

## ZBB FORMULA Q&As

Q: Do all positions have to be filled at July 1?

A: Yes. To receive the allocation intended for each position all positions must be filled at July 1. Even though systems will be allowed to retain funding for a professional position that becomes vacant during the fiscal year for up to 6 months, or until the end of the fiscal year, whichever comes first, this does not apply to the beginning of the fiscal year. The intent of the formula is to fund professional positions.

Q: Since library system doesn't pay TRS, GHI, or Social Security portion of FICA, does library system still get these funds? How are funds allowed to be spent?

A: The benefit allocations have been calculated to provide an equivalent benefit to all systems. The amounts are based on enrollment in state programs but offer the benefit to systems enrolled in their local government programs. These amounts are intended to go toward retirement, general health insurance, and FICA. All remaining amounts should be added into base salaries for your professional MLS or System Support Staff positions. If this is impossible the extra dollars can be rolled into any other base salary costs.

Q: Can the director supplement be used for **System Services Grant (SSG)** or Materials?

A: No. The director supplement may be used to pay other salary costs. When listing these amounts on the ZBB information sheet, please put them under the appropriate section. If the supplement is spent on "other" salaries enter them in the section titled "System Services Positions Filled" and choose "other" for the position title.

Q: How do I calculate library system's SSG waiver?

A: The SSG waiver is 25% of library system's salary grant excluding salary base and benefits allocation for the director. It also excludes the director supplement. To determine waiver, take amount from the "TOTAL SALARIES" column, subtract 85,097 and multiply by 25%.

Q: Will the SSG Waiver be available every year?

A: The intent of the formula is to fund professional positions. It is possible that the SSG Waiver will only be available the first couple years to allow flexibility while adjusting to the new formula. Please prepare for the likelihood that it may not be available after FY 2017.

Q: When is the SSG waiver due for FY 2016?

A: FY 2016 SSG waiver will be due May 15. GPLS will provide the waiver request form.

Q: How may the system spend SSG funds?

A: SSG shall be used for the general operation of library services. The SSG shall not be used for land acquisition or construction. Note: All grant expenditures, including state reimbursed positions, must follow state guidelines (**examples of unallowable expenditures: alcoholic products, lobbying services/memberships, personal gifts, tobacco products, etc**).

Q: How will GPLS track grant budget for each system?

A: There will be a ZBB Formula Information Sheet and Budget Plan completed by each system. This will be due June 15 for FY 2016. Each system will list all state reimbursed professional positions and system support staff positions. During the year terminations and new hires will be tracked with a short personnel transaction form completed by library system. At the end of the fiscal year, an updated version of the Grant Completion report, detailing expenditure of state funds, will be due.

Q: What are my options for determining salaries for state-reimbursed professional positions?

A: State reimbursed professional positions must be paid within the approved salary range; this year, that range is \$46,125-\$69,391 plus benefits. It is anticipated that the range will change as funding increases. Local supplements to these salaries are always allowed. Salaries can be determined based on work assignments, supervisory responsibility, longevity and performance.

Q: How many positions may the library system convert?

A: The new formula does not allow conversions. Up to 50% of funding allocated for professional positions may be used to fund system support staff. If the library system chooses this option, all funds must be used for salaries and benefits for system support staff employed by the library system. Examples of system support staff include technology professionals; business managers/bookkeepers; library associates assigned such tasks as (cataloging, courier services, genealogy, reference, youth services); library branch managers. System support staff positions may be full-time or part-time. System support staff positions are not restricted to the salary range for professional librarians.

Q: How will the interim director position be reimbursed if filled by a retired librarian?

A: TRS allows for a retired librarian to be paid 49% the current salary for the position. The system will be allowed to pay the position with benefits using grant funds up to 49% of the maximum library director allocation of \$103,178. GPLS will continue to send the full allocation for the director position (\$61,500 + \$6XXX director supplement + benefits); if there are more funds allocated to the director position, the remaining funds may be used for SSG until the position is filled with a full-time director.