



## 2010 South Central Kansas Library System Grant-in-Aid Program

Primary funding for services and programs of the South Central Kansas Library comes from a tax on all property outside of established public library districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, Reno, Rice, Sedgwick, Stafford and Sumner counties. The SCKLS Grant-in-Aid program, which is budgeted at \$982,000 for 2010, partially compensates public library members of SCKLS for services they provide to registered library borrowers who are not residents of their public library tax district. The base grant amounts for public and academic libraries were increased by 9% in 2007.

In the case of academic library members of SCKLS, the Grant-in-Aid program compensates your library for registered library borrowers who are not enrolled as students or who are not employees of your institution. As a condition for SCKLS membership, participating libraries agree to provide a free library card and free interlibrary loan services, subject to local borrowing rules, to any individual who requests them and who lives within the 12 county region of SCKLS.

The certification process for SCKLS grant-in-aid eligibility occurs during February--April of each year. Three factors comprise the formula for the distribution of grants-in-aid:

- (1) a base grant calculated from the population of your library service area
- (2) a supplemental grant calculated on the basis of the number of registered borrowers outside your taxing district or academic institution, and
- (3) a supplemental grant calculated on the number of interlibrary loans provided to other libraries.

The following definitions should assist your library in reporting data used to determine your library's grant-in-aid. Grants-in-aid are distributed twice a year: ½ the base grant is distributed by April 30 and the other half of the base grant along with a supplemental grant for out-of-district/institution borrowers and interlibrary loans will be distributed by **September 30. To partially address reduced state and other funding of member libraries, SCKLS has moved forward its second check distribution by one month so that SCKLS funds are available earlier than in the past.** No restrictions exist on how SCKLS grants-in-aid may be used by your library, but it is recommended the grant monies be spent by the end of the calendar year in which they are received.

## **Determining Official Service Population for Public Libraries**

The official population of your public library's service area is based each year on the figure provided by the Kansas State Library, Topeka in your library's Kansas Public Library Service Annual Statistical Report. Official population figures for SCKLS grants-in-aids are based on the previous year's population for your community. To identify or update your library's service population, use the population figure identified in your most recent Kansas Public Library Service Annual Statistical Report for the Kansas State Library.

## **Determining Official Service Population for Academic Libraries**

The official service population for your academic library population is based on the Full Time Equivalency (FTE) for student enrollment as reported on the 20th day after the beginning of the Fall semester. In addition to the FTE student enrollment, the number of FTE faculty and staff should be counted to determine the service population. Official service population figures for SCKLS grants-in-aid are based on the previous year's FTE of student enrollment, faculty and staff for your institution. FTE is the basis for your academic library service population and not headcount.

## **Population and Grant Categories for SCKLS Public and Academic Libraries**

Annually in March, your library receives an SCKLS Grants-in-Aid Eligibility Form to complete. Once the official service population has been identified and reported for your public or academic library, SCKLS categorizes public and academic libraries according to population standards that are outlined by the Kansas State Library in the document Measurements of Quality, 2006. SCKLS service population categories are as follows:

<b><u>Category</u></b>	<b><u>Population</u></b>
Gateway	Fewer than 500 service population
Linking	500 – 1,000 service population
Service Center	1,001 – 2,500 service population
Major Service Center I	2,501- 10,000 service population
Major Service Center II	10,001 – 25,000 service population
Major Resource Center I	25,001 – 100,000 service population
Major Resource Center II	More than 100,000 service population

<u>Category</u>	<u>2010 Base Grant Amounts</u>	<u>Libraries</u>
Gateway	\$ 2,756	13
Linking	\$ 3,978	21
Service Center	\$ 4,736	24
Major Service Center I	\$ 6,770	29
Major Service Center II	\$13,828	8
Major Resource Center I	\$40,808	1
Major Resource Center II	\$66,462	1
<b>Estimated 2010 Totals</b>	<b>\$579,554</b>	<b>87</b>

### **Supplemental Grants-in-Aid**

While base grants-in-aid are determined by service population category and distributed twice a year, the second base grant which will be distributed by September 30 includes a supplemental grant amount. The current supplemental grant amount is calculated 50% on the number of registered borrowers who reside outside your public library's taxing district or in the case of an academic library, the number of registered borrowers who are not enrolled as students or are not employees of your institution. The additional 50% of the supplemental grant is based on the number of interlibrary loans your library provided other libraries.

For example, if \$1,000,000 was available for the grants-in-aid program and \$600,000 of the total was used for base grants, then \$400,000 would be remain for distribution as supplemental grants. Since supplemental grants-in-aid are distributed according to the formula 50% for out-of-district or institution borrowers and 50% for interlibrary loans to other libraries, using \$400,000 as the basis for supplemental grants would mean \$200,000 or 50% would be allocated to out-of-district borrowers and \$200,000 or 50% to interlibrary loans to other libraries. Each member library's figures for out-of-district borrowers and interlibrary loans to other libraries would be calculated as a percentage of the \$200,000 in order to identify a dollar amount each library would receive.

### **Determining the Number of Registered Borrowers Outside of Your Public Library Taxing District or Academic Institution**

As part of your public library's new borrower registration process, a notation should be made whether the borrower resides outside of the boundaries of your library's taxing district. In the case of an academic library, a notation should be recorded if a new library borrower is not a student or employee of your academic institution. Some academic libraries refer to this category of borrowers as "community" users. The number of out-of-district or out-of-institution registered borrowers for your library should be counted each year. **SCKLS requires that inactive borrower registration records be removed every three years.**

## **Determining Interlibrary Loans Provided to Other Libraries**

The number of interlibrary loans your library provides to other libraries is another important number to record and count. Lending is defined as items lent by your library to other libraries through interlibrary loan. Annually, public and academic libraries report interlibrary statistics to the Kansas State Library, Topeka using the “Kansas Interlibrary Loan Annual Activity Report.” For SCKLS, report the number of interlibrary loans that your library provided, lent to or filled including original items and copies for other libraries during the 2009 calendar year. Please do not report the number of interlibrary loans requested from other libraries nor requests from other libraries that were unfilled nor items loaned to other libraries not using standard interlibrary methods.

## **Grant-in-Aid Eligibility Certification**

Annually, your library will receive an SCKLS Grants-in-Aid Eligibility Form to complete by April 16 of each year. Please note the form must be postmarked or faxed by April 16. The eligibility form asks for information that has been defined and explained in the previous portions of this document. Information provided by a member library in the SCKLS Grants-in-Aid Eligibility Form will be the basis for certifying and determining the amounts of grant-in-aid the library will receive for that year. No new information will be accepted until the following year when the eligibility certification process begins again.

**If a member library does not return the grant-in-aid form by the April 16 deadline, the library will not receive a grant-in-aid during the calendar year and the amount of grant the member library would have received will be placed in the supplemental grant fund for distribution to eligible libraries on the basis of out-of-district borrowers and interlibrary loans.**

If you have questions about any of the previous information, please feel free to contact Paul Hawkins, SCKLS Director, 321A North Main Street, South Hutchinson, KS 67505, [paul@sckls.info](mailto:paul@sckls.info) or phone 800-234-0529, Ext. 113.

## **Frequently Asked Questions About the SCKLS Grant-in-Aid Program**

**Q:** How much money is available in the SCKLS Grant-in-aid Program?

**A:** The amount of money budgeted to the SCKLS Grant-in-aid Program is \$982,000 for 2010. In 2007, base grants amounts for each library were increased 9%.

**Q:** What can the grant be spent on?

**A:** No restrictions exist on how SCKLS grants-in-aid may be used by your library.

**Q:** When should the grant be spent?

**A:** SCKLS recommends the grant monies be spent by the end of the calendar year in which they are received.

**Q:** What if I don't return my library's eligibility form on time?

**A:** If a member library does not return the grant-in-aid form by the April 16 deadline, the library will not receive a grant-in-aid during the calendar year and the amount of grant the member library would have received will be placed in the supplemental grant fund for distribution to eligible libraries on the basis of out-of-district users/interlibrary loans. Forms must be postmarked or faxed by April 16.

**Q:** When will I receive my check?

**A:** Checks are distributed by mail twice a year. Your library should receive the first check by April 30 and the second check by September 30. To partially address the reduced state and other funding of member libraries, SCKLS has moved forward its second check distribution by one month so that SCKLS funds are available earlier than in the past.

**Q:** Why can't I get my grant-in-aid check before April 30 or September 30?

**A:** SCKLS can only distribute grants-in-aid payments when it has the tax monies in hand. Tax monies are available for distribution by April 30 and September 30 and not sooner.

**Q:** What if I disagree with the official population for my service area or other information used to calculate my library's grant?

**A:** Contact Paul Hawkins, SCKLS, [paul@sckls.info](mailto:paul@sckls.info) or 800-234-0529, Ext. 113.

**Q:** What if my service population, borrower or interlibrary loan statistics change dramatically during the year?

**A:** Statistical information used to calculate SCKLS grants-in-aid are certified once a year in April. Updated information should be provided to SCKLS the following year.