

## State Reimbursed Position Guidelines - Fiscal Year 2018

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 professional 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 must be paid on a salary range plus benefits for FY18 as follows
  - Minimum = \$46,586 (\$68,097 with benefits)
  - Maximum = \$72,797 (\$100,720 with benefits)
  - **Base allocation per position = \$64,519 (\$90,416 with benefits)**
  - Director supplement of \$8,809 with benefits is allocated to each library system and may be added to the Director's salary. (**Maximum Director salary with benefits is \$109,529**)
- 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.
- 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 2018, excluding salary base and benefits allocation for the director and the director supplement, as a system services grant. A minimum of 50% of the positions allocated must still be used for professional librarians with active MLS license. 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.
- The library director will be responsible for determining the actual salary level for each state-paid professional within the amount of funding allocated, using job performance as a determining factor, and within the designated professional salary range. **Individuals paid with state funds must receive annual performance evaluations**, in accordance with Governor's office policies.
- 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. Library systems will be required to submit a State Grants Budget Setup Form detailing the use of the grant and the director supplement (as well as noting any changes during the year); this form will be completed online for FY 2018.
- Director's salary may not be less than the base allocation plus benefits. Board of Trustees' minutes must reflect approval of the director salary amount.

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 SSG. **(Base allocation per year is \$90,416 divided by 12 months = \$7,534.66 rounded per month; maximum of 6 months = \$45,208).**