

ZBB Funding Formula Guidelines – FY 2022

State funds are allocated annually to the Public Libraries program as administered by the Georgia Public Library Service. Approximately 92% of these funds are allocated to the State Grants to Public Libraries program, including on-behalf expenditures; 8% of funds are used for GPLS operations. Funds are distributed to public library systems by formula, with the primary goal of funding professional and essential paraprofessional services that constitute the leadership and administration of systems.

Policies guiding the use of State Grants are detailed the [Policies for Public Library State Grants Program](#) document.

Formula Basics

- Formula does not require forced position conversions to SSG; prior formula did.
- A system must have a minimum population of 75,000 to receive more than 4 positions
- Cap of 15 positions funded for any system

State Reimbursed Positions

- Professional, state reimbursed librarian positions will be allocated to library systems as follows:
 - one position per county
 - one position per 75,000 population
- These state reimbursed positions will be funded for FY 2022 as follows:
 - Base Allocation per position = \$65,809 plus benefits (payable as Retirement, Health Insurance, FICA – based on state rates) for a total of \$93,997.
- Base allocation will be determined annually and will receive cost-of-living increases in line with state employees.
- The library director may receive a supplement above the maximum salary including above-mentioned benefits for a total of \$9,202 for FY 2022.

Please see State Reimbursed Position Guidelines for details and rules about professional librarian and professional system support positions.

System Services Grant

- For any fraction of a population beyond the 75,000 unit that does not earn a position will be allocated as SSG based on fraction of population times salary base.
 - example: a system with a population of 177,432 will earn two positions based on population and will receive \$24,070 in SSG for the extra 27,432 population ($27,432/75,000 \times \$65,809$)
- SSG funds may be used for any expenditure except the purchase of land and construction. SSG may be used to supplement state reimbursed salaries. **When used for state reimbursed positions, SSG should be recorded as salaries on annual budget certification document and should follow all state reimbursed position guidelines.**

Materials Grant

- Materials funds are allocated by the general assembly and shall be distributed on a per capita basis, using the official Population Projections by County (found on the GPLS website).
- Materials funds may be used to purchase books, journals, audio and video recordings, electronic books and materials.
- Funds may not be used for other purposes, including but not limited to salaries, benefits, construction, or operating expenses.

Please note: All award total amounts are rounded to the nearest whole dollar.

State Reimbursed Position Guidelines - Fiscal Year 2022

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 FY 2022 as follows
 - Minimum = \$47,518 (\$70,682 with benefits)
 - Maximum = \$74,253 (\$104,759 with benefits)
 - **Base allocation per position = \$65,809 (\$93,997 with benefits)**
 - Director supplement of \$9,202 with benefits is allocated to each library system and may be added to the Director's salary. **(Maximum Director salary with benefits is \$113,961)**
 - 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 and benefits as a separate action item.**
 - 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 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 detailing the use of the grant and the director supplement before the beginning of each fiscal year and should update information as needed. Submission will be considered complete when Budget Narrative signed by Library Director (on library system letterhead), Budget Schedule with Certification Statements signed by Library Director & Library Board Chair, and GPLS Personnel Transaction Forms are attached to budget submission.

- Note: In order to allow maximum flexibility, systems will be allowed to retain funding for a professional position that becomes vacant 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 \$93,997 divided by 12 months = \$7,833 rounded per month;**
 - **maximum of 6 months = \$46,998.**
 - **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.**

Please note: All award total amounts are rounded to the nearest whole dollar.

State Grant Salary Maximums - FISCAL YEAR 2022

Non-Director Salary

Maximum Reimbursable Salary =	74,253
Maximum Reimbursable Benefits =	<u>30,506</u>
Total Maximum Reimbursable Salary + Benefits =	<u><u>104,759</u></u>

Director Salary

Maximum Reimbursable Salary =	81,473
Maximum Reimbursable Benefits =	<u>32,488</u>
Total Maximum Reimbursable Salary + Benefits =	<u><u>113,961</u></u>

ZBB FORMULA Q&As

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

A: Effective Fiscal Year 2020, vacancies at July 1 will be treated like any other vacancy. In order to allow maximum flexibility, systems will be allowed to retain funding for a professional position that is vacant for up to 6 months.

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 10% 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 93,997 and multiply by 10%.

Q: Will the SSG Waiver be available every year?

A: The intent of the formula is to fund professional positions, but currently there are no plans to remove the 10% SSG Waiver allowance.

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: Library systems will be required to submit a State Grants Budget via 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.

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 \$47,518 - \$74,253 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 with benefits; if there are more funds allocated to the director position than needed, the remaining funds may be used for SSG due to vacancy until the position is filled with a full-time director.

Please note: All award total amounts are rounded to the nearest whole dollar.

Director Transition Guidelines – FY 2022

With the resignation, termination, or retirement of a library system director, the governing board of trustees is charged with the duty to recruit and hire a new system leader as indicated in state law. While recruitment is underway, the board must appoint a qualified interim director until a new director is on board.

Library director search policies:

-While the library director's salary is reimbursed fully or in part with state funds, the director is an employee of the library system and is supervised by the board of trustees. Therefore, the search for a new director is governed by the personnel policies of the library system. This policy should include details on how the search is conducted.

-Having a qualified library director in place is key to the success of a library system. The board is required to commence the search process for a new director no later than 30 days from the date of resignation/termination/retirement of the former director. If the library system is considering consolidation, the state librarian may approve a delay in the recruitment to consider all options.

-The board of trustees must appoint an interim director if a new director is not in place before the departure of the former director. An interim director must be a degreed librarian in accordance with state law. The interim director must be certified by the State Board of Librarians. An interim director serving more than 90 days must hold a current Georgia certification. If the interim director will serve fewer than 90 days, they may do so if certification is not current, provided that librarian certification in Georgia was held within the past 10 years.

-An interim director who is retired under the Teacher's Retirement System of Georgia may work 49% time while continuing to draw retirement benefits, and may work 100% time for 3 months in a calendar year. The interim director is responsible for contacting TRSGA to ensure compliance with their rules. The library system is responsible for negotiating and paying the interim director's salary and expenses. Salary and expenses for an interim director must be approved by the board of trustees and reflected in meeting minutes.

-The library system will continue to receive the salary grant for the director's salary. If all funds are not expended to fund the interim director, the remainder may be used as System Services Grant (SSG) until the new director is hired. State-reimbursed salary expenditures for an interim director must be recorded and reported in line with current rules for all state-reimbursed personnel grants.