

Library Name _____

**Accreditation Application
Service Center Level II
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 Library Service Center Level II.

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 Library Service Center Level II 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

Service Center Level II Standards

A LEVEL II SERVICE CENTER 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 and an extended service area. A Level II Service Center Library's collections should reflect broad subject coverage with materials in a variety of formats including online information services.

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 a 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">• The treasurer of the board is bonded as required by KSA 12-1226.• Financial reports are provided to the board at each board meeting.• Statutory requirements for auditing of library accounts are followed.• Appropriate procedures for internal financial controls are implemented. Such procedures require that at least two persons examine and approve payments from library funds. |
| ___ | ___ | 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:

- | | |
|--|--------------------------|
| ___ Selection/Collection Management | ___ Public Services |
| ___ Building/Room use | ___ Intellectual Freedom |
| ___ Personnel | ___ Budget and Finance |
| ___ Confidentiality of Library Records | ___ Equipment Use |
| ___ Gifts | ___ Patron Behavior |
| ___ Appropriate Use of Online Services | ___ Capital Improvements |
| ___ Continuing Education | ___ Surplus Property |
| ___ 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 45-60 hours each week including at least four weekday hours after 6:00 p.m., and at least four 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 eight 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). A chart of recommended bandwidth is in Appendix B of these standards. For many libraries T-1 bandwidth is no longer sufficient to meet community needs.
- ___ ___ 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 80 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. The library employs a full-time paid library director who has a Bachelor's degree from an accredited college or university. These requirements will be waived for persons appointed as library director prior to January 1, 2005.
- ___ ___ 31. 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.
- ___ ___ 32. 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.
- ___ ___ 33. 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.
- ___ ___ 34. 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.
- ___ ___ 35. 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
- ___ ___ 36. 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.

Yes No

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.)

37. The library board annually conducts a written evaluation of the library director's performance.

38. 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.

39. 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

40. 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/>.

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

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

43. 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 Certificate) Minimum Entry Level Pay Rate	Level 3 Certificate	Level 3 Certificate <i>and</i> Bachelor's Degree	Level 4 Certificate MLS Degree (Master's in 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)

	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	