

## State Reimbursed Position Guidelines - Fiscal Year 2019

GPLS, in consultation with the leadership of Georgia's public libraries, has determined that the most important function of state grants to public libraries is the provision of qualified professional librarians in every library system, as well as the essential support staff in areas such as finance and technology services required for optimal public library service. State funding of professional and allied support positions ensures that every library system in the state is directed by a trained, experienced librarian ( O.C.G.A. 20-5-45), and that essential system support services are handled by individuals with degrees from accredited programs, or the appropriate level of education and training to ensure consistently high-quality service across the state. This has long been a commitment by the state of Georgia to public libraries.

- State reimbursed professional positions require a master's degree in library and information science from an ALA-accredited institution. A current license from the Georgia Secretary of State's Librarians Board is also required. The library director must occupy one of the state reimbursed positions.
  
- State reimbursed professional positions must be paid on a salary range plus benefits for FY19 as follows
  - Minimum = \$46,586 (\$70,003 with benefits)
  - Maximum = \$72,797 (\$103,697 with benefits)
  - **Base allocation per position = \$64,519 (\$93,055 with benefits)**
  - Director supplement of \$9,098 with benefits is allocated to each library system and may be added to the Director's salary. (**Maximum Director salary with benefits is \$112,795**)
    - Director's salary may not be less than the base allocation plus benefits.
    - Each year, the **Board of Trustees' minutes must reflect approval of the director salary amount including local supplement.**
    - Base allocation with benefit funds for positions **must be spent in its entirety** on professional / system support staff positions. Funds allocated for Director's supplement may be used for ANY salary/benefits purposes.
  
- The library director will be responsible for determining the actual salary level for each state reimbursed professional within the amount of funding allocated, using job performance as a determining factor, and (for librarians) within the designated professional salary range.
- Up to 50% of funding allocated for professional positions may be used to fund system support staff. 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.
  - 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.
  - System support staff positions may be full-time or part-time.

- System support staff positions are not required to meet the **salary range minimum** for professional librarians, but **shall not be paid more than the salary range maximum**.
  - **All individuals paid with state funds (professional and support) must receive annual performance evaluations**, in accordance with Governor's office policies.
  
- A library system may request a waiver from the requirement that all funds from the salaries grant be used only for salaries and benefits; such a waiver would allow the system to utilize up to 10% of its salaries grant in fiscal year 2019, as a system services grant (SSG).
  - Request for waiver must be approved by the Board of Trustees and submitted to the GPLS Business Director; waiver will be issued for one fiscal year.
  - If approved, this waiver excludes salary base and benefits allocation for the director and the director supplement,
  - A minimum of 50% of the positions allocated must still be used for professional librarians with active MLS license.
  
- With GPLS approval, Salary benefit rounding errors of up to \$500 may be used as SSG to balance the budget at fiscal year-end.
  
- Library systems will be required to submit a State Grants Budget via [budget.georgialibraries.org](http://budget.georgialibraries.org) detailing the use of the grant and the director supplement before the beginning of each fiscal year and should update information as needed. A budget narrative along with all personnel transaction forms are required to be uploaded to the budget website each year to detail budget changes during year. Due dates will be provided each year.
  
- Note: In order to allow maximum flexibility, 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. During this period, the base allocation for that position may be converted to a system services grant SSG.
  - **Base allocation per year is \$93,055 divided by 12 months = \$7,754.58 rounded per month;**
  - **maximum of 6 months = \$46,527.**
  - **Personnel Transaction forms must be submitted to GPLS for all terminations and enrollments during the year in order to allow State Grants Director to monitor this process.**