

Title 16: History, Humanities and Arts - Mississippi Library Commission

Part 185: STATE AID PROGRAMS

Part 185 Chapter 1: Personnel Incentive Grants Program (PIGP)

- A. Authority. Pursuant to §39-3-107, *Mississippi Code*, the Library Commission is authorized to adopt “rules and regulations relative to the allocation of state aid funds to public library systems.”
- B. Purpose. The Legislature provides an annual appropriation to the Library Commission which includes state funding for support of public library systems through the Personnel Incentive Grants Program.

Rule 185.1.1 Uses. Personnel Incentive Grants may be used by accredited public library systems for personnel costs only.

- A. Personnel costs are defined as base salary and benefits, including federal and State withholding taxes, social security, retirement, worker’s compensation, and unemployment insurance.
- B. Life insurance and health insurance premiums are ineligible personnel costs for reimbursement under the Personnel Incentive Grants Program.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 185.1.2 Eligibility. To participate in the Personnel Incentive Grants Program, a public library system must be accredited, meeting at least Level A requirements under the *Mississippi Public Library System Accreditation Program*. In addition, the accredited public library system must annually:

- A. Maintain effort for local income, total local operating income shall not fall more than 2% below that received in the second preceding year.
- B. Maintain compliance with accreditation service measures in eight (8) areas of public library management and operations affecting the delivery of quality library services (Governance, Administration, Funding, Staffing, Collections, Services, Patrons & Community, and Access). The level of achievement of service measures shall be attested to, in writing, by the chairperson of the public library system administrative board of trustees and the director of the public library system as part of a report filed with the Mississippi Library Commission annually.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 185.1.3 Process. The Library Commission shall determine a total amount of State funding available for the Personnel Incentive Grants Program and the eligibility of each library system making application for funds. The Board-established formula shall be applied to the available funding to determine the grant amount for each eligible library system.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 185.1.4 Waivers. A library system may submit a written request to the Executive Director for consideration of a waiver by the Board of Commissioners in the event the library system is deemed ineligible due to failure to comply with one or more of the maintenance of effort (MOE) requirements. MOE waivers are only granted by the Board of Commissioners under extraordinary circumstances. The decision of the Board regarding a waiver is final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent or not supported by substantial evidence.

A. Educational Requirement.

1. Interim Director - The Board may grant a one (1) year waiver to enable a library system administrative board of trustees to employ an interim (temporary) director with at least a bachelor's degree or five (5) years of library experience. Concurrently, the library system board of trustees shall undertake, in accordance with a written action plan, an active search for a qualified permanent director or a provisional director. At its discretion and only under extraordinary circumstances, the Board may allow a six (6) month extension of the waiver. Compliance with all reporting requirements for the duration of the waiver is mandatory.

For an extension to be considered, library system trustees must make a request in writing and provide supporting documentation of a good-faith, but unsuccessful active search.

2. Provisional Director - The Board may grant a three (3) year waiver to a library system administrative board of trustees when an uncredentialed provisional director is hired provided the individual agrees to, immediately pursue and actively obtain a master's degree in library science from a school accredited by the American Library Association within the three (3) year waiver period. The provisional director must maintain a 3.0 GPA and successfully complete nine (9) hours of applicable credit each year. Compliance with all reporting requirements for the duration of the waiver is mandatory.

- B. Financial Maintenance of Effort Requirement. The Board of Commissioners may grant a waiver if the library system is able to show just cause for having failed to maintain the required level of local income. The Board will not grant a waiver of the maintenance of effort requirement in any case if the library system has not submitted to the Library Commission a copy of an appropriate audit of financial status for the most recently completed fiscal year.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988)

Part 185 Chapter 2 Life and Health Insurance Grant Program

- A. Authority. *Mississippi Code*, §25-15-15, stipulates the State shall provide annually, through the Library Commission appropriation, funds to pay one hundred percent (100%) of the cost of health insurance and fifty percent (50%) of the cost of life insurance for employees of public libraries in Mississippi.

B. Purpose. The Library Commission receives an annual General Fund appropriation from the Mississippi State Legislature which contains funding for the purpose of providing group life and health insurance for active public library employees through the “State Employees Insurance Fund.” The program is administered by the Library Commission on behalf of public library employees eligible to receive insurance coverage.

Rule 185.2.1 Eligibility. All active public library employees working 20 hours or more a week are eligible for life and health insurance coverage. Participating public libraries shall adhere to the policies and procedures concerning life and health insurance coverage as established by the Department of Finance and Administration.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).

Rule 185.2.2 Process. The Library Commission shall reimburse public libraries for one-hundred percent (100%) of the cost of health insurance and fifty percent (50%) of the cost of life insurance for eligible public library employees, upon submission of a reimbursement request and appropriate documentation.

Source: *Mississippi Code of 1972, Annotated* §39-3-107 (Rev. 1988).