



Barber



Butler



Cowley



Harper



Harvey



Kingman



McPherson



Reno



Rice



Sedgwick



Stafford



Sumner

South
Central
Kansas
Library
System

sckls.info

2023
Annual
Plan and
Tentative
Budget

Credits

Cover design: Stefanie Gostautas, SCKLS Technology Projects Specialist

Narrative: Paul Hawkins, SCKLS Director

Census map and selected illustrations and photographs: Sharon Barnes, SCKLS Technology Consultant



Authorization:

The South Central Kansas Library System 2023 Annual Plan and Budget have been prepared and authorized in accordance with the provisions of applicable Kansas statutes and state regulations. This document was reviewed and recommended by the Executive Committee of the South Central Kansas Library System on May 20, 2022.

This document was submitted for review and approval by the State Library of Kansas Board, Topeka, Kansas on June 10, 2022. On August 22, 2022 and in accordance with the required public notices and public hearings, the South Central Kansas Library System Board will meet and vote to authorize the 2023 SCKLS Official Budget.

By

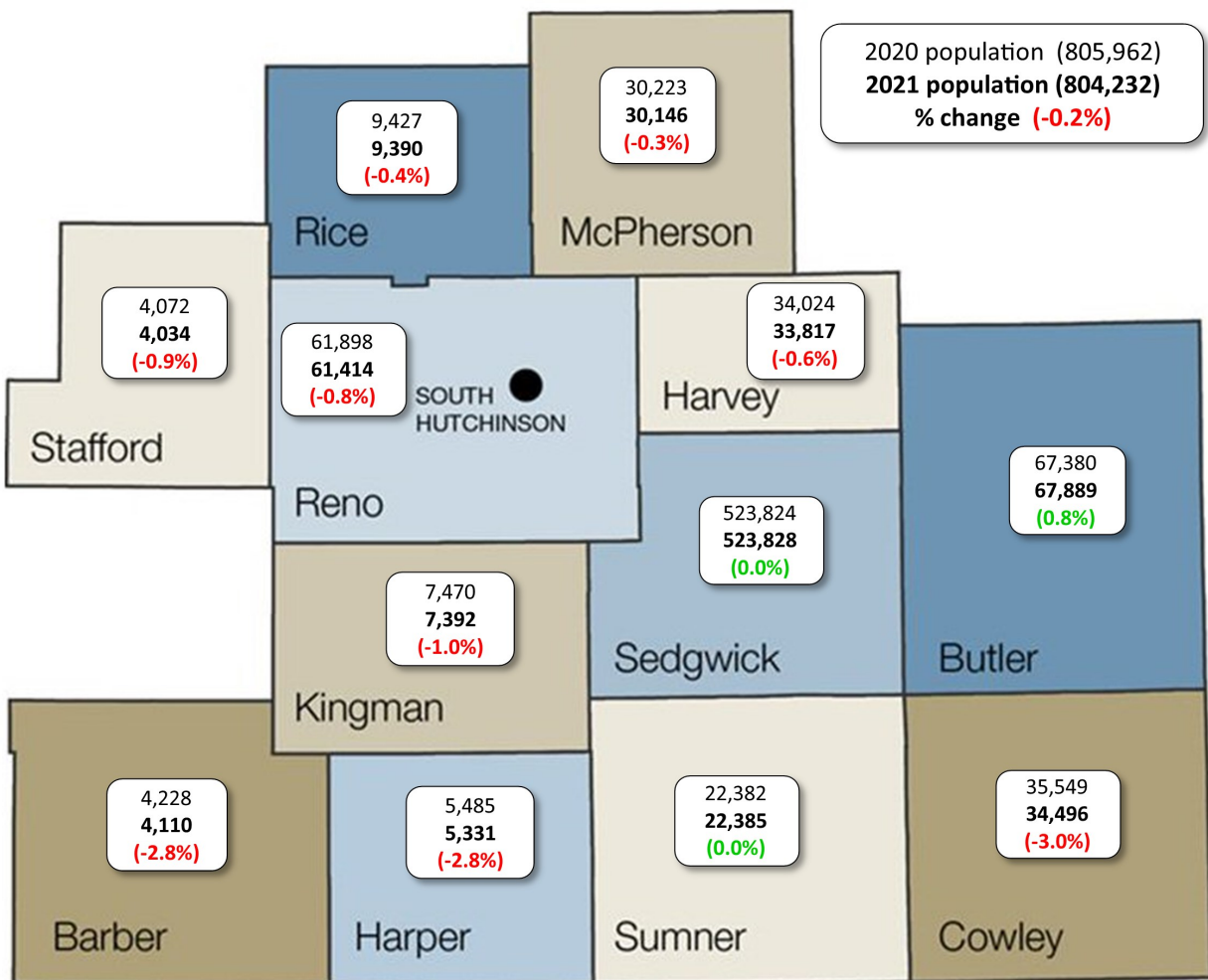
Paul Hawkins, Director

Eldon Younce, Chair
Executive Committee and System Board



Overview:

1. SCKLS includes the taxing counties of Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner and has a service population of approximately 804,232 (U.S. Census 2021 Estimate).
2. SCKLS has no contracting libraries and no non-taxing participating counties. Pratt and Kiowa are non-participating and non-taxing counties.
3. See following page for a list of all 145 SCKLS participating member public, school district, academic and special libraries.



2023 Annual Plan and Budget

Serving Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson,
Reno, Rice, Sedgwick, Stafford, and Sumner County Libraries



South Central Kansas Library System

PUBLIC (72)

Andale	Lindsborg
Andover	Little River
Anthony	Lyons
Argonia	McPherson
Arkansas City	Macksville
Arlington	Marquette
Attica	Medicine Lodge
Augusta	Moundridge
Belle Plaine	Mt. Hope
Buhler	Mulvane
Burrton	Newton
Bushton	Nickerson
Caldwell	Norwich
Canton	Oxford
Cheney	Park City
Clearwater	Partridge
Colwich	Potwin
Conway Springs	Pretty Prairie
Cunningham	Rose Hill
Derby	St. John
Douglass	Sedgwick
El Dorado	South Haven
Garden Plain	Stafford
Geneseo	Sterling
Goddard	Sylvia
Halstead	Towanda
Hardtner	Turon
Harper	Udall
Haven	Valley Center
Haysville	Viola
Hesston	Walton
Hutchinson	Wellington
Inman	Whitewater
Kingman	Wichita
Kiowa	Winfield
Leon	Zenda

SCHOOL DISTRICT (56)

USD 267—Andale (Renwick)	USD 460—Hesston
USD 385—Andover	USD 308—Hutchinson
USD 361—Anthony-Harper	USD 448—Inman
USD 359—Argonia	USD 331—Kingman/Norwich
USD 470—Arkansas City	USD 255—Kiowa (South Barber)
USD 402—Augusta	USD 205—Leon
USD 313—Buhler	USD 400—Lindsborg (Smoky Valley)
USD 462—Burden (Central)	USD 444—Little River/Window
USD 369—Burrton	USD 405—Lyons
USD 360—Caldwell	USD 351—Macksville
USD 419—Canton	USD 266—Maize
USD 268—Cheney	USD 418—McPherson
USD 264—Clearwater	USD 254—Medicine (North Barber)
USD 356—Conway Springs	USD 423—Moundridge
USD 332—Cunningham (West Kingman Co.)	USD 263—Mulvane
USD 260—Derby	USD 373—Newton
USD 471—Dexter	USD 309—Nickerson
USD 396—Douglass	USD 358—Oxford
USD 490—El Dorado	USD 311—Pretty Prairie
USD 310—Fairfield	USD 492—Rosalia
USD 265—Goddard	USD 394—Rose Hill
USD 440—Halstead/Bentley	USD 439—Sedgwick
USD 312—Haven	USD 509—South Haven
USD 261—Haysville	USD 349—Stafford

ACADEMIC (14)

Bethany College
Bethel College
Butler Community College
Central Christian College of Kansas
Cowley Co. Comm. College
Friends University
Hesston College
Hutchinson Comm. College
McPherson College
Newman University
Southwestern College
Sterling College
WSU Tech
Wichita State University

USD 375—Towanda (Circle)
USD 463—Udall
USD 262—Valley Center
USD 353—Wellington
USD 206—Whitewater (Remington)
USD 259—Wichita
USD 465 Winfield

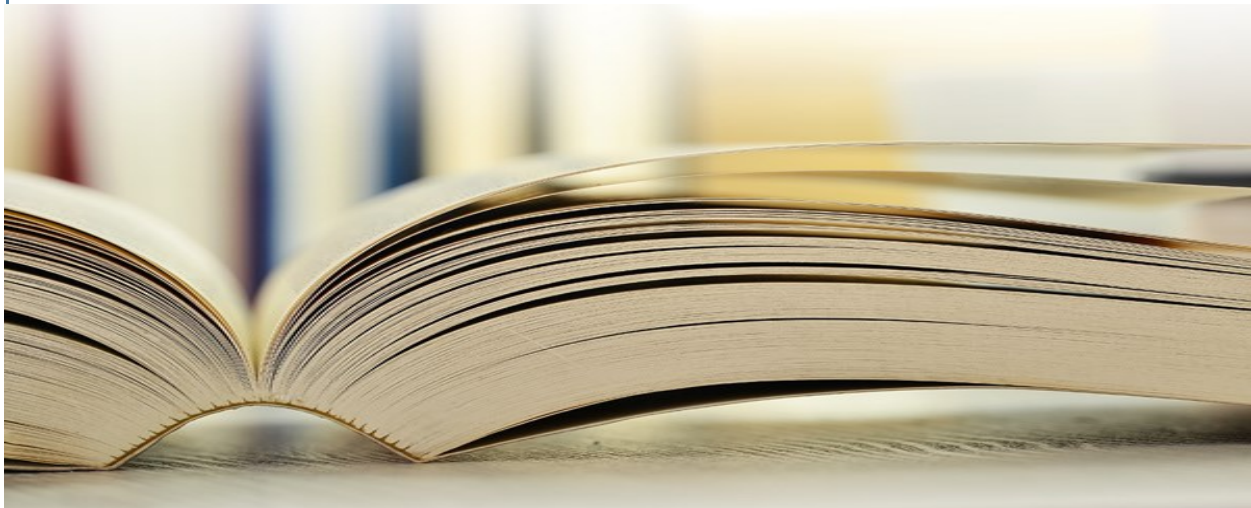
SPECIAL (3)

El Dorado Correctional Facility –Central & North
Hutchinson Correctional Facility – Central & East
McConnell Air Force Base, Wichita



Section 1: Timeline

SCKLS PLANNING AND BUDGETING TIMELINE	
DECEMBER	Update Five-Year Capital Improvement Plan and if recommended, authorize capital improvement transfer from General Fund
JANUARY—MARCH	<p>Compile grants and services usage data and prepare annual Performance Outcome Measures report</p> <p>Solicit input for upcoming year proposed annual plan and tentative budget from Executive Committee, System Board, County Appointees, Member Libraries & Staff</p>
MARCH—MAY	<p>Submit draft Proposed Annual Plan and Tentative Budget to Executive Committee for review and recommendation</p> <p>Executive Committee authorizes Notice of Revenue Neutral Rate (RNR) if needed</p>
JUNE	Submit Proposed Annual Plan and Tentative Budget to State Library Board, Topeka for review and approval
MAY—SEPTEMBER	<p>Gather Motor Vehicle Tax estimates from county treasurers and Assessed Property Valuation estimates from county clerks</p> <p>Prepare official certified budget</p> <p>Provide and publish all required RNR and budget public hearing notices</p> <p>Hold all required RNR and budget public hearings and adopt RNR Resolution and budget authorization at Special System Board Meeting</p>
BY SEPTEMBER 20	Provide copies of signed official budget and all required public hearing notices to Reno County Clerk





Section I: Overview


MEASURES OF VALUE

South Central Kansas Library System (SCKLS) developed and uses a customized version of Salesforce.org software to record and report the grants and services it provides to member libraries. The purpose of the annual SCKLS Value of Services Statement (illustrated below) is to make available to each member library a record and report of the value of services and grants it received from SCKLS.

SCKLS provides the majority of its grants and services to 145 public, school district, academic and special member libraries at no charge. In most instances, these specialized grants and services are not available from commercial vendors. In instances in which services are available from a commercial vendor, the costs of such services would still be greater than the costs of the same services from SCKLS.

The methodology for calculating individual service costs is based primarily on direct costs such as SCKLS staff time and access to vendor services or materials required to provide the services. Indirect costs related to the SCKLS organizational infrastructure are not factored into the costs of services and grants identified in the Service Statement definitions.

SCKLS encourages each member library to share the value of SCKLS with its community, public board members, college and school administrators and others. The total value of SCKLS Grants and Service in 2021 was \$2,415,458. For a summary of 2020/2021 Performance Outcomes Measures see **Appendix A**.



2021 SCKLS Value of Services Statement
Library Name: Cunningham Public Library

Cataloging Services

Date	Number of Records	Cataloging Fee	Total Value
2021-02-19	2	\$7.00	\$14.00
2021-10-04	8	\$7.00	\$56.00

Total Cataloging Services Value: \$70

Continuing Education Services

Date	C/E Event	Event Fee	Number of Attendees	Total Value
2021-01-14	Webinar: Social Media for Small Libraries	\$55.00	1	\$55.00
2021-02-10	Webinar: Power Up Your Inventory with Apollo	\$55.00	1	\$55.00
2021-02-18	Webinar: Basic Research and Web Library Skills—Using Databases for Discovery	\$55.00	1	\$55.00
2021-03-24	Webinar: Online Crafts for Summer Library Programming—Kongraa Catalog	\$55.00	1	\$55.00
2021-03-01	Webinar: Tails and Tails Summer Library Programming for Tweens and Teens	\$55.00	1	\$55.00
2021-03-10	Webinar: Basic Research and Web Library Skills—Searching the Open Web	\$55.00	1	\$55.00
2021-03-22	Webinar: Reenvisioning and Re-emissioning Storytime Workshop—session 1	\$55.00	1	\$110
2021-03-24	Webinar: Reenvisioning and Re-emissioning Storytime Workshop—session 2	\$55.00	1	\$55.00
2021-03-26	Webinar: Reenvisioning and Re-emissioning Storytime Workshop—session 3	\$55.00	1	\$55.00
2021-03-31	Webinar: Basic Research and Web Library Skills—Evaluating Information	\$55.00	1	\$55.00
2021-04-15	ALA Webinar: Successful Podcasting for Libraries—Getting Started Workshop	\$55.00	1	\$55.00

Total Continuing Education Services Value: \$880

Grants

Award Date	Grant	Award Amount
2021-04-07	Grants-in-Aid	\$1901.00
2021-05-21	Digital Access Grant	\$600.00
2021-09-15	Grants-in-Aid	\$1643.00
2021-09-10	Summer Reading Grant	\$100.00

Total Grants Awarded: \$4,541

Interlibrary Loan Services

Request Month/Year	Request Method	ILL Fee	Number of Requests	Request	
March 2021	25	\$15	\$20.50	\$10.25	\$4356.25
September 2021	25	\$15	\$20.50	\$10.25	\$4356.25

Total Interlibrary Loan Services Value: \$0

Rotating Collection Services

Date	Audion (Books)	Rotating Audio Fee	Rotating Book Fee	Total Rotatin	
March 2021	25	\$15	\$20.50	\$10.25	\$4356.25
September 2021	25	\$15	\$20.50	\$10.25	\$4356.25

Total Rotating Collection Services Value: \$0,713

On-Site Support Services

Date	Service Category	Service Rate	Duration of Service	Service
2021-03-24	Technology Support	\$66.00	4.25 Hours	\$280.50

2021-03-24	Technology Support	\$66.00	4.00 Hours	\$264.00
2021-06-29	Technology Support	\$66.00	3.50 Hours	\$231.00
2021-08-27	Technology Support	\$66.00	2.25 Hours	\$148.50

Total Technology On-Site Support Services Value: \$924
Total Other On-Site Support Services Value: \$0

Phone, Email, and Proposal Support Services

Date	Service Category	Service Rate	Duration of Service	Service Value
2021-02-17	Technology Support	\$45.00	45 Minutes	\$33.75
2021-03-04	Technology Support	\$45.00	30 Minutes	\$22.50
2021-03-30	Technology Support	\$45.00	30 Minutes	\$22.50
2021-04-06	Technology Support	\$45.00	30 Minutes	\$22.50
2021-05-24	Youth Services Support	\$45.00	15 Minutes	\$11.25
2021-06-21	Youth Services Consulting	\$45.00	15 Minutes	\$11.25
2021-08-09	Other Training and Support	\$45.00	60 Minutes	\$45.00
2021-08-18	Other Training and Support	\$45.00	30 Minutes	\$22.50
2021-08-20	Other Training and Support	\$45.00	150 Minutes	\$112.50
2021-08-23	Technology Support	\$45.00	60 Minutes	\$45.00
2021-08-24	Technology Support	\$45.00	60 Minutes	\$45.00
2021-08-09	Other Training and Support	\$45.00	60 Minutes	\$45.00
2021-09-29	Technology Support	\$45.00	30 Minutes	\$22.50

Total Technology Phone, Email, and Proposal Support Services Value: \$214
Total Other Phone, Email, and Proposal Support Services Value: \$293

Other Services

2021 Digital Library Initiative Hosting Services Value: \$0
2021 SCKLS Wordpress Website Hosting Services Value: \$525
2021 SCKLS Website and Online Information Services Value: \$525
2021 Summer Reading Program Services Value: \$525

2021 Total Services Value: \$17,209

South Central Kansas Library System
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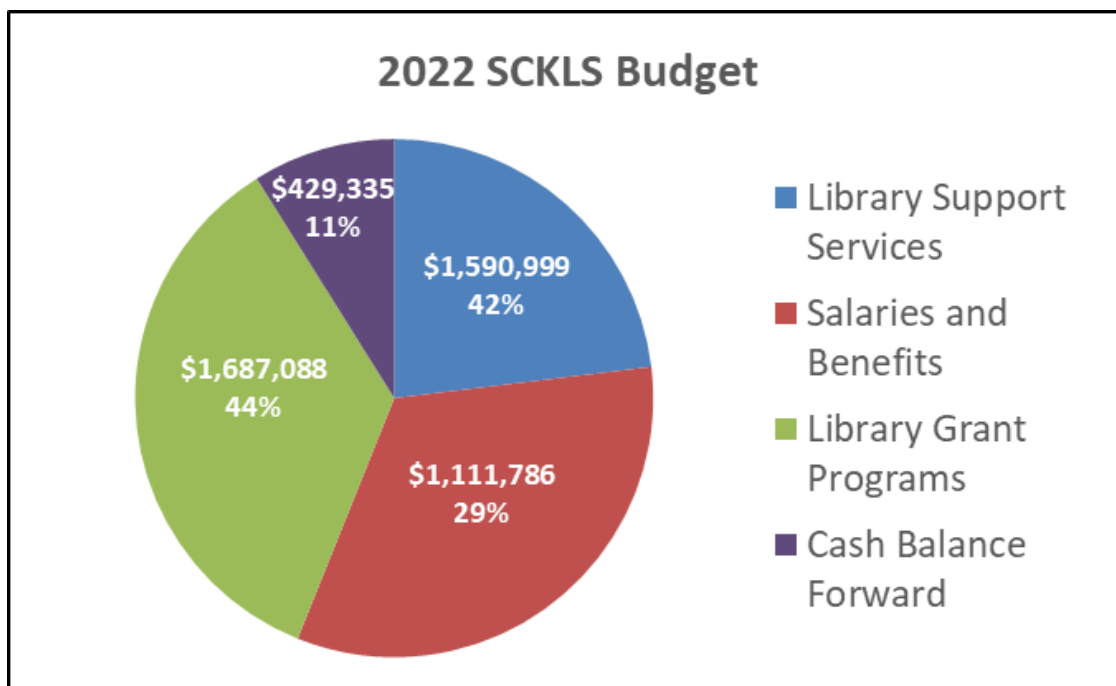
MEASURES OF VALUE

Tax support from property owners within the 12 county regional library system taxing district and outside of 72 established public library taxing districts provides the South Central Kansas Library System with annual funding. In the most recent data year 2021, SCKLS grants-in-aid funding facilitated access for 87,003 registered borrowers to 72 public and 14 academic SCKLS member libraries. Additionally, SCKLS grants-in-aid partially compensated member libraries for the interlibrary loan resource sharing of 36,855 items requested by citizens and students and not available at local libraries.

SCKLS Staff provided 1,123 hours of on-site support services at member libraries and 422 hours of phone, email and proposal support in 2021. SCKLS offered 71 training webinars and webcasts that had 1,207 member library registrants. More than \$1.6 million was awarded in 457 individual grants to member public, academic, school district and special libraries.

Support and training from SCKLS assists participating libraries in providing and improving local library services. Member libraries benefit from expertise and assistance provided by 12 staff. Nine of the 12 staff positions require a master's level degree and all SCKLS staff have specialized knowledge and training. This expertise and assistance would not be available and affordable at all local libraries, so SCKLS creates staffing efficiency for member libraries and demonstrates stewardship in the use of limited tax resources.

SCKLS continues to utilize measures of value in evaluating and planning for its grants and services. These measures demonstrate that SCKLS is optimizing and sharing resources cooperatively and efficiently with participating member libraries for the benefit of Kansas citizens and students. The data in **Appendix B** shows the value of grants and services that each of the 145 members of SCKLS received in 2021.





PERFORMANCE OUTCOMES MEASURES 2021

SCKLS developed a methodology for determining the annual cost values for grants and services and utilizes an on-going process of record-keeping, reporting, evaluation, goal-setting and budgeting. Adopted in 2019, this performance-based management system allows SCKLS to demonstrate accountability in terms of the grants and services it provides. Performance outcomes measures are not intended to reflect all services nor the value of all services provided by SCKLS to member libraries. Nevertheless, performance outcome measures inform decisions related to future organizational planning and budgeting.

The nine performance outcome measures (See **Appendix A**) include:

- **Cataloging and Interlibrary Loan Services**
- **Continuing Education Services**
- **Grants**
- **Rotating Collections Services**
- **On-site Support Services**
- **Other Support Services**
- **Additional Services**
- **SCKLS Tax District Registered Users at Member Libraries**
- **Interlibrary Loan Resource Sharing by Member Libraries**

Between 2020 and 2021, the total value of SCKLS grants and services increased from \$2,276,847 to \$2,415,458. For 2021, the increase in total value of services amounted to \$138,611. In the majority of performance measures, the 2021 year increases in value and usage reflect rebounds from Covid-related limiting factors in 2020 such as the state stay home order and phased reopening of member libraries and SCKLS. Performance Outcome Measures for Cataloging and Interlibrary Loan; Grants; Rotating Collections; On-site Support Services; Other Support Services; and Additional Services all increased. However, Continuing Education Services decreased.

Data for SCKLS Tax District Registered Users and Total Number of Interlibrary Loan Resource Sharing is based on information submitted by member public and academic libraries as part of the annual SCKLS Grants-in-aid Eligibility process which was completed March 14, 2022. The total number of persons registered as borrowers at member libraries in 2021 decreased by 7,526 from 94,529 to 87,003. The total number of interlibrary loan resource sharing by member libraries increased 2,412 from 34,443 to 36,855. SCKLS has no direct influence over these two performance outcome measures since they are contingent upon use of member libraries by individuals.

The data in **Appendix B** shows the value of grants and services that each of the 145 members of SCKLS received in 2021.



2023 Annual Plan and Budget

GENERAL GOALS

General goals of SCKLS are as follows:

- ⇒ Facilitate access for all SCKLS residents to library resources and services
- ⇒ Provide assistance in the continuous development of each member library
- ⇒ Encourage and assist interlibrary cooperation and resource sharing

MISSION STATEMENT

SCKLS provides grants, consulting, continuing education and cost-effective support services to 145 member public, school district, academic, special libraries in 12 counties.

VALUE STATEMENT

SCKLS provides south central Kansas citizens and students access to member libraries and allocates limited resources to support its diverse public, school district, academic and special library members.

PLANNING ASSUMPTIONS

SCKLS resources of grants, services and staff are limited. Necessarily, SCKLS prioritizes and limits its annual plan and budget in support of its mission to provide grants, consulting, continuing education and cost-effective support services to its 145 member public, school district, academic and special library members.

SCKLS demonstrates its commitment to addressing the ongoing and changing needs of all its member libraries. Continuous planning and evaluation, annual Value of Services Statements and Performance Outcome Measures are among some of the methods by which SCKLS demonstrates its accountability.

2023 ANNUAL PLAN AND BUDGET

The 2023 Proposed Annual Plan and Tentative Budget reflect the following three goals:

1. Increase the Total Base Amount for Grants-in-aid to Public and Academic Libraries by \$26,980

Base amounts of grants-in-aid are the minimum amounts of grants-in-aid that a public or academic library is annually eligible to receive. Base grants-in-aid are determined by seven service population categories.

2. Increase Salaries up to 6% and Employee Benefits proportionally. The Salaries estimate of \$48,317 and Employee Benefits Estimate of \$18,360 do not include funding for the Network Services Coordinator position (see 3 next page).



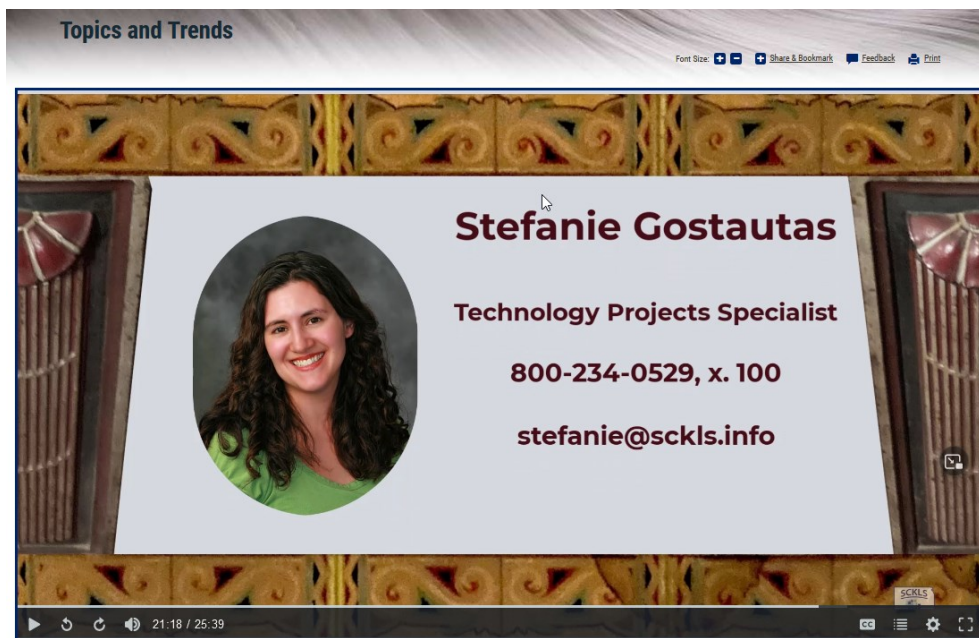
During the past 18 years, SCKLS has budgeted up to 0 – 4% increase in salaries and benefits based on individual employee merit and performance. However, the cost of living for the Wichita area increased 1.3% from 2021 to 2022 and the Consumer Price Index, Midwest Region had an unprecedented 7.9% increase for the same period.

3. Budget and Fund a New Network Services Coordinator Position at a Salary up to \$67,000 and Employee Benefits Up to \$16,000

The Network Services Coordinator position will provide network support services to an estimated 32 – 40 small and medium size public libraries as well as manage the internal network used by SCKLS. Network services include support for and development of ongoing solutions for router-firewalls, WiFi solutions and networks.

Generally, SCKLS seeks to limit its tax support to adequate funding correlated to organizational grants and service needs with no major increase in total expenditures. The proposed \$75,548 or 1.98% increase in total expenditures is necessary to meet the funding requirements of the Grants-in-aid Program; retain and recruit qualified staff with specialized library expertise; and address increased needs for technology support at member libraries. Budget documents along with a narrative detailing line item expenditures are presented on pages 42-50.

“TOPICS AND TRENDS” INFORMATION WEBCASTS



The South Central Kansas Library System produces a 30– 45 minute information webcast each January and July called “Topics and Trends”. “Topics and Trends” offers listeners an update on what SCKLS does and is doing on behalf of its member libraries. Webcasts are archived and available for viewing at the convenience of member libraries.

Section 2: Services and Programs

LIBRARIES TRANSFORM GRANT

SCKLS established the Libraries Transform Grant in 2019. The purpose of the grant is to annually provide a SCKLS member public, academic, school district or special library with a matching grant up to \$25,000 towards a project and program of change for their community library. Past grant recipients include:

2019	USD #440 Halstead High School Library Redesign	\$25,000
2019	Lindsborg Community Library Accessible Shelving	\$25,000
2020	Lincoln Library Medicine Lodge Building Expansion	\$25,000
2020	Moundridge Public Library Building Remodel	\$24,300
2021	Macksville City Library Building Addition/Renovation	\$25,000
2021	McPherson Public Library Children's Area	\$25,000



“This grant not only boosted our coffers, it buoyed our spirits. It gave us a much needed nudge in the right direction and strengthened our resolve... As we strive... to meet the needs of our patrons and community, knowing that SCKLS is behind the scenes when we need them, gives us the confidence and assurance to keep moving forward. They are the rebar in our foundation, always there offering strength and support.

—Doris Sorg, Director, Lincoln Library, Medicine Lodge

“We are extremely grateful for the \$25,000 SCKLS Libraries Transform Grant. The Grant allowed us to move ahead with the project with a degree of confidence that had been missing up to that point. We so appreciate the perpetual investment SCKLS has made in our community...”

—Betsy Davis, Director, Moundridge Public Library

Section 2: Services and Programs

PROGRAM OF SERVICES AND GRANTS TO MEMBER LIBRARIES

Administrative Services and Grants

Definition of service: The Director and Human Resources and Financial Specialist (HRFS) perform organizational budget, governance, policy, financial and human resources duties necessary for the efficient operation of SCKLS. SCKLS has been recognized each year since 2009 with 12 exemplary audits. The SCKLS Grants-in-aid Program for member public, academic and special libraries is included in administrative areas of responsibility. The Director, HRFS and a Technology Consultant also manage the South Central Kansas Library System Foundation (SCKLF). The Director provides referrals and authorizes professional services to assist member libraries in the areas of library architecture and accounting.

Staff and resources: One full-time Director and one-full time Human Resources and Financial Specialist.

Service Guidelines: The Director provides limited general library consulting as well as limited specialized consulting in budget, governance, policies, planning, funding, employment issues and building projects. The Human Resources and Financial Specialist provides limited accounting information as well as general information in the area of human resources.

Member Responsibilities: Member libraries should contact the Director or Human Resources and Financial Specialist for information or with questions.

Technology Services and Grants

Definition of service: Limited consulting services and hardware/software support are provided to member librarians. This service provides (1) advice, training and consulting in the areas of automation, planning, policies, internet; (2) electronic information services including hardware/software, website development and digitization; and (3) basic computer and network troubleshooting and upgrades. A new Network Services Coordinator position is budgeted for 2023.





Section 2: Services and Programs—Technology (continued)

Limited technology support by phone, e-mail, remote desktop or on-site is available from technology staff. Planning and consulting services are available from the Director of Information Technology and Automation & Technology Coordinator. SCKLS may also refer member libraries to third party technical resources and may assist with third party price negotiations for computer hardware and software purchases. Technology and Automation Grant programs are available to assist member libraries with the acquisition of hardware/software upgrades, new technologies and/or automation projects as defined by current grant guidelines.

Staff and Resources: Five full-time and one half-time positions include the Director of Information Technology; Automation and Technology Services Coordinator, three Technology Consultants and one Technology Projects Specialist. Online resources include the SCKLS website: www.sckls.info for access to various SCKLS training, tutorials, continuing education, internet links, grant applications and other information. Electronic mail lists for public, school and academic member libraries are provided to further professional communications among SCKLS members.

Service Guidelines: SCKLS technology consultants provide limited consulting, training and referrals as well as facilitate the evaluation and ordering of equipment when appropriate. SCKLS provides member libraries matching technology grants subject to guidelines and availability of funds. SCKLS provides limited phone access and referral to next level technical assistance for member libraries.

Member responsibilities: Member libraries who need assistance in any of the previous areas should contact technology staff. Technology staff will attempt to resolve the query by phone, e-mail, remote desktop, in person or through referrals to appropriate resources. Member libraries are encouraged to apply for technology matching grants. Member libraries must be able to perform basic technology skills and are responsible for providing the primary support for their library technology.

Consultant Services

Definition of service: SCKLS consultant services include both general and specialized services. Among some of the areas that SCKLS consultants provide expertise and information are the following: accounting, budget, governance, human resource issues, management, planning, evaluation, policies, collection development, book repair, programming, training, school and youth, technology as well as traditional and new library services.

Staff and resources: The Director, Director of Information Technology, Automation and Technology Services Coordinator, Technology Consultants, Technology Projects Specialist, Training Specialist, Outreach Services Specialist, Library Support Specialist, Human Resources and Financial Specialist, Training Specialist and Youth and School Services Consultant are responsible for providing limited services to member libraries. SCKLS staff collaborate with each other and with other specialists to provide consulting.

Section 2: Services and Programs—Continuing Education



Service guidelines: SCKLS consultants provide consulting in their areas of expertise, collaborate to provide solutions and make referrals to other resources when appropriate.

Member responsibilities: Member libraries are encouraged to contact consultants by phone and e-mail to discuss issues or schedule on-site assistance or meetings. While SCKLS provides guidance, member libraries are autonomous in their decision-making.

Continuing Education Services and Grants

Definition of service: SCKLS member librarians can participate in a wide range of library and technology-related workshops and trainings. Topics dealing with basic library and technology skills as well as trends and innovations in library service are covered. New librarians receive an orientation to SCKLS grants and services.

Staff may provide additional and limited training in their areas of expertise. To encourage participation in continuing education activities other than those offered by SCKLS, Continuing Education Reimbursement Grants of up to \$750 per member librarian help pay registration and tuition costs. A Program/Project Grant and Staff and Board Professional Development Grant are available and open to member libraries and librarians subject to grant guidelines.

Staff and resources: A full-time Training Specialist as well as SCKLS staff are responsible for development and implementation of the continuing education program and other training events. The Training Specialist administers Continuing Education Reimbursement, Programming/Project and Staff and Board Professional Development Grants. A Professional Collection is maintained and available for circulation or through interlibrary loan.



Section 2: Services and Programs—Continuing Education

Service guidelines: SCKLS fosters a culture of continuous learning. SCKLS monitors the continuing education needs of member libraries and develops programs or refers member librarians to resources to meet those needs. SCKLS encourages and supports participation in continuing education programs offered for public, academic, school and special library members as well as those for public library trustees. In order for SCKLS to develop customized group training events, member libraries with staff training needs should contact the Training Specialist at least 90 days in advance of the desired date of the event. SCKLS is not responsible for providing primary or remedial training for any member library.

Member responsibilities: Library staff are encouraged to request and participate in continuing education activities offered through SCKLS as well as make use of online offerings, other training providers and sponsors. The SCKLS CE Grant Reimbursement program supports member library training through non-SCKLS training providers and sponsors. The primary source for CE information is a calendar of events and registration details available at the SCKLS website: www.sckls.info. Paid training time for library employees is encouraged by SCKLS.

SOUTH CENTRAL KANSAS LIBRARY FOUNDATION (SCKLF)

The South Central Kansas Library Foundation (SCKLF) is an Internal Revenue Service (IRS) recognized 501 (c) 3 not-for-profit organization established in 2006. The mission of SCKLF is to enhance and sustain library services throughout the SCKLS region.

The Foundation assists member libraries in several ways. Member libraries may use the Foundation in grant applications that require a 501 (c) 3 sponsor. SCKLF provides benefits in the form of free or discounted web-hosting and digital archiving for member libraries.

The South Central Kansas Library Foundation has helped facilitate grant funding for its member libraries through the Bill and Melinda Gates Foundation, Bank of West, Central Kansas Community Foundation, Dollar General Stores, Kerr Foundation, Greater Newton Kansas Community Foundation, Monsanto Fund, Pamida Foundation, Raymond James Foundation, Shell Exploration and Production Company, the South Central Kansas Community Foundation and Walmart Foundation. Contact the SCKLS Director for additional information or go to: www.scklf.info





Section 2: Services and Programs—Grants-in-Aid

Grants-in-Aid

Definition of service: Funding for services and programs of the South Central Kansas Library System comes from a tax on all property outside of established public library districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties. The SCKLS Grant-in-Aid program, which totals \$1,442,088 for 2022, partially compensates the 72 public library members of SCKLS for services they provide to registered library borrowers who are not residents of their public library tax district. In the case of the 14 academic library members of SCKLS, the grants-in-aid program compensates them for registered library borrowers who are not enrolled as students or who are not employees of their institution.

In addition to the annual grants-in-aid programs for public and academic member libraries, school and special member libraries are eligible for grants based in part on their service population and resource sharing.

Four factors comprise the formula for the distribution of grants-in-aid to 72 public and 14 eligible academic member libraries:

- a base grant calculated from the population of the library’s service area
- a supplemental grant calculated on the basis of the number of registered borrowers outside the library’s taxing district or academic institution,
- a supplemental grant calculated on the number of interlibrary loans provided to other libraries, and
- the amount of local tax support budgeted for your library



Staff and resources: The Director and Human Resources and Financial Specialist administer the grants-in-aid program.

Service guidelines: SCKLS service population categories and base grants are as follows:

Category	Population	Base Grant
Gateway	Fewer than 500 service population	\$ 2,756
Linking	500 – 1,000 service population	\$ 3,978
Service Center I	1,001 – 2500 service population	\$ 4,736
Service Center II	2,501- 10,000 service population	\$ 6,770
Major Service Center I	10,001 – 25,000 service population	\$13,828
Major Service Center II	25,001 – 100,000 service population	\$40,808
Major Resource Center	More than 100,000 service population	\$66,462



Section 2: Services and Programs—Grants-in-Aid

Grants-in-Aid (Continued)

Each public and academic library must complete an annual eligibility form and grants-in-aid service contract. Total funding of \$1,469,086 for grants-in-aid to public and academic libraries is proposed for 2023. Other programs include the School Interlibrary Loan Grants and the Special Libraries Grants-in-aid.

Member responsibilities: As a condition for SCKLS membership, participating libraries agree to “permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules (K.A.R. 54-1-8)”. Member libraries agree to update or remove inactive borrower registration records every four years and comply with the Free Basic Library Service Policy. Each public and academic library is required to complete an annual eligibility form and grants-in-aid service contract. Members are responsible for using funds subject to an annual contract and other guidelines.

LIBRARY LEARNING PATHWAYS

SCKLS ABOUT US GRANTS EVENTS **SERVICES**

Services » Continuing Education »

Library Learning Pathways

Font Size: +

Welcome to SCKLS Library Learning Pathways,
the webpage designed for self-directed learners looking for a place to start. On this webpage, you'll find relevant topics listed alphabetically—each with online instructional resources vetted by SCKLS staff and linked for your convenience.

-  [Automation Training](#)
-  [Basic Library Skills Pathway](#)
-  [Collection Development Policy Writing](#)
-  [Digital Books](#)



Section 2: Services and Programs—Interlibrary Loan

Interlibrary Loan

Definition of service: Interlibrary loan is the state and nation-wide sharing of library materials. As a condition for SCKLS membership, participating libraries agree to “permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules” (K.A.R. 54-1-8). State and nation-wide sharing of library materials is made possible through the Online Computer Library Center (OCLC), Kansas Library Catalog (KLC), and Kansas Information Circuit Network (KICNET). The KLC, a statewide catalog of library holdings, is used to locate materials that are available in Kansas. The OCLC system is used to locate materials for member libraries that are not available in Kansas. SCKLS maintains a Professional Collection and Book Discussion Collections. The Professional Collection and Book Discussion Collections are available onsite and through interlibrary loan.

Staff and resources: SCKLS provides one full-time Library Support Specialist and access to OCLC and KICNET for member libraries that do not have access to these resource sharing services.

Service guidelines: SCKLS provides limited interlibrary loan services and encourages resource sharing among all libraries. SCKLS offers training and support for the delivery of these services to member libraries. SCKLS provides grants-in-aid and resource sharing grants to SCKLS member public, academic, school and special libraries to assist in the partial reimbursement for providing interlibrary loan service to borrowers outside of their taxing district or academic institution. Member libraries may not use non-courier participation as a basis for the denial of ILL services.

Member responsibilities: Member libraries are encouraged to provide and promote interlibrary loan services to their users. If needed, member libraries may request interlibrary loan training from SCKLS.

Member libraries are encouraged to know and follow state and national ILL protocols and applicable policies and procedures for interlibrary loan service. Intralibrary loan among a library consortium is not eligible for SCKLS Grants-in-aid eligibility. Member libraries may not use non-courier participation as a basis for the denial of ILL services.



Section 2: Services and Programs—Rotating Collections Service

Rotating Collections Service

Definition of service: The Rotating Collections Service selects and provides public and academic member libraries with limited loans of children’s books, adult regular and large print fiction and non fiction books, books on compact disc and Spanish language books. Materials provided by the Rotating Collections Service are intended to supplement the collections of public and academic member libraries.

Staff and resources: One full-time Outreach Services Specialist and one part-time Library Support Assistant provides the service. Deliveries of rotating collections are provided on a contractual basis through Metro Courier, Wichita, KS.

Service guidelines: SCKLS will provide a limited collection of popular materials to supplement the collections of public, academic and special member libraries. The number of rotating items available to each participating library is limited and preference in the number of items loaned is given to smaller libraries. School library members are not eligible for the service. Eligible libraries must complete an annual service renewal process and contract.

Member responsibilities: Member libraries must complete an annual Rotating Collection Service Agreement. The agreement defines the service, conditions for use and conditions for delivery. Member libraries also agree to update an annual service profile.



Section 2: Services and Programs—Cataloging Services

Cataloging Services

Definition of service: Services include limited assistance with cataloging records for library materials. MARC records may be provided to member libraries using OCLC, the Online Computer Library Center. SCKLS may assist and advise member libraries with questions regarding acquisition, cataloging and processing of library materials. SCKLS may provide limited weeding assistance to member libraries.

Staff and resources: One full-time Library Support Specialist provides limited cataloging services. SCKLS provides OCLC bibliographic records and original cataloging. Selected staff may assist with weeding of library materials.

Service guidelines: SCKLS provides limited technical services including assistance with cataloging records for library materials. SCKLS maintains access to OCLC and advises on the addition and deletion of bibliographic records to the Kansas Library Catalog. Retrospective conversion of library materials is not provided and SCKLS reserves the right to limit use of cataloging services.

Member responsibilities: Member libraries may use the limited cataloging services of SCKLS, their own technical services or other service providers and vendors. A member library has the primary responsibility for providing its technical services including the ordering, cataloging and processing of library materials. Deletion of bibliographic records from the Kansas Library Catalog is also a member library responsibility.

DIGITAL LIBRARY INITIATIVE

In 2013 SCKLS began a Digital Library Initiative (DLI) to assist member libraries in digitizing materials of local and unique historical interest and to make those records available online. The SCKLS Digital Library Initiative offers planning, training and support for digitizing materials of historical interest, plus a hosting platform to provide online open access to the materials.

The image at right is from the Hesston Public Library's "van Bergeijk family Porchtrait" 2020.

<http://digitalsckls.info/>



Section 2: Services and Programs—Youth and School

Youth and School Services

Definition of service: A full-time consultant is available to assist public and school member libraries with aspects of service to children and young adults. A summer library reading program grant is available to eligible public library member libraries. An annual program of grants and services to school libraries is offered.

Staff and resources: SCKLS employs a full-time Youth and School Services Consultant. The position provides limited assistance to member libraries that provide services and programming to children and young adults. A summer library reading program and other grant programs are available.

Service guidelines: SCKLS provides limited assistance to member libraries in the development and evaluation of programs for children and young adults, collection development, technology and training. SCKLS organizes and facilitates the annual Collaborative Library Summer Program (CLSP). SCKLS regularly posts useful information to its public and school library listservs.

Member responsibilities: SCKLS member libraries are encouraged to participate in training activities and request assistance from the Youth and School Services Consultant. Summer library reading program are available annually.



Temporary Discontinuation of Grants and Services

SCKLS reserves the right to temporarily discontinue grants or services to a member library subject to any of the following conditions: The Director of SCKLS has determined that a member library is not operating in accordance with (1) Member Library Responsibilities as outlined in the SCKLS Annual Plan and Tentative Budget, (2) any current grants and services policies or procedures of SCKLS or the State Library of Kansas, Topeka, (3) any applicable state or federal laws or (4) any situation that might expose SCKLS staff to avoidable risk or harm.

The Director of SCKLS will inform the member library in writing of an issue and the requested resolution as well as determine any required documentation and a reasonable amount of time in which grants or services may be reinstated. The Director will inform the Executive Committee of any decision to temporarily discontinue service and notify them when such service has been reinstated.



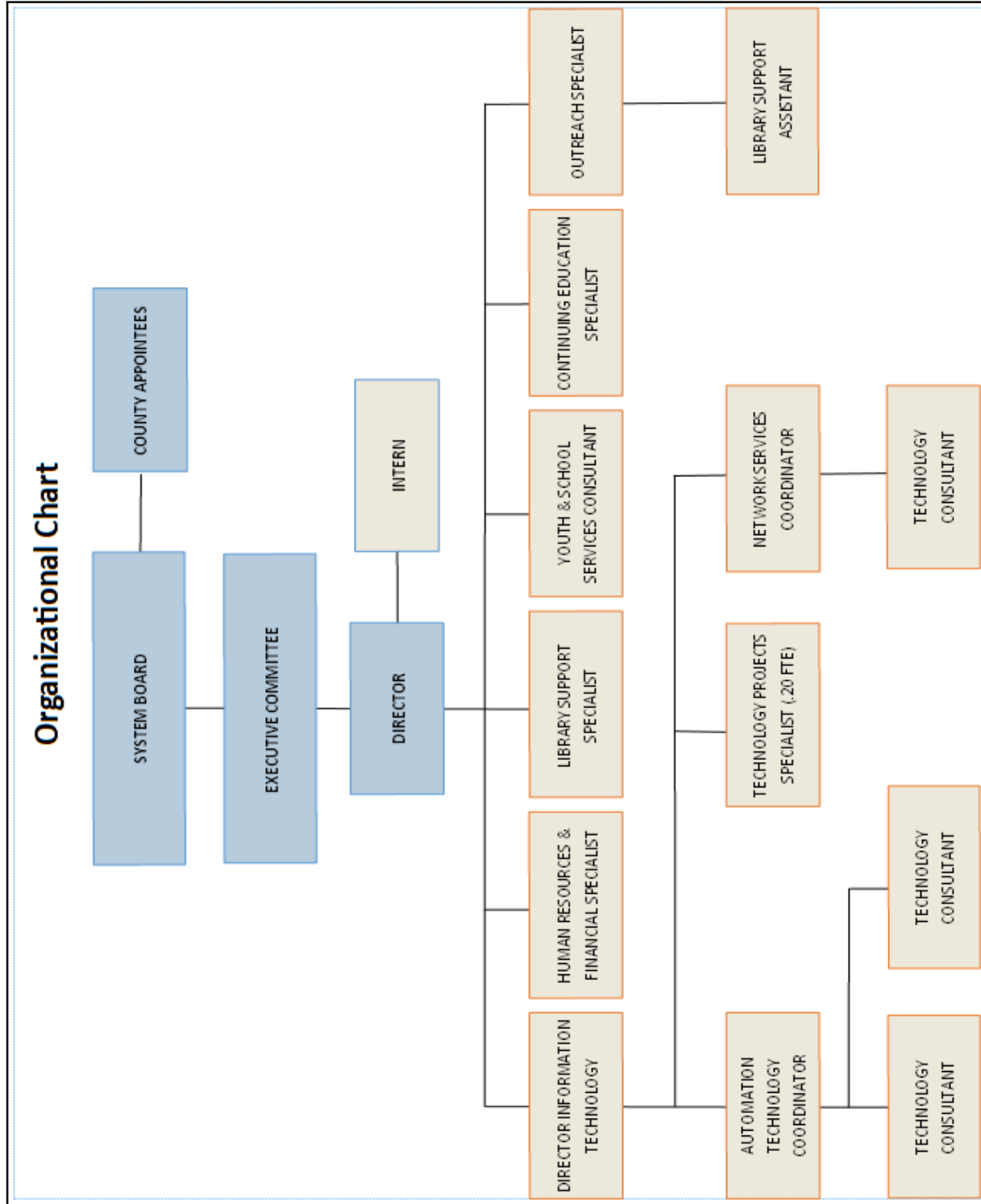
Section 3: Staff

System Staff 2022

Position	Staff	FTE
Director	Paul Hawkins	1
Human Resources and Financial Specialist	Julie Rogers	1
Director of Information Technology	Larry Papenfuss	1
Technology Projects Specialist	Stefanie Gostautas	.20
Automation/Technology Coordinator	Lisa Sharbaugh	1
Technology Consultant	Sharon Barnes	1
Technology Consultant	Robyn Bravi	1
Technology Consultant	Open	1
Youth and School Services Consultant	Robin Hargrave	1
Training Specialist	Katherine Hughes	1
Library Support Specialist	Katherine Williams	1
Outreach Services Specialist	Nicole Penley	1
Library Support Assistant	Megan Nech	.10
Library Intern	Open	.10
Total Staff		12.00



Section 3: Organization Chart





Section 4: County Appointees

COUNTY APPOINTEES (PENDING REAPPOINTMENT OR REPLACEMENT BY RESPECTIVE COUNTY COMMISSION)

Barber County

**Pending appointment by
Barber County Commission**

Butler County

Sylvia Epp
13978 NW 86th Terrace
Whitewater, KS 67154

Cowley County

**Pending appointment by
Cowley County Commission**

Harper County

Kim Bauer
263 Northeast 150 Road
Harper, KS 67058

Harvey County

**Pending appointment by
Harvey County Commission**

Kingman County

**Pending appointment by
Kingman County Commission**

McPherson County

**Pending appointment by
McPherson County Commission**

Reno County

Barbara Lilyhorn
9605 East Avenue G
Hutchinson, KS 67501

Rice County

Donna Surprise
616 South Purdy
Lyons, KS 67554

Sedgwick County

**Pending appointment by
Sedgwick County Commission**

Stafford County

Gerry Hildebrand
158 Northeast 80th Avenue
Stafford, KS 67578

Sumner County

**Pending appointment by
Sumner County Commission**



Section 4: Executive Committee

EXECUTIVE COMMITTEE 2022

Executive Committee 2022

Eldon Younce—Chair

Anthony, KS
1st 4-Year Term - Expires: 12/2025
At-large Position II

Barbara Lilyhorn — Secretary / Treasurer

Hutchinson, KS
Term Expires: (Pending)
County Commission Appointees

Jean Thiessen

Whitewater, KS
2nd 4-year Term - Expires: 12/2024
Linking Public

Mary Evans

Hutchinson, KS
Unexpired Term - Expires 12/2024
Major Service Center II

Mendy Pfannenstiel

Arkansas City, KS
1st 4-Year Term + Unexpired - Expires: 12/2024
Major Service Center I

Christina Zenner

Rose Hill, KS
1st 4-Year Term - Expires: 12/2025
Service Center II Public

Gail Becker

Wichita, KS 67219
2nd 4-year Term + Unexpired Term- Expires:
12/2025
Public School District Libraries

Jeff Roberson--Vice-chair

Hutchinson, KS
1st 4-Year Term - Expires: 12/2025
At-large, Position I

Cina Shirley

Douglass, KS
1st 4-Year Term - Expires: 12/2025
Service Center I Public

Kathy Downes

Wichita, KS
2nd 4-year Term - Expires: 12/2024
Regents Academic

Kerri Steffen

Cunningham, KS
2nd 4-Year Term - Expires: 12/2025
Gateway Public

Savannah Ball

Wichita, KS
1st 4-year Term - Expires: 12/2024
Major Resource Center

Rhoda MacLaughlin-Ramirez

Arkansas City, KS
Unexpired Term - Expires: 12/2023
Two and Four Year Academic



Section 4: SCKLS System Board of Representatives

SCKLS System Board

In accordance with Kansas Statutes Annotated 79-2550(a), the governing body of the South Central Kansas Library System is the System Board. The System Board consists of one representative appointed by the governing body or administrator of each participating public, academic, school and special library. In addition, the System Board is made up of the Executive Committee and a County Appointee from each of the twelve counties in the SCKLS service area.



Each SCKLS member library designates its representative to the System Board and the representative is eligible to serve until the governing board or administrator of the participating library, college, university or school district appoints a replacement. The name of each member library's representative should be communicated to SCKLS by June 1 of each year. County Appointees are appointed by authority of their respective County Commission, serve a four-year term of office and are not subject to term limits for reappointment. County Appointees serve until they are reappointed or their replacement named.

The System Board has the authority to adopt the annual plan of service and annual budget. The System Board elects the Executive Committee and delegates to the Executive Committee such powers and duties as the board may deem appropriate subject to any restriction imposed by law. The Executive Committee recommends the proposed annual plan of service and tentative annual budget.

A System Board Representative is eligible to receive official SCKLS communications related to System Board matters and is eligible to vote on the annual plan of service, annual budget and election of Executive Committee members. The System Board representative should be interested and be able to attend the August Special System Board Meeting for the Annual Budget held each August or September. If needed any April or October Semi-annual Business Meetings may be held. The following pages identify System Board representatives. **To be eligible for SCKLS grants and services, update contact information for your System Board Representative at directory@sckls.info**



Section 4: SCKLS Public Library Representatives

City	Public Library	Representative	
Andale	Andale District Library	Sonya	Horsch
Andover	Andover Public Library	Tom	Taylor
Anthony	Anthony Public Library	Eldon	Younce
Argonia	Dixon Township Library	Kayla	Stringer
Arkansas City	Arkansas City Public Library	Mendy	Pfannenstiel
Arlington	Arlington City Library	Jean	Schweizer
Attica	Attica City Library	Rayedene	Hughes
Augusta	Augusta Public Library	Lisa	Daniels
Belle Plaine	Belle Plaine City Library	Amber	Warne
Buhler	Buhler Public Library	Virginia	Philbrick
Burrton	Ruth Dole Memorial Library	Rhonda	Corwin
Bushton	Farmer Township Community Library	Kim	Ramsey
Caldwell	Caldwell Carnegie Library	Lisa	Moreland
Canton	Canton Township Carnegie Library	Kim	Witt
Cheney	Cheney Public Library	Susan	Woodard
Clearwater	Clearwater Public Library	Jessica	Warren
Colwich	Colwich Community Library	Joanna	Kraus
Conway Springs	Conway Springs City Library	Robyn	Cooper
Cunningham	Cunningham Public Library	Kerri	Steffen
Derby	Derby Public Library	Eric	Gustafson
Douglass	Douglass Public Library	Cina	Shirley
El Dorado	Bradford Memorial Library	Mica	Hunter
Garden Plain	Garden Plain Community Library	Joyce	Loehr
Geneseo	Geneseo Public Library	Not	Designated
Goddard	Goddard Public Library	April	Hernandez
Halstead	Halstead Public Library	Joleen	Ross
Hardtner	Hardtner Public Library	Diana	Graves
Harper	Harper Public Library	Leilani	Wilson
Haven	Haven Public Library	Trudy	Littlestar
Haysville	Haysville Community Library	Ken	Bell
Hesston	Hesston Public Library	Jacquelyn	Nelson
Hutchinson	Hutchinson Public Library	Gregg	Wamsley
Inman	Inman Public Library	Donna	Sallee
Kingman	Kingman Carnegie Library	Nichole	Kostner
Kiowa	Kiowa Public Library	Jamie	Johnson
Leon	Leon Public Library	Barbara	Templin



Section 4: SCKLS Public Library Representatives

City	Public Library	Representative
Lindsborg	Lindsborg Community Library	<i>Suzanna Swenson</i>
Little River	Little River Community Library	<i>Janet Crandall</i>
Lyons	Lyons Public Library	<i>Becky McBeth</i>
Macksville	Macksville City Library	<i>Jody Suiter</i>
Marquette	Marquette Community Library	<i>Mary Kay Lindh</i>
McPherson	McPherson Public Library	<i>Mckenzie Murphy</i>
Medicine Lodge	Lincoln Library	<i>Doris Sorg</i>
Moundridge	Moundridge Public Library	<i>Betsy Davis</i>
Mount Hope	Mount Hope Public Library	<i>Barbara Nowak</i>
Mulvane	Mulvane Public Library	<i>Shanna Smith-Ritterhouse</i>
Newton	Newton Public Library	<i>Cari Cusick</i>
Nickerson	Nickerson Public Library	<i>Ramona Getz</i>
Norwich	Norwich Public Library	<i>Candace Perkins</i>
Oxford	Oxford Public Library	<i>Karen Parsons</i>
Park City	Park City Community Public Library	<i>Len Warren</i>
Partridge	Partridge Public Library	<i>Keturah Delehoj</i>
Potwin	Potwin Public Library	<i>Tanya Tabor</i>
Pretty Prairie	Pretty Prairie Public Library	<i>Not Designated</i>
Rose Hill	Rose Hill Public Library	<i>Cindy Witherspoon</i>
St. John	Ida Long Goodman Memorial Library	<i>Laura Davis</i>
Sedgwick	Lillian Tear Library	<i>Chantel Rindt</i>
South Haven	South Haven Township Library	<i>Not Designated</i>
Stafford	Nora E Larabee Memorial Library	<i>Not Designated</i>
Sterling	Sterling Free Public Library	<i>Lisa Johnson</i>
Sylvia	Sylvia Public Library	<i>Cheryl Eisenhour</i>
Towanda	Towanda Public Library	<i>Cole Everhart</i>
Turon	Turon Community Library	<i>Sharon Birdsong</i>
Udall	Udall Public Library	<i>Diana Whiteman</i>
Valley Center	Valley Center Public Library	<i>Janice Sharp</i>
Viola	Viola Township Library	<i>Jeanna Bender</i>
Walton	Walton Community Library	<i>Not Designated</i>
Wellington	Wellington Public Library	<i>Jo Plumb</i>
Whitewater	Whitewater Memorial Library	<i>Jean Thiessen</i>
Wichita	Wichita Public Library	<i>Jamie Prothro</i>
Winfield	Winfield Public Library	<i>Not Designated</i>
Zenda	Zenda Public Library	<i>Teresa Medlock</i>



Section 4: SCKLS School Library Representatives

USD	City	Representative	
267	Andale (Renwick)	Not	Designated
385	Andover	Cathy	Brown
361	Anthony-Harper	Not	Designated
359	Argonia	Not	Designated
470	Arkansas City	Jason	Hibbs
402	Augusta	Deb	Kroeker
313	Buhler	Andrea	Siefkes
462	Burden (Central)	Not	Designated
369	Burrton	Not	Designated
360	Caldwell	Stacy	Ropp
419	Canton	Not	Designated
268	Cheney	Diane	Costello
264	Clearwater	Not	Designated
356	Conway Springs	Sara	Kitch
332	Cunningham (W. Kingman Co.)	Jeree	Fitzsimmons
260	Derby	Christy	Root
471	Dexter	Not	Designated
396	Douglass	Leslie	Henderson
490	El Dorado	Susan	Reid
310	Fairfield	Not	Designated
265	Goddard	Mary	Kloefkorn
440	Halstead/Bentley	Joell	Matlack
312	Haven	Not	Designated
261	Haysville	Sandra	Belden
460	Hesston	Rachel	Yoder
308	Hutchinson	Carla	Honeycutt
448	Inman	Not	Designated



Section 4: SCKLS School District Representatives

USD	City	Representative	
331	Kingman/Norwich	Not	Designated
255	Kiowa (S. Barber Co.)	Jill	Daughhetee
205	Leon	Not	Designated
400	Lindsborg (Smoky Valley)	Not	Designated
444	Little River/Windom	Not	Designated
405	Lyons	Not	Designated
351	Macksville	Not	Designated
266	Maize	Kristen	Rodell
418	McPherson	Amanda	Harrison
254	Medicine Lodge (N. Barber Co.)	Barbara	Keltner
423	Moundridge	Not	Designated
263	Mulvane	Lori	Warren
373	Newton	Traci	Henning
309	Nickerson	Tammy	Channell
358	Oxford	Renee	Sanchez
311	Pretty Prairie	Not	Designated
492	Rosalia	Sharon	McClure
394	Rose Hill	Amber	Marshall
439	Sedgwick	Not	Designated
509	South Haven	Not	Designated
349	Stafford	Not	Designated
376	Sterling	Amy	Brownlee
375	Towanda (Circle)	Julie	Detter
463	Udall	Not	Designated
262	Valley Center	Julie	Sirignano
353	Wellington	Sarah	House
206	Whitewater	Kris	Janzen
259	Wichita	Gail	Becker
465	Winfield	Tabitha	Hogan



Section 4: SCKLS Academic and Special Library Representatives

Institution	Library Name	Representative	
Bethany College	Wallerstedt Library	<i>Denise</i>	<i>Carson</i>
Bethel College	Bethel College Library	<i>Barbara</i>	<i>Thiesen</i>
Butler Community College	L W Nixon Library	<i>Judy</i>	<i>Bastin</i>
Central Christian College of Kansas	Briner Library	<i>Bev</i>	<i>Kelley</i>
Cowley Co Community College	Renn Memorial Library	<i>Rhoda</i>	<i>MacLaughlin-Martinez</i>
Friends University	Edmund Stanley Library	<i>David</i>	<i>McClure</i>
Hesston College	Mary Miller Library	<i>Margaret</i>	<i>Wiebe</i>
Hutchinson Community College	JFK Library	<i>Emily</i>	<i>Hemmerling</i>
McPherson College	Miller Library	<i>Kristie</i>	<i>Sojka</i>
Newman University	Ryan Library	<i>Steve</i>	<i>Hammerski</i>
Southwestern College	Deets Library	<i>Not</i>	<i>Designated</i>
Sterling College	Mabee Library	<i>Laurel</i>	<i>Watney</i>
Wichita State University	University Libraries	<i>Kathy</i>	<i>Downes</i>
WSU Tech	Library	<i>Noelle</i>	<i>Barrick</i>

Institution	Representative	
El Dorado Correctional Facility Central / North	<i>Jeff</i>	<i>Gauss</i>
Hutchinson Correctional Facility Central/East	<i>Kathryn</i>	<i>Androski</i>
McConnell Air Force Base Library	<i>Darla</i>	<i>Cooper</i>

To be eligible for SCKLS grants and services, update contact information for your library at directory@sckls.info





Section 5: Bylaws

BYLAWS

South Central Kansas Library System

Adopted: South Central Kansas Library System Board, October 27, 2008

Revised: South Central Kansas Library System Board, October 28, 2013

Revised: South Central Kansas Library System Board, October 30, 2017

Article I

Name

The name of this organization shall be the South Central Kansas Library System. Throughout the statement of these bylaws, the term "System" shall mean the South Central Kansas Library System.

Article II

Authority and Purpose

By authority of Kansas Statutes Annotated 75-2547, et seq., the System is a political and taxing subdivision of the State of Kansas and a non-profit, educational entity. The purpose of the System is to provide through an organization of cooperating libraries, service to all citizens of the South Central region.

Article III

Membership

Section 1. Membership of each participating library is established by petition to the State Library of Kansas Board in the original petition for system designation or by amendment to that petition, with prior approval of the System's governing body.

Section 2. As defined by K.S.A. 75-2548, membership shall be open to any school, two or four-year college, regents university, public library, or special library in the manner authorized by state law, regulations of the State Library of Kansas Board and SCKLS Membership Eligibility Policy.



Section 5: Bylaws

Section 3. A participating library may withdraw from membership to the System by submitting written notification to the System's governing body, one year prior to the adoption of the annual budget, subject to the approval of the State Library of Kansas Board.

Section 4. The participating libraries of a county, when in unanimous agreement, may withdraw that county from the System by submitting written notification to the System's governing body one year prior to the adoption of the annual budget, subject to the approval of the State Library of Kansas Board.

Section 5. In the event of the withdrawal of a participating library from the System, all system assets and property such as rotating materials, and other materials and equipment on loan from the System shall be returned to the System.

Article IV

Governing Body

Section 1. The governing body of the System shall be the System Board. The board shall consist of one representative or an alternate appointed by the Trustees or institutional administrators of each participating member library. In addition, there shall be one representative from within the taxing district of the regional library system appointed by the board of county commissioners of each county that is part of the regional library system to represent territory not within the district or any participating library, but within the tax district of the system. The System Board shall also consist of the Executive Committee.

Section 2. County Appointees shall serve terms of four years. Terms of office shall commence January 1 following the year of appointment and expire December 31 four years thereafter. Upon the expiration of the original four year terms, County Appointees may be reappointed or their successors appointed for a term of four years by the board of county commissioners for each county. A County Appointee serves until reappointed or a successor is named by the board of county commissioners for the county. No person who has been appointed for two consecutive four-year terms as a County Appointee to the System Board shall be eligible for further appointment until one year after the expiration of their second term. Governor's Appointees prior to July 1, 2017 continue to serve as County Appointees until reappointed or their successor is named by the board of county commissioners for the county.

Section 3. Each library representative is eligible to serve on the System Board until the officers of the participating library, college, university or school district appoint a replacement. The name of each member library's representative and alternate shall be communicated to the System Director by June 1 of each year.



Section 5: Bylaws

Section 4. As specified in K.S.A. 75-2550, the System Board shall have authority to 1) operate a system of library service to and for participating libraries; 2) purchase service from a participating library for the benefit of the system; 3) contribute to or receive and utilize any gifts to the system; 4) contract with participating libraries; 5) contract with any other system board; and 6) employ a System Director and such other persons as the System Board may find necessary. The System Board shall have authority to adopt the annual budget, elect the Executive Committee, and to delegate in these bylaws to the Executive Committee such powers and duties as the Board may deem appropriate, subject to any restriction imposed by law.

Article V

Executive Committee

Section 1. As specified in K.S.A. 75-2550a, the Executive Committee shall have authority to set policy, perform legal functions, hire a System Director, and conduct system business on a month-to-month basis between meetings of the system board. To that end, the Executive Committee is hereby delegated those powers, enumerated in Article 4, Section 4, with the exception of power to adopt budget, which power is reserved exclusively to the System Board. The Executive Committee is specifically authorized on behalf of the board to act upon applications for system membership.

Section 2. The Executive Committee shall consist of a total of 13 members. It will include one position from each of the following interest areas: 1) County Appointees, 2) School district libraries, 3) Gateway public libraries, 4) Linking public libraries, 5) Service Center I public libraries, 6) Service Center II public libraries, 7) Major Service Center I public libraries, 8) Major Service Center II public libraries, 9) Major Resource Center public libraries, 10) Two or four year college libraries, and (11) Regents University libraries. Two At-large members shall be elected by the System Board. With the exception of County Appointees and At-large members, a member of the Executive Committee shall be a current member of a public library board, an employee of a member public library or an institutionally designated representative of a member academic, school district or special library of the interest area. The two At-large members may be citizens who shall reside within the boundaries of the System and are interested in improving library services. To promote diversity and equitable representation on the Executive Committee, an Executive Committee member shall be affiliated with only one member library. Affiliation is defined as being employed by, serving on the board of directors of or belonging to the Friends group of a member library.



Section 5: Bylaws

Section 3. The standard term of office for an elected member of the Executive Committee shall be four years with a maximum of two consecutive four-year terms. No person who has been appointed for two consecutive four-year terms as a County Appointee to the System Board shall be eligible for further appointment until one year after the expiration of the second term. A member appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term. In the event of a vacancy, the Chair may fill the position by appointment, which will be in effect for the remaining term of the vacated position. In the case of a vacancy from an interest area in which there is only one member library, appointment will be made by the Chair of the Executive Committee in consultation with the respective member library and with the approval of the Executive Committee. In the case of an Executive Committee member who is also a member of a local public library board, the Executive Committee member's term of office on the Executive Committee shall end in December of the year in which such Executive Committee member's term of office on a local public library board expires. To avoid a potential conflict of interest no individual employed by the Hutchinson Public Library prior to January 1, 2005 nor current nor former employee of SCKLS shall be eligible to serve on the Executive Committee.

Section 4. The members of the Executive Committee shall elect a Chair, Vice Chair, and Secretary/Treasurer in December. Terms of office begin January 1 and end December 31 of each year. Officers of the Executive Committee shall serve as officers of the System Board. The duties of the officers are as follows:

The Chair shall set the agenda for and preside at all meetings; appoint all committees; be a voting member of all committees; sign all approved minutes, assume, jointly with other officers, responsibility to authorize the disbursement of funds; and generally perform all duties associated with that office.

The Vice-Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

The Secretary / Treasurer shall sign all approved minutes of proceedings of each Board and Executive Committee meeting; insure that adequate and correct accounts of the funds and property of the System are kept; sign all disbursements approved by the Executive Committee; and be bonded in an amount determined by the Executive Committee.

Section 5. Any Executive Committee member may resign upon submitting a written resignation, which shall be filed with the Chair. The resignation shall become effective when so filed, unless some other effective date is set forth in the resignation.

Section 6. The System Director shall be the administrative officer for the System. He or she shall report to the Executive Committee on the operations of the System and shall employ and direct such employees that are found to be necessary for the operations of the System.



Section 5: Bylaws

Section 7. The Recorder will be a System employee designated by the System Director to keep true and accurate minutes of all proceedings of each Board and Executive Committee meeting, attaching a copy of any documents adopted by the Board or Executive Committee; and provide copies of the minutes on request.

Article VI

Ethical Standards

Section 1. Members of the Executive Committee and the System Director must promote a high level of library service while observing ethical standards. No member of the Executive Committee or the System Director may directly or indirectly have an interest in a business or service that conducts business with or contracts with the System. Executive Committee members and the System Director must also avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, member libraries, or the System as a whole. Executive Committee members shall comply with applicable state and federal laws and System policies. Executive Committee members shall not use their position to gain unwarranted privileges, advantages or information for themselves or others. Executive Committee members shall not interfere with the management responsibilities of the System Director or the management of System staff.

Section 2. Any member of the Executive Committee who applies for employment with the System must resign prior to making application. A new Executive Committee member will be appointed in accordance with the process outlined in the Bylaws.

Section 3. The Executive Committee shall have authority to address violations of ethical standards, misconduct or failure to perform duties by any member of the Executive Committee or System Board. A member of the Executive Committee or System Board shall be removed upon a majority vote of the Executive Committee at any time for the following reasons: 1. Misconduct in office; 2. Failure to perform duties as prescribed; 3. For such good and sufficient cause deemed injurious to the System and its purposes. Notice of removal from the Executive Committee and an opportunity to submit a written response to the cause(s) for removal shall be provided to the member of the Executive Committee or System Board for whom removal is being considered.



Section 5: Bylaws

Article VII

Standing Committees

Section 1. The System Executive Committee shall serve as the budget committee. The System Director shall present a tentative budget and plan of operation to the Executive Committee for approval by June 1 each year. The Executive Committee shall then evaluate and recommend the budget to the System Board for adoption at the August meeting.

Section 2. Such other committees, standing or special, shall be appointed by the Chair, as the System Executive Committee shall from time to time deem necessary.

Article VIII

System Board Meetings

Section 1. Regular meetings of the System Board for the transaction of business will be held in April, August and October or at the call of the Chair. The August meeting shall be for authorization of the annual budget. The October meeting shall be the regular meeting for elections to the Executive Committee, as well as for transaction of other business. Information concerning business items will be available to all System Board members at least ten days in advance of the meetings.

Section 2. Each member of the System Board, or his alternate, shall have one vote in the governance of the System at System Board meetings. A mail ballot may be used, when approved by the System Board or Executive Committee.

Section 3. State law (K.S.A. 75-4317 and 75-4318) specifies that all meetings of the System Board shall be open to the public. The designated system board member or a duly appointed alternate (as provided for in Article IV, Section 1) from each participating institution and representatives appointed by the board of county commissioners of each county that is part of the regional library system shall be eligible to vote in the proceedings of the System Board.

Section 4. A majority of qualified representatives present at any legally called meeting of the System Board shall constitute a quorum.

Article IX

Executive Committee Meetings



Section 5: Bylaws

Section 1. State law (K.S.A. 75-4317 and 75-4318) specifies that all meetings of the Executive Committee shall be open to the public. The Executive Committee shall meet once a month unless the Chair in consultation with the Director determines there is insufficient business to transact. Written notice of such meetings and an agenda must be provided to Executive Committee members at least two days in advance. At meetings of the Executive Committee, a quorum shall consist of seven members.

Section 2. Special meetings shall be called at any time by the Chair or at the written request of a majority of Executive Committee members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Executive Committee at least two days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

Article X

Election

Section 1. Public notice seeking nominations for election to the Executive Committee shall be posted at least two months prior to the date of the October System Board meeting. In the case of nominations from interest areas in which there is only one member library, nominations will be made by the respective member library in consultation with the Chair of the Executive Committee.

Section 2. Nominations for election to the Executive Committee from those representatives appointed by the board of county commissioners of each county that is part of the regional library system shall be solicited by the System Director.

Section 3. Election will be conducted by signed ballot of designated System Board representatives or alternates.

Article XI

Reimbursement

Section 1. The Executive Committee shall receive no salary, but shall receive reimbursement for actual expenses incurred in attending System functions or in attending library-related functions as a representative of the System.



Section 5: Bylaws

Article XII

South Central Kansas Library Foundation

Section 1. In accordance with the Bylaws of the South Central Kansas Library Foundation, members of the Executive Committee may serve as the Board of Directors of the South Central Kansas Library Foundation. The Board of Directors of the South Central Kansas Library Foundation may also include authorized representatives that are employees, community volunteers or donors affiliated with a member library.

Article XIII

Bylaws Amendment

Section 1. The Executive Committee shall appoint a bylaws review committee as needed.

Section 2. Amendments to these bylaws shall be made at the April or October meetings of the System Board and shall require a two-thirds vote of the System Board members attending.

Section 3. Proposed amendments, specifying changes, must be provided to all System representatives at least one month prior to the meeting at which the amendments are to be brought before the System Board.

Article XIV

Parliamentary Procedure

All meetings and business shall be conducted according to Robert's Rules of Order Revised where such are not in conflict with these bylaws.



Section 6: Proposed General & Employee Benefits Fund Budget

SCKLS 2023 Proposed General & Employee Benefits Fund Budget

Pending review and recommendation by SCKLS Executive Committee, May 20, 2022

Note: Final budget to be adopted by SCKLS System Board, August 22, 2022

Budget Category	2021 Actual	2022 Budget	2023 Tentative	2022 / 2023 Difference	2022 / 2023 % Change
Audit / Accounting	\$27,426	\$29,500	\$29,500	\$0	0%
Utilities	\$8,829	\$17,000	\$12,000	(\$5,000)	-29%
Insurance	\$37,772	\$36,500	\$38,000	\$1,500	4%
Postage / Shipping	\$5,758	\$6,500	\$6,500	\$0	0%
Printing	\$3,338	\$6,500	\$5,000	(\$1,500)	-23%
Salaries	\$745,212	\$805,290	\$920,607	\$115,317	14%
Employee Benefits	\$230,733	\$306,496	\$332,997	\$26,501	9%
Supplies	\$21,069	\$20,000	\$20,000	\$0	0%
Travel & CE for Staff	\$3,638	\$31,000	\$28,000	(\$3,000)	-10%
Prof. Develop. Resources	\$19,440	\$13,000	\$13,000	\$0	0%
Member CE & Training	\$20,286	\$37,000	\$37,000	\$0	0%
OCLC (Cataloging/ILL)	\$15,710	\$17,000	\$0	(\$17,000)	-100%
Grants-in-aid: Public & Academic	\$1,442,089	\$1,442,088	\$1,469,068	\$26,980	2%
Grants-in-aid: Special Libraries	\$18,964	\$25,000	\$25,000	\$0	0%
Grants-School	\$13,706	\$15,000	\$15,000	\$0	0%
Grants-Continuing Education	\$37,822	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$53,377	\$60,000	\$60,000	\$0	0%
Grants-Automation	\$18,039	\$30,000	\$30,000	\$0	0%
Grants-Transform	\$50,000	\$50,000	\$50,000	\$0	0%
Grants-Programming/Project	\$11,418	\$12,500	\$12,500	\$0	0%
Grants--Summer Reading	\$6,645	\$7,500	\$7,500	\$0	0%
Rotating Collections	\$99,965	\$125,000	\$125,000	\$0	0%
Telecommunications	\$29,270	\$36,000	\$33,000	(\$3,000)	-8%
Contractual Services	\$108,665	\$80,000	\$80,000	\$0	0%
Technology	\$2,279	\$42,000	\$36,000	(\$6,000)	-14%
Vehicle Expenses	\$5,703	\$12,750	\$10,750	(\$2,000)	-16%
Capital Outlay	\$24,762	\$0	\$0	\$0	0%
Transfer Cap. Improve. Fund	\$150,000	\$0	\$0	\$0	0%
Services Contingency	\$32,736	\$81,250	\$24,000	(\$57,250)	-70%
Cash Balance Forward	\$1,076,937	\$429,334	\$429,334	\$0	0%
Total	\$4,321,588	\$3,819,208	\$3,894,756	\$75,548	1.98%



Section 6: Budget Narrative

Audit / Budget / Accounting No change

2021 Actual	\$ 27,426
2022 Projected	\$ 29,500
2023 Tentative	\$ 29,500

The Loyd Group, Galva, KS annually audits SCKLS financial records and assists with the preparation of official budget documents. Monthly accounting and payroll services are provided by the Hutchinson firm of Adams Brown.

Utilities Decrease \$5,000

2021 Actual	\$ 8,829
2022 Projected	\$ 17,000
2023 Tentative	\$ 12,000

Payment of monthly utilities for the SCKLS Training Facility and Offices occurs from this line item. Improvements in building energy efficiency helped reduce expenses in 2021.

Insurance and Bonds Increase \$1,500

2021 Actual	\$ 37,772
2022 Projected	\$ 36,500
2023 Tentative	\$ 38,000

Insurance includes general property and automobile liability for vehicles, electronic equipment, board of directors and employment practices as well as surety bonds required by state law.

Postage / Shipping No change

2021 Actual	\$ 5,758
2022 Projected	\$ 6,500
2023 Tentative	\$ 6,500

Includes standard business mailings and mailings of information resources to member libraries. SCKLS relies on its website and list-servs to communicate with member libraries.



Section 6: Budget Narrative

Printing Decrease \$1,500

2021 Actual	\$ 3,338
2022 Projected	\$ 8,500
2023 Tentative	\$ 5,000

Includes costs for printing of training materials to support continuing education programs and other printed communications for member libraries. Cost-savings is attributable to providing more information in electronic format.

Salaries Increase \$115,317 Benefits Increase \$26,501

2021 Actual	\$975,945 (\$745,212 Salaries / \$230,733 Benefits)
2022 Projected	\$1,165,338 (\$805,290 Salaries / \$306,496 Benefits)
2023 Tentative	\$1,253,604 (\$920,607) Salaries / \$332,997 Benefits)

SCKLS currently budgets for the following positions: Director, Director of Information Technology, Automation and Technology Services Coordinator, Technology Projects Specialist, Technology Consultant Position I, Technology Consultant Position II, Technology Consultant Position III, Human Resources and Financial Specialist, Library Support Specialist, Outreach Services Specialist, Youth and School Services Consultant, Training Specialist and Library Support Assistant.

In 2023, a Network Coordinator position with a salary up to \$67,000 and employee benefits up to \$16,000 has been added. Individual staff may be eligible for an increase in salary based on merit and performance of their job duties. SCKLS provides eligible employees health insurance, Kansas Public Employees Retirement System, health reimbursement, longevity and an optional wellness program and retirement savings benefits.

Supplies No Change

2021 Actual	\$ 21,069
2022 Projected	\$ 20,000
2023 Tentative	\$ 20,000

Includes standard office and work items used by SCKLS staff to provide service to member libraries as well as custodial supplies for the SCKLS Training Facility and Offices.



Section 6: Budget Narrative

Travel and Staff Continuing Education Decrease \$3,000

2021 Actual	\$ 3,638
2022 Projected	\$ 31,000
2023 Tentative	\$ 28,000

SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries. They may also attend in-state or national library training programs or participate in continuing education through various online delivery methods. Travel and training for SCKLS staff is important so that knowledge and expertise are available to SCKLS members. Staff travel costs have been reduced by using remote access methods. Staff Continuing Education was paid from the State Aid Fund in 2021.

Professional Development Resources No Change

2021 Actual	\$ 19,440
2022 Projected	\$ 13,000
2023 Tentative	\$ 13,000

SCKLS staff may purchase professional development resources including specialized books, supplies and other items that are used in developing and providing training and assistance to member libraries. These resources may be added to the circulating Professional Collection, located in staff offices or provided to participants in training sessions.

Member Library Continuing Education & Training No change

2021 Actual	\$ 20,286
2022 Projected	\$ 37,000
2023 Tentative	\$ 37,000

Continuing education and training for member librarians and libraries is a core service. SCKLS has transitioned to a webinar/webcast based training program with in-person trainings as needed. Reduced costs associated with travel, meeting rooms and hospitality have allowed SCKLS to reallocate a portion of this line item funding to a new Staff and Board Professional Development matching grant.

SCKLS provides basic training to meet the service and technology needs of member libraries. Member libraries are also encouraged to use continuing education programs and training from other providers and to use the SCKLS Continuing Education Reimbursement Grant to help defray the costs of individual training needs.



Section 6: Budget Narrative

OCLC (Cataloging & Interlibrary Loan) No change

2021 Actual	\$ 15,710
2022 Projected	\$ 17,000
2023 Tentative	\$ 17,000

Includes charges from the Online Computer Library Center (OCLC) for production of bibliographic records and other cataloging for member libraries as well as costs related to interlibrary loan requests for member libraries. Costs in 2023 will be paid from the State Aid Fund.

Grants-in-aid: Public and Academic Libraries Increase \$26,980

2021 Actual	\$ 1,442,089
2022 Projected	\$ 1,442,088
2023 Tentative	\$ 1,469,068

Public and academic member libraries received an annual **base** grant for local library service support. The tentative increase in funding will support **base** grants. As specified in grant guidelines, each public and academic library also receives **supplemental** grants as partial reimbursement for serving users outside of their taxing district or academic institution and for interlibrary loans provided to other libraries.

Grants-in-aid: Special Libraries No change

2021 Actual	\$ 18,964
2022 Projected	\$ 25,000
2023 Tentative	\$ 25,000

Member special libraries may receive a grant-in-aid subject to grant eligibility guidelines. Eligible special libraries include McConnell Air Force Base, El Dorado Correctional Facility and Hutchinson Correctional Facility. Grants-in-aid are based in part on the number of registered borrowers for each special library and the number of interlibrary loans provided by the special library to other libraries.



Section 6: Budget Narrative

Grants-School

No change

2021 Actual	\$ 13,706
2022 Projected	\$ 15,000
2023 Tentative	\$ 15,000

This line item incorporates various grant programs for school libraries which have included Interlibrary Loan Resource Sharing, Makerspace, School Library Redesign and Diversity Collection Development grants.

Grants-Continuing Education

No change

2021 Actual	\$ 37,822
2022 Projected	\$ 45,000
2023 Tentative	\$ 45,000

Each member librarian or public library board member is eligible for up to \$750 annually for reimbursement of registration and tuition costs for library-related continuing education and training as specified in grant guidelines.

Grants—General Technology Matching

No change

2021 Actual	\$ 53,377
2022 Projected	\$ 60,000
2023 Tentative	\$ 60,000

Member libraries are eligible for a matching grant up to \$2,500 for any general technology hardware or software as specified by grant guidelines.

Grants--Automation Matching

No change

2021 Actual	\$ 18,039
2022 Projected	\$ 30,000
2023 Tentative	\$ 30,000

Member libraries are eligible for up to a \$10,000 matching grant for various automation-related expenses as specified in grant guidelines.



Section 6: Budget Narrative

Grants--Libraries Transform

No change

2021 Actual	\$ 50,000
2022 Projected	\$ 50,000
2023 Tentative	\$ 50,000

The purpose of the “Libraries Transform” matching grant of up to \$25,000 is to assist a member public, academic, school or special library in funding a plan of change to meet the needs of its community.

Grants--Program and Project

No change

2021 Actual	\$ 11,418
2022 Projected	\$ 12,500
2023 Tentative	\$ 12,500

Subject to grant guidelines, special program and project grants offer one grant per year up to \$500 for interested public, academic, school or special libraries.

Grants--Summer Reading Program

No change

2021 Actual	\$ 6,645
2022 Projected	\$ 7,500
2023 Tentative	\$ 7,500

Annual program materials, training and grants for the collaborative summer library program are provided to participating libraries. Each participant library that provides an annual program and submits a program evaluation to SCKLS is eligible for a grant of \$100.

Rotating Collections

No change

2021 Actual	\$ 99,965
2022 Projected	\$125,000
2023 Tentative	\$125,000

Includes popular library materials purchased and other charges for items provided to member libraries and circulated through the Rotating Collections Service. Also includes annual delivery costs paid to Metro Courier, Wichita.



Section 6: Budget Narrative

Telecommunications Services **Decrease \$3,000**

2021 Actual	\$ 29,270
2022 Projected	\$ 36,000
2023 Tentative	\$ 33,000

Includes costs for gigabit fiber Internet primary network, Wi-Fi, staff mobile hotspots as well as a leased phone system with local, long distance and toll-free service.

Contractual Services **No change**

2021 Actual	\$108,665
2022 Projected	\$ 80,000
2023 Tentative	\$ 80,000

Contractual services include expenses for security, pest control, legal and administrative services for SCKLS. Member public libraries are eligible for limited accounting and architectural professional services paid within this line item. Increased costs in 2021 were due to a budget transfer to maintain a cash balance in the Member Libraries Reimbursable Fund.

Technology **Decrease \$6,000**

2021 Actual	\$ 2,279
2022 Projected	\$ 42,000
2023 Tentative	\$ 36,000

Includes costs for the purchase, repair, upgrade, maintenance and licensing and support services for computers and other technology. Reallocation of some technology expenses and underspending in this line item accounts for the variance between 2021 and 2022.

Vehicle Expenses **Decrease \$2,000**

2021 Actual	\$ 5,703
2022 Projected	\$ 12,750
2023 Tentative	\$ 10,750

This line item covers fuel costs, maintenance and repairs for six automobiles used by staff to provide service to member libraries.



Section 6: Budget Narrative

Capital Outlay

No change

2021 Actual	\$ 24,762
2022 Projected	\$ 0
2023 Tentative	\$ 0

Capital Outlay may be used for minor improvements and maintenance to the SCKLS facility as well as the purchase of replacement vehicles. Any minor projects or purchases will be paid with using Capital Improvement Funds.

Transfer to Capital Improvement Fund

No change

2021 Actual	\$ 150,000
2022 Projected	\$ 0
2023 Tentative	\$ 0

The Capital Improvement Fund may be used for major and other improvements and maintenance to the SCKLS facility as well as the purchase of replacement vehicles. Each year SCKLS updates a Five-Year Capital Improvement Plan of anticipated expenditures. Only minor projects or purchases are planned and no transfer is required.

Services Contingency

Decrease \$33,250

2021 Actual	\$ 32,736
2022 Projected	\$ 81,250
2023 Tentative	\$ 24,000

Unbudgeted or unanticipated expenditures for SCKLS as well as cost associated with service transitions may be paid from this line item. In 2021, SCKLS provided Digital Access and a second round of Diversity Collection Development grants using Services Contingency funding.

Cash Balance Forward

No change

2021 Actual	\$1,076,937
2022 Projected	\$ 429,334
2023 Tentative	\$ 429,334

Cash Balance Forward allows for SCKLS to pay for operating expenses at the beginning of each year and until General and Employee Benefit Fund tax income is first received at the end of January. Due to underspending from Covid-related factors as well as income from CARES and ARPA grants, SCKLS increased the cash balance forward at the end of 2021.



Section 7: Proposed Operating Budget

SCKLS 2023 Proposed Operating Budget

Budget Category	Central Administration	Automation Technology	Youth Services	Continuing Education	Extension Services	Technical Services	Grants-in-aid	Total
Audit & Budget & Accounting	\$29,500	\$0	\$0	\$0	\$0	\$0	\$0	\$29,500
Utilities	\$12,000	\$0	\$0	\$0	\$0	\$0	\$0	\$12,000
Insurance	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
Postage	\$6,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,500
Printing	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Salaries	\$183,907	\$493,839	\$74,106	\$53,462	\$61,831	\$53,462	\$0	\$920,607
Employee Benefits	\$64,866	\$175,916	\$26,378	\$19,987	\$26,491	\$19,359	\$0	\$332,997
Supplies	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Travel & Staff CE	\$0	\$0	\$0	\$28,000	\$0	\$0	\$0	\$28,000
Professional Resources	\$0	\$0	\$0	\$13,000	\$0	\$0	\$0	\$13,000
Member Library CE & Training	\$0	\$0	\$0	\$37,000	\$0	\$0	\$0	\$37,000
OCLC (Cataloging/ILL)	\$0	\$0	\$0	\$0	\$0	\$17,000	\$0	\$17,000
Grants-in-aid: Public & Academic	\$0	\$0	\$0	\$0	\$0	\$0	\$1,469,068	\$1,469,068
Grants-in-aid: Special Libraries	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
Grants-School	\$0	\$0	\$0	\$0	\$0	\$0	\$15,000	\$15,000
Grants-Continuing Education	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Grants-General Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
Grants-Automation	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Grants-Transform	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Grants-Programming/Project	\$0	\$0	\$0	\$0	\$0	\$0	\$12,500	\$12,500
Grants-Summer Reading	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$7,500
Rotating Collections	\$0	\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
Telecommunications	\$33,000	\$0	\$0	\$0	\$0	\$0	\$0	\$33,000
Contractual Services	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Technology	\$36,000	\$0	\$0	\$0	\$0	\$0	\$0	\$36,000
Vehicle Expenses	\$10,750	\$0	\$0	\$0	\$0	\$0	\$0	\$10,750
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer Cap. Improve. Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Services Contingency	\$57,000	\$0	\$0	\$0	\$0	\$0	\$0	\$57,000
Cash Balance Forward	\$429,334	\$0	\$0	\$0	\$0	\$0	\$0	\$429,334
Totals	\$1,005,857	\$669,755	\$100,484	\$151,449	\$213,322	\$89,821	\$1,714,068	\$3,944,756



Section 8: Tentative Consolidated Budget

SCKLS 2023 Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	\$29,500	\$0	\$0	\$29,500
Utilities	\$12,000	\$0	\$0	\$12,000
Insurance	\$38,000	\$0	\$0	\$38,000
Postage	\$6,500	\$0	\$0	\$6,500
Printing	\$5,000	\$0	\$0	\$5,000
Salaries	\$920,607	\$0	\$0	\$920,607
Employee Benefits	\$0	\$263,085	\$0	\$263,085
Supplies	\$20,000	\$0	\$0	\$20,000
Travel & Staff CE	\$28,000	\$0	\$0	\$28,000
Prof. Develop Resources	\$13,000	\$0	\$0	\$13,000
Member CE & Training	\$37,000	\$0	\$0	\$37,000
OCLC (Cataloging & ILL)	\$0	\$0	\$17,000	\$17,000
Grants-in-Aid: Public & Academic	\$1,469,068	\$0	\$0	\$1,469,068
Grants-in-Aid: Special Libraries	\$25,000	\$0	\$0	\$25,000
Grants-School	\$15,000	\$0	\$0	\$15,000
Grants-Continuing Education	\$45,000	\$0	\$0	\$45,000
Grants-General Technology	\$60,000	\$0	\$0	\$60,000
Grants-Automation	\$30,000	\$0	\$0	\$30,000
Grants-Transform	\$50,000	\$0	\$0	\$50,000
Grants-Programming/Project	\$12,500	\$0	\$0	\$12,500
Grants-Summer Reading	\$7,500	\$0	\$0	\$7,500
Rotating Collections	\$125,000	\$0	\$0	\$125,000
Telecommunications	\$33,000	\$0	\$0	\$33,000
Contractual Services	\$80,000	\$0	\$0	\$80,000
Technology	\$36,000	\$0	\$0	\$36,000
Vehicle Expenses	\$10,750	\$0	\$0	\$10,750
Capital Outlay	\$0	\$0	\$0	\$0
Transfer Cap. Improve. Fund	\$0	\$0	\$0	\$0
Services Contingency	\$24,000	\$0	\$33,000	\$57,000
Cash Balance Forward	\$429,334	\$69,912	\$0	\$499,246
Totals	\$3,561,759	\$332,997	\$50,000	\$3,944,756



Section 9: Income / Resources

Income / Resources	Actual 2021	Projected 2022	Tentative 2023
SCKLS - General Fund	\$3,210,047	\$3,512,712	\$3,561,759
SCKLS - Employee Benefits Fund	\$226,293	\$306,496	\$332,997
State Grant-In-Aid Fund	\$50,631	\$50,631	\$50,000
Member Library Reimbursable Fund	\$117,630	\$35,000	\$35,000
Miscellaneous Grants Fund	\$31,024	\$0	\$0
Flexible Spending Reimbursable Fund	\$24,173	\$24,173	\$24,173
Balance Carried Forward - General Fund	\$1,076,937	\$429,334	\$429,334
BCF - Employee Benefit Fund	\$69,433	\$67,534	\$96,681
BCF - State Aid	\$0	\$0	\$0
BCF- Member Library Reimbursable Fund	\$36,514	\$35,000	\$35,000
BCF - Miscellaneous Grants Fund	\$796	\$0	\$0
BCF-Flexible Spending Reimbursable Fund	\$0	\$0	\$0
Transfer Capital Improvement Fund--Income	\$150,000	\$0	\$0
Capital Improvement Fund--Expenditures	\$18,633	\$100,000	\$57,000
BCF Capital Improvement Fund 12/31/Year	\$994,266	\$894,266	\$837,266

Tentative 2023 Expenditures (General + Employee Benefit) \$3,894,756
Tentative 2022 Budget Authority (Expenditures + Capital Improvements) \$4,789,022





APPENDIX A: PERFORMANCE OUTCOME MEASURES

South Central Kansas Library System 2020 / 2021 Performance Outcome Measures

Listed below are performance measures data for nine categories of services and grants provided by the South Central Kansas Library System (SCKLS) to 145 member public, academic, school district and special libraries. Key influencing factors to explain significant increases or decreases in data are noted in which changes in value can be attributed to a specific cause.

1. Cataloging and Interlibrary Loan Services

A request from a member library to provide a cataloging record. A request from a member library on behalf of a citizen or student for the interlibrary loan (borrowing) of a book, photocopy or other library item from another library.

Performance Measures:

Total Annual Value and Number of Cataloging Records Provided to Member Libraries

Cataloging Services 2021	\$9,604	1,372 cataloging records
Cataloging Services 2010	\$4,900	700 cataloging records

Total Annual Value and Number of Interlibrary Loan Requests Filled for Member Libraries

Interlibrary Loan Services 2021	\$10,612	1,516 ILL requests
Interlibrary Loan Services 2010	\$ 9,590	1,370 ILL requests

Factors Impacting Outcomes

The number of cataloging and interlibrary loan requests received from member libraries.

Key influencing factors: Requests for cataloging records increased by 672 and interlibrary loan requests increased by 146 in 2021. Increases are attributable to the increased purchasing of library materials on the part of member libraries and the increased use of interlibrary loan at member libraries by citizens and students.



APPENDIX A: PERFORMANCE OUTCOME MEASURES

2. Continuing Education Services

Registration or attendance by a member librarian or public library board member in a formal library training or information program. To be considered a formal training, the event or webinar must have the registration or attendance of at least 4 persons.

Performance Measure:

Total Annual Value and Number of Member Librarians in Continuing Education Trainings

Continuing Education Events 2021 (71)	\$70,675	1,207 member library registrants
Continuing Education Events 2020 (71)	\$93,200	1,650 member library registrants

Factors Impacting Outcomes

Local authorization and support by member libraries for their staff to attend or participate in trainings. Number and topics of training offered by SCKLS.

Key influencing factors: As a consequence of member libraries being closed to the public during 2020, member libraries encouraged and provided more time for staff to participate in continuing education events. The number of member library registrants decreased by 443 which may be due to decreased staff time available for participation as well as the increased viewing of archived trainings which is not currently counted in this performance measure. For 2022, SCKLS plans to implement a method for identifying viewers of archived trainings and incorporating that data into this performance measure.

3. Grants

A member library may be eligible, apply for and be awarded the following grants subject to each grant’s guidelines.

- Automation Grant
- Continuing Education Grant
- General Technology Grant
- Grants-in-Aid
- Libraries Transform Grant
- Professional Services: Architectural and Accounting Grants
- Program/Project Grant
- School Library Grants
- Special Library Grant
- Summer Reading Program
- School Library Collection Development Grant (2021)
- Digital Access Grant (2021)



APPENDIX A: PERFORMANCE OUTCOME MEASURES

Performance Measure:

Total Annual Value and Number of Grants Awarded to Member Libraries and Librarians

Grants Awarded 2021	\$1,647,989	457 grants awarded
Grants Awarded 2020	\$1,617,794	351 grants awarded

Factors Impacting Outcomes

Total amounts of grant funds available. Member libraries and librarians submitting grants and meeting grant eligibility requirements.

Key influencing factor: For 2021, the number of total grants awarded increased by 106 and the total value of grants awarded increased by \$30,195. The increases are in part attributable to two special grant programs offered during 2021. Twenty school library collection development grants were awarded as well as 18 Digital Access Grants to member public, academic and school libraries.

4. Rotating Collection Services

Purchase, processing, handling, delivery and loan to a member library of new and popular print and audio books for two periods of six months each.

Performance Measure:

Total Annual Value and Number of Rotating Collections Items Provided to Member Libraries

Rotating Collection Services 2021	\$433,196	38,466 items
Rotating Collection Services 2020	\$354,691	31,590 items

Factors Impacting Outcomes

Number of member libraries meeting Rotating Collections deliveries as scheduled.

Key influencing factors: In 2020, Rotating Collections were not delivered to member libraries during a statewide stay home order period. The 6,786 increase in items rotated and increased \$78,505 total value of the service is due to additional deliveries of Rotating Collections to 70 public and academic member libraries during 2021.



APPENDIX A: PERFORMANCE OUTCOME MEASURES

5. On-Site Support Services

On-site travel and service to provide technology support or for other service support to a member library including individualized consulting or training.

Performance Measure:

Total Annual Number of Hours in On-site Technology Support Services at Member Libraries

Technology On Site Support Services 2021	\$75,033	1,108 hours
Technology On Site Support Services 2020	\$34,330	521 hours

Total Annual Value and Number of Hours in On-site Support Services at Member Libraries

Other On Site Support Services 2021	\$ 990	15 hours
Other On Site Support Services 2020	\$2,176	34 hours

Factors Impacting Outcomes

Use by member libraries of phone, email and proposal support services in lieu of on-site support services.

Key influencing factors: In 2020, technology and other on-site support services were reduced as a Covid precaution. While the number of hours of on-site technology support services more than doubled in 2021, the number of hours of on-site consulting and training decreased as staff used Zoom meetings, TeamViewer, phone, email and other remote support methods to provide services. Part of the nearly 118% increase in total hours of on-site technology support was a consequence of network upgrades and installation of new technology.

6. Other Support Services

Other support services to a member library provided by SCKLS in the form of phone, e-mail, research, written and/or other communications. Phone and e-mail services that occur in periods of less than 15 minutes are not recorded.



APPENDIX A: PERFORMANCE OUTCOME MEASURES

Performance Measure:

Total Annual Number of Hours in Other Support Services to Member Libraries

Other Support Services 2021	\$19,359	422 hours
Other Support Services 2020	\$15,166	343 hours

Factors Impacting Outcomes

Use by member libraries of on-site technology and other support services in lieu of phone, email and proposal support services.

Key influencing factor: Other Support Services were 79 hours greater in 2021 and the value of such services increased \$13,207 due to the increased use of Zoom meetings, TeamViewer, phone, email and other remote support methods to assist member libraries.

7. Additional Services

Depending on need and eligibility, a member library may use the following services for which SCKLS assigns an annual direct cost value to the member library of at least \$500.

- Digital Library Initiative and Hosting and Support
- WordPress Website Hosting and Support
- SCKLS Website and Online Information
- Collaborative Library Summer Program Service

Digital Library Initiative and Hosting 2021	\$10,500	21 libraries
Digital Library Initiative and Hosting 2020	\$ 8,500	17 libraries
WordPress Website Hosting and Support 2021	\$28,000	56 libraries
WordPress Website Hosting and Support 2020	\$27,000	54 libraries
SCKLS Website and Online Information 2021	\$73,500	145 libraries
SCKLS Website and Online Information 2020	73,500	145 libraries



APPENDIX A: PERFORMANCE OUTCOME MEASURES

Collaborative Library Summer Program 2021	\$36,000	72 libraries
Collaborative Library Summer Program 2020	\$36,000	72 libraries

Factors Impacting Outcomes

Use by member libraries of each additional support service.

8. SCKLS Tax District Registered Users at SCKLS Public and Academic Member Libraries

Performance Measure:

Total Annual Number of Persons in SCKLS Tax District Registered as Borrowers at Member Libraries

Persons in SCKLS Tax District Registered as Borrowers at Member Libraries 2021	87,003	88 libraries
Persons in SCKLS Tax District Registered as Borrowers at Member Libraries 2020	94,529	88 libraries

Factors Impacting Outcomes

Use of a public or academic library by individuals who are not residents of a public library tax district or not students enrolled at an academic institution.

9. Total Annual Number of Interlibrary Loan Resource Sharing by Member Libraries

Performance Measure:

Total Annual Number of Interlibrary Loan Resources Sharing by Member Libraries



APPENDIX A: PERFORMANCE OUTCOME MEASURES

Number of Interlibrary Loan Resource Sharing by Member Libraries 2021	36,855	88 libraries
Number of Interlibrary Loan Resource Sharing by Member Libraries 2020	34,443	88 libraries

Factors Impacting Outcomes

Use by individuals of member libraries' interlibrary loan resource sharing.



APPENDIX B: GRANTS AND SERVICES USAGE

South Central Kansas Library System
Grants and Services Usage by Member Libraries
2021

Note: Grants include grants-in-aid for public, academic and special libraries; school library grants; continuing education, technology, automation, program/project, staff and board development grants. Services include cataloging; continuing education; interlibrary loan; rotating collections; on-site support; phone, email and proposal support; and other services.

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Wichita Public Library	\$242,401	\$2,063	\$244,464	10.11%
Hutchinson Public Library	\$116,967	\$2,435	\$119,402	4.94%
Wichita State University Libraries	\$108,705	\$745	\$109,450	4.53%
Derby Public Library	\$98,922	\$1,886	\$100,808	4.17%
Newton Public Library	\$52,612	\$7,341	\$59,953	2.48%
Augusta Public Library	\$38,377	\$13,699	\$52,076	2.15%
Arkansas City Public Library	\$45,559	\$6,270	\$51,829	2.14%
McPherson Public Library	\$45,026	\$4,341	\$49,367	2.04%
Andover Public Library	\$43,827	\$4,068	\$47,895	1.98%
Bradford Memorial Library - El Dorado	\$34,744	\$7,924	\$42,668	1.76%
Winfield Public Library	\$38,609	\$3,513	\$42,122	1.74%
Mulvane Public Library	\$27,138	\$11,323	\$38,461	1.59%
Hesston Public Library	\$22,532	\$14,084	\$36,616	1.51%
Valley Center Public Library	\$27,531	\$8,877	\$36,408	1.51%
Haysville Community Library	\$26,407	\$4,984	\$31,391	1.30%
Wellington Public Library	\$17,956	\$12,007	\$29,963	1.24%
Kingman Carnegie Library	\$20,534	\$9,177	\$29,711	1.23%
Douglass Public Library	\$15,469	\$13,647	\$29,116	1.20%
Lincoln Library - Medicine Lodge	\$12,299	\$16,520	\$28,819	1.19%
Moundridge Public Library	\$16,474	\$11,557	\$28,031	1.16%
Lindsborg Community Library	\$16,446	\$11,351	\$27,797	1.15%
Inman Public Library	\$12,685	\$13,033	\$25,718	1.06%
Anthony Public Library	\$11,319	\$13,238	\$24,557	1.02%
Wichita USD 259	\$17,268	\$6,960	\$24,228	1.00%
Friends Univ. - Edmund Stanley Library	\$20,840	\$3,313	\$24,153	1.00%
Sterling Free Public Library	\$10,185	\$13,810	\$23,995	0.99%
Goddard Public Library	\$11,565	\$12,196	\$23,761	0.98%
Lyons Public Library	\$12,487	\$10,101	\$22,588	0.93%
Whitewater Memorial Library	\$9,860	\$12,697	\$22,557	0.93%
Newman University - Dugan Library	\$15,622	\$6,863	\$22,485	0.93%
Lillian Tear Library - Sedgwick	\$9,227	\$12,661	\$21,888	0.91%



APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Clearwater Public Library	\$11,989	\$9,287	\$21,276	0.88%
Harper Public Library	\$11,035	\$10,218	\$21,253	0.88%
Bethel College Libraries	\$14,339	\$6,830	\$21,169	0.88%
Conway Springs City Library	\$6,155	\$14,547	\$20,702	0.86%
Buhler Public Library	\$8,501	\$11,764	\$20,265	0.84%
Macksville City Library	\$6,369	\$13,484	\$19,853	0.82%
Caldwell Public Library	\$7,896	\$11,690	\$19,586	0.81%
Halstead Public Library	\$11,292	\$8,206	\$19,498	0.81%
Hutchinson Correctional Facility	\$18,209	\$1,021	\$19,230	0.80%
Cheney Public Library	\$11,223	\$7,956	\$19,179	0.79%
Pretty Prairie Public Library	\$6,839	\$11,776	\$18,615	0.77%
Towanda Public Library	\$11,984	\$6,498	\$18,482	0.76%
Canton Township Carnegie Library	\$5,556	\$12,881	\$18,437	0.76%
Haven Public Library	\$7,142	\$10,768	\$17,910	0.74%
Nickerson Public Library	\$5,727	\$12,170	\$17,897	0.74%
Partridge Public Library	\$5,232	\$12,623	\$17,855	0.74%
Arlington City Library	\$5,213	\$12,409	\$17,622	0.73%
Cunningham Public Library	\$4,541	\$12,668	\$17,209	0.71%
Ida Long Goodman Memorial Library	\$8,047	\$9,130	\$17,177	0.71%
Burrton Public Library	\$5,283	\$11,431	\$16,714	0.69%
Rose Hill Public Library	\$9,545	\$6,900	\$16,445	0.68%
Potwin Public Library	\$5,142	\$11,296	\$16,438	0.68%
Butler Community College Libraries	\$14,055	\$2,268	\$16,323	0.68%
Kiowa Public Library	\$6,078	\$10,116	\$16,194	0.67%
Marquette Community Library	\$4,667	\$11,479	\$16,146	0.67%
Belle Plaine Public Library	\$7,898	\$7,458	\$15,356	0.64%
Zenda Public Library	\$3,664	\$11,454	\$15,118	0.63%
Little River Public Library	\$4,321	\$10,195	\$14,516	0.60%
Colwich Community Library	\$4,962	\$9,199	\$14,161	0.59%
Bethany College - Wallerstedt Library	\$8,127	\$5,855	\$13,982	0.58%
Norwich Public Library	\$4,385	\$9,452	\$13,837	0.57%
El Dorado Correctional Facility	\$13,212	\$546	\$13,758	0.57%
Geneseo Public Library	\$2,964	\$10,788	\$13,752	0.57%
Udall Public Library	\$3,978	\$9,676	\$13,654	0.56%
Sylvia Public Library	\$2,566	\$10,960	\$13,526	0.56%
Park City Public Library	\$11,566	\$1,877	\$13,443	0.56%
Maize USD 266	\$12,410	\$945	\$13,355	0.55%
Southwestern College - Deets Library	\$11,944	\$1,110	\$13,054	0.54%
Turon Community Library	\$3,930	\$8,940	\$12,870	0.53%
Attica City Library	\$4,719	\$7,715	\$12,434	0.51%
McPherson College - Miller Library	\$6,493	\$5,838	\$12,331	0.51%



APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Mt. Hope Public Library	\$7,872	\$4,304	\$12,176	0.50%
Walton Community Library	\$0	\$11,575	\$11,575	0.48%
McConnell Air Force Base Library	\$9,920	\$1,570	\$11,490	0.48%
Hutchinson Community College Library	\$10,122	\$970	\$11,092	0.46%
Nora E Larabee Memorial Library	\$500	\$10,588	\$11,088	0.46%
Central Christian College - Briner Library	\$5,163	\$5,918	\$11,081	0.46%
Garden Plain Community Library	\$100	\$10,873	\$10,973	0.45%
Dixon Township Library	\$4,627	\$6,248	\$10,875	0.45%
Sterling College - Mabee Library	\$7,832	\$2,935	\$10,767	0.45%
Andale District Library	\$6,412	\$3,920	\$10,332	0.43%
WSU Tech Library	\$7,895	\$2,348	\$10,243	0.42%
Hardtner Public Library	\$4,297	\$5,671	\$9,968	0.41%
Viola Township Library	\$3,416	\$6,508	\$9,924	0.41%
Winfield USD 465	\$2,969	\$6,954	\$9,923	0.41%
Hesston College - Mary Miller Library	\$5,494	\$3,599	\$9,093	0.38%
South Haven Township Library	\$2,803	\$5,304	\$8,107	0.34%
Oxford Public Library	\$5,265	\$2,775	\$8,040	0.33%
Cowley College - Renn Memorial Library	\$6,774	\$732	\$7,506	0.31%
Goddard USD 265	\$5,861	\$1,284	\$7,145	0.30%
Mulvane USD 263	\$3,331	\$690	\$4,021	0.17%
Leon Public Library	\$0	\$3,941	\$3,941	0.16%
Augusta USD 402	\$2,750	\$1,090	\$3,840	0.16%
McPherson USD 418	\$2,033	\$1,361	\$3,394	0.14%
Buhler USD 313	\$2,706	\$525	\$3,231	0.13%
Douglass USD 396	\$1,779	\$1,185	\$2,964	0.12%
Whitewater Remington USD 206	\$2,050	\$800	\$2,850	0.12%
Sterling USD 376	\$1,858	\$924	\$2,782	0.12%
Halstead-Bentley USD 440	\$2,000	\$745	\$2,745	0.11%
Andover USD 385	\$2,000	\$690	\$2,690	0.11%
Newton USD 373	\$1,594	\$862	\$2,456	0.10%
Hutchinson USD 308	\$1,750	\$635	\$2,385	0.10%
Haysville USD 261	\$1,000	\$1,375	\$2,375	0.10%
Wellington USD 353	\$1,000	\$800	\$1,800	0.07%
Nickerson USD 309	\$1,000	\$752	\$1,752	0.07%
Rose Hill USD 394	\$1,000	\$745	\$1,745	0.07%
Kiowa South Barber USD 255	\$1,000	\$635	\$1,635	0.07%
Hesston USD 460	\$1,000	\$580	\$1,580	0.07%
Fairfield USD 310	\$750	\$735	\$1,485	0.06%
Valley Center USD 262	\$369	\$1,020	\$1,389	0.06%
Anthony-Harper USD 361	\$750	\$567	\$1,317	0.05%



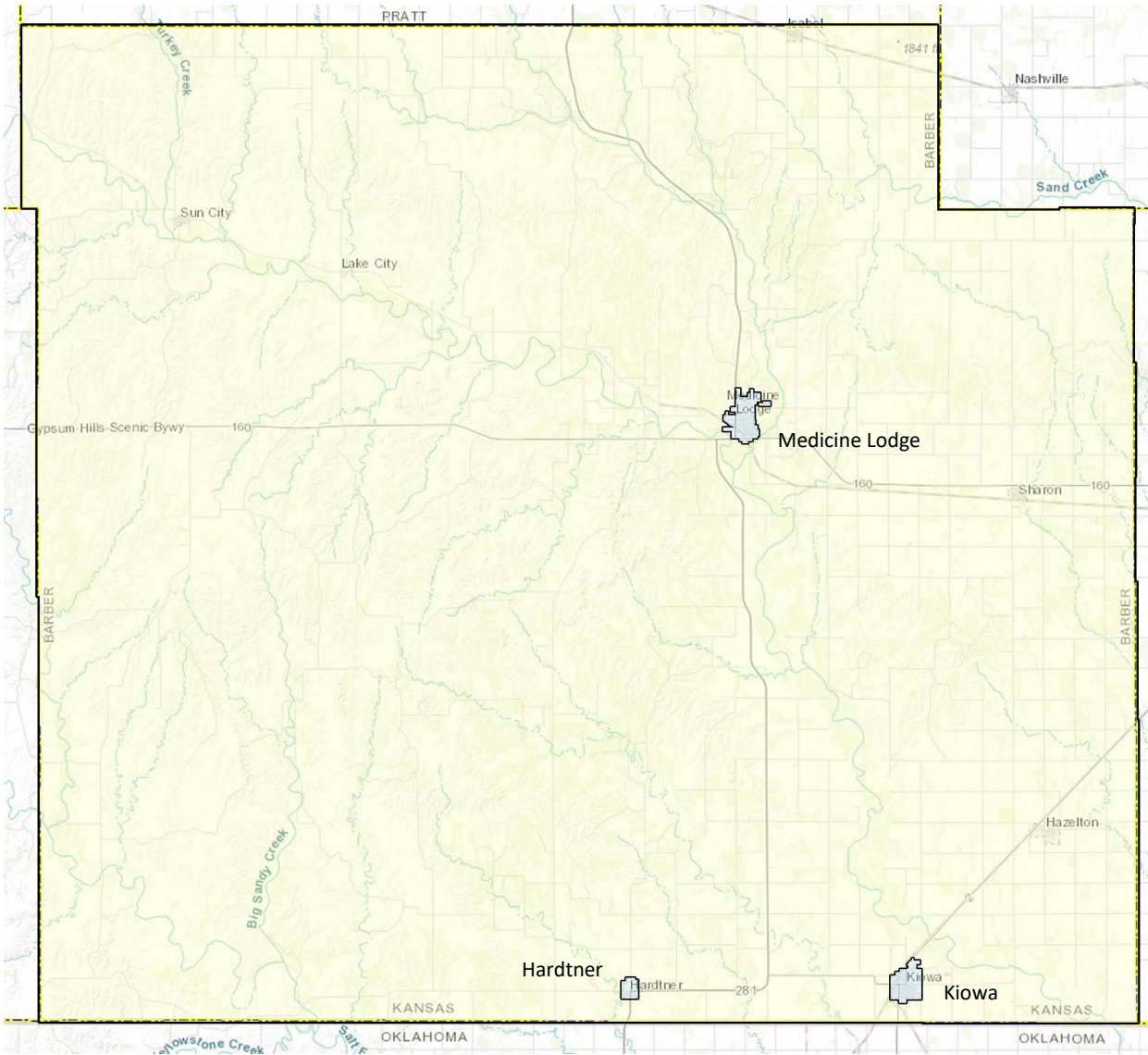
APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Stafford USD 349	\$156	\$1,153	\$1,309	0.05%
Andale (Renwick) USD 267	\$0	\$1,130	\$1,130	0.05%
Farmer Township Library - Bushton	\$0	\$1,050	\$1,050	0.04%
Argonia USD 359	\$0	\$1,010	\$1,010	0.04%
Arkansas City USD 470	\$0	\$910	\$910	0.04%
Haven USD 312	\$0	\$800	\$800	0.03%
Caldwell USD 360	\$0	\$745	\$745	0.03%
Cunningham West Kingman County USD 332	\$0	\$745	\$745	0.03%
Lindsborg Smoky Valley USD 400	\$0	\$704	\$704	0.03%
Kingman-Norwich USD 331	\$0	\$638	\$638	0.03%
Conway Springs USD 356	\$0	\$637	\$637	0.03%
Towanda Circle USD 375	\$0	\$635	\$635	0.03%
Leon Bluestem USD 205	\$0	\$595	\$595	0.02%
Macksville USD 351	\$0	\$587	\$587	0.02%
El Dorado USD 490	\$0	\$580	\$580	0.02%
Burden Central USD 462	\$0	\$525	\$525	0.02%
Burrton USD 369	\$0	\$525	\$525	0.02%
Canton-Galva USD 419	\$0	\$525	\$525	0.02%
Cheney USD 268	\$0	\$525	\$525	0.02%
Clearwater USD 264	\$0	\$525	\$525	0.02%
Derby USD 260	\$0	\$525	\$525	0.02%
Dexter USD 471	\$0	\$525	\$525	0.02%
Inman USD 448	\$0	\$525	\$525	0.02%
Little River Windom USD 444	\$0	\$525	\$525	0.02%
Lyons USD 405	\$0	\$525	\$525	0.02%
Medicine Lodge North Barber County USD 254	\$0	\$525	\$525	0.02%
Moundridge USD 423	\$0	\$525	\$525	0.02%
Oxford USD 358	\$0	\$525	\$525	0.02%
Pretty Prairie USD 311	\$0	\$525	\$525	0.02%
Rosalia USD 492	\$0	\$525	\$525	0.02%
Sedgwick USD 439	\$0	\$525	\$525	0.02%
South Haven USD 509	\$0	\$525	\$525	0.02%
Udall USD 463	\$0	\$525	\$525	0.02%
Total	\$1,647,989	\$770,198.45	\$2,418,188	100%



APPENDIX C: COUNTY TAX MAPS

Barber County KS



Legend	
	Public Library
	SCKLS Regional Library



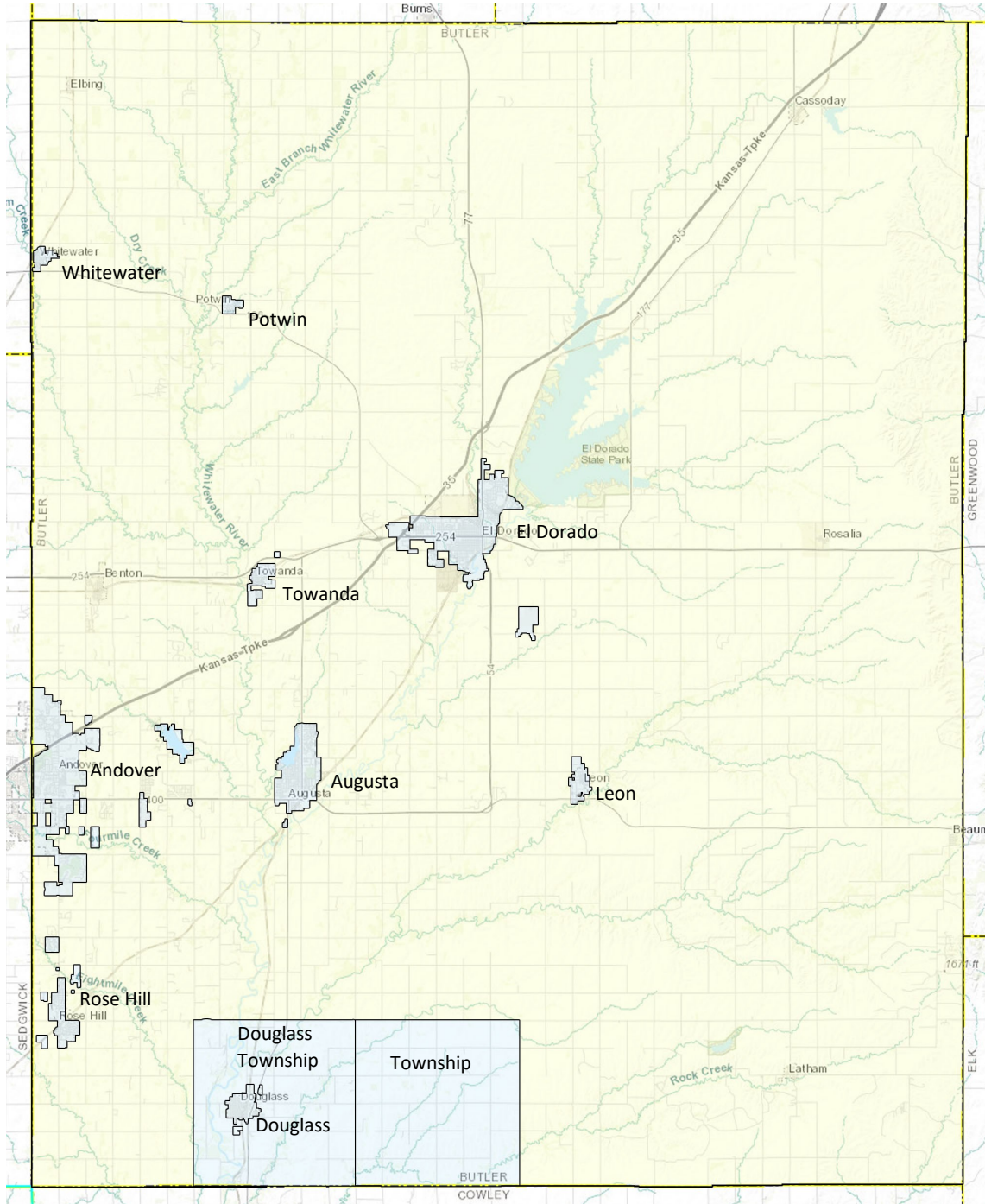
Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Hardtner	6.509	Medicine Lodge	10.847
Kiowa	2.369		
		SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Butler County KS



Legend	
	Public Library
	SCKLS Regional Library



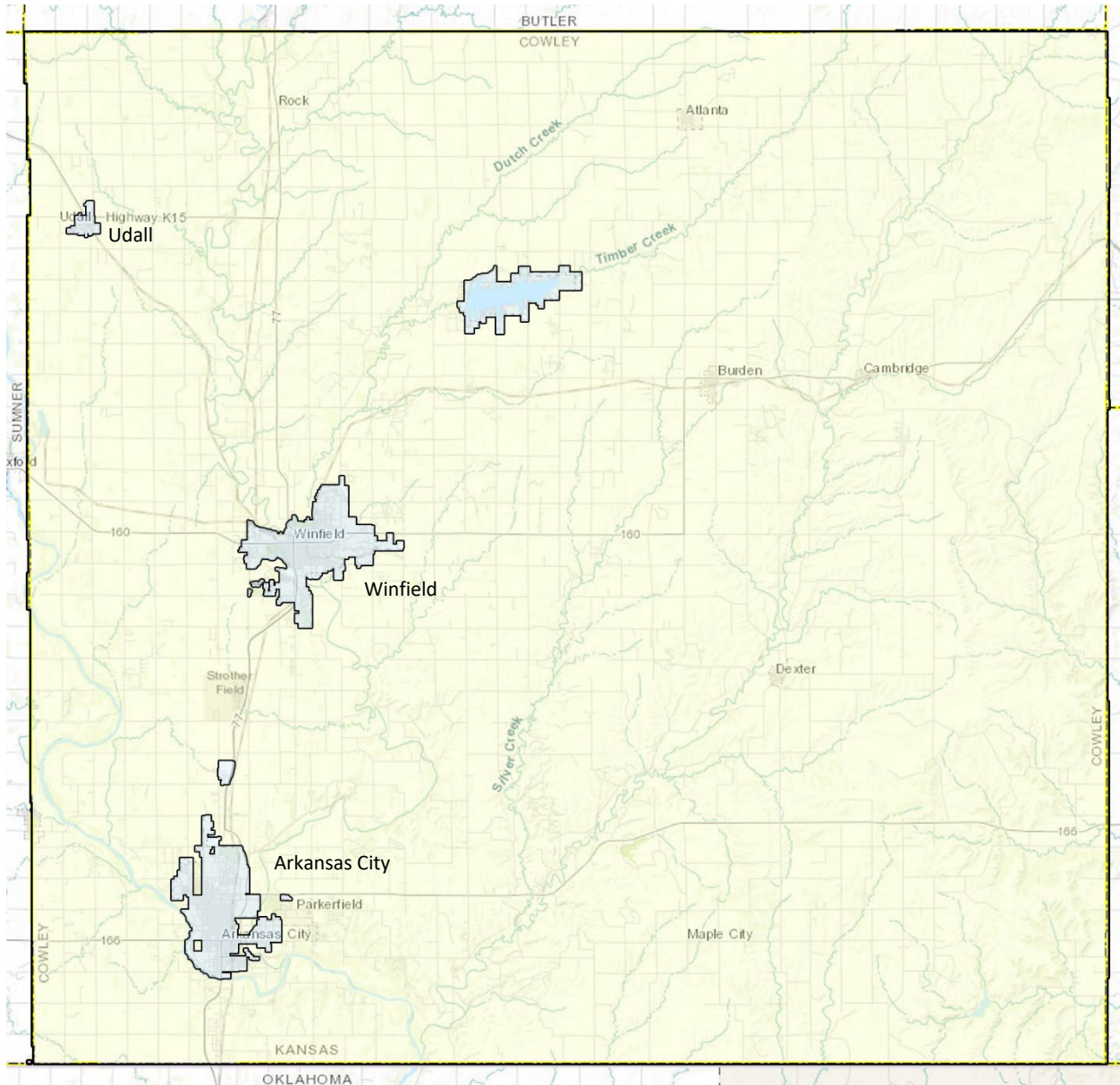
Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Andover	2.979	Leon	1.404
Augusta	5.661	Potwin	3.893
Douglass	8.944	Rose Hill	4.397
Douglass Twp	1.025	Towanda	5.753
Rock Creek Twp	0.710	Whitewater	3.000
El Dorado	5.185	SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Cowley County KS



Legend	
	Public Library
	SCKLS Regional Library

Library Tax Levy

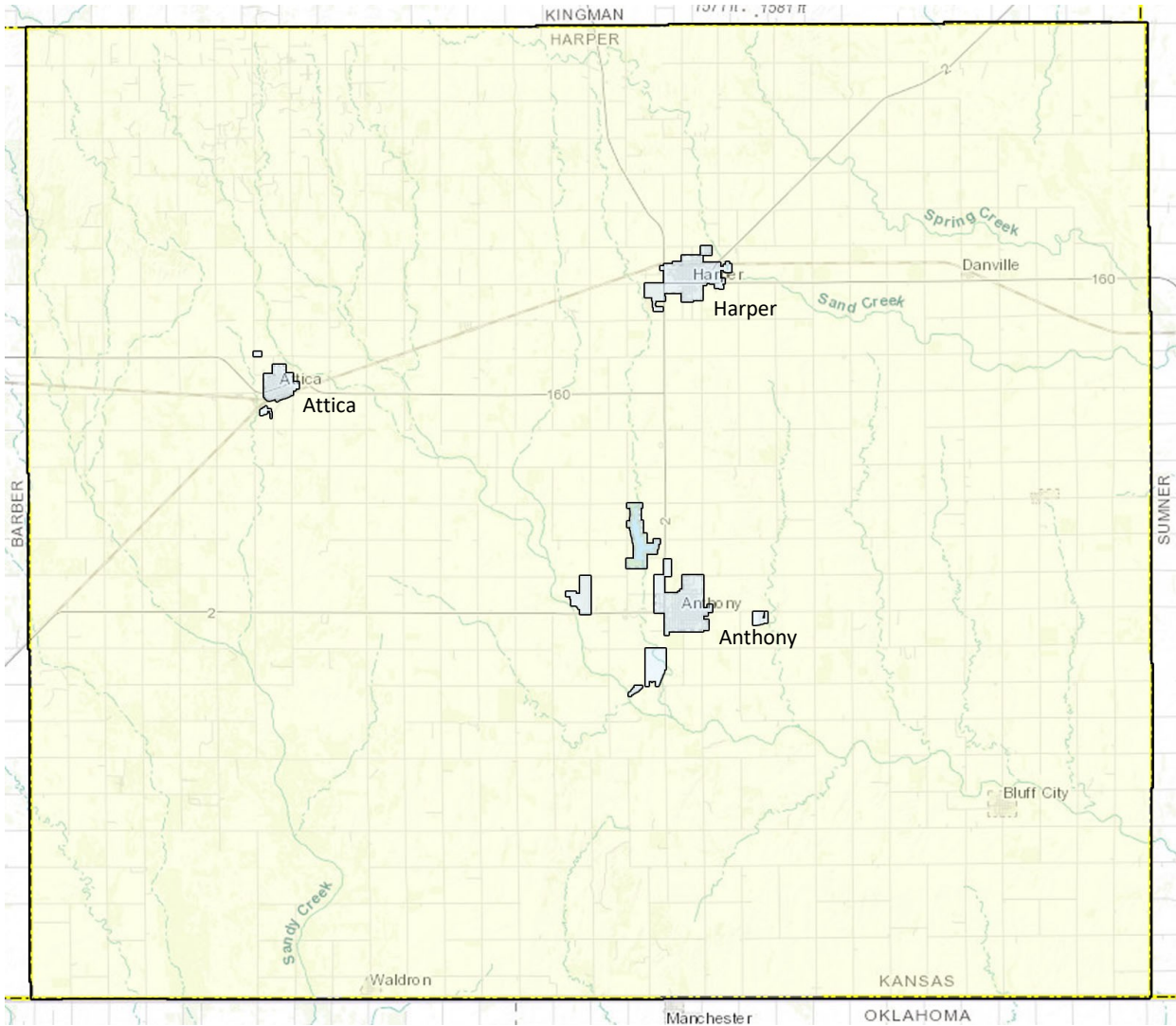
Name	2021 Levy	Name	2021 Levy
Arkansas City	5.983	Winfield	6.701
Udall	2.626		
		SCKLS	1.229





APPENDIX C: COUNTY TAX MAPS

Harper County KS



Legend	
	Public Library
	SCKLS Regional Library



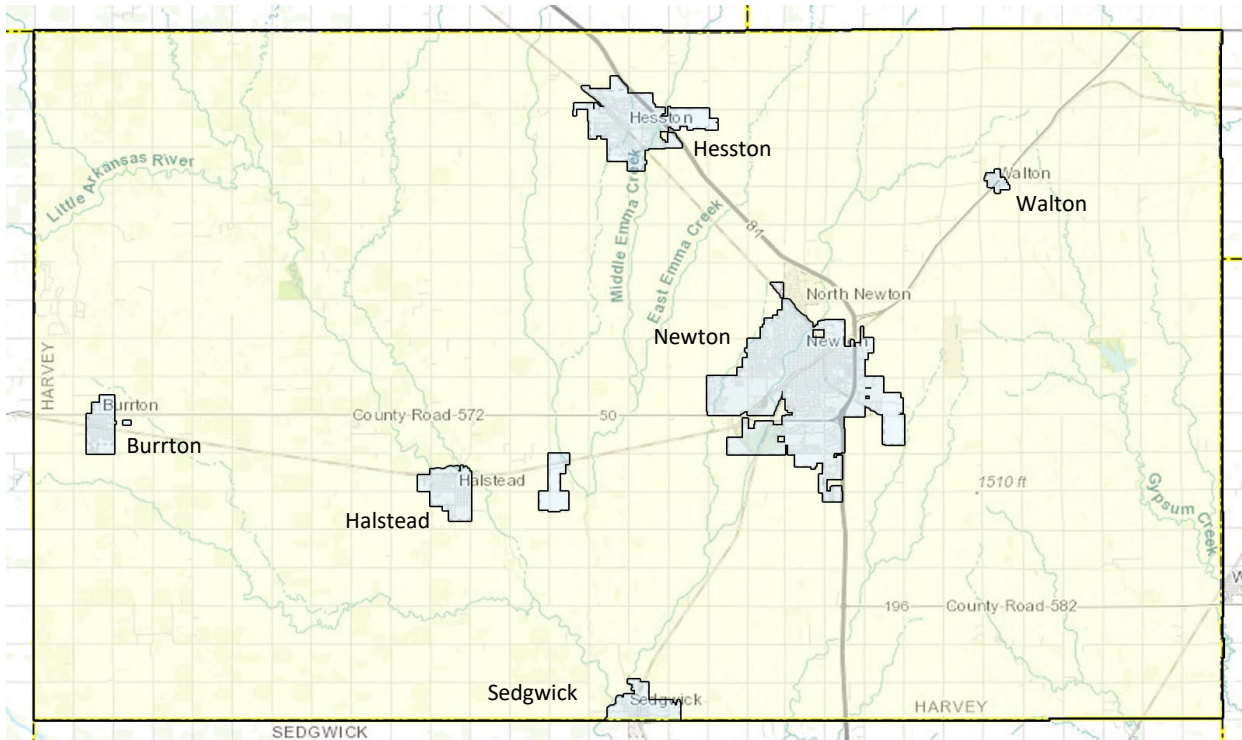
Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Anthony	4.906	Harper	5.562
Attica	3.990		
		SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Harvey County KS



Legend	
	Public Library
	SCKLS Regional Library



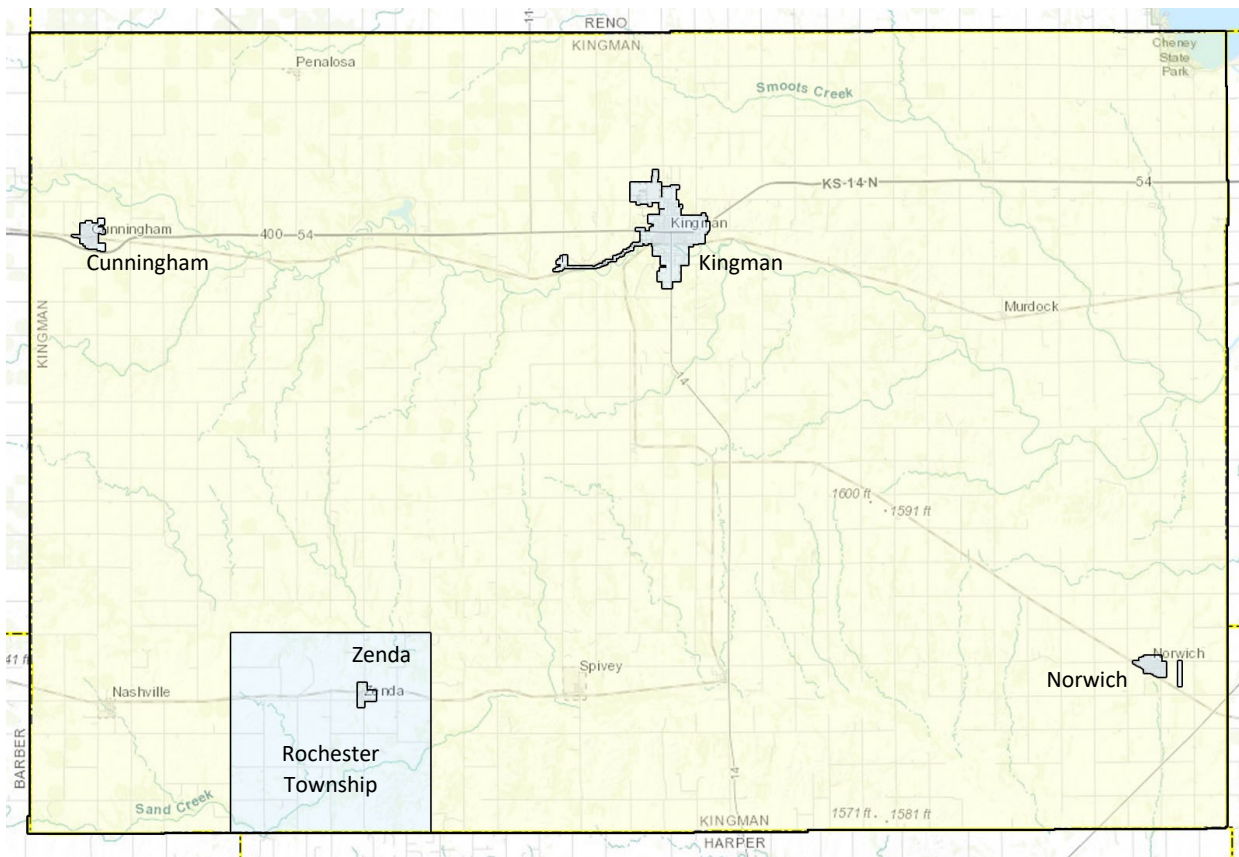
Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Burrton	3.333	Sedgwick	3.998
Halstead	5.458	Walton	3.587
Hesston	5.893		
Newton	5.580	SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Kingman County KS



Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Cunningham	3.653	Zenda	7.862
Kingman	6.769	Rochester Twp	1.813
Norwich	3.980		
		SCKLS	1.229

Legend

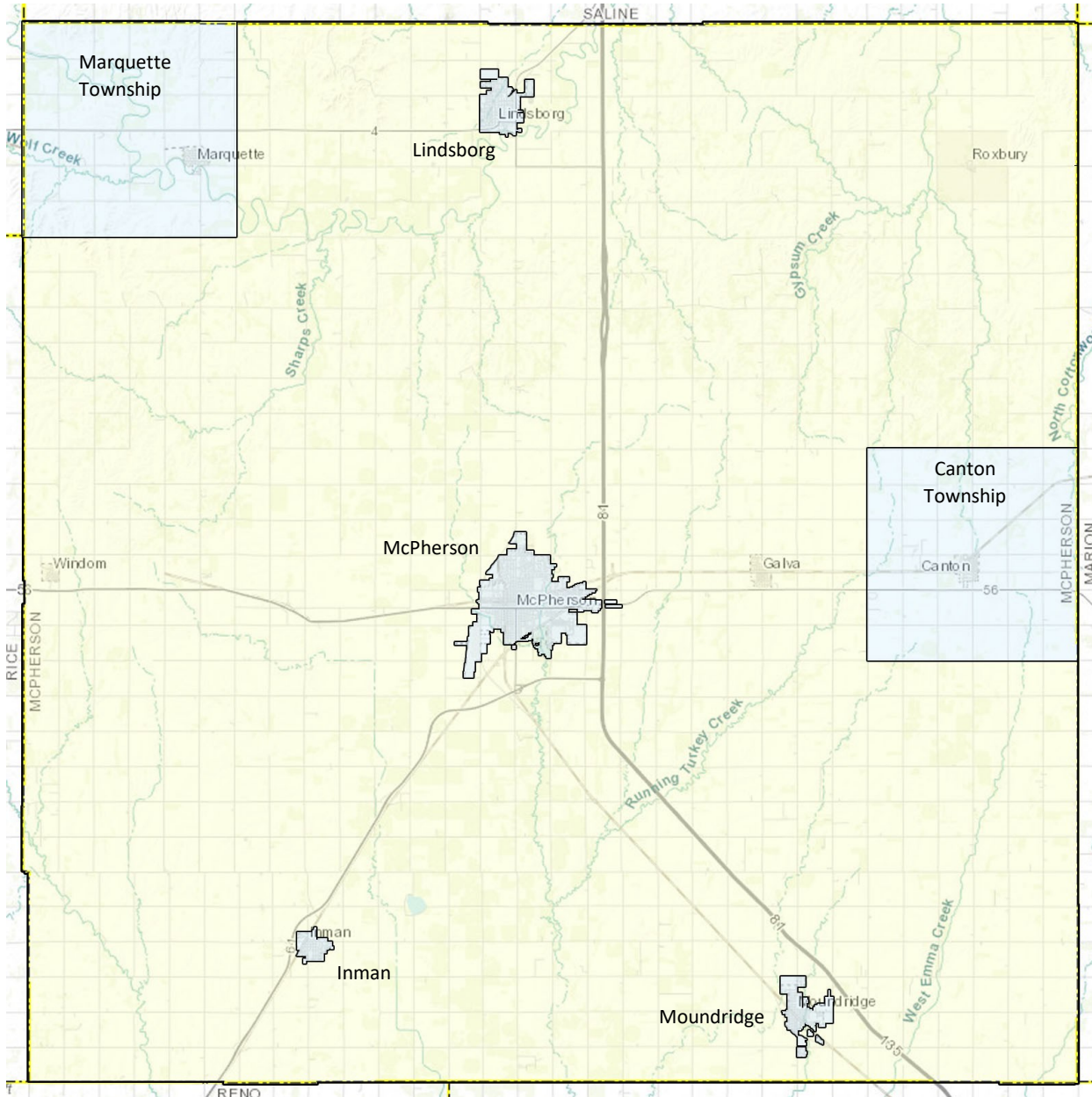
- Public Library
- SCKLS Regional Library





APPENDIX C: COUNTY TAX MAPS

McPherson County KS



Library Tax Levy

Legend

- Public Library
- SCKLS Regional Library

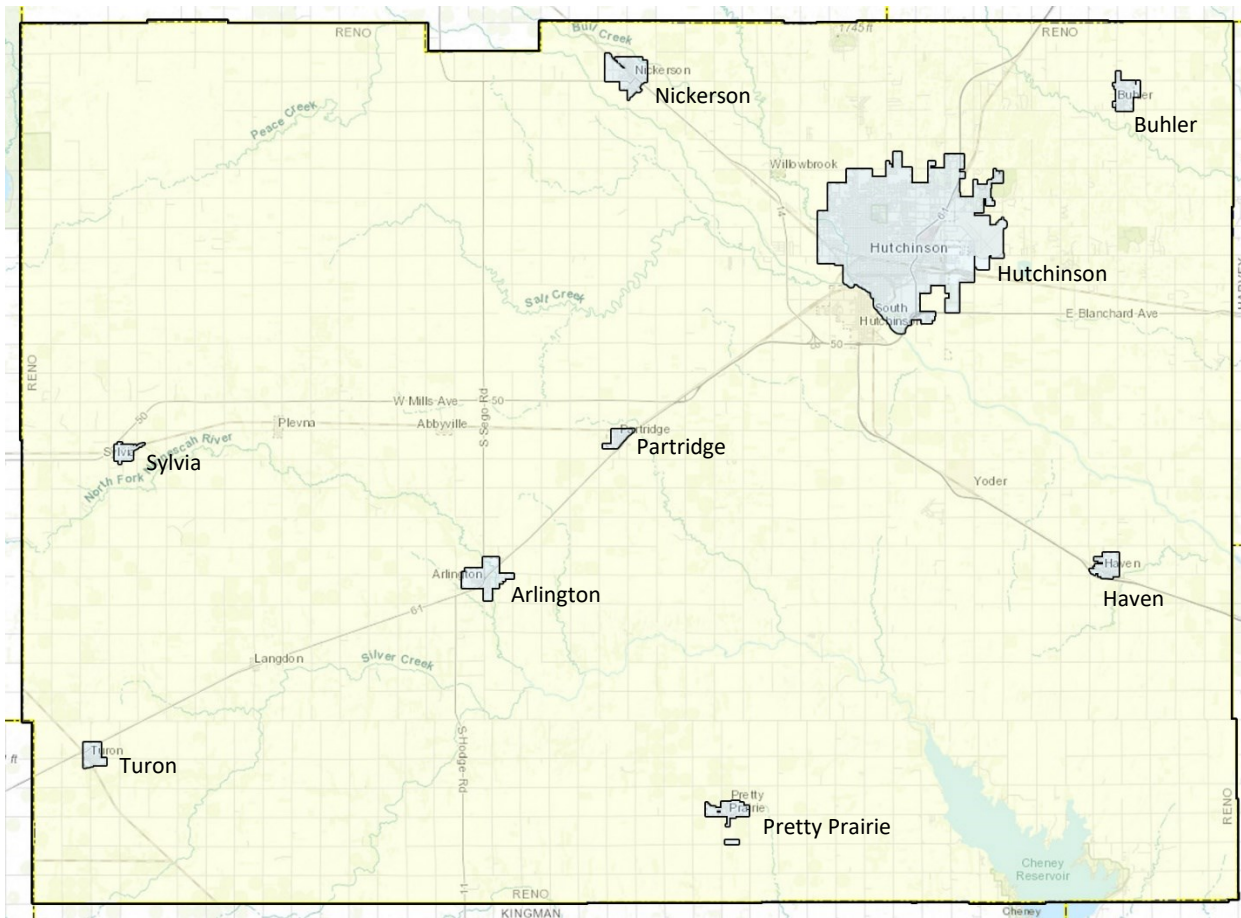


Name	2021 Levy	Name	2021 Levy
Canton Twp	2.707	McPherson	6.687
Inman	4.703	Marquette District	2.875
Lindsborg	3.001	Moundridge	5.080
		SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Reno County KS



Library Tax Levy

Legend	
	Public Library
	SCKLS Regional Library

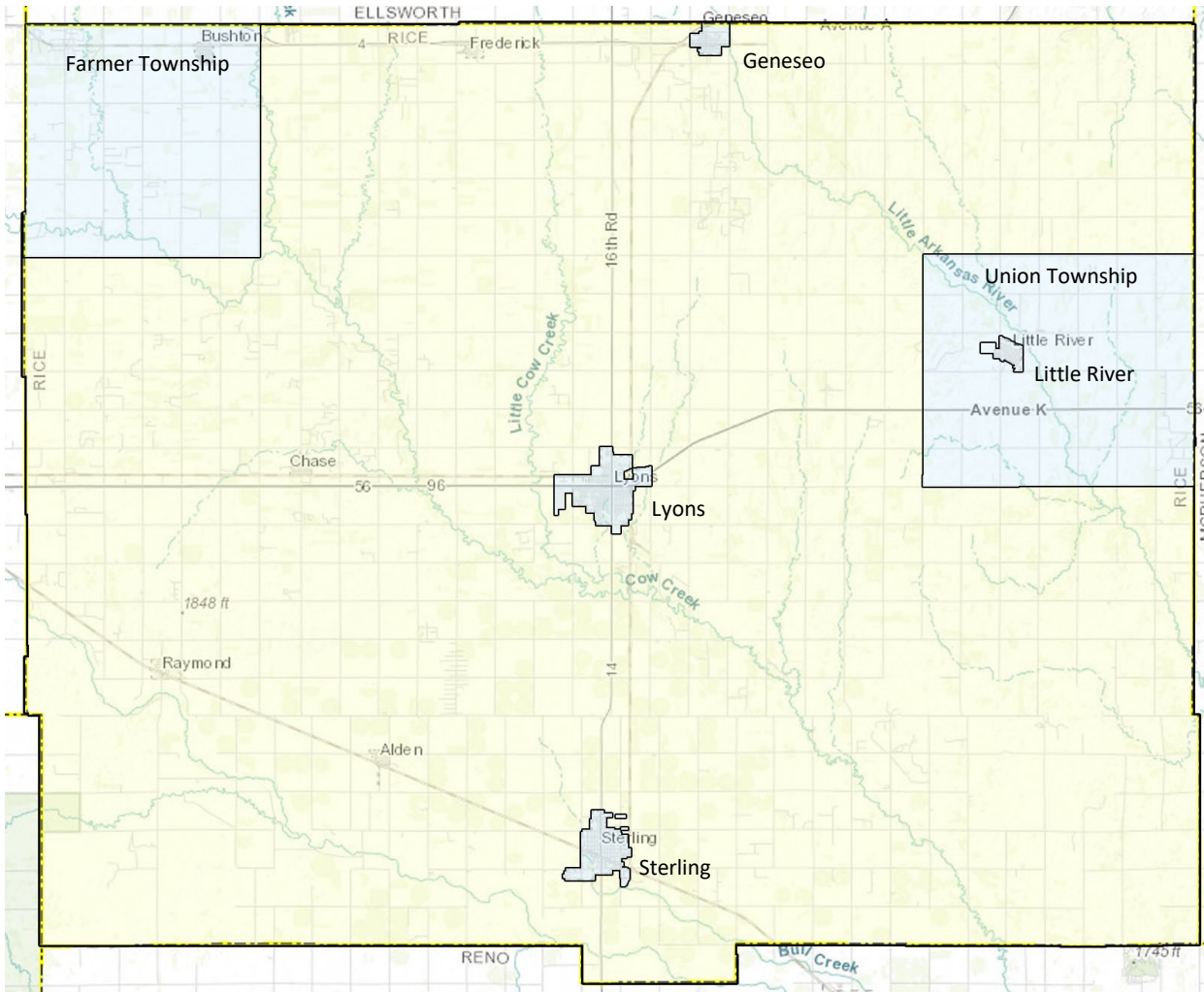


Name	2020 Levy	Name	2020 Levy
Arlington	4.577	Partridge	*0.000
Buhler	5.913	Pretty Prairie	3.486
Haven	1.976	Sylvia	2.970
Hutchinson	6.421	Turon	5.544
Nickerson	4.960		
		SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Rice County KS



Legend

- Public Library
- SCKLS Regional Library



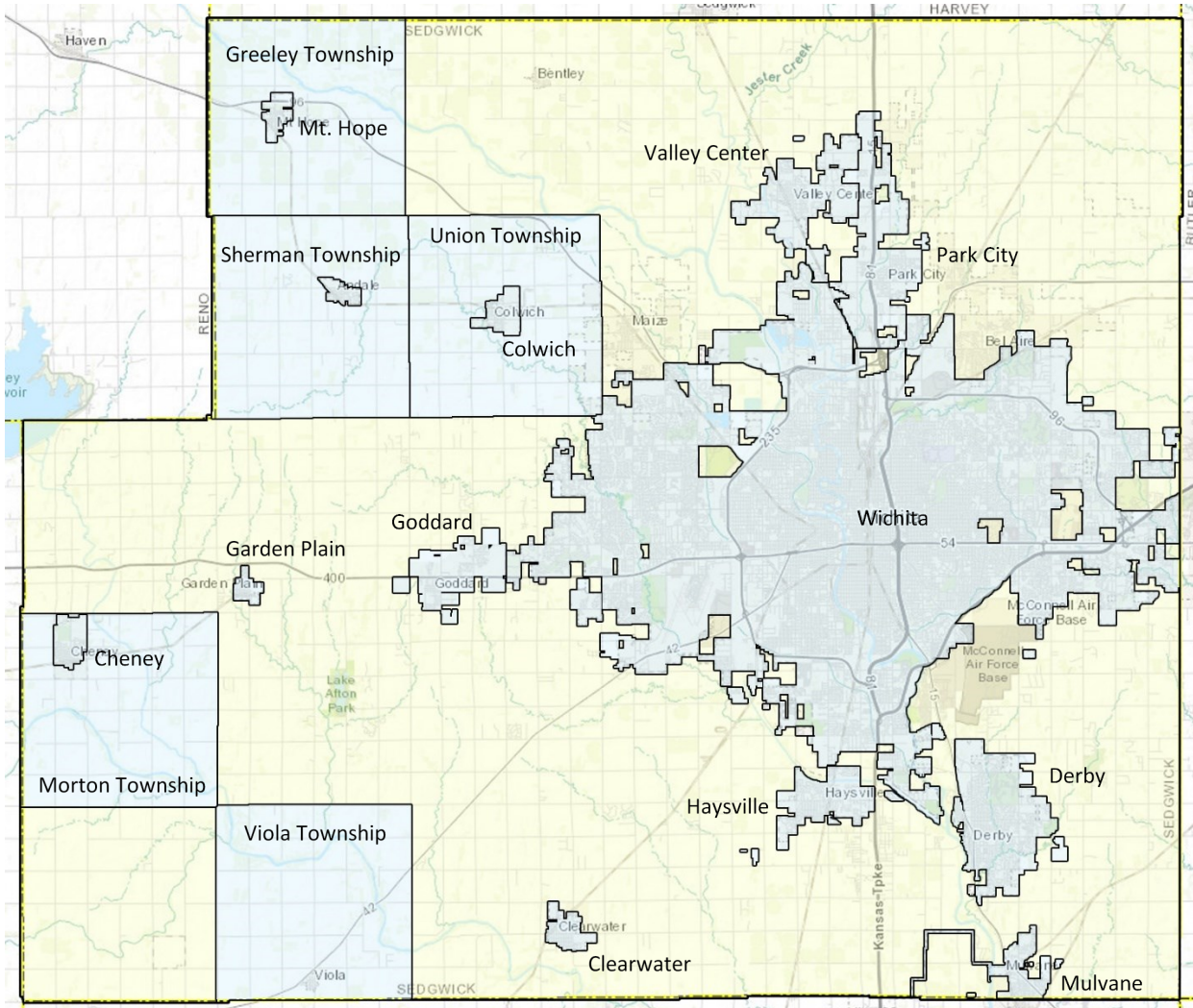
Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Farmer Twp	1.006	Lyons	3.563
Geneseo	7.262	Sterling	4.999
Little River	4.718		
Union Twp	0.590	SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Sedgwick County KS



Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Andale-Sherman Dist	1.304	Haysville	5.244
Cheney	4.002	Mt. Hope	4.926
Morton Twp	0.138	Greeley Twp	1.225
Clearwater	5.026	Mulvane	5.001
Colwich	3.079	Park City	3.213
Union Twp	0.938	Valley Center	4.487
Derby	4.588	Viola Twp	0.500
Garden Plain	3.998	Wichita	*0.000
Goddard	2.998		
		SCKLS	1.229

Legend

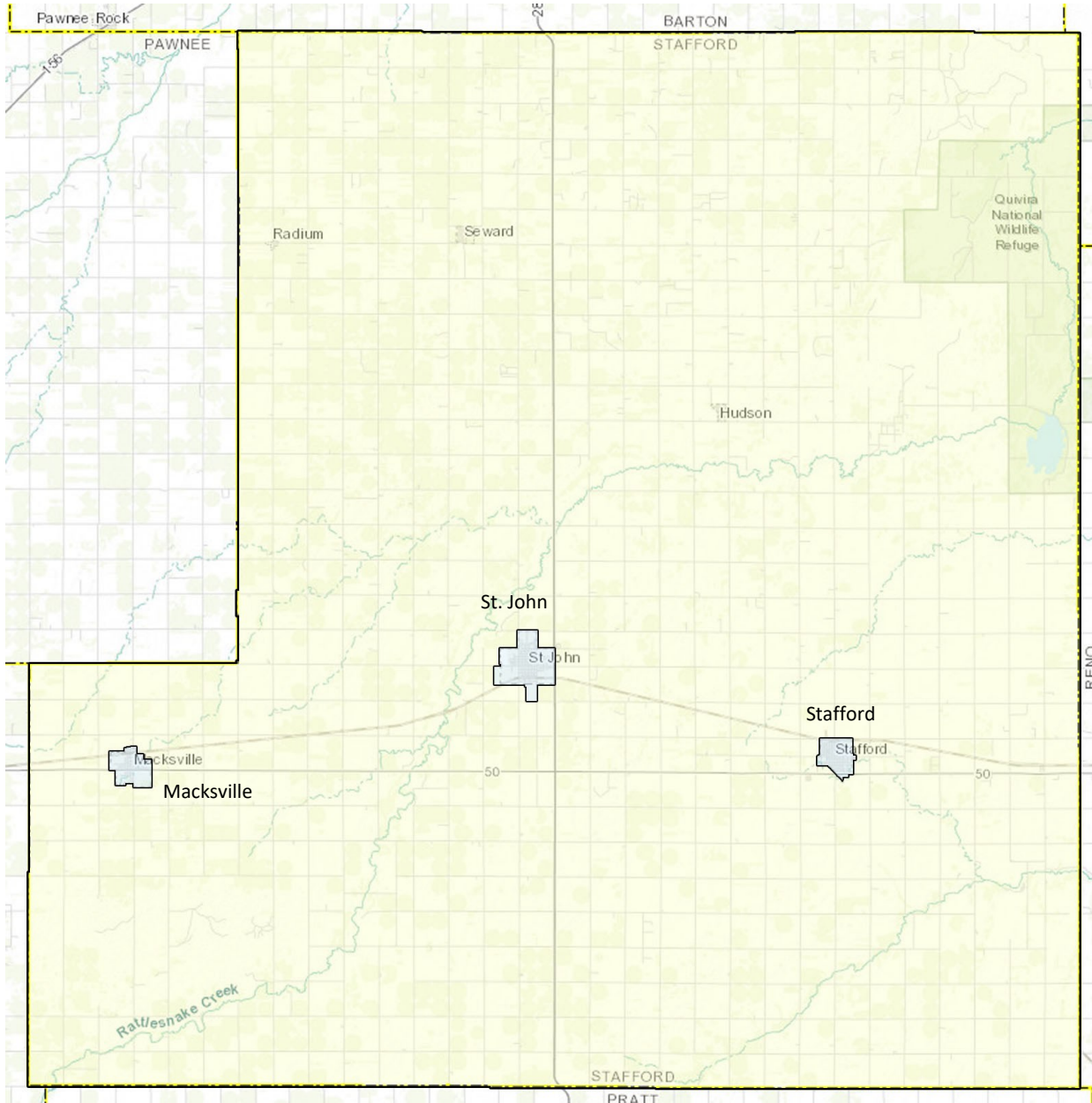
- Public Library
- SCKLS Regional Library





APPENDIX C: COUNTY TAX MAPS

Stafford County KS



Legend

- Public Library
- SCKLS Regional Library



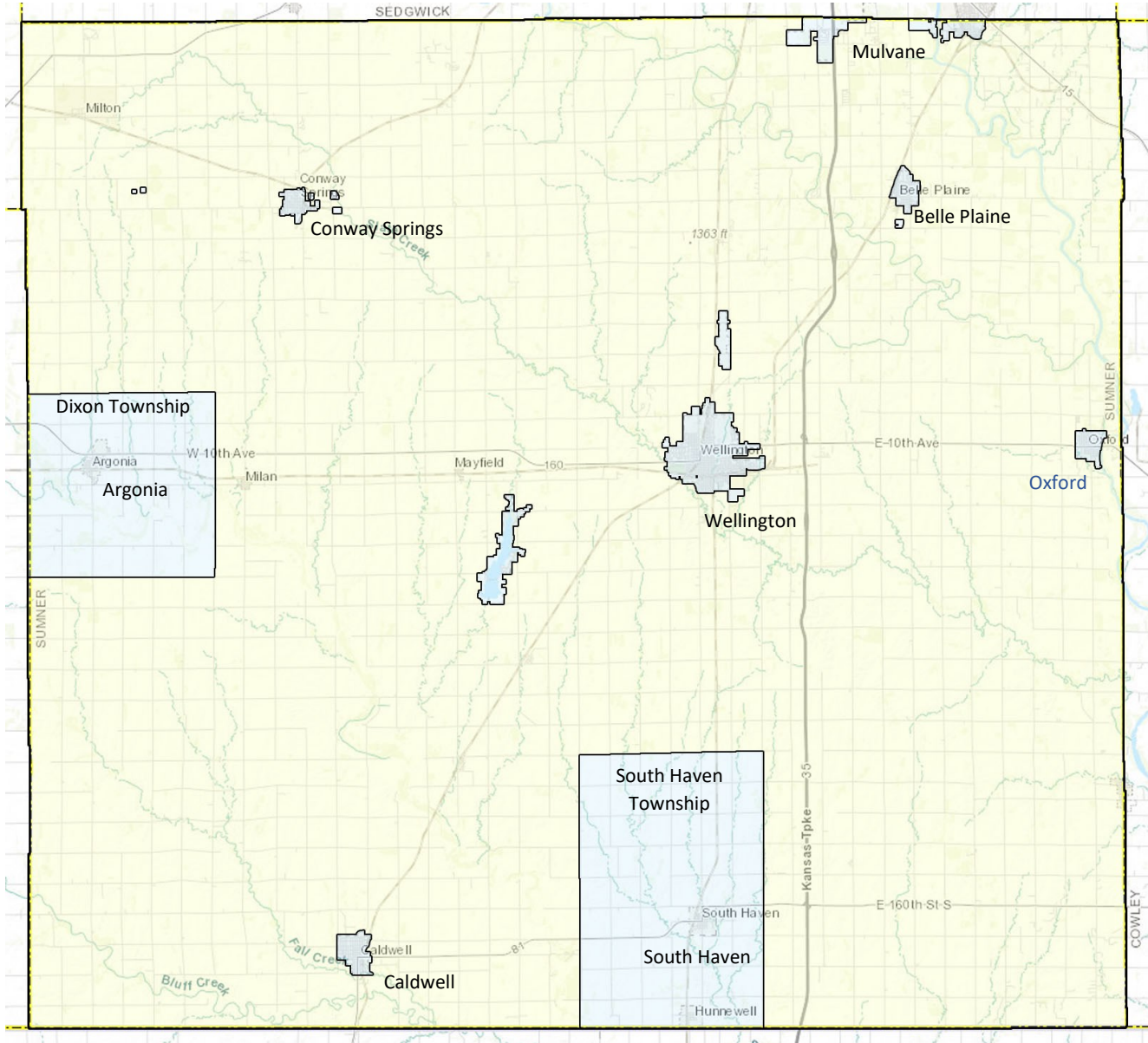
Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Macksville	2.892	Stafford	4.964
St. John	4.011		
		SCKLS	1.229



APPENDIX C: COUNTY TAX MAPS

Sumner County KS



Legend

- Public Library
- SCKLS Regional Library



Library Tax Levy

Name	2021 Levy	Name	2021 Levy
Belle Plaine	5.038	Oxford	6.502
Caldwell	5.152	South Haven Twp	0.812
Conway Springs	1.858	Wellington	4.998
Dixon Twp (Argonia)	2.179		
Mulvane	5.001	SCKLS	1.229



APPENDIX D: GRANTS-IN-AID CONTRACT

**South Central Kansas Library System
2022 Grants-in-aid Service Contract**

This contract is between the **South Central Kansas Library System**, referred to as SCKLS, and the (name of library), a participating member in the SCKLS regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for SCKLS in cooperation with participating member libraries to provide adequate library services to all citizens of the south central region which includes the following counties-- Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner--and to extend library service to persons not having library service through a local and legally-established library.

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2022 to December 31, 2022.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules, SCKLS agrees to provide the participating member library:

- One grant-in-aid payment in the estimated amount of \$_____ upon receipt of this signed service contract and prior to July 1, 2022; and
- A second grant-in-aid payment in the estimated amount of \$_____ prior to September 30, 2022.

Additional conditions of this grants-in-aid contract shall include the following:

- The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS no later than March 14, 2022.
- Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2022.
- Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any estimated grants-in-aid payment obligation terminated.

By signing this contract, the representative of the (name of library) represents that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

Participating Member Library

South Central Kansas Library System

Signature: _____

Printed Name: _____

Paul Hawkins, Director

Date: _____

April 1, 2022



APPENDIX E: FREE BASIC LIBRARY SERVICE

Free Basic Library Service and Considerations for SCKLS Member Libraries

Regional Library System

Kansas law (KSA 75-2547) establishes the purposes of a regional system which include “in cooperation with local libraries to provide adequate library services to all citizens of the state...” and to ...”extend library service to persons not having the same at this time”. To these purposes, local library membership in the South Central Kansas Library System (SCKLS) is further set forth in Kansas statutes and regulations and in applicable SCKLS policies. Applicable statutes, regulations and policies include the following:

Membership Eligibility Policy: <https://sckls.info/DocumentCenter/View/823>

Membership Eligibility Standards: <https://sckls.info/DocumentCenter/View/822>

Membership Petition: <https://sckls.info/DocumentCenter/View/1215>

In its Petition and Resolution for Admission, a SCKLS member library agrees to:

“... permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules; and to file assurance of compliance with the federal civil rights act of 1964 and file continuing assurances as required...”

”The condition to “... permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules...” is further codified in Kansas Administrative Regulation (KAR) 54-1-8 by authority of the State Library of Kansas, Topeka. Areas outside of established public library taxing districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties comprise the service territory of the SCKLS system.

The provision “... to file assurance of compliance with the federal civil rights act of 1964 and file continuing assurances as required...” should be understood in the context and policy of a member library’s agreement not to discriminate. Non-discrimination means that a member library is required to provide equal access to library services to all citizens of the twelve county service region and the member library must not discriminate in its provision of library services on the basis of age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, status as a veteran or any other qualification addressed in law.

Local Authority

The authority to determine reasonable library rules relative to “free basic library service” is reserved to each SCKLS member library. Kansas Statutes Annotated 12-1227 Use of library; rules and regulations applies to public libraries and reads in part:

“Every library established under, or governed by the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the library board may adopt, and said board may exclude from the use of said library any and all persons who shall willfully violate such rules. The library board may extend the use and privilege of such library



APPENDIX E: FREE BASIC LIBRARY SERVICE (CONTINUED)

to nonresidents of the municipality and may make exchanges of books with any other library upon such terms and conditions as said board may from time to time by its regulations prescribe.

Among the factors for consideration in defining and regulating access are a member library's responsibility to determine the equitable allocation of its limited resources as well as compliance with vendor licensing or other contractually-mandated terms and conditions for use of local services or programs.

Nevertheless, when a public library becomes a member of SCKLS the option in KSA 12-1227 to "...extend the use and privilege of such library to nonresidents of the municipality..." is void and the service requirement identified in KAR 54-1-8 to "... permit any citizen of the territory comprising the system [SCKLS] to borrow materials or receive services without charge, subject to reasonable library rules..." is substituted.

SCKLS defines free basic library service as follows:

1. Initial issuance and renewal of a library card
2. Borrowing privileges for any item in a member library's circulating collection
3. Provision of interlibrary loan services
4. Access to library programs
5. Access to the Internet and public computers

Fees for Service

The following considerations are intended for use between SCKLS and its member libraries. Consequently, SCKLS may not be used as a basis of authority in a grievance claim between an individual library user and a member library. Equal and equitable service means that a SCKLS member library acknowledges its responsibility to ensure access which is non-discriminatory on the basis of age, education, ethnicity, language, income, physical limitations or geographic barriers.

Funding for SCKLS derives from public tax-support and SCKLS funds shall not be used to pay costs associated with services or programs for which a local member library charges fees. A member library will be subject to loss of funding from SCKLS when the member library uses SCKLS funds to pay for costs associated with services or programs for which the member library charges.

SCKLS opposes the charging of user fees for basic library service. Charging fees for the use of library collections, services, programs or facilities that were purchased with public funds raises barriers to access. Such fees effectively abridge or deny access because they reinforce inequalities among users based on their ability and willingness to pay. Member libraries considering user fees are encouraged to consult with SCKLS for background and guidance prior to any decision.

Whenever a SCKLS member public library determines to charge user fees, applicable library policy and procedure must be non-discriminatory. Fees for basic library service should be examined for their potential barriers to access. Library staff should be trained to address concerns or complaints from users regarding fees. Users should have and be informed of a library appeal process to further address any grievance.

