

ALLOCATION GUIDELINES AND CRITERIA

The regional library systems began as organizations of public libraries only, and have remained part of the funding pattern for the support of public library service in the state.

SEKLS provides extended service grants, or allocations, to public libraries. To receive a System allocation or grant, a library must:

1. Be eligible for the full amount of State Aid, and
2. Comply with all applicable state laws and regulations regarding public libraries; including composition of library board, provision of free library service to all residents of territory comprising the SEKLS, etc.

Where cities have used home rule authority to exempt themselves from provisions of state law regarding libraries, the library will be held to remain in compliance with the 2nd requirement, as long as such exemption does not alter the powers and duties of the library board.

The same restriction on expenditures apply as apply to State Aid; that is, allocation funds may not be spent on construction, repair, debt reduction, or utilities.

Libraries must file their allocation expenditure report before receiving the next check. Funds need not be expended within the quarter received, but any funds that were spent should be reported.

All funds received for the year must be spent or encumbered by **Nov. 30** of each year. No further checks will be sent after Nov. 30 of any year; any allocation funds not distributed by then because prior quarterly reports were not submitted will be forfeited.

Libraries receive a base amount, and may receive up to 95% beyond the base by meeting certain criteria. District libraries with an assessed valuation of less than \$50 million receive a base of \$3,100. District libraries with an assessed valuation of more than \$50 million receive no allocation of System funds. For other libraries, base grants will be \$4,200 plus 95¢ per capita.

When a new library director has not yet visited the SEKLS headquarters, allocation checks will be held and given to the librarian at the time of the visit.

When a library director position is vacant, the following timeline will be used in regard to allocations.

3 months after director leaves: The interim director must have visited SEKLS and the library must show that it is actively seeking a new director in order to continue receiving allocation checks. When the director position is anticipated to be vacant for three months or more, the interim library director should schedule a visit to SEKLS.

6 months: SEKLS will send a letter informing the library board that allocations may be discontinued after one year if no permanent director is named.

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By 10 months: If no director has been hired, the library board may appeal for an extension. By showing that a director is being actively sought, the library may receive allocations for an additional six months. The appeal is to be in writing and should detail the board's efforts to search for and hire a library director. The SEKLS Executive Board will determine whether the appeal will be granted.

12 months: Allocations will be suspended unless the Executive Board grants an extension following an appeal.

18 months: Allocations will be suspended if the position is still vacant.

Allocations will be resumed when a permanent director is named, but allocations forfeited between the suspension at 12 (or 18) months and the hiring of the new director will not be paid.

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Library Service Levels

Gateway Fewer than 500 people
 Linking 500 - 1,000 people
 Service Center I 1,000 - 2,500 people
 Service Center II 2,500 - 10,000 people
 Major Service Center I 10,000 - 25,000 people
 Major Service Center II 25,000 - 100,000 people
 Major Resource Center More than 100,000 people

Criteria

Possible Increase

1. **Budget** on file with SEKLS 8%
2. Up-to-date **policy** on file with SEKLS 10%

Must have been reviewed or amended in last 3 years
 2% basic policy
 2% each for including:
 1) confidentiality statement
 2) materials selection policy with procedure for challenges
 3) trustee bylaws
 4) Internet policy
3. **Hours of operation** on Saturday, Sunday, or after 5 p.m. any day 8%

Column A is for Gateway and Linking Libraries
 Column B is for Service Centers and Level I Major Service Centers
 Column C is for Level II Major Service Centers/Core

	<u>A</u>	<u>B</u>	<u>C</u>
1-2	3%	2%	0%
more than 2	6%	4%	1%
more than 5	8%	6%	2%
more than 10		8%	4%
more than 16			6%
more than 20			8%
4. Library represented at **Annual Meeting/Revenue Neutral Rate Hearing** 5%
5. Hours of **continuing education by library staff:** 18%
 1.5% per hour, maximum of 18%
6. **Youth Services** activities undertaken by the library during the prior year: 5%
 1% per criteria, maximum of 5%
 - Programming is regularly provided to children and you under the age of 18 years.

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	• The library has built or is working to build community partnerships, such as with the school district, 4-H extension, or day care centers. • Reader's advisory resources, such as bookmarks, displays, and title lists, exist for young readers. • The collection development policy addresses materials for youth and is used to regularly purchase materials for youth under the age of 18 years. • The library includes space thoughtfully designed for youth. • Library staff have implemented strategies to welcome children and families into the library, with an understanding of typical behavior from children.	
7.	Hours of continuing education by trustees	5%
	If at least half of the Board receives some form of continuing education in the last year. Examples: • Attended SEKLS workshop • Watched training on YouTube • Library director provided training at board meeting	
8.	Annual written evaluation of library director	6%
9.	Public wireless Internet access ("Wi-Fi") available	6%
10.	Library maintains an up-to-date website or page	6%
11.	Library director education	8%
	• For library director who has an MLS, graduated KPLACE or APPLE • 5% if the director is a current APPLE student and has demonstrated active participation	
12.	Social Media	5%
	Gateway, Linking, and Service Center libraries will receive credit if they use at least one form of social media on a regular basis; Major Service Center I libraries (population 2500+) if they use at least two. Examples: Facebook, Pinterest, Twitter, Instagram, YouTube, Blog* *A website using blogging software (such as WordPress) will count for this if it is used regularly as a blog, and not simply for a basic website.	
13.	Library meets the state standard for Internet bandwidth	5%
	<i>Potential increase beyond base</i>	95%