

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

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

**Accreditation Service Level** \_\_\_\_\_

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

The Accreditation Program is a *requirement* for those eligible libraries applying for a Library Development grant.

Accreditation will remain valid through the end of the three-year accreditation period; however, quantifiable 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 within the accreditation period is required for yearly 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.

Libraries may request a waiver of any standard. The System Director will consider requests for waivers and decisions may be appealed to the Executive Board of the Northeast Kansas Library System. *NEKLS may grant a waiver in order to provide libraries sufficient time to achieve a standard that is “in process.” When requesting a waiver, libraries must provide a proposed timeline for achieving the standard.*

**Commented [M1]:** In places, these standards might feel like a stretch. When that occurs, remember that you can request a WAIVER for any standard. In order for the waiver to be considered, you must provide a proposed timeline for achieving the standard. Waivers are not intended to be in place for perpetuity – rather, they allow a library time to meet the standard.

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 *2016 Standards for Kansas Public Libraries*:

**Commented [M2]:** The 2016 standards for Kansas public libraries was revised by statewide system consultants in early 2016. You will see elements from those standards that are new to the NEKLS standards.

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

Standards listed apply to all service levels unless specified otherwise. Some standards (numbers 22, 23, 32, 33, 34, 38 and 39) only apply to specific service levels. For those standards with multiple choices, select the applicable choice for the accreditation level for which you are applying. If your service level is not listed, it does not apply.

CERTIFICATION

We hereby apply for Library Development Accreditation from the Northeast Kansas Library System.

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 the service level specified, 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 Name

### 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: (a) maintain the library board's legal status as a body corporate and politic with authority to adopt library policies and regulations; (b) employ and set compensation of a librarian; (c) accept and administer, and invest grants and gifts received; (d) pay out funds collected for operation of the library; and (f) other board authorities as provided in statutes.

\_\_\_ \_\_\_ 2. The library board operates under appropriate budget and financial procedures:

- 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.

*See Appendix D for details*

\_\_\_ \_\_\_ 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. The director acts as the library's chief executive officer, and is responsible for hiring, firing and evaluating employees.

\_\_\_ \_\_\_ 4. The library board approves and implements a written personnel policy. 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. *See Appendix D for details.*

\_\_\_ \_\_\_ 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 that explicitly address the following topics. (Note: These need not be individual policies; “like” topics may be addressed together.)

*Library will provide copies of all policies to NEKLS in electronic format.*

- |   |   |
|---|---|
| <input type="checkbox"/> Appropriate Use of Online Services & Internet Safety | <input type="checkbox"/> Intellectual Freedom   |
| <input type="checkbox"/> Budget and Finance                                   | <input type="checkbox"/> Internet Privacy   |
| <input type="checkbox"/> Building/Meeting Room Use                            | <input type="checkbox"/> Patron Behavior  |
| <input type="checkbox"/> Capital Improvements                                 | <input type="checkbox"/> Personnel  |
| <input type="checkbox"/> Children's Internet Protection Act (CIPA)            | <input type="checkbox"/> Public Services  |
| <input type="checkbox"/> Confidentiality of Patron & Library Records          | <input type="checkbox"/> Selection/Collection Management                              |
| <input type="checkbox"/> Continuing Education                                 | <input type="checkbox"/> Surplus Property   |
| <input type="checkbox"/> Emergency Preparedness & Disaster Recovery           | <input type="checkbox"/> Trustee Bylaws   |
| <input type="checkbox"/> Equipment Use  | <input type="checkbox"/> Use of Personal Devices in Library                           |
| <input type="checkbox"/> Gifts  | <input checked="" type="checkbox"/> KORA – Freedom of Information Officer Appointment |

**Commented [M3]:** How these topics are addressed in your policies is up to you and your board. Whatever form they take, NEKLS requires an electronic copy – such as a PDF document – that will be saved in a policy library at NEKLS and available to all directors.

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

8. Copies of bylaws and policies are provided to every member of the library board, the library director, and library staff. The library board and director reviews the bylaws and each policy at least once in a three-year cycle.

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

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.

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

10. New library trustees participate in an orientation upon appointment to the library board. *See Appendix D for details.*

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

11. Each library designates a System Representative. This individual – or an alternate – attends the Annual Assembly of the Northeast Kansas Library System.

## Planning, Marketing and Community Engagement

Yes No

\_\_\_ \_\_\_ 12. The library board has a current written **strategic 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. Assistance with library planning is available from the Northeast Kansas Library System. *See Appendix D for details.*

The process to determine a strategic plan includes: (1) assessment of community demographics and needs; (2) vision and/or mission statements; (3) goals and objectives; action steps; and (4) a process to monitor implementation of the plan.

*Library will provide a copy of the strategic plan to NEKLS in **electronic format**.*

\_\_\_ \_\_\_ 13. The library board annually reviews the strategic plan.

\_\_\_ \_\_\_ 14. The library evaluates the needs of their community and then offers services to meet those needs through community engagement, events, or programs that acquaint citizens with library services, staff and facilities. Examples include educational and cultural programs, small business resources, or homebound delivery.

**Commented [M4]:** We cannot stress enough the importance of a current strategic plan. This is really a great document to have when a question comes up related to the library's mission and direction. The strategic plan should help you answer such questions. Again, NEKLS requires an electronic copy.

## Library Funding and Budget

\_\_\_ \_\_\_ 15. The library board annually reviews the types of funds used by the library before beginning budget preparation. These include the general tax fund, grants, donations, endowments, and various types of miscellaneous income. Libraries could also utilize a separate employee benefit tax fund, and may create and use a legally established capital improvement fund. Contact NEKLS for sample resolution wording for creation of an employee benefit fund or a capital improvement fund.

\_\_\_ \_\_\_ 16. The library director develops and presents a budget to the library board for discussion and approval. An adequately funded public library meets the following funding levels:

- **Salaries and Benefits – a minimum of 65% of its annual budget for library personnel compensation. (See #44 for additional details.)**
- Materials and Electronic Resources minimum – 12% of total operating expenditures from all income sources (excluding capital fund expenditures).
- Technology – Varies; see appendices B & C
- Library Operations – Varies

**Commented [M5]:** This entire section is new and reinforces the significance of sound budget preparation and caretaking throughout the year. For example, do you have the mechanisms in place to help you forecast the remainder of the year and make necessary adjustments should tax income fall short of expected?

**Commented [M6]:** The current accreditation cycle states a minimum of 50% of a library's annual budget should apply to library personnel compensation. Of all the changes in the new cycle, this one likely stands out the most. 65% is the state standard.

I would expect several libraries to request a waiver on this standard. You and your staff (if you have other staff members) are your library's greatest asset. How can you work with the board to stretch towards this 65% target?

Yes No

\_\_\_ \_\_\_ **17.** The library board presents tax budget information 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 approved by local library boards (K.S.A. 12-1220).

\_\_\_ \_\_\_ **18.** The library board and library director **review** all portions of the local official budget related to the library, which may be found at: <https://admin.ks.gov/offices/chief-financial-officer/municipal-services/municipal-budgets>

\_\_\_ \_\_\_ **19.** 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 “Facsimile Signatures” in Appendix D.**

\_\_\_ \_\_\_ **20.** The library board treasurer and the library director develop monthly financial documents for the library board. The monthly financial documents and all financial motions are included in the library board minutes. (K.S.A. 79-2927). The monthly financial documents include:

- 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

\_\_\_ \_\_\_ **21.** The library board and library director comply with the **audit requirements** for their size of library budget. K.S.A. 75-1122 requires a library to have:

- an annual **examination and audit** performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are in excess of \$500,000 or general obligation or revenue bonds are in excess of \$500,000.
- an annual **examination** performed by a licensed municipal accountant or certified public accountant when library "aggregate gross receipts" are in excess of \$275,000, but not more than \$500,000 or general obligation or revenue bonds are in excess of \$275,000, but not more than \$500,000. (See Appendix D for additional details.)
- an annual **financial review** when library “aggregate gross receipts” are less than \$275,000 or general obligation or revenue bonds are less than \$275,000. (See Appendix D for additional details.)

This statute applies to public libraries in cities of the first and second class and some third class cities, townships and library districts. Library boards of libraries not required to have an annual audit must approve a GAAP waiver annually.

**Commented [M7]:** This is an important exercise for the director and board to take because it helps the board to better understand how the library fits into the bigger municipal picture, but more importantly, it is a way for you to check and make sure the local governing entity is providing to the library ALL of the funds it is obligated to provide.

For those libraries operating under a mill levy cap imposed by their municipality – this is a useful document.

**Commented [M8]:** Read through the best practices on signatures. Several libraries have practices that differ from what is prescribed in statute.

**Commented [M9]:** LAURA can speak more to the important differences here and the value in having at least a review.

## Library Services and Resources

Yes No

\_\_\_ \_\_\_ 22a. [Gateway] 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.

\_\_\_ \_\_\_ 22b. [Linking] The library is open 18-30 hours each week including some hours after 5:00 p.m., and hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

\_\_\_ \_\_\_ 22c. [Service Center I] The library is open 32-50 hours each week including some hours after 5:00 p.m., and hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

\_\_\_ \_\_\_ 22d. [Service Center II] The library is open 45-60 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

**Commented [M10]:** The current standard states "four" weekday hours after 5:00 pm

\_\_\_ \_\_\_ 22e. [Major Service Center I, II] The library is open 55-65 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday. Library hours are scheduled to meet community needs.

\_\_\_ \_\_\_ 22f. [Major Service Center III] The library is open 65-70 hours each week including at least five weekday hours after 5:00 p.m., and at least four hours on Saturday and/or Sunday.

\_\_\_ \_\_\_ 22g. [Major Resource Library] The library is open 65-75 hours each week including at least five weekday hours after 5:00 p.m., and at least six weekend hours including both Saturday and Sunday hours.

\_\_\_ \_\_\_ 23a. [Major Service Centers I, II, III] The library has a meeting room available for use by community groups. This may be a multipurpose room used for meetings and other activities or functions.

\_\_\_ \_\_\_ 23b. [Major Resource Library] The library has a variety of meeting and/or multipurpose rooms available for community use.

\_\_\_ \_\_\_ 24. The library participates directly in the statewide interlibrary loan system.

\_\_\_ \_\_\_ 25. The library has a continuous weeding program. A minimum of 3% of the physical materials in the collection is withdrawn annually.

\_\_\_ \_\_\_ 26. 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.

**Commented [M11]:** Remember, your goal with collection development should be to provide patrons the materials they want to use in the form they want to use it. If more electronic content and fewer books best meets patron demand, then go for it. It counts on the state's annual statistical report as a "Collection Expenditure."

For example, NExpress member libraries . . . if your Hoopla usage has taken off, perhaps you should shift or add some \$\$ to this format. Similarly, maybe you are cutting back on print periodical subscriptions – why not go in on one or more subscriptions in Flipster?

Yes No

- \_\_\_ \_\_\_ 27. The library annually adds physical items to its collection equal to not less than 4% of the total collection.
- \_\_\_ \_\_\_ 28. The library purchases access to electronic content as part of its collection. Content purchased should best address local community needs and might include eBooks, video, etc. Libraries are encouraged to participate in regional system and/or statewide electronic content cooperative arrangements in order to purchase such materials.
- \_\_\_ \_\_\_ 29. The library provides materials and programming to children and teens. (See Appendix D for additional details.)

### Automation and Technology

- \_\_\_ \_\_\_ 30. The library has a telephone, telephone answering machine or service, and provides public FAX or scanning service.
- \_\_\_ \_\_\_ 31. The library provides a wireless Internet access point 24/7.
- \_\_\_ \_\_\_ 32a. [Gateway] The library provides free public access to at least 3 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 10 mbps.
- \_\_\_ \_\_\_ 32b. [Linking] The library provides free public access to at least 4 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 10 mbps.
- \_\_\_ \_\_\_ 32c. [Service Center I] The library provides free public access to at least 6 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 15 mbps.
- \_\_\_ \_\_\_ 32d. [Service Center II] The library provides free public access to at least 8 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 15 mbps.
- \_\_\_ \_\_\_ 32e. [Major Service Center I] The library provides free public access to at least 12 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 20 mbps.
- \_\_\_ \_\_\_ 32f. [Major Service Center II] The library provides free public access to at least 18 computers with an Internet connection with bandwidth sufficient to meet community needs but in no circumstances less than 35 mbps.

**Commented [M12]:** NEKLS understands that a 24/7 standard will be challenging for some libraries due to push back from other official players in your community – perhaps city hall or law enforcement. If a waiver is necessary, we can work together to address the issue. For some patrons, though, it may be that the only time they can access this amazing service you provide is during off hours.

**Commented [M13]:** Bandwidth recommendations appear in Appendix B

Yes No

\_\_\_ \_\_\_ 32g. [Major Service Center III] The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.

**Commented [M14]:** Here and with 32h . . . . These larger libraries often do not experience the same level of demand for desktop computers or laptops. Increasingly, patrons come to the library with their own devices. As such, this standard requires the library to have enough public access computers to meet patron demand AND enough bandwidth to accommodate patrons with their own devices.

\_\_\_ \_\_\_ 32h. [Major Resource Library] The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.

\_\_\_ \_\_\_ 33a. [Major Service Center I] The library provides local technical support for its library network, hardware and software, and has a minimum of 0.5 FTE dedicated to technology development, services and support.

\_\_\_ \_\_\_ 33b. [Major Service Center II] The library provides local technical support for its library network, hardware and software, and has a minimum of 1.0 FTE dedicated to technology development, services and support.

\_\_\_ \_\_\_ 33c. [Major Service Center III] The library provides local technical support for its library network, hardware and software, and has a minimum of 1.5 FTE dedicated to technology development, services and support.

\_\_\_ \_\_\_ 33d. [Major Resource Library] The library provides local technical support for its library network, hardware and software, and has a minimum of 2.0 FTE dedicated to technology development, services and support.

**Commented [M15]:** In the current standards, a Major Resource Library is to have a minimum of 1.5 FTE for this purpose. The new standard calls for 2.0 FTE.

\_\_\_ \_\_\_ 34. The library is either a NExpress member library or 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.

**Commented [M16]:** Note that there are TWO parts here: (1) up-to-date website and (2) an actively maintained social media site – perhaps Facebook.

\_\_\_ \_\_\_ 35. The library has an up-to-date website (static or dynamic) and a social media site that is actively maintained and that contains current information about library services and programs.

Some libraries have shifted their energies away from the website in favor of Facebook, for example. If that works best for your community, go for it. The standards still call for a website. One option is to create a “static” website with the basic information that rarely changes – location, hours, contact information – and a link to the social media account of your choice.

\_\_\_ \_\_\_ 36. The library has a current three-year technology plan including a 3-5 year computer replacement schedule and planning for new technologies. *Library will provide a copy of the technology plan to NEKLS in electronic format.*

**Commented [M17]:** Remember to think beyond this year and next. A replacement schedule can help you to remember to spread out equipment replacement so that no single year experiences a technology crisis.

Yes No

\_\_\_ \_\_\_ 37. The library provides assistance and instruction for community members on use of library computer applications and the Internet.

### Library Personnel

\_\_\_ \_\_\_ 38a. [Gateway] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 16 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

\_\_\_ \_\_\_ 38b. [Linking] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 20 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

\_\_\_ \_\_\_ 38c. [Service Center I] The library employs sufficient staff to meet service needs, including a paid library director. The library has a minimum of 34 hours per week of paid library staff, of which at least 2 hour per week is paid time for the library director for administrative duties.

\_\_\_ \_\_\_ 38d. [Service Center II] The library employs sufficient staff to meet service needs, including a full-time (40 hours per week) paid library director. The library has a minimum of 80 hours per week of paid library staff.

**Commented [M18]:** For the purposes of these standards, full-time = 40 hours per week. For libraries this size in the communities they serve, the community deserves a full-time, 40 hours per week director.

\_\_\_ \_\_\_ 38e. [Major Service Center I] The library employs sufficient staff to meet service needs, including a minimum of 150 hours per week (3.75 FTE) of paid library staff.

\_\_\_ \_\_\_ 38f. [Major Service Center II] The library employs sufficient staff to meet service needs, including a minimum of 400 hours per week (10.0 FTE) of paid library staff.

\_\_\_ \_\_\_ 38g. [Major Service Center III] The library employs sufficient staff to meet service needs, including a minimum of 720 hours per week (18.0 FTE) of paid library staff.

\_\_\_ \_\_\_ 38h. [Major Resource Library] The library employs sufficient staff to meet service needs, including a minimum of 2000 hours per week (50.0 FTE) of paid library staff.

Yes No

\_\_\_ \_\_\_ 39a. [Service Center II] The library employs a full-time (40 hours per week) paid library director who has a Bachelor's degree from an accredited college or university. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

\_\_\_ \_\_\_ 39b. [Major Service Center I] The library director has an MLS degree from an ALA accredited library school. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

\_\_\_ \_\_\_ 39c. [Major Service Center II] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 1.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

\_\_\_ \_\_\_ 39d. [Major Service Center III] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 2.0 FTE additional staff with MLS degrees. Other key positions as determined by the library director and library board will require a Bachelor's degree. These educational requirements will be waived for persons already employed as library director as of January 1, 2002.

\_\_\_ \_\_\_ 39e. [Major Resource Library] The library director has an MLS degree from an ALA accredited library school. In addition, the library employs a minimum of 8.0 FTE additional staff with MLS degrees.

\_\_\_ \_\_\_ 40. All library personnel pursue an ongoing program of continuing education activities, including technology training as discussed in the WebJunction Core Competencies Resource Page. Visit [webjunction.org](http://webjunction.org) to learn more.

The library board provides appropriate monetary or other incentives and recognition for completion of approved continuing education goals.

\_\_\_ \_\_\_ 41. The library maintains and pays for a personal membership for the library director in the Kansas Library Association. The library pays for individual membership in a national or regional library association – such as the American Library Association (ALA), the Public Library Association (PLA), the Mountain Plains Library Association (MPLA), or the Association for Rural & Small Libraries (ARSL) – upon request by the director. In addition, the library pays for a membership in the local Chamber of Commerce and/or other civic organizations.

**Commented [M19]:** A little plug for WebJunction here. If you cannot afford to send staff to trainings, this is an excellent option.

*Access to WebJunction's library-specific courses and webinar archives is available for free to all library workers and volunteers. Through the generous support of OCLC, the Gates Foundation, and many state library agencies across the U.S., WebJunction provides timely and relevant learning content for you to access anytime, from anywhere.*

**Commented [M20]:** As a community anchor, the library has an opportunity to build relationships throughout the community. If your community has a chamber or civic organizations, make connections through at least one of them by joining.

Yes No

\_\_\_ \_\_\_ 42. The library director has completed the system-approved Applied Public Library Education (APPLE) program after appointment.

**Commented [M21]:** NEKLS has 9 students this year! Give them your love and support. ☺

\_\_\_ \_\_\_ 43. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act, and the library complies with other provisions of the FLSA. The library pays employees for all hours worked; failure to do so is a violation of federal law and may result in fines.

\_\_\_ \_\_\_ 44. The library expends a minimum of 65% of its annual budget for 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, workers compensation insurance, Kansas unemployment compensation, and other employee benefits.

**Commented [M22]:** As mentioned earlier. "Compensation" is not just salaries and wages. Employee benefits count too.

\_\_\_ \_\_\_ 45. The base (starting) salary for the library director is at or above the minimum salary level identified for the appropriate service level and educational background. Minimum salary rates are provided as Appendix A of these standards. 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 the salary level (see Appendix A) that applies to your library director:

- Minimum Entry Level
- APPLE Certification
- APPLE Certification *and* a Bachelor's degree
- MLS (Master's Degree, Library Science)

\_\_\_ \_\_\_ 46. The library board annually conducts a written evaluation of the library director's performance.

\_\_\_ \_\_\_ 47. 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.

Yes No

\_\_\_ \_\_\_ 48. 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 other library employees.

### Physical Facilities

\_\_\_ \_\_\_ 49. Safety is a primary consideration for every public building and physical grounds. Every two years, the librarian, a board member and a city representative conduct a maintenance review of the library building and physical grounds. Repairs should be completed within 6 months of the review. If the local government (city, township or county) provides building maintenance services, the library informs local government of maintenance needs. A helpful maintenance checklist is available on the NEKLS Reports and Forms page at: <http://nekls.org/nekls-reports-and-forms/>

**Commented [M23]:** This standard was pushed by a consultant in central Kansas. Initially, I think we all thought it was a bit extreme. He may be onto something here.

When was the last time you took a hard look at the physical state of your building and grounds? Things can seemingly fall into disrepair overnight – perhaps a scheduled cycle is the way to go.

A board member and a local government rep are important participants – these individuals will be key advocates for you.

\_\_\_ \_\_\_ 50. The librarian and board periodically, i.e., every 3 to 5 years, compare the community's current and future needs with the current building to determine needs for refreshing or renovation of the current building or construction of a new building. A significant expansion of the library building should include a meeting room, if the library does not already have one. When planning for renovation or construction, the library should utilize the advice of a professional architect and provide adequate space for future library services and staff. Contact NEKLS for more information.

**Commented [M24]:** What are you seeing and hearing from your community related to how they use your space and engage in your programming? Renovation and new construction projects require time to raise the \$\$\$. Better to begin planning early so that the library space keeps pace with community needs.

\_\_\_ \_\_\_ 51. The library facility, if constructed or renovated after January 1, 2002, must meet the requirements of the Americans with Disabilities Act (ADA) and the accreditation standards of the Northeast Kansas Library System.

## Appendix A

### 2018-2020 Library Director Base Salary Ranges

This schedule of minimum salaries for library directors provides for a 2% increase over the previous year in the accreditation cycle. Increases are to be applied annually, for a total of 6% at the end of the accreditation period. These are *minimum* compensation levels; 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 past performance.

The minimum salary scale will be reviewed by the Executive Board of the Northeast Kansas Library System at each accreditation period, and adjusted to reflect cost of living increases.

Service Level	Minimum Entry Level Pay Rate			APPLE Certification			APPLE Certification and Bachelor's Degree			MLS with or without APPLE Certification (Master's Degree, Library Science)		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
(2% ann. increase)												
Gateway Library	\$10.12	\$10.32	\$10.52	\$11.15	\$11.37	\$11.59	\$12.23	\$12.47	\$12.72			
Linking Library	\$11.58	\$11.81	\$12.04	\$12.72	\$12.97	\$13.23	\$13.96	\$14.24	\$14.52			
Service Center I	\$12.93	\$13.19	\$13.45	\$14.29	\$14.57	\$14.86	\$15.70	\$16.01	\$16.33	*	*	*
Service Center II	\$14.39	\$14.67	\$14.96	\$15.80	\$16.11	\$16.43	\$17.43	\$17.78	\$18.13	\$20.35	\$20.75	\$21.16
Major Service Center I										\$21.92	\$22.36	\$22.81
Major Service Center II										\$23.92	\$24.40	\$24.89

\* Entry level salaries for Library Directors in categories not specified in this chart should be at levels appropriate to their responsibilities and qualifications. See Appendix D for additional information.

## Appendix B

### Recommended Internet Bandwidth

**Commented [M25]:** If you have any questions about this Appendix, I encourage you to talk with Robin Hastings.

Internet Computers	Minimum Bandwidth	Preferred Bandwidth
1-5	10	20
6-10	15	25
11-15	20	30
16-25	35	60
26-40	45	80
41-55	60	100
56-100	75	150
101-150	150	300
151-200	200	350
>200	250	400

Note:  
download speeds  
in Megabytes per  
Second (Mbps)

**Upload speeds should be a minimum of 3 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.

While the speed that is advertised is often not the speed that is seen at the library, it should be reasonably close. You can check your actual speed by going to [www.speedof.me](http://www.speedof.me) to find out exactly what bandwidth you are seeing in real conditions in your library. If that speed is several Mbps less than what you are paying for, work with your ISP to get it closer to advertised speed!

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.

For more information on technology in libraries, explore *Edge*, a management and leadership tool supporting libraries in making strategic decisions and identifying areas for improvement. The *Edge Toolkit* is based on a national set of benchmarks for public libraries to evaluate their technology services, and includes resources, recommendations, and tools for strategic planning and community engagement. These useful, scalable tools help libraries by creating a pathway to work directly with local leaders and align technology services with community priorities. Visit <http://www.libraryedge.org/about-edge> to learn more.

## Appendix C

### Chart of Library Standards by Service Level

**Commented [M26]:** The appendix just provides a summary view of those standards that are tied to specific service levels.

Standards Category	Gateway Library	Linking Library	Service Center I	Service Center II	Major Service Center I	Major Service Center II	Major Service Center III	Major Resource Center
Total Hours Open [#22]	14-20	18-30	32-50	46-60	55-65	55-65	65-70	65-75
Hours after 5 pm	some combination			At least 5 hours per week				
Weekend Hours	At least 4 hours Saturday or Sunday							
Director paid 2 hrs/week for administrative duties [#38]	YES	YES	YES	YES	YES	YES	YES	YES
Public Computers, including laptops (minimum number) [#32]	3	4	6	8	12	18	XX*	XX**
Internet Bandwidth (minimum megabits per second) [#32]	10 mbps	10 mbps	15 mbps	15 mbps	20 mbps	35 mbps	45 mbps	75 mbps
Wireless Internet 24/7 [#31]	YES	YES	YES	YES	YES	YES	YES	YES
Automation -- ILS / OPAC [#34]	YES	YES	YES	YES	YES	YES	YES	YES
KLA Membership [#41]	YES	YES	YES	YES	YES	YES	YES	YES
ALA and Other Memberships [#41]	YES	YES	YES	YES	YES	YES	YES	YES
Paid Staff Hours [#38]	16	20	34	80	150	400	720	2000
Education of Director (minimum) [#39 and #43]	APPLE training	APPLE training	APPLE training	Bachelor's degree & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training
Education of Other Staff [#39]						BA/BS ("key personnel")	MLS (2+ FTE)	MLS (8+ FTE)
Meeting Room(s) [#23]					YES	YES	YES	YES
Technology Staff (minimum) [#33]					0.5 FTE	1.0 FTE	1.5 FTE	2.0 FTE
Computer Instruction and/or classes [#37]	YES	YES	YES	YES	YES	YES	YES	YES

Note that each listed category includes the number of the standard so that you can quickly refer to additional details.

\* -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 36 public devices and meet community needs, but in no circumstances should bandwidth be less than 45 mbps.

\*\* -- The library provides free public access to computers with an Internet connection sufficient to accommodate patron demand with reasonable wait times. Bandwidth must be sufficient to support at least 60 public devices and meet community needs, but in no circumstances should bandwidth be less than 75 mbps.

## Appendix D

### 2018-2020 NEKLS Accreditation Standards: Best Practices

*Some management and operational practices are not included in the required accreditation standards, or are not fully defined in those standards. NEKLS recommends that libraries implement the following items as best practices to support the best possible library service.*

1. Directors and Officers (D&O) **liability insurance** for the library board is recommended. This insurance provides indemnification for board members and library director, or the library itself, against losses in the event a board member or director is sued for alleged wrongful acts in their official capacity. (see standard #5)

2. In addition to the statutory requirement that the board treasurer be **bonded, fidelity bonding** for other board officers, the director and key staff who are involved in money matters is recommended. (see standard #2)

The board determines the bond amount, subject to approval by the municipal governing board. Some municipalities and companies require a bond equivalent to at least 10 percent of the liquid assets the treasurer is responsible for handling.

Kansas Statute 12-1226 states "...the treasurer of the library board shall give bond, in an amount fixed by the board and approved by the governing body of the municipality, for the safekeeping and due disbursement of all funds that may come into the treasurer's hands...the treasurer of the library board shall pay out the funds on orders of the board signed by the secretary and chairperson thereof."

Kansas Statute 75-4103 states "[an] officer or employee shall be deemed to have furnished surety if he or she is covered by a blanket bond..."

Kansas Statute 10-803, which addresses **signatures on warrants and warrant checks**, states "Warrants and warrant checks shall be signed by the chairman, mayor, president, trustee, director or other chief official, or in the absence of such officer, by the officer authorized by law to act in such officer's stead, and by the clerk, secretary or auditor or like officer, and the seal, if any, of the municipality need not be attached or impressed or shown by facsimile: Provided, That in manager cities the manager and director of finance, or similar officer, if there be one, shall sign the warrants or warrant checks: Provided further, That a facsimile signature may be used when authorized by the official or officer as provided by article 40 of chapter 75 of the Kansas Statutes Annotated." (see standard #19)

Commented [M27]: Statute and who signs what.

3. **New trustee orientation** is essential to the effective functioning of a library board. At a minimum, orientation should consist of:

- Statutory Power and Duties of the Library Board
  - Board Meetings
  - Kansas Open Meeting and Open Record Requirements
  - Board and Director Roles
  - Conflict of Interest
  - Key Planning and Goal Documents
- (see standard #10)

4. Each member of the library board *should* join the **Kansas Library Association** (KLA) and the Kansas Library Trustee Association (KLTA). The Northeast Kansas Library System will reimburse a portion of the membership cost for trustees from accredited libraries. NEKLS will provide a partial reimbursement. Contact NEKLS for more information.

5. A **written planning document** of some sort is crucial to decision-making and resource allocation. This planning document is sometimes called a strategic or long-range plan. The plan should include some or all of the actions below:

- The library will gather and evaluate community-level data, including poverty and unemployment rates, household income, education levels, English proficiency and other population demographics.
  - The library will develop Mission and/or Vision statements.
  - The library will seek out partnerships with community businesses and/or civic organizations that connect people to the library as a resource.
  - The library will create goals and objectives in such areas as digital literacy, economic and workforce development, civic engagement, educational support, health information and sustainable public access to the Internet.
  - The library will put in place a process to monitor implementation of the plan.
- (see standard #12)

*Libraries are required to file a copy of the current plan (preferably in electronic format) with the Northeast Kansas Library System.*

6. While the components described above are important, a library may choose to conduct a streamlined planning process that uses a reduced level of effort to determine the library's vision and priorities. NEKLS staff are available to assist and facilitate **library planning** efforts. Regardless of the process used, the plan should be revised no less than every three years. (see standard #12)

7. Boards are strongly urged to seek **professional architectural consulting** whenever they embark on a repair or renovation project for the library. NEKLS system staff are available to provide basic consulting service on space utilization, compliance with the Americans with Disabilities Act (ADA) and other issues. NEKLS also makes available the services of an experienced library architect to provide consulting on such issues as analysis of sites and existing buildings, utilization of existing library space, and criteria for selection of building program consultants and architects. **Networking assessment and design is often specialized; libraries should consult a networking specialist.** When appropriate, NEKLS will provide a referral to the architect for consulting services. Libraries should seek architectural consulting advice at the earliest possible stage in building projects in order to consider all building options and obtain the maximum benefit from this service. (see standard #50)

**Commented [M28]:** Whenever you have plans drawn up for a renovation or new construction project, remember to make sure that your networking needs are addressed. It is so much easier to install cabling and additional power when the walls are not already closed up.

8. Although the **technology support** standard of 0.5 FTE to 2.0 FTE, depending on library Service Level, may be met by a combination of library staff and outsourcing, quality technology support is best seen as an integrated staff function rather than as a contractual or outsourced function. A piecemeal approach to technology support is less likely to provide the kind of seamless library technology integration and innovation that is the intent of the standard. The NEKLS technology staff will develop a set of best practices for library technology support and will work with libraries to implement them. (see standard #33)

9. As online services continue to develop, and library users increasingly connect their personal devices to the library's network, libraries need to continuously evaluate and improve their **connectivity speed**. When Internet Service Providers do not supply adequate business level connectivity, libraries should pursue projects to bring fiber and other high speed Internet service to their communities. NEKLS will work with libraries to pursue connectivity improvement projects. (see standard #32 and Appendix B)

10. The American Library Association has collected information on various aspects of **Intellectual Freedom** and assembled it at the website below. "ALA actively advocates and educates in defense of intellectual freedom—the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. Intellectual freedom is a core value of the library profession, and a basic right in our democratic society. A publicly supported library provides free, equitable, and confidential access to information for all people of its community." <http://www.ala.org/advocacy/intfreedom> (see standard #7)

11. The **Kansas Open Records Act (KORA)** is addressed in K.S.A. 45-215 through 45-223. Public records are records made, maintained, created or possessed by a public agency. They may be in any form, including electronic storage. The content of records varies widely; some track the routine activities of government while others contain personal information about citizens and businesses. For additional information, visit: <http://ag.ks.gov/open-government/kora-faq>

As part of KORA, each library must designate a **local Freedom of Information Officer**. Many library boards designate the library director to serve this role. Kansas Statute 45-226 states, “(a) The governing body of every public agency in Kansas which maintains public records shall designate a local freedom of information officer.

(b) The local freedom of information officer or the local freedom of information officer's designee shall:

(1) Prepare and provide educational materials and information concerning the open records act;

(2) be available to assist the public agency and members of the general public to resolve disputes relating to the open records act;

(3) respond to inquiries relating to the open records act;

(4) establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the open records act. In establishing such requirements for the content of the brochure, the local freedom of information officer shall include plainly written basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting and obtaining a copy of public records under the open records act.”

(see standard #7)

12. Library board officers with signature authority may choose to use **facsimile signatures** as a means to expedite the processing of checks. Kansas Statute 75-4001 through 75-4007 addresses the use of facsimile signatures. (see standard #19)

**Commented [M29]:** Statute spells out how you could make check processing more efficient with the use of a facsimile signature.

Kansas Statute 75-4002 states, “Any authorized officer, after filing with the secretary of state his or her manual signature certified by him or her under oath, may execute or cause to be executed with a facsimile signature in lieu of his or her manual signature: (a) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed, and (b) any instrument of payment. Upon compliance with this act by the authorized officer, his or her facsimile signature has the same legal effect as his or her manual signature.”

13. Kansas Statute 75-1122 requires certain **financial procedures** for libraries with budgets between \$275k and \$500k. NEKLS has developed **financial review best practices** for budgets under \$275k (see standard #21)

14. The **Kansas Public Library Youth Services Guidelines** are intended to help libraries measure their current level of library services to children and youth, and to help them improve program, collection and information access to children and youth in their local libraries. The latest version of the Kansas Public Library Youth Services Guidelines was developed by the Kansas Library Consultants for Youth (KLCY), coordinating with the State Library of Kansas. (see standard #29)

View the guidelines at: <http://systems.mykansaslibrary.org/youth-services-guidelines/>

15. Appendix A illustrates **minimum salary ranges for directors**. Increasingly, Service Center I libraries have an opportunity to hire a director possessing a Master's degree in Library Science (MLS). While the standards *do not require* a Service Center I director to possess an MLS, library boards may wish to consider such candidates. NEKLS encourages library boards to consider a salary range that is appropriate to the director's responsibilities and qualifications. To this end, NEKLS recommends starting new hires with an MLS at a rate above the 3<sup>rd</sup> year level for those with Bachelor's degrees and APPLE completion. The salary range for Service Center II directors with APPLE certification and a Bachelor's degree would be a good range to consider. (see standards #45 and #47, and Appendix A)

Commented [M30]: LAURA can speak to this one.

## Appendix E

### Summary of Documents to share with NEKLS in electronic format

Standard #	Document(s)	Timeline
7	Bylaws and library policies	At time of creation and whenever an updated version exists.
12	Strategic Plan	At time of creation and whenever an updated version exists.
36	Technology Plan	At time of creation and whenever an updated version exists.

**Commented [M31]:** This appendix is just here to help you remember which standards have a deliverable to NEKLS in the form of a PDF document.