms-reports-library/>.

\_\_\_ \_\_\_ 40. If a library building construction or renovation program is planned or in process, the library utilizes the advice of a professional architect.

\_\_\_ \_\_\_ 41. The library facility, if occupied or significantly expanded after January 1, 2012, includes a meeting room.

\_\_\_ \_\_\_ 42. The library facility, if constructed or renovated after January 1, 2002, meets the requirements of the Americans with Disabilities Act (ADA) and the Public Library Standards for Kansas.

## Appendix A

### 2012-2014 Base Library Director Salary Ranges

This schedule of minimum salaries for library directors provides for a 6% increase over the compensation rates in the 2009-2011 standards. That is an annual increase of less than 2% over the past three years. It provides for a 10% entry level salary increase for library directors with either a Level 3 Library Administrator Certificate from the State Library of Kansas or graduation from the KPLACE training program, and an additional 10% increase for library directors with a Level 3 Library Administrator Certificate from the State Library of Kansas and a Bachelor's Degree. These are minimum entry level compensation rates; library boards are urged to consider prior experience, education, and skills in setting actual starting salaries. In applying these rates to current library directors, library boards should also consider the library director's length of service and performance.

Waiver applications may be considered for personnel expenditures to provide health insurance.

The minimum salary scale will be reviewed by the Executive Board of the Northeast Kansas Library System and adjusted after 2014 to provide reflect cost of living increases.

| Service Level           | Entry Level Hourly Pay Rate   |                     |   |   |
|-------------------------|---|---------------------|---|---|
|                         | (Level 1 or 2<br>Certificate)<br>Minimum<br>Entry Level<br>Pay Rate | Level 3 Certificate | Level 3<br>Certificate<br><br><i>and</i> Bachelor's<br>Degree | Level 4 Certificate<br>MLS Degree<br><br>(Master's in<br>Library Science) |
| Gateway Library         | \$9.35  | \$10.30             | \$11.30   |   |
| Linking Library         | \$10.70   | \$11.75             | \$12.90   |   |
| Service Center I        | \$11.95   | \$13.20             | \$14.50   |   |
| Service Center II       | \$13.30   | \$14.60             | \$16.10   | \$18.80 (\$39,104/year)   |
| Major Service Center I  |   |                     | \$17.40   | \$20.25 (\$42,120/year)   |
| Major Service Center II |   |                     |   | \$22.10 (\$45,970 /year)  |

“Certificates” are those in the Certification Program for Public Library Administrators sponsored by the State Library of Kansas.

Entry level salaries for Library Directors in categories not specified in this guide should be at levels appropriate to their responsibilities and qualifications.

## Appendix B

### Recommended Internet Bandwidth

#### Minimum Download Speeds in Megabytes per Second (Mbps)

| Internet Computers | Minimum | Short Range Optimum |  |
|--------------------|---------|---------------------|--|
| >200 (2)           | 108.0   | 129.6               |  |
| 151-200 (2)        | 54.0    | 64.8                |  |
| 101-150 (4)        | 48.6    | 58.3                |  |
| 56-100 (7)         | 32.4    | 38.9                |  |
| 41-55 (11)         | 17.8    | 21.4                |  |
| 26-40 (12)         | 13.0    | 15.6                |  |
| 16-25 (21)         | 10.4    | 12.4                |  |
| 11-15 (41)         | 6.2     | 7.5                 |  |
| 6-10 (96)          | 4.1     | 5.0                 |  |
| 1-5 (126)          | 1.5     | 2.7                 |  |

**Upload speeds should be a minimum of 1.5 Mbps or 33% of download speed, whichever is faster**

There is a strong correlation between the number of Internet computers in a library and that library's size, population served and staff. Number of computers is used here as a simplified proxy for those factors.

The number in parenthesis is the approximate number of libraries that fall within each tier.

Libraries, as community institutions which foster entrepreneurship, must include upstream bandwidth in their planning to promote the creation, as well as the consumption, of information. The National Broadband Initiative suggested a minimum speed for libraries.

The numbers in the "Minimum" column are based on a 2010 study commissioned by the State Library and Archives of Florida. The consultant compared the peak bandwidth to the total number of computers to develop a per computer allocation.

#### Minimum Upload Speed in Megabytes per Second (Mbps)

| Internet Computers | Minimum | Short Range Optimum |  |
|--------------------|---------|---------------------|--|
| >200 (2)           | 36.0    | 43.2                |  |
| 151-200 (2)        | 18.0    | 21.6                |  |
| 101-150 (4)        | 16.2    | 19.5                |  |
| 56-100 (7)         | 10.8    | 12.9                |  |
| 41-55 (11)         | 6.0     | 7.1                 |  |
| 26-40 (12)         | 4.3     | 5.1                 |  |
| 16-25 (21)         | 3.4     | 4.2                 |  |
| 11-15 (41)         | 2.1     | 2.5                 |  |
| 6-10 (96)          | 1.5     | 1.6                 |  |
| 1-5 (126)          | 1.5     | 1.6                 |  |