

Accreditation Application

Northeast Kansas Library System

Library Development Accreditation Program – 2025-2027

The 2025-2027 accreditation standards and grant funding formula are the result of countless hours of work from an ad hoc committee comprised of Executive Board members, library directors, and NEKLS staff. Library directors from accredited member public libraries (1) were surveyed early in the process, (2) had the opportunity for a survey follow-up conversation with members of the committee, and (3) were solicited for comment on a DRAFT of the new standards and funding formula.

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

- 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 the standards within the desired accreditation level.
- Libraries may request a waiver for most standards. 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.
- Libraries eligible to participate in the Program and receive a Library Development Grant must be located in a NEKLS taxing county. Bonner Springs City Library, Rossville Community Library, and Silver Lake Public Library – each located in a county not taxed by NEKLS – are eligible to participate and will be classified as a district library for the purposes of the Program.
- Some standards reference **2025-2027 NEKLS Accreditation Standards: Best Practices (“Best Practices”)** as an additional resource. This document is a work in progress. It may be accessed here: <https://www.nekls.org/resources/forms/>
- **A library that is subject to a Home Rule charter ordinance (or a joint resolution under K.S.A. 12-3903) that alters the powers and duties of a library board as provided in K.S.A. 12-1218 et seq will receive a two percent (2%) reduction in the total Library Development Grant amount for each standard not met from the following ten standards subject to exemption: #s 1, 2, 3, 4, 7, 9, 14, 16, 18, 25 and 26.** *(Eligibility provision approved by NEKLS Executive Board, June 20, 2024)*

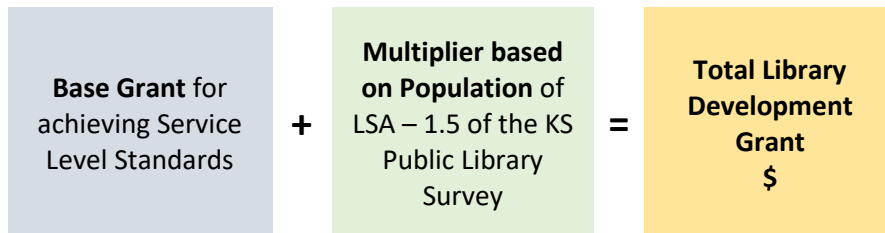
LIBRARY SERVICE LEVELS

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:



BASE GRANT

Service Level	Base Grant for 2025 \$
Gateway	10,000
Linking	15,000
Service Center I	22,000
Service Center II	30,000
Major Service Center I	35,000
Major Service Center II	45,000
Major Service Center III	75,000
Major Resource Library	92,000

NOTE: District libraries, regardless of service level, will receive a **\$2,500** base grant for accomplishing service level standards.

POPULATION MULTIPLIER

A portion of the Library Development Grant is based on the population of the library’s Legal Service Area (LSA) as reported in the Annual Statistical Report, Field 1.5: Population of the LSA. This data is pre-populated by the State Library and sourced from the Kansas Division of the Budget, which is responsible for the certification of Kansas Population Data to the Secretary of State.

Libraries will receive grant funds based on a sliding population scale as follows:

Population Range	Multiplier
0-2499	\$1.00
2500-9999	\$0.80
10000-24999	\$0.30
25000 plus	\$0.10

Example of a library with an LSA population of 12,604:

Population Range	Population	Multiplier	Amount
0-2499	2499	\$1.00	2,499
2500-9999	7500	\$0.80	6,000
10000-24999	2605	\$0.30	782
25000 plus	0	\$0.10	0
Total	12,604		\$9,281

In this example, the library receives \$1.00 for each of the first 2,499 residents; \$0.80 for the next 7,500 residents; and \$0.30 for the remaining 2,605 residents. All totaled, this library will receive \$9,281.

SAMPLE GRANT FORMULA CALCULATION

Suppose the example library is accredited as a Major Service Center I library and has an LSA population of 12,604.

Base Grant as a Major Service Center I library \$35,000	+	Multiplier based on LSA Population \$9,821	=	Total Library Development Grant \$44,821
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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 appropriate Service Level Standards.
- IV. For standards requiring documentation, send these documents with your application via email (see VII. Below). Check Appendix D for more information.
- V. Library director and library board chair sign and date the application.
- VI. 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

LIBRARY STANDARDS

Administration and 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 for library staff; (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. All new library trustees participate in a formal orientation upon appointment to the library board. **See Best Practices.**
- __ 5. Each library designates a System Representative during an open meeting of the board. This individual attends the Annual Assembly of the Northeast Kansas Library System in either August or September.
- __ 6. 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 Best Practices.**
- __ 7. 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
Kansas Open Record Act (KORA) – Freedom of Information Officer Appointment

- __ 8. Each library policy is reviewed at least once in a three-year cycle.
- __ 9. 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

- __ 10. 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.

- __ 11. All library personnel pursue an ongoing program of continuing education activities, These could be in-house training, webinars, NEKLS-sponsored trainings, or other suitable opportunities. Director annually affirms all staff have completed CE activities.

Facilities

- __ 12. Safety is a primary consideration for every public building and physical grounds. A maintenance checklist is available on the NEKLS Online Learning page, under the Facilities heading.

Every two years, the librarian and a board member and a city representative conduct a maintenance review of the library building and physical grounds. Emergency repairs should be completed immediately and a plan developed to address the remaining repairs. If the local government (city, township or county) provides building maintenance services, the library informs local government of maintenance needs in writing.

- __ 13. The library director and board periodically, e.g. every three 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.

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. This standard may not be waived.

- __ 15. Library financial records are maintained on file at the library and are available in accord with KORA 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 annual expenditures for salaried personnel and contracted services. Compensation includes salaries and wages as well as employee benefits that will include Social Security and Medicare, and may include Kansas Public Employees Retirement System (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 (excluding capital fund expenditures).
 - *Technology* – Varies; see appendices B & C
 - *Library Operations* – Varies

Library will provide a copy of the final approved budget for the current year to NEKLS with current grant application.

- __ 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). This standard may not be waived.

- __ 18. The library has implemented sound financial practices. This standard may not be waived.
- All checks issued by the library require two signatures. As a point of reference, K.S.A. 10-803 states that the board president and the secretary are to be signatories.
 - 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 income to budget comparison
 - year-to-date, expenditure-to-budget comparison
- __ 19. The library board and library director comply with the audit requirements for the library budget's size. 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 *by the board* 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 Generally Accepted Accounting Practices (GAAP) waiver annually. This standard may not be waived.

Human Resources

- __ 20. 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. See Best Practices for sample outline.
- __ 21. All employees are paid no less than the minimum wage as required in the Fair Labor Standards Act (FLSA), and the library complies with other provisions of the FLSA. No volunteering.
- __ 22. The library maintains and pays for a personal membership for the library director in a regional or national professional organization devoted to supporting public libraries.
- __ 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
- __ APPLE Certification and an MLS (Master's Degree, Library Science)
- __ 25. The library board annually conducts a written evaluation of the library director's performance. See **Best Practices**
- __ 26. An annual salary increase is provided to the library director, subject to the annual performance evaluation. See **Best Practices**
- __ 27. The library maintains a staffing plan that addresses job descriptions, competencies, and succession planning.
- __ 28. 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.

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. 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 as appropriate for their community. See **Best Practices**

Marketing & Advocacy

- __ 35. The library publishes an annual report. See best practices.
- __ 36. The library has an informative and accurate website (static or dynamic) and a social media site, if desired, 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. Assistance with library planning is available from NEKLS. Library will provide a copy of the strategic plan to NEKLS in electronic format. See **Best Practices**.

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. See **Best Practices**
- __ 42. The library provides scheduled or individual assistance for technology training.
- __ 43. The library is either a Next Search Catalog (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.
- __ 44. 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.

Service Level Standards

Complete only those questions associated with your target service level. See Appendix C for a chart of all standards by Service Level.

Gateway

- ___ 45. 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.
- ___ 46. 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.**
- ___ 47. The library employs sufficient staff to meet service needs, including a paid library director possessing a high school diploma or General Education Diploma (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

- ___ 48. 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.
- ___ 49. 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.**
- ___ 50. 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

- ___ 51. 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.
- ___ 52. 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.**
- ___ 53. 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

- ___ 54. The library is open 45-60 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.
- ___ 55. 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.**
- ___ 56. 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.
- ___ 57. 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 may be waived when candidates have a high school diploma or GED with extensive library experience or skills.

Major Service Center I

- ___ 58. 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.
- ___ 59. 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.**
- ___ 60. 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.
- ___ 61. The library employs sufficient staff to meet service needs, including a minimum of 150 hours per week (3.75 FTE) of paid library staff.
- ___ 62. The library director has a Masters of Library Science (MLS) degree from an ALA accredited library school. These educational requirements may be waived when candidates possess a bachelor's degree with extensive library experience or skills provided the director completes their MLS degree within seven years of being hired.

Major Service Center II

- ___ 63. 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.
- ___ 64. 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.**
- ___ 65. The library provides local technical support for its library network, hardware and software, and has a minimum of 1.0 Full Time Equivalent (FTE) dedicated to technology development, services and support.
- ___ 66. The library employs sufficient staff to meet service needs, including a minimum of 400 hours per week (10.0 FTE) of paid library staff.
- ___ 67. 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.

Major Service Center III

- ___ 68. 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.
- ___ 69. 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.**
- ___ 70. 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.
- ___ 71. The library employs sufficient staff to meet service needs, including a minimum of 720 hours per week (18.0 FTE) of paid library staff.
- ___ 72. 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.

Major Resource Library

- ___ 73. 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.
- ___ 74. 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.**
- ___ 75. 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.
- ___ 76. The library employs sufficient staff to meet service needs, including a minimum of 2000 hours per week (50.0 FTE) of paid library staff.
- ___ 77. 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.

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

2025-2027 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. 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 <i>and</i> Bachelor's Degree			MLS with or without APPLE Certification (Master's Degree, Library Science)		
	2025	2026	2027	2025	2026	2027	2025	2026	2027	2025	2026	2027
2% annual increase												
Gateway Library	11.61	11.84	12.08	12.80	13.05	13.31	14.05	14.33	14.61			
Linking Library	13.30	13.56	13.83	14.61	14.90	15.20	16.03	16.35	16.68			
Service Center I	14.85	15.14	15.45	16.41	16.74	17.07	18.03	18.39	18.76			
Service Center II							20.02	20.42	20.83	23.37	23.83	24.31
Major Service Center I										25.19	25.69	26.21
Major Service Center II										27.48	28.03	28.59

* Entry level salaries for Library Directors in categories not specified in this chart should be at levels appropriate to their responsibilities and qualifications. See **Best Practices**.

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				At least 5 hours per week			
Weekend Hours	combination				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
Mmebership in a regional or national professional organization that supports public libraries	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 (1+ FTE)	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

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
5	Notify NEKLS of designated System Representative by August 1 st of each year. Contact is Megan Mentzer – mmentzer@nekls.org
7	Electronic copies of all library policies emailed to: accreditation@nekls.org
10	Trustee training statistics submitted annually. Contact is Megan Mentzer – mmentzer@nekls.org
17	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/
44	Electronic copy of technology plan emailed to: accreditation@nekls.org