

Accreditation Application

Northeast Kansas Library System

Library Development Accreditation Program

2021-2023

The 2021-2023 accreditation cycle brings a new framework for the accreditation of public libraries in the Northeast Kansas Library System (NEKLS). The previous framework drew from the *2016 Standards for Kansas Public Libraries*, but gradually lost its ability to challenge member libraries. All libraries are encouraged to download and review the *2020 Standards for Kansas Public Libraries*. Many of the elements of these standards may be found in the new framework for NEKLS accreditation.

The new Library Development Accreditation Program (“Program”) framework challenges public libraries to stretch and grow in response to needs within their unique communities.

- All public libraries are encouraged to participate in the Program. Accreditation certificates will be awarded to libraries upon approval of accreditation applications and NEKLS will issue a press release to the library that may be shared locally.
- The Program is a requirement for those eligible libraries applying for a Library Development Grant or any other grant offered by the System.
- A library may choose to apply for accreditation at the level of service it deems 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 wishing to be accredited will submit an application each year. Eligibility for Library Development Grants or any other grants offered by the System requires successful achievement of Tier I Standards and Service Level Standards within the desired accreditation level.
- Libraries must achieve the **Tier I Standards** and the **Service Level Standards** appropriate for their service level. Libraries achieving 14 of 18 **Tier II Library Standards** are recognized as a “Library of Distinction” within their service level.
- Libraries may request a waiver of any Tier I Standards or Service Level Standards. **For 2021, libraries may also request a waiver for any Tier II Standard: #77, #78, #79, or #80.** 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.*
- NEKLS staff will audit accreditation applications and supporting materials as needed.
- Some standards reference **2021-2023 NEKLS Accreditation Standards: Best Practices** as an additional resource. This document is a work in progress. It may be accessed here: <https://www.nekls.org/resources/forms/>

LIBRARY SERVICE LEVELS

Accredited libraries select one of these service levels:

Gateway Library

Linking Library

Service Center I

Service Center II

Major Service Center I

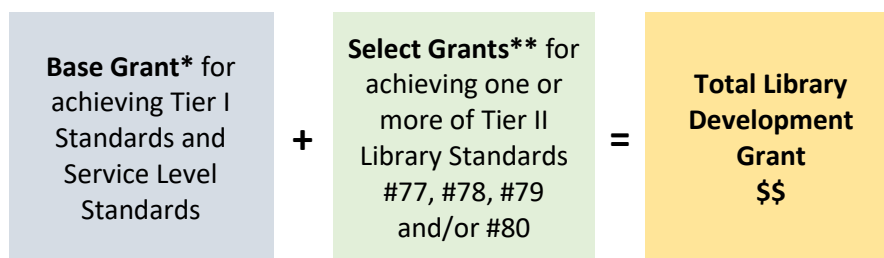
Major Service Center II

Major Service Center III

Major Resource Library

LIBRARY DEVELOPMENT GRANT FORMULA

The annual total Library Development Grant is calculated using the following formula:



* A library receives a base grant based upon their service level designation.

** A library may receive additional funds for certain Tier II Library standards achieved.

Service Level	Base Grant for 2021 \$\$	Maximum Possible Grant for 2021 \$\$
Gateway	7,063	8,899
Linking	10,300	12,978
Service Center I	14,224	17,922
Service Center II	17,543	22,104
Major Service Center I	21,012	26,475
Major Service Center II	27,752	34,968
Major Service Center III	45,239	57,001
Major Resource Library	73,810	93,001

NOTE: District libraries, regardless of service level, will receive \$500 for accomplishing the Tier I Standards and appropriate Service Level Standards. An additional \$750 may be granted for achieving 14 of the 18 Tier II Standards. These 14 must include Tier II Standards #77, #78, #79 and #80.

Tier II Library Standards with Select Grants	Select Grants \$\$ as a % of Base Grant
#77 – All new library trustees participate in a formal orientation upon appointment to the library board.	5%
#78 – The library expends a minimum of 60% to 65% of its annual budget for library personnel compensation. The Select Grant amount for this standard will be a maximum of 8% maximum and decrease proportionately as the percentage of the library's annual budget applied to personnel compensation decreases from 65% to 60%.	8% maximum
#79 – All new employees participate in a formal orientation upon hire. The orientation program introduces employees to the mission, philosophy, goals and services of the library; diversity awareness; and job responsibilities.	5%
#80 – The library has a current three-year technology plan including a 3-5 year computer replacement schedule and planning for new technologies.	8%

**** See Appendix E for grant tables by service level. ****

INSTRUCTIONS FOR COMPLETING THE LIBRARY DEVELOPMENT ACCREDITATION PROGRAM APPLICATION

- I. Access the accreditation application at: <https://www.nekls.org/resources/forms/>
- II. Affirm eligibility to apply. To be eligible to apply for accreditation, a library must be a legally-established library under Kansas Statute and eligible to receive State Aid.
- III. Review and confirm achievement of the Tier I Standards and appropriate Service Level Standards.
- IV. Review and identify which Tier II Library Standards have been achieved.
- V. For standards requiring documentation, send these documents with your application via email (see VII. Below). Check Appendix D for more information.
- VI. Library director and library board chair sign and date the application.
- VII. Send TWO documents – (1) the completed and signed accreditation application AND (2) the completed and signed Library Development Grant Application – to: accreditation@nekls.org and use “**Accreditation Application**” as the subject line.
- VIII. Please retain the original signed documents in your files.

**** For each item, mark a “Y” for Yes or a “N” for No. ****

AFFIRMATION

We affirm that the Library is legally-established per Kansas Statute.

K.S.A. 12-1220. Same; election to establish; tax levy, use of proceeds; library fund established; territory of existing library excluded, when.

https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0020.html

K.S.A. 12-1236. Establishment of library districts; petition; agreement to transfer city property to district, when; resolution; election, notice and conduct.

https://www.ksrevisor.org/statutes/chapters/ch12/012_012_0036.html

K.S.A. 75-2556. Grants-in-aid to libraries; annual reports of population and tax information; determination of amount of and eligibility for aid; payment dates. [Addressing maintenance of effort.]

https://www.ksrevisor.org/statutes/chapters/ch75/075_025_0056.html

TIER I LIBRARY STANDARDS

NOTE: A standard number in **YELLOW** indicates a new or significantly revised standard.

Administration & Governance

- 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 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.
- 3. The director acts as the library's chief executive officer and is responsible for hiring, firing and evaluating employees.
- 4. Each library designates a System Representative. This individual attends the Annual Assembly of the Northeast Kansas Library System.
- 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 2021-2023 NEKLS Accreditation Standards: Best Practices for more information.*
- 6. The library board has adopted written bylaws and policies that expressly 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 when policies are created and each time they are updated.*

Advocacy

Internet use (including Internet privacy and safety)

Budget and Finance

Facilities (including meeting room use if applicable)

Capital improvements

Children's Internet Protection Act (CIPA)

Confidentiality of patron & library records

Staff professional development

Emergency preparedness & disaster recovery

Exhibits, displays and bulletin boards

Equipment use


Gifts, memorials, and gift-in-kind donations

Intellectual Freedom

Patron behavior

Personnel

Public Services (including circulation and customer service)
Safety
Collection Development (including challenges and weeding)
Surplus property
Trustee bylaws
Use of personal devices in Library
KORA – Freedom of Information Officer Appointment

- ___ 7. Each library policy is reviewed at least once in a three-year cycle. (See also #77, the Tier II version of this standard.)
-  8. If the library is subject to a charter ordinance placing a cap on the library's mill levy, the library director and representation from the library board meet annually with the governing body to discuss current and future implications of the mill levy cap on the library's ability to build a suitable budget that enables the library to serve the community.

Continuing Education

- ___ 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 will provide trustee training statistics – topic, date, number of trustees attending and length of training. See Appendix D for details.

- ___ 10. 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 to learn more. *Director annually affirms all staff have completed CE activities.*

Facilities

- ___ 11. 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 in writing. A maintenance checklist is available on the NEKLS Reports and Forms page at: <https://www.nekls.org/resources/forms/>

- ___ 12. The library director and board periodically, i.e., every 3 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.
- ___ 13. 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.

Finances

- ___ 14. 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.
- ___ 15. Library financial records are maintained on file at the library and are available in accord with Kansas Open Records Act requirements.
- ___ 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, Benefits and Contracts – The library expends a **minimum of 60%** 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. Libraries may also consider contractors used to perform regular services such as cleaning, grounds maintenance, etc.
 - Materials and Electronic Resources minimum – The library expends a **minimum of 12%** of total operating expenditures from all income sources (excluding capital fund expenditures).
 - Technology – Varies; see appendices B & C
 - Library Operations – Varies

Library will provide final approved budget for the current year.

- ___ 17. The library board and library director present tax budget information to the local governing body. This budget should be reflected in 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. 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 2021-2023 NEKLS Accreditation Standards: Best Practices for more information.*
- ___ 19. 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 the current month’s expenditures
 - year-to-date, expenditure-to-budget comparison
 - a list of current monthly income
 - year-to-date income to budget comparison
- ___ 20. 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.
 - 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.

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.

Human Resources

- ___ 21. 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.


- 22. 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.
- 23. The library director has completed the system-approved *ApPlied Public Library Education (APPLE)* program after appointment.
- 24. 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 indicate 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)

- 25. The library board annually conducts a written evaluation of the library director's performance.
- 26. 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.
- 27. 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 – as warranted – to the library board salary increases for other library employees.
- 28.** The library adopts a staffing plan that addresses job descriptions, competencies, organizational development and succession planning.

Library Services & Programming

- ___ 29. The library participates directly in the statewide interlibrary loan system.
- ___ 30. The library has a continuous weeding program. A minimum of 3% of the physical materials in the collection is withdrawn annually.
- ___ 31. 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.
- ___ 32. The library annually adds physical items to its collection equal to not less than 4% of the total collection.
-  33. The library purchases access to digital 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 digital content cooperative arrangements in order to purchase such materials.
- ___ 34. The library provides materials, services and programming to patrons of all ages – children, teens, adults, etc. – as appropriate for their community. *See 2021-2023 NEKLS Accreditation Standards: Best Practices for more information.*

Marketing & Advocacy




-  35. The library publishes an annual report.
- ___ 36. The library has an informative and accurate website (static or dynamic) and/or a social media site that is actively maintained and that contains current information about library services and programs.

Planning & Community Engagement




- ___ 37. 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 NEKLS. *See 2021-2023 NEKLS Accreditation Standards: Best Practices for more information.*

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

Statistical Data

-  38. The library submits annually to NEKLS – by the stated deadline – the Summer Library Program statistics. *See Appendix D for details.*
-  39. The library submits monthly to NEKLS the Kansas Library Express (Courier) statistics. *See Appendix D for details.*
-  40. The library completes the annual Kansas Public Library Survey/State Report. This is a requirement in order to qualify for Kansas State Aid and any grant from NEKLS, including the Library Development Grant. *See Appendix D for details.*

Technology

-  41. The library provides convenient access to wireless Internet. Patrons have access to electrical power for electronic devices.
-  42. The library provides regularly scheduled digital literacy training or individual assistance on topics such as basic computer skills, word processing and spreadsheet software, Internet searching, privacy and security measures, social media and multimedia.
-  43. The library is either a *Next* 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.

SERVICE LEVEL STANDARDS

Complete only those questions associated with your target service level.

Gateway

- ___ 44. 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.
- ___ 45. 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 community needs but in no circumstances less than 10 mbps down. *See Appendix B for details.*
- ___ 46. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or GED. 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.

Linking

- ___ 47. 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.
- ___ 48. 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 community needs but in no circumstances less than 10 mbps down. *See Appendix B for details.*
- ___ 49. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or GED. 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.

Service Center I

- ___ 50. 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.
- ___ 51. 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 community needs but in no circumstances less than 15 mbps down. *See Appendix B for details.*
- ___ 52. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or GED. 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.

Service Center II

- 53. 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.
- 54. 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 community needs but in no circumstances less than 15 mbps down. *See Appendix B for details.*
- 55. 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.
- 56. 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.

Major Service Center I

- 57. 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.
- 58. 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 community needs but in no circumstances less than 20 mbps down. *See Appendix B for details.*
- 59. 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.
- 60. The library employs sufficient staff to meet service needs, including a minimum of 150 hours per week (3.75 FTE) of paid library staff.
- 61. 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.

Major Service Center II

- 62. 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.
- 63. 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 community needs but in no circumstances less than 35 mbps down. *See Appendix B for details.*
- 64. 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.
- 65. The library employs sufficient staff to meet service needs, including a minimum of 400 hours per week (10.0 FTE) of paid library staff.
- 66. 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.

Major Service Center III

- 67. 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.
- 68. 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 down. *See Appendix B for details.*
- 69. 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.
- 70. The library employs sufficient staff to meet service needs, including a minimum of 720 hours per week (18.0 FTE) of paid library staff.
- 71. 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.

Major Resource Library

- 72. 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.
- 73. 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 down. *See Appendix B for details.*
- 74. 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.
- 75. The library employs sufficient staff to meet service needs, including a minimum of 2000 hours per week (50.0 FTE) of paid library staff.
- 76. 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.

TIER II LIBRARY STANDARDS

- A library's **Base Grant** (Tier I and Service Level Standards) is not contingent upon achieving any of the following Tier II Library Standards. Additional grant funds \$\$ may be achieved by meeting select Tier II Library Standards as noted below. See Appendix E for grant tables by service level.
- Tier II Library Standards are not eligible for a waiver.
- A standard number in **YELLOW** indicates a new or significantly revised standard.
- A library achieving 14 of 18 **Tier II Library Standards** is recognized as a "Library of Distinction" within their service level.

Tier II Library Standards with grant funds \$\$

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| <div style="background-color: yellow; width: 15px; height: 15px;"></div> | <div style="background-color: yellow; width: 15px; height: 15px;"></div> | <div style="background-color: yellow; width: 15px; height: 15px;"></div> | <p>78. The library expends a minimum of 60% to 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. Libraries may also consider contractors used to perform regular services such as cleaning, grounds maintenance, etc. \$\$ = up to 8% of base grant</p> <p style="margin-top: 10px;"><i>Library will provide final approved budget for the current year.
See your accreditation level in Appendix E for additional information.</i></p> |
| <div style="background-color: yellow; width: 15px; height: 15px;"></div> | <div style="background-color: yellow; width: 15px; height: 15px;"></div> | <div style="background-color: yellow; width: 15px; height: 15px;"></div> | <p>79. All new employees participate in a formal orientation upon hire. The orientation program introduces employees to the mission, philosophy, goals and services of the library; diversity awareness; and job responsibilities. <i>Library will provide a copy of the orientation outline to NEKLS in electronic format. \$\$ = 5% of base grant</i></p> |
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Administration & Governance

- ☐ **81.** Each library policy is reviewed annually and updated as needed.
- ☐ **82.** Library has a library foundation, established fund with a local community foundation, a fund with the Northeast Kansas Library Foundation or an active Friends of the Library [with 501(c)3 status] to support library fundraising efforts.
- ☐ **83.** The library participates in Library Giving Day or a comparable local fundraising activity each year.

Continuing Education

- ☐ **84.** The library provides all staff access to at least two training activities each year. These could be in-house training, webinars, NEKLS-sponsored trainings, or other suitable opportunities.

Facilities

- ☐ **85.** The library has one or more meeting and/or multipurpose rooms available for community use.
- ☐ **86.** The library prepares a long-range facility plan that addresses projected growth. The board reviews this plan annually and revises it every five years.
- ☐ **87.** The library facility is clean, organized, and free of clutter in public service areas. All patrons have suitable room to comfortably navigate the library and interact with resources. The library deploys consistently branded signage throughout the building and grounds.

Library Services & Programming

- ☐ **88.** Library is “fine free” for overdue materials. (Library may collect funds from patrons for lost or damaged materials.)
- ☐ **89.** The library regularly partners with at least two other social, cultural and/or recreational organizations in the community to offer programs.

Marketing & Advocacy

- ☐ 90. The library director presents the library's annual report at an appropriate open meeting.
- ☐ 91. The library works with local businesses and organizations to cross-promote services and community benefits.

Planning & Community Engagement

- ☐ 92. The library embeds staff in community commissions, boards, neighborhood groups, organizations and chambers.
- ☐ 93. The library pays membership dues for the library director to participate in the local Chamber of Commerce, Rotary and/or other civic organizations.

Technology

- ☐ 94. The library provides a wireless Internet access point 24/7.

APPLICATION CERTIFICATION

I affirm, by entering my name and date of submission, that:

- I have thoroughly reviewed these accreditation standards with the library's board of trustees.
- The library fulfills all of the accreditation standards selected in this application.

Director's Name

Signature

Date

Board Chair's Name

Signature

Date

Appendix A

2021-2023 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)		
	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
2% annual increase												
Gateway Library	10.73	10.94	11.16	11.82	12.06	12.30	12.97	13.23	13.50			
Linking Library	12.28	12.53	12.78	13.49	13.76	14.04	14.81	15.11	15.41			
Service Center I	13.72	13.99	14.27	15.16	15.46	15.77	16.66	16.99	17.33	*	*	*
Service Center II							18.49	18.86	19.24	21.58	22.01	22.46
Major Service Center I										23.27	23.73	24.21
Major Service Center II										25.39	25.90	26.41

* Entry level salaries for Library Directors in categories not specified in this chart should be at levels appropriate to their responsibilities and qualifications. See 2021-2023 NEKLS Accreditation Standards: Best Practices for more information.

Appendix B

Recommended Internet Bandwidth

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 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

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	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	YES	YES	YES	YES	YES	YES	YES	YES
Public devices with an Internet connection - desktops, laptops, tablets, etc. -	YES	YES	YES	YES	YES	YES	YES*	YES**
Internet Bandwidth (minimum megabits per second)	10 mbps	10 mbps	15 mbps	15 mbps	20 mbps	35 mbps	45 mbps	75 mbps
Wireless Internet Access Point -- preferably on 24/7	YES	YES	YES	YES	YES	YES	YES	YES
Automation -- ILS / OPAC	YES	YES	YES	YES	YES	YES	YES	YES
KLA Membership	YES	YES	YES	YES	YES	YES	YES	YES
ALA and Other Memberships	YES	YES	YES	YES	YES	YES	YES	YES
Minimum Paid Staff Hours, including director	16	20	34	80	150	400	720	2000
Education of Director (minimum)	HS diploma & APPLE training	HS diploma & APPLE training	HS diploma & APPLE training	Bachelor's degree & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training	MLS & APPLE training
Education of Other Staff						BA/BS ("key personnel")	MLS (2+ FTE)	MLS (8+ FTE)
Technology Staff (minimum)					0.5 FTE	1.0 FTE	1.5 FTE	2.0 FTE
On-demand computer instruction and/or classes	YES	YES	YES	YES	YES	YES	YES	YES
<p>* -- 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.</p> <p>** -- 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.</p>								

Appendix D

Checklist of Standards with Documentation Requirements

The following standards have an information sharing requirement. For each standard, please submit information to the link provided.

Standard	Documentation Description
4	Notify NEKLS of designated System Representative by August 1 st of each year. Contact is Jessi Harris – jharris@nekls.org
6	Electronic copies of all library policies emailed to: accreditation@nekls.org
9	Trustee training statistics submitted annually. Contact is Jessi Harris – jharris@nekls.org
16, 78	Library's final approved budget for the current year emailed to: accreditation@nekls.org
37	Electronic copy of strategic plan emailed to: accreditation@nekls.org
38	Summer Library Program statistics submitted annually. Contact is Anna Foote – afoote@nekls.org
39	Monthly Kansas Library Express (Courier) statistics submitted. Contact is Caroline Handwork – chandwork@nekls.org
40	Annual Kansas Public Library Survey/State Report successfully submitted to the State Library – https://ks.countingopinions.com/
77	Electronic copy of trustee orientation outline emailed to: accreditation@nekls.org
78, 16	Library's final approved budget for the current year emailed to: accreditation@nekls.org
79	Electronic copy of employee orientation outline emailed to: accreditation@nekls.org
80	Electronic copy of technology plan emailed to: accreditation@nekls.org

Appendix E

Library Development Grant Formulas by service level.

Gateway	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
<i>Staff expenditures 65% and over</i>	8,640.00	7,063.00	353.15	565.04	353.15	565.04	\$8,899
<i>Staff expenditures 64% to 64.99%</i>	8,640.00	7,063.00	353.15	529.73	353.15	565.04	\$8,864
<i>Staff expenditures 63% to 63.99%</i>	8,640.00	7,063.00	353.15	494.41	353.15	565.04	\$8,829
<i>Staff expenditures 62% to 62.99%</i>	8,640.00	7,063.00	353.15	459.10	353.15	565.04	\$8,793
<i>Staff expenditures 61% to 61.99%</i>	8,640.00	7,063.00	353.15	423.78	353.15	565.04	\$8,758
<i>Staff expenditures 60% to 60.99%</i>	8,640.00	7,063.00	353.15	388.47	353.15	565.04	\$8,723
<i>Staff expenditures 59.99% or less</i>	8,640.00	7,063.00	353.15	305.66	353.15	565.04	\$8,640
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$7,063							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	7,063.00	Base Grant					
	0.00	Standard #77: not achieved					
	305.66	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	353.15	Standard #79: achieved					
	565.04	Standard #80: achieved					
	\$8,287	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							

Linking	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
Staff expenditures 65% and over	12,600.00	10,300.00	515.00	824.00	515.00	824.00	12,978
Staff expenditures 64% to 64.99%	12,600.00	10,300.00	515.00	772.50	515.00	824.00	12,927
Staff expenditures 63% to 63.99%	12,600.00	10,300.00	515.00	721.00	515.00	824.00	12,875
Staff expenditures 62% to 62.99%	12,600.00	10,300.00	515.00	669.50	515.00	824.00	12,824
Staff expenditures 61% to 61.99%	12,600.00	10,300.00	515.00	618.00	515.00	824.00	12,772
Staff expenditures 60% to 60.99%	12,600.00	10,300.00	515.00	566.50	515.00	824.00	12,721
Staff expenditures 59.99% or less	12,600.00	10,300.00	515.00	446.00	515.00	824.00	12,600
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$10,300							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	10,300.00	Base Grant					
	0.00	Standard #77: not achieved					
	446.00	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	515.00	Standard #79: achieved					
	824.00	Standard #80: achieved					
	\$12,085	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							

Service Center I		2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
<i>Staff expenditures 65% and over</i>	<i>Staff expenditures 64% to 64.99%</i>	17,400.00	14,224.00	711.20	1,137.92	711.20	1,137.92	17,922
	<i>Staff expenditures 63% to 63.99%</i>	17,400.00	14,224.00	711.20	1,066.80	711.20	1,137.92	17,851
	<i>Staff expenditures 62% to 62.99%</i>	17,400.00	14,224.00	711.20	995.68	711.20	1,137.92	17,780
	<i>Staff expenditures 61% to 61.99%</i>	17,400.00	14,224.00	711.20	924.56	711.20	1,137.92	17,709
	<i>Staff expenditures 60% to 60.99%</i>	17,400.00	14,224.00	711.20	853.44	711.20	1,137.92	17,638
<i>Staff expenditures 59.99% or less</i>		17,400.00	14,224.00	711.20	782.32	711.20	1,137.92	17,567
					615.68	711.20	1,137.92	17,400
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.								
Option A -- Achieve the Base Grant = \$14,224								
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.								
For example, if your library achieves:								
	14,224.00	Base Grant						
	0.00	Standard #77: not achieved						
	615.68	Standard #78: library uses bridge \$ allowance for achieving staff expenditures of 59.99% or less						
	711.20	Standard #79: achieved						
	1,137.92	Standard #80: achieved						
	\$16,689	Total 2021 grant amount						
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.								

Service Center II	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
<i>Staff expenditures 65% and over</i>	21,460.00	17,543.00	877.15	1,403.44	877.15	1,403.44	22,104
<i>Staff expenditures 64% to 64.99%</i>	21,460.00	17,543.00	877.15	1,315.73	877.15	1,403.44	22,016
<i>Staff expenditures 63% to 63.99%</i>	21,460.00	17,543.00	877.15	1,228.01	877.15	1,403.44	21,929
<i>Staff expenditures 62% to 62.99%</i>	21,460.00	17,543.00	877.15	1,140.30	877.15	1,403.44	21,841
<i>Staff expenditures 61% to 61.99%</i>	21,460.00	17,543.00	877.15	1,052.58	877.15	1,403.44	21,753
<i>Staff expenditures 60% to 60.99%</i>	21,460.00	17,543.00	877.15	964.87	877.15	1,403.44	21,666
<i>Staff expenditures 59.99% or less</i>	21,460.00	17,543.00	877.15	759.26	877.15	1,403.44	21,460
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$17,543							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	17,543.00	Base Grant					
	0.00	Standard #77: not achieved					
	759.26	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	877.15	Standard #79: achieved					
	1,403.44	Standard #80: achieved					
	\$20,583	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							

Major Service Center I	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
Staff expenditures 65% and over	25,704.00	21,012.00	1,050.60	1,680.96	1,050.60	1,680.96	26,475
Staff expenditures 64% to 64.99%	25,704.00	21,012.00	1,050.60	1,575.90	1,050.60	1,680.96	26,370
Staff expenditures 63% to 63.99%	25,704.00	21,012.00	1,050.60	1,470.84	1,050.60	1,680.96	26,265
Staff expenditures 62% to 62.99%	25,704.00	21,012.00	1,050.60	1,365.78	1,050.60	1,680.96	26,160
Staff expenditures 61% to 61.99%	25,704.00	21,012.00	1,050.60	1,260.72	1,050.60	1,680.96	26,055
Staff expenditures 60% to 60.99%	25,704.00	21,012.00	1,050.60	1,155.66	1,050.60	1,680.96	25,950
Staff expenditures 59.99% or less	25,704.00	21,012.00	1,050.60	909.84	1,050.60	1,680.96	25,704
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$21,012							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	21,012.00	Base Grant					
	0.00	Standard #77: not achieved					
	909.84	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	1,050.60	Standard #79: achieved					
	1,680.96	Standard #80: achieved					
	\$24,653	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							

Major Service Center II	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
Staff expenditures 65% and over	33,949.00	27,752.00	1,387.60	2,220.16	1,387.60	2,220.16	34,968
Staff expenditures 64% to 64.99%	33,949.00	27,752.00	1,387.60	2,081.40	1,387.60	2,220.16	34,829
Staff expenditures 63% to 63.99%	33,949.00	27,752.00	1,387.60	1,942.64	1,387.60	2,220.16	34,690
Staff expenditures 62% to 62.99%	33,949.00	27,752.00	1,387.60	1,803.88	1,387.60	2,220.16	34,551
Staff expenditures 61% to 61.99%	33,949.00	27,752.00	1,387.60	1,665.12	1,387.60	2,220.16	34,412
Staff expenditures 60% to 60.99%	33,949.00	27,752.00	1,387.60	1,526.36	1,387.60	2,220.16	34,274
Staff expenditures 59.99% or less	33,949.00	27,752.00	1,387.60	1,201.64	1,387.60	2,220.16	33,949
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$27,752							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	27,752.00	Base Grant					
	0.00	Standard #77: not achieved					
	1,201.64	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	1,387.60	Standard #79: achieved					
	2,220.16	Standard #80: achieved					
	\$32,561	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							

Major Service Center III	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
<i>Staff expenditures 65% and over</i>	56,000.00	45,239.00	2,261.95	3,619.12	2,261.95	3,619.12	57,001
<i>Staff expenditures 64% to 64.99%</i>	56,000.00	45,239.00	2,261.95	3,506.02	2,261.95	3,619.12	56,888
<i>Staff expenditures 63% to 63.99%</i>	56,000.00	45,239.00	2,261.95	3,392.93	2,261.95	3,619.12	56,775
<i>Staff expenditures 62% to 62.99%</i>	56,000.00	45,239.00	2,261.95	3,279.83	2,261.95	3,619.12	56,662
<i>Staff expenditures 61% to 61.99%</i>	56,000.00	45,239.00	2,261.95	3,166.73	2,261.95	3,619.12	56,549
<i>Staff expenditures 60% to 60.99%</i>	56,000.00	45,239.00	2,261.95	3,053.63	2,261.95	3,619.12	56,436
<i>Staff expenditures 59.99% or less</i>	56,000.00	45,239.00	2,261.95	2,617.98	2,261.95	3,619.12	56,000
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$45,239							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	45,239.00	Base Grant					
	0.00	Standard #77: not achieved					
	2,617.98	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	2,261.95	Standard #79: achieved					
	3,619.12	Standard #80: achieved					
	\$53,738	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							

Major Resource Library	2020 grant	2021 Base Grant	#77 Trustee Orientation (5% of base grant)	#78 Staff Expenditures (up to 8% of base grant)	#79 New Employee Orientation (5% of base grant)	#80 Technology Plan (8% of base grant)	Maximum possible 2021 grant amount
Staff expenditures 65% and over	92,000.00	73,810.00	3,690.50	5,904.80	3,690.50	5,904.80	93,001
Staff expenditures 64% to 64.99%	92,000.00	73,810.00	3,690.50	5,720.28	3,690.50	5,904.80	92,816
Staff expenditures 63% to 63.99%	92,000.00	73,810.00	3,690.50	5,535.75	3,690.50	5,904.80	92,632
Staff expenditures 62% to 62.99%	92,000.00	73,810.00	3,690.50	5,351.23	3,690.50	5,904.80	92,447
Staff expenditures 61% to 61.99%	92,000.00	73,810.00	3,690.50	5,166.70	3,690.50	5,904.80	92,263
Staff expenditures 60% to 60.99%	92,000.00	73,810.00	3,690.50	4,982.18	3,690.50	5,904.80	92,078
Staff expenditures 59.99% or less	92,000.00	73,810.00	3,690.50	4,904.20	3,690.50	5,904.80	92,000
To help inform your budget planning, use the data provided above to determine the estimated grant amount for 2021.							
Option A -- Achieve the Base Grant = \$73,810							
Option B -- Achieve the Base Grant and a mix of the Select Grants listed above; use individual Select Grant amounts above to calculate your TOTAL 2021 grant amount.							
For example, if your library achieves:							
	73,810.00	Base Grant					
	0.00	Standard #77: not achieved					
	4,904.20	Standard #78: library uses bridge \$\$ allowance for achieving staff expenditures of 59.99% or less					
	3,690.50	Standard #79: achieved					
	5,904.80	Standard #80: achieved					
	\$88,310	Total 2021 grant amount					
Option C -- Achieve the Base Grant and all FOUR of the Select Grants listed above; see total grant amount at far right above.							