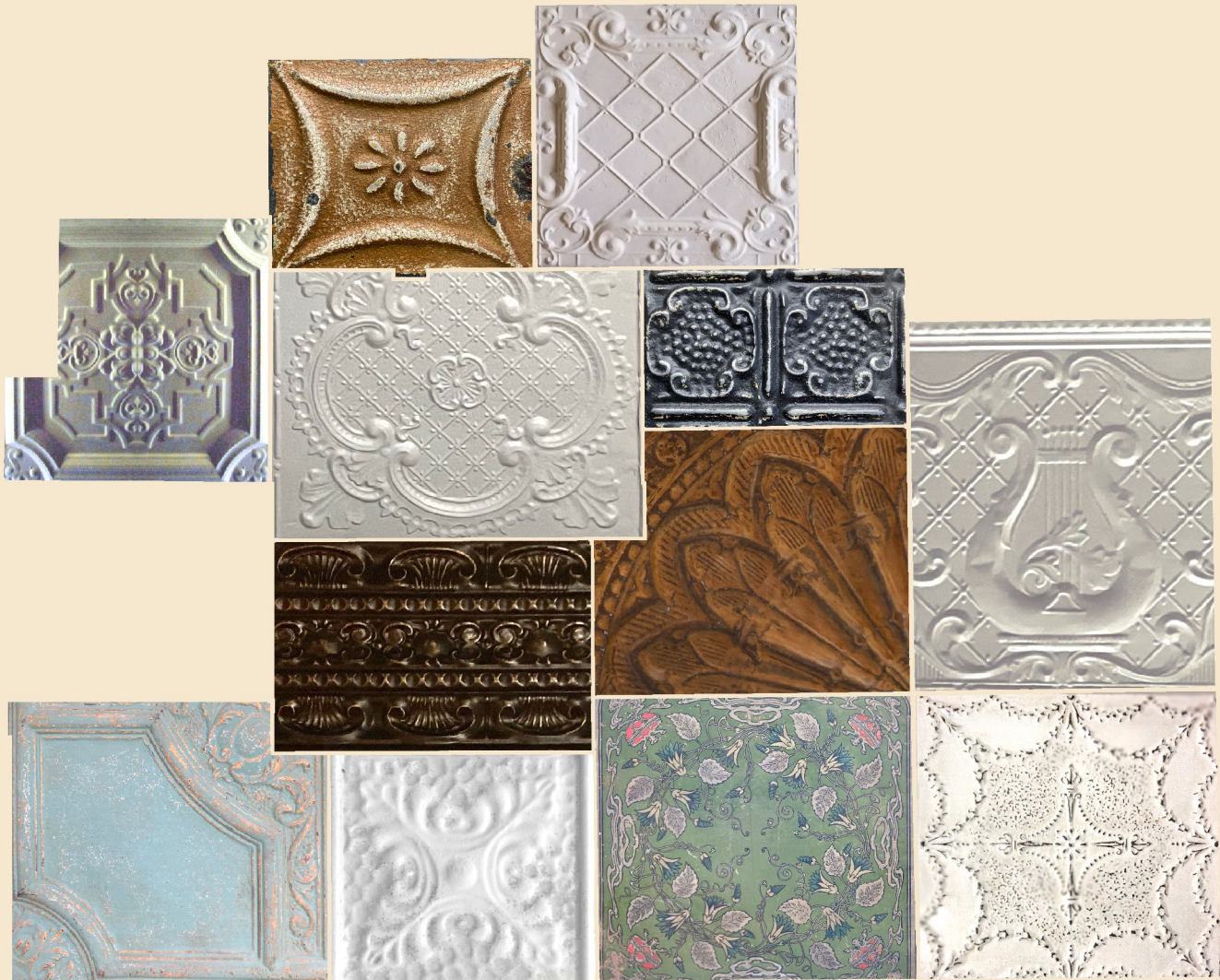# South Central Kansas Library System

2024 Annual Plan and Tentative Budget

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

Cover Index

Barber
This circa 1900 tin was salvaged from Manhattan, Kansas.

McPherson
This tin is from Sommer Rose, a boutique, flower shop and salon in Whitewater, KS. Photograph by Jean Thiessen.

Butler
This tin is in a historic Whitewater building that has been converted into an apartment. Photograph by Jean Thiessen.

Reno
This tin is in a historic Whitewater building that has been converted into an apartment. Photograph by Jean Thiessen.

Cowley
This circa 1900 tin was salvaged from the Odd Fellows Hall in Cherryvale, Kansas.

Rice
This circa 1910 tin was salvaged from Moscow, Kansas.

Harper
This tin ceiling is in the west portico of the Harper County Courthouse. Built in 1908 by architect George P. Washburn, it contains the last hand-wound Seth Thomas courthouse clock in Kansas.

Sedgwick
This circa 1900 tin was salvaged from Kansas.

Harvey
This circa 1910 tin was salvaged from Rapid City, South Dakota.

Stafford
This ceiling tile is from Macksville City Library, a former church and one room schoolhouse. Photograph by Sharon Barnes.

Kingman
This circa 1900 tin was salvaged in Illinois.

Sumner
This circa 1930 stove board was made by the Wabash Screen Door Co.

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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Authorization:

The South Central Kansas Library System 2024 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 19, 2023.

Kansas Administrative Regulation (KAR) 54-1-5 provides:

"Regional systems of cooperating libraries shall submit annually to the state library advisory commission for review and amendment a program of services and tentative budget of the regional system of cooperating libraries".

This document was submitted for review and approval by the State Library of Kansas Board, Topeka, Kansas on June 9, 2023. On August 25, 2023 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 2024 SCKLS Official Budget.

By _____

Paul Hawkins, Director

_____

Eldon Younce, Chair
Executive Committee and System Board

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

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 (Kansas Certified Population Data, 2021 for 2022).

2. SCKLS has no contracting libraries and no non-taxing participating counties. Pratt and Kiowa counties are non-participating, non-taxing counties.

3. See following page for a list of all 145 SCKLS participating member public, school district, academic and special libraries.

Map legend:
2021 population (806,125)
2022 population (804,232)
% change (-0.2%)

Rice: 9,427 / 9,390 (-0.4%)
McPherson: 30,223 / 30,146 (-0.3%)
Stafford: 4,072 / 4,034 (-0.9%)
Reno: 61,793 / 61,414 (-0.6%) SOUTH HUTCHINSON
Harvey: 34,291 / 33,817 (-1.4%)
Butler: 67,380 / 67,889 (+0.8%)
Sedgwick: 523,824 / 523,828 (+0.0%)
Kingman: 7,470 / 7,392 (-1.0%)
Barber: 4,228 / 4,110 (-2.8%)
Harper: 5,485 / 5,331 (-2.8%)
Sumner: 22,383 / 22,385 (+0.0%)
Cowley: 35,549 / 34,496 (-3.0%)

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Member Libraries (145)

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/Windom
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
	USD 376—Sterling
	USD 375—Towanda (Circle)
	USD 463—Udall
	USD 262—Valley Center
	USD 353—Wellington
	USD 206—Whitewater (Remington)
	USD 259—Wichita
	USD 465 Winfield

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

SPECIAL (3)

El Dorado Correctional Facility –Central & North

Hutchinson Correctional Facility – Central & East

McConnell Air Force Base, Wichita

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System
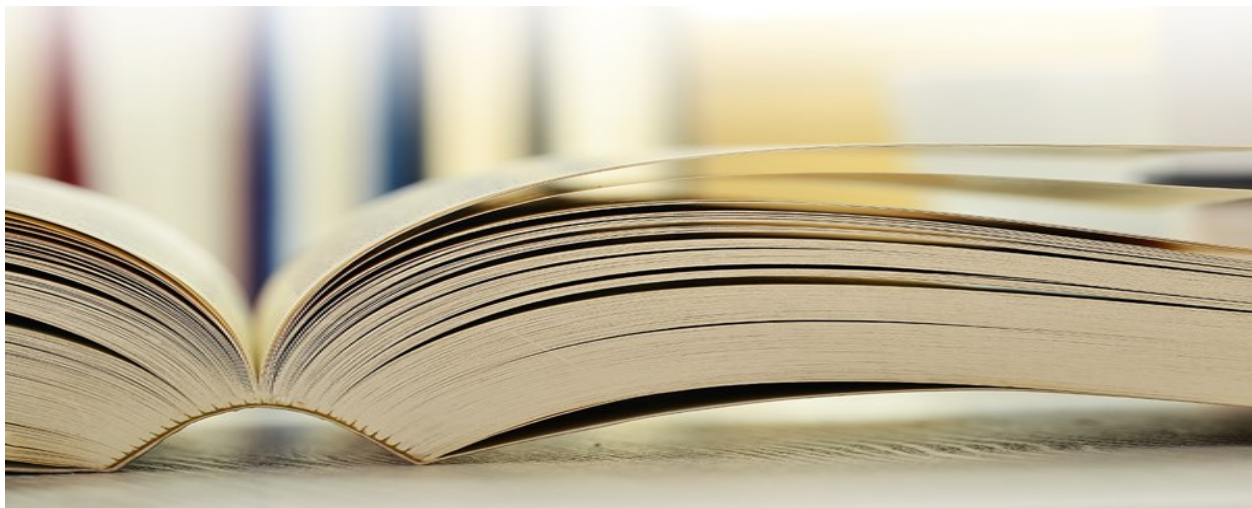
Measures of Value

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 Value of Services 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 2022 was $2,442,349. For a summary of **2022/2021 Performance Outcomes Measures** see **Appendix A.**

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Measures of Value

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 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**

In the majority of performance measures, the 2022 year continues to reflect increases in the value and usage of SCKLS grants and services. **Appendix A 2022/2021 Performance Outcome Measures** provides details. Use of Cataloging and Interlibrary Loan; Continuing Education; Grants; Rotating Collections; Other Support Services; and Additional Services all increased. The use of On-site Support Services and Other Support 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 13, 2023. The total number of persons in the tax district registered as users at member libraries increased to 91,887 in 2022. The total number of interlibrary loan resource sharing by member libraries increased to 40,509.

The data in **Appendix B Grants and Services Usage** shows the value of grants and services that each of the 145 members of SCKLS received in 2022. For each SCKLS member library, the value of grants, services, total value of grants and services, and percentage of total grants and services is identified.

Tax support from property owners within the 12 county regional library system tax district and outside of 72 established public library tax districts provide the South Central Kansas Library System with annual funding. SCKLS receives no tax support from the 72 established public library tax districts and no membership fees are assessed upon member libraries.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Measures of Value

In the most recent data year 2022, SCKLS grants-in-aid funding facilitated access for 91,887 registered users 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 40,509 items requested by citizens and students and not available at local libraries.

SCKLS Staff provided 1,029 hours of on-site support services at member libraries and 369 hours of phone, email and proposal support in 2022. SCKLS offered 75 training webinars and webcasts that had 1,467 member library registrants. More than $1.64 million was awarded in 482 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 13 staff. Nine 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 efficiencies 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 Grants and Services Usage** shows the value of grants and services that each of the 145 members of SCKLS received in 2022.

2023 SCKLS Budget

- Library Support Services — $2,211,818 (32%)
- Salaries and Benefits — $1,253,020 (18%)
- Library Grant Programs — $1,714,068 (25%)
- Cash Balance Forward — $1,694,570 (25%)

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System
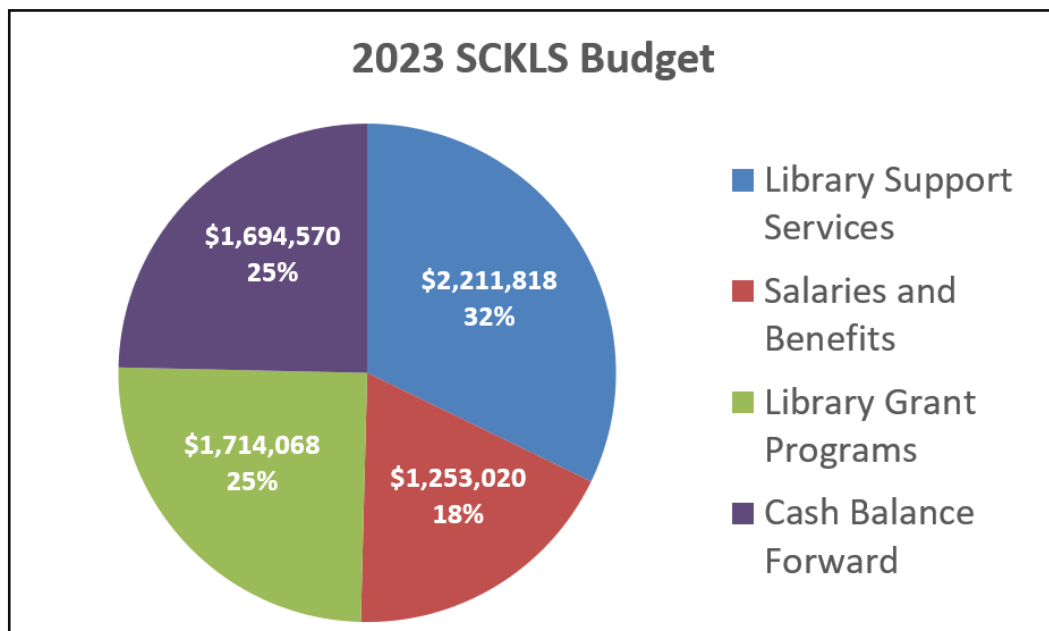
2024 Annual Plan and Budget

GENERAL GOALS

General goals of SCKLS are as follows:

$\Rightarrow$ Facilitate access for all SCKLS residents to library resources and services

$\Rightarrow$ Provide assistance in the continuous development of each member library

$\Rightarrow$ 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.

2024 ANNUAL PLAN AND BUDGET

Increases in proposed expenditures for 2024 which total $5,253,092 are generally limited to salaries, benefits and a new Network Services Grant. Member libraries depend on SCKLS Staff to provide expertise and assistance that is not available and affordable at all local libraries and SCKLS Staff create efficiencies and stewardship in the use of limited tax resources. A 4.25 % increase in the salaries line item equal to $39,125 and Employee Benefits increase of $13,296 is proposed.

A new Grants-Network Services line item is budgeted at $17,500 to allow up to 15 small and medium size member public libraries to replace or upgrade their SCKLS standardized network. Additionally, the line item budgets for two $3,000 grants to assist any medium size member public library's migration from the SCKLS standardized network solution to a third-party vendor of network services of the library's choice. The SCKLS standardized network solution offers affordable and efficient network services and equipment for small and medium size public libraries.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

2024 Annual Plan and Budget

SCKLS seeks to limit its tax support to provide adequate funding that correlates to organizational grants and service needs. The proposed $76,684 or 1.48% increase in total expenditures is necessary to compensate and retain qualified staff with specialized expertise who provide support services to member libraries as well as to fund a new network services grant for eligible member libraries. Mercer's US Compensation Planning noted that participants in its national survey of employers were budgeting on average 3.9% for merit increases and 4.3% for a total salary increases.

Budget documents along with a narrative detailing line item expenditures are presented on pages 41-52.

"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 feature a range of information including brief tutorials and basic information about grants and services. Webcasts are archived and available for viewing at the convenience of member libraries. Each "Topics and Trends" has an average viewership of 60 member libraries.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs

LIBRARIES TRANSFORM GRANT

SCKLS established the Libraries Transform Grant in 2019. The purpose of the grant is to annually provide two 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. Grant recipients have included:

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
2022	Canton Township Carnegie Public Library Patio Project	$20,049
2023	USD #376 Sterling Junior/Senior Library Renovation	$20,017

"Our building journey officially began 11 years ago when a grant from the South Central Kansas Library System allowed us to consult an architect to determine the feasibility of adding onto this charming one room former church and school house. [Now the SCKLS Libraries Transform Grant] is helping us increase awareness and support as we transform this library into a more viable and essential resource for our community."

—Jody Suiter, Director, Macksville City Library

"The SCKLS Libraries Transform Grant helped make this substantial project possible. Our ultimate goal was to transform these collections... which are targeted to our youngest readers and pre-readers into collections that are easier for them to browse and installing bin-based shelving has been the final step in this process."

—Jennifer McCulley, Youth Services Coordinator,
McPherson Library

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—Administrative

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 13 exemplary audits. The SCKLS Grants-in-aid Program for member public, academic and special libraries is included in administrative areas of responsibility. The Director provides referrals and authorizes professional services to assist member libraries in the areas of library architecture and accounting. The Director and HRFS also manage the South Central Kansas Library System Foundation (SCKLF).

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—Technology

Definition of service (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, Coordinator of Automation & Technology and Coordinator of Network Services. 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, Automation, and Network Services grants are available to assist member libraries with the acquisition of hardware/software upgrades, new technologies and/or automation projects as defined in grant guidelines.

Staff and Resources: Six full-time and one half-time positions include the Director of Information Technology; Automation and Technology Services Coordinator, Network 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, grant applications, member directory 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 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, Network 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—Continuing Education

Service guidelines: SCKLS Staff 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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, Rob-See-Co, 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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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 $1,469,068 for 2023, 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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—Grants-in-Aid

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**

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.

Services » Continuing Education »

Library Learning Pathways

Font Size:

Automation Training

Basic Library Skills Pathway

Collection Development Policy Writing

Digital Books

**2024
Annual Plan and Budget**

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

SCKLS

South Central Kansas Library System

Services and Programs—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). Nation and statewide sharing of library materials is made possible through OCLC (https://www.oclc.org/en/home.html) , 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 interlibrary loan 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—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. 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 (DLI)

In 2013 SCKLS began a Digital Library Initiative (DLI) https://digitalsckls.info 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 Caldwell Public Library's patient records of Dr. Charles Robinson Hume between 1881 and 1890.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Services and Programs—Youth and School

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 temporary discontinue service and notify them when such service has been reinstated.

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

Staff

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
Network Services Coordinator	Nichole Kostner	1
Technology Consultant	Sharon Barnes	1
Technology Consultant	Robyn Bravi	1
Technology Consultant	Fiona Holly	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	Emily Carlson	.10
Total Staff		**13.00**

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Organization Chart

Organizational Chart

SYSTEM BOARD — COUNTY APPOINTEES

EXECUTIVE COMMITTEE

DIRECTOR — INTERN

- DIRECTOR INFORMATION TECHNOLOGY
  - AUTOMATION TECHNOLOGY COORDINATOR
    - TECHNOLOGY CONSULTANT
    - TECHNOLOGY CONSULTANT
  - TECHNOLOGY PROJECTS SPECIALIST (.20 FTE)
  - NETWORK SERVICES COORDINATOR
    - TECHNOLOGY CONSULTANT
- HUMAN RESOURCES & FINANCIAL SPECIALIST
- LIBRARY SUPPORT SPECIALIST
- YOUTH & SCHOOL SERVICES CONSULTANT
- CONTINUING EDUCATION SPECIALIST
- OUTREACH SPECIALIST
  - LIBRARY SUPPORT ASSISTANT

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Executive Committee

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

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

Barbara Lilyhorn — Secretary / Treasurer
Hutchinson, KS
Term Expires: (Pending)
County Commission Appointees

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

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

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

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

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

Cari Cusick
Newton, KS
Unexpired Term - Expires: 12/2024
Major Service Center I

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

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

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

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

**2024
Annual Plan and Budget**

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

SCKLS

South Central Kansas Library System

System Board of Representatives

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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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	River	Shields
Buhler	Buhler Public Library	Virginia	Philbrick
Burrton	Ruth Dole Memorial Library	Rhonda	Corwin
Bushton	Farmer Township Community Library	Becky	Wasson
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	Michele	McGregor
Geneseo	Geneseo Public Library	Not	Designated
Goddard	Goddard Public Library	Julie	Mills
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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Public Library Representatives

City	Public Library	Representative	
Lindsborg	Lindsborg Community Library	*Suzanna*	*Swenson*
Little River	Little River Community Library	*Kay*	*Howie*
Lyons	Lyons Public Library	*Becky*	*McBeth*
Macksville	Macksville City Library	*Jody*	*Suiter*
Marquette	Marquette Community Library	*Mary Kay*	*Lindh*
McPherson	McPherson Public Library	*Mckenzie*	*Murphy*
Medicine Lodge	Lincoln Library	*Doris*	*Sorg*
Moundridge	Moundridge Public Library	*Nathan*	*Carr*
Mount Hope	Mount Hope Public Library	*Barbara*	*Nowak*
Mulvane	Mulvane Public Library	*Shanna*	*Smith-Ritterhouse*
Newton	Newton Public Library	*Cari*	*Cusick*
Nickerson	Nickerson Public Library	*Ramona*	*Getz*
Norwich	Norwich Public Library	*Candace*	*Perkins*
Oxford	Oxford Public Library	*Kay*	*Gehring*
Park City	Park City Community Public Library	*Len*	*Warren*
Partridge	Partridge Public Library	*Keturah*	*Delehoy*
Potwin	Potwin Public Library	*Tanya*	*Tabor*
Pretty Prairie	Pretty Prairie Public Library	*Priscilla*	*Hoyt*
Rose Hill	Rose Hill Public Library	*Cindy*	*Witherspoon*
St. John	Ida Long Goodman Memorial Library	*Laura*	*Davis*
Sedgwick	Lillian Tear Library	*Chantel*	*Rindt*
South Haven	South Haven Township Library	*Jill*	*Richards*
Stafford	Nora E Larabee Memorial Library	*Gerry*	*Hildebrand*
Sterling	Sterling Free Public Library	*Kari*	*Wheeler*
Sylvia	Sylvia Public Library	*Cheryl*	*Eisenhour*
Towanda	Towanda Public Library	*Cole*	*Everhart*
Turon	Turon Community Library	*Tanya*	*Perse*
Udall	Udall Public Library	*Diana*	*Whiteman*
Valley Center	Valley Center Public Library	*Janice*	*Sharp*
Viola	Viola Township Library	*Victoria*	*Clarkson*
Walton	Walton Community Library	*Shannon*	*Nickel*
Wellington	Wellington Public Library	*Jo*	*Plumb*
Whitewater	Whitewater Memorial Library	*Jean*	*Thiessen*
Wichita	Wichita Public Library	*Jamie*	*Nix*
Winfield	Winfield Public Library	*Tabitha*	*Hogan*
Zenda	Zenda Public Library	*Teresa*	*Medlock*

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

School Library Representatives

USD	City	Representative	
267	Andale (Renwick)	Not	Designated
385	Andover	Jennifer	Williams
361	Anthony-Harper	Not	Designated
359	Argonia	Not	Designated
470	Arkansas City	Jason	Hibbs
402	Augusta	Deb	Kroeker
313	Buhler	Vicky	Richardson
462	Burden (Central)	Not	Designated
369	Burrton	Not	Designated
360	Caldwell	Stacy	Roop
419	Canton	Not	Designated
268	Cheney	Courtney	Ast
264	Clearwater	Not	Designated
356	Conway Springs	Sara	Kitch
332	Cunningham (W. Kingman Co.)	Jeree	Fitzsimmons
260	Derby	Annelise	Irick
471	Dexter	Not	Designated
396	Douglass	Leslie	Henderson
490	El Dorado	Luanna	Lewis
310	Fairfield	Not	Designated
265	Goddard	Jill	Bourne
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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

School District Representatives

USD	City	Representative	
331	**Kingman/Norwich**	*Not*	*Designated*
255	**Kiowa (S. Barber Co.)**	*Not*	*Designated*
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**	*Kristin*	*Rodell*
418	**McPherson**	*Not*	*Designated*
254	**Medicine Lodge (N. Barber Co.)**	*Not*	*Designated*
423	**Moundridge**	*Not*	*Designated*
263	**Mulvane**	*Lori*	*Warren*
373	**Newton**	*Brittany*	*Birch*
309	**Nickerson**	*Karla*	*Hawver*
358	**Oxford**	*Renee*	*Sanchez*
311	**Pretty Prairie**	*Not*	*Designated*
492	**Rosalia**	*Not*	*Designated*
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**	*Not*	*Designated*
206	**Whitewater**	*Jodi*	*Janzen*
259	**Wichita**	*Gail*	*Becker*
465	**Winfield**	*Sherri*	*McNutt*

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Academic and Special Library Representatives

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

Institution	Representative	
El Dorado Correctional Facility Central / North	*Not*	*Designated*
Hutchinson Correctional Facility Central/East	*Kathryn*	*Androski*
McConnell Air Force Base Library	*Darla*	*Cooper*

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2024 Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Bylaws

Article IX

Executive Committee Meetings

 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Proposed General & Employee Benefits Fund Budget

SCKLS 2024 Proposed General & Employee Benefits Fund Budget

Reviewed and recommend by SCKLS Executive Committee, May 19, 2023
Note: Final budget to be adopted by SCKLS System Board, August 25, 2023

Budget Category	2022 Actual	2023 Budget	2024 Tentative	2023 / 2024 Difference	2023 / 2024 % Change
Audit / Accounting	$23,464	$29,500	$29,500	$0	0%
Utilities	$10,813	$12,000	$12,000	$0	0%
Insurance	$74,703	$38,000	$38,000	$0	0%
Postage / Shipping	$6,859	$6,500	$7,500	$1,000	15%
Printing	$2,328	$5,000	$4,000	($1,000)	-20%
Salaries	$778,761	$920,607	$959,732	$39,125	4.25%
Employee Benefits	$227,910	$332,413	$345,709	$13,296	4%
Supplies	$14,658	$20,000	$20,000	$0	0%
Travel & CE for Staff	$13,471	$28,000	$25,500	($2,500)	-9%
Professional Development Resources	$5,773	$13,000	$13,000	$0	0%
Member Library CE & Training	$12,622	$37,000	$37,000	$0	0%
OCLC (Cataloging/ILL)	$5,276	$17,000	$17,000	$0	0%
Grants-in-aid: Public & Academic	$1,432,746	$1,469,068	$1,469,068	$0	0%
Grants-in-aid: Special Libraries	$14,380	$25,000	$25,000	$0	0%
Grants-School	$11,022	$15,000	$15,000	$0	0%
Grants-Continuing Education	$38,808	$45,000	$45,000	$0	0%
Grants-General Technology	$61,131	$60,000	$60,000	$0	0%
Grants-Automation	$23,980	$30,000	$30,000	$0	0%
Grants-Network Services	$0	$0	$17,500	$17,500	0%
Grants-Transform	$40,066	$50,000	$50,000	$0	0%
Grants-Programming/Project	$13,650	$12,500	$12,500	$0	0%
Grants--Summer Reading	$6,700	$7,500	$11,250	$3,750	50%
Rotating Collections	$76,655	$125,000	$112,500	($12,500)	-10%
Telecommunications	$27,806	$33,000	$30,000	($3,000)	-9%
Contractual Services	$78,965	$80,000	$80,000	$0	0%
Technology	$29,797	$36,000	$32,000	($4,000)	-11%
Vehicle Expenses	$5,419	$10,750	$7,000	($3,750)	-35%
Capital Outlay	$72	$0	$0	$0	0%
Transfer Capital Improvement Fund	$150,000	$0	$0	$0	0%
Services Contingency	$15,470	$24,000	$12,000	($12,000)	-50%
Cash Balance Forward	$1,465,839	$1,694,570	$1,735,333	$40,763	2%
Total	**$4,321,588**	**$5,176,408**	**$5,253,092**	**$76,684**	**1.48%**

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Audit / Budget / Accounting   No change

2022 Actual $ 23,464

2023 Projected $ 29,500

2024 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   No change

2022 Actual $ 10,813

2023 Projected $ 12,000

2024 Tentative $ 12,000

Payment of monthly utilities for the SCKLS Training Facility and Offices occurs from this line item.

Insurance and Bonds   No change

2022 Actual $ 74,703

2023 Projected $ 38,000

2024 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. A change in billing cycle is reflected in costs for 2022.

Postage / Shipping   Increase $1,000

2022 Actual $ 6,859

2023 Projected $ 6,500

2024 Tentative $ 7,500

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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Printing   Decrease $1,000

2022 Actual $ 3,338

2023 Projected $ 5,000

2024 Tentative $ 4,000

Includes costs for printing of training materials to support continuing education programs and other printed communications for member libraries.

Salaries   Increase $39,125
Benefits   Increase $13,296

2022 Actual $1,006,671 ($778,761 Salaries / $227,910 Benefits)

2023 Projected $1,253,020 ($920,607 Salaries / $332,413 Benefits)

2024 Tentative $1,305,441 ($959,732) Salaries / $345,709 Benefits)

SCKLS currently budgets for the following positions: Director, Director of Information Technology, Automation and Technology Services Coordinator, Network 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, Library Support Assistant and Library Intern.

In 2023, a Network Coordinator position with a salary up to $67,000 and employee benefits up to $16,000 was 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

2022 Actual $ 14,658

2023 Projected $ 20,000

2024 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.

**2024
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

Budget Narrative

Travel and Staff Continuing Education   Decrease $2,500

2022 Actual $ 13,471

2023 Projected $ 28,000

2024 Tentative $ 25,500

SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries. They also participate in continuing education. Staff travel costs have been reduced by using remote access methods to assist member libraries and to participate in continuing education.

Professional Development Resources   No change

2022 Actual $ 5,773

2023 Projected $ 13,000

2024 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

2022 Actual $ 12,622

2023 Projected $ 37,000

2024 Tentative $ 37,000

Continuing education and training for member librarians and libraries is a core SCKLS 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 include a 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

OCLC (Cataloging & Interlibrary Loan)   No change

2022 Actual $ 5,276

2023 Projected $ 17,000

2024 Tentative $ 17,000

Includes charges from the (OCLC) system for production of bibliographic records and other cataloging for member libraries as well as costs related to interlibrary loan requests for member libraries. Part of the total cost is paid from the State Aid Fund.

Grants-in-aid: Public and Academic Libraries   No change

2022 Actual $ 1,432,746

2023 Projected $ 1,469,068

2024 Tentative $ 1,469,068

Public and academic member libraries received an annual **base** grant for local library service support. 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

2022 Actual $ 14,380

2023 Projected $ 25,000

2024 Tentative $ 25,000

Member special libraries may receive a grant-in-aid subject to grant eligibility guidelines. Member 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Grants-School   No change

2022 Actual $ 11,022

2023 Projected $ 15,000

2024 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 Collection Development and other grant focuses.

Grants-Continuing Education   No change

2022 Actual $ 38,808

2023 Projected $ 45,000

2024 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

2022 Actual $ 61,131

2023 Projected $ 60,000

2024 Tentative $ 60,000

Member libraries are eligible for a matching grant up to $3,000 for general technology hardware or software as specified in grant guidelines.

Grants--Automation Matching   No change

2022 Actual $ 23,980

2023 Projected $ 30,000

2024 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Grants--Network Services   New line item

2022 Actual	$ 0
2023 Projected	$ 17,500
2024 Tentative	$ 17,500

This new line item allows SCKLS to budget for costs to annually provide up to 15 small and medium size member public libraries with a standardized network solution valued at $1,000. Additionally, as part of the Network Services Grant, SCKLS will offer annually up to two $3,000 grants to assist any medium size member public library's migration from the SCKLS standardized network solution to a third-party vendor of network services.

Grants--Libraries Transform   No change

2022 Actual	$ 40,066
2023 Projected	$ 50,000
2024 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

2022 Actual	$ 13,650
2023 Projected	$ 12,500
2024 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   Increase $3,750

2022 Actual	$ 6,700
2023 Projected	$ 7,500
2024 Tentative	$11,250

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 $150.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Rotating Collections   Decrease $12,500

2022 Actual $ 76,655

2023 Projected $125,000

2024 Tentative $112,500

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. Decrease represents an adjustment to reflect projected actual spending relative to decreases in the publishing of library materials and their availability for purchase.

Telecommunications Services   Decrease $3,000

2022 Actual $ 27,806

2023 Projected $ 33,000

2024 Tentative $ 30,000

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

2022 Actual $ 78,965

2023 Projected $ 80,000

2024 Tentative $ 80,000

Contractual services include expenses for custodial, security, maintenance, lawn 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.

Technology   Decrease $4,000

2022 Actual $ 29,797

2023 Projected $ 36,000

2024 Tentative $ 32,000

Includes costs for the purchase, repair, upgrade, maintenance and licensing and support services for computers and other technology.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Vehicle Expenses   **Decrease $3,750**

2022 Actual $ 5,419

2023 Projected $ 10,750

2024 Tentative $ 7,000

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

Capital Outlay   **No change**

2022 Actual $ 72

2023 Projected $ 0

2024 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**

2022 Actual $ 150,000

2023 Projected $ 0

2024 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.

Services Contingency   **Decrease $12,000**

2022 Actual $ 15,470

2023 Projected $ 24,000

2024 Tentative $ 12,000

Unbudgeted or unanticipated expenditures for SCKLS as well as cost associated with service transitions may be paid from this line item.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Budget Narrative

Cash Balance Forward   Increase $40,763

2022 Actual $ 1,465,839

2023 Projected $ 1,694,570

2024 Tentative $ 1,735,333

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 as well as to have cash-on-hand equal to average expenses for a six-month period.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Proposed Operating Budget

SCKLS 2024 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	$7,500	$0	$0	$0	$0	$0	$0	$7,500
Printing	$4,000	$0	$0	$0	$0	$0	$0	$4,000
Salaries	$199,076	$507,783	$75,192	$53,601	$69,708	$54,372	$0	$959,732
Employee Benefits	$67,883	$184,459	$27,294	$20,168	$25,483	$20,422	$0	$345,709
Supplies	$20,000	$0	$0	$0	$0	$0	$0	$20,000
Travel & Staff CE	$0			$25,500			$0	$25,500
Professional Resources	$0			$13,000			$0	$13,000
Member Library CE & Training	$0			$37,000			$0	$37,000
OCLC (Cataloging/ILL)	$0					$17,000	$0	$17,000
Grants-in-aid: Public & Academic	$0						$1,469,068	$1,469,068
Grants-in-aid: Special Libraries	$0						$25,000	$25,000
Grants-School	$0						$15,000	$15,000
Grants-Continuing Education	$0						$45,000	$45,000
Grants-General Technology	$0						$60,000	$60,000
Grants-Automation	$0						$30,000	$30,000
Grants-Network Services	$0						$17,500	$17,500
Grants-Transform	$0						$50,000	$50,000
Grants-Programming/Project	$0						$12,500	$12,500
Grants-Summer Reading	$0						$11,250	$11,250
Rotating Collections	$0				$112,500		$0	$112,500
Telecommunications	$30,000						$0	$30,000
Contractual Services	$80,000						$0	$80,000
Technology	$32,000						$0	$32,000
Vehicle Expenses	$7,000						$0	$7,000
Capital Outlay	$0						$0	$0
Transfer Cap. Improve. Fund	$0						$0	$0
Services Contingency	$12,000						$0	$12,000
Cash Balance Forward	$1,735,333						$0	$1,735,333
Totals	**$2,274,292**	**$692,242**	**$102,486**	**$149,269**	**$207,691**	**$91,794**	**$1,735,318**	**$5,253,092**

2024 Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Tentative Consolidated Budget

SCKLS 2024 Tentative 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	$7,500	$0	$0	$7,500
Printing	$4,000	$0	$0	$4,000
Salaries	$959,732	$0	$0	$959,732
Employee Benefits	$0	$345,709	$0	$304,946
Supplies	$20,000	$0	$15,000	$35,000
Travel & Staff CE	$25,500	$0	$0	$25,500
Professional Resources	$13,000	$0	$0	$13,000
Member Library CE & Training	$37,000	$0	$13,000	$50,000
OCLC (Cataloging & ILL)	$17,000	$0	$0	$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-Network Services	$17,500	$0	$0	$17,500
Grants-Transform	$50,000	$0	$0	$50,000
Grants-Programming/Project	$12,500	$0	$0	$12,500
Grants-Summer Reading	$11,250	$0	$0	$11,250
Rotating Collections	$112,500	$0	$0	$125,000
Telecommunications	$30,000	$0	$0	$30,000
Contractual Services	$80,000	$0	$0	$80,000
Technology	$32,000	$0	$0	$34,000
Vehicle Expenses	$7,000	$0	$0	$7,500
Capital Outlay	$0	$0	$0	$0
Transfer Capital Improvement Fund	$0	$0	$0	$0
Services Contingency	$12,000	$0	$22,000	$34,000
Cash Balance Forward	$1,694,570	$40,763	$0	$1,735,333
Totals	**$4,866,620**	**$386,472**	**$50,000**	**$5,277,329**

**2024
Annual Plan and Budget**

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

SCKLS

South Central Kansas Library System

Income / Resources

Income / Resources	Actual 2022	Projected 2023	Tentative 2024
SCKLS - General Fund	$3,365,835	$4,826,995	$4,866,620
SCKLS - Employee Benefits Fund	$234,088	$332,413	$386,472
State Grant-In-Aid Fund	$50,632	$50,000	$50,000
Member Library Reimbursable Fund	$80,065	$80,000	$80,000
Miscellaneous Grants Fund	$0	$0	$0
Flexible Spending Reimbursable Fund	$23,258	$34,464	$34,464
Library Foundation	$5,944	$6,000	$6,000
Balance Carried Forward - General Fund	$1,465,859	$1,694,579	$1,694,570
BCF - Employee Benefit Fund	$69,433	$67,534	$40,763
BCF - State Aid	$0	$0	$0
BCF- Member Library Reimbursable Fund	$13,935	$14,000	$14,000
BCF - Miscellaneous Grants Fund	$0	$0	$0
BCF- Flexible Spending Reimbursable Fund	$0	$0	$0
BCF - Library Foundation	$5,920	$6,000	$6,000
Transfer Capital Improvement Fund--Income	$150,000	$0	$0
Capital Improvement Fund--Expenditures	$102,294	$100,000	$57,000
BCF Capital Improvement Fund 12/31/Year	$1,044,228	$974,228	$904,228

Tentative 2024 Expenditures (General + Employee Benefit)   **$5,253,092**
Tentative 2024 Budget Authority (Expenditures + Capital Improvements)   **$6,227,320**

**2024
Annual Plan and Budget**

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

SCKLS

South Central Kansas Library System

APPENDIX A: PERFORMANCE OUTCOME MEASURES

South Central Kansas Library System 2022 / 2021 Performance Outcome Measures

Listed below are performance outcome 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 SCKLS to provide a **cataloging** record. A request from a member library on behalf of a citizen or student to SCKLS 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 2022	$14,499	1,611 cataloging records
Cataloging Services 2021	$9,604	1,372 cataloging records

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

Interlibrary Loan Services 2022	$14,724	1,636 ILL requests
Interlibrary Loan Services 2021	$10,612	1,516 ILL requests

Libraries

Factors Impacting Outcomes

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

Key influencing factors: Requests for cataloging records increased by 189 and interlibrary loan requests increased by 41 in 2022. 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.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

2. Continuing Education Services

Attendance or viewing by a member librarian or public library board member of a live or recorded training or educational program. To be considered a live or recorded training or educational program, the event or webinar must have an initial registration of at least 4 persons or if recorded, the training or program must be viewed in its entirety.

Performance Measure:

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

Continuing Education Events 2022 (75)	$88,020	1,467 attendees/viewers
Continuing Education Events 2021 (71)	$70,675	1,313 registrants

Factors Impacting Outcomes

Local authorization and support by member libraries for their staff to attend or view trainings or educational programs. Number and topics of trainings offered by SCKLS.

Key influencing factors: The number of member library attendees/viewers increased by 154 due in part to the implementation in March 2022 of a method for counting the viewing of archived trainings. SCKLS can now verify both viewers and attendees and the term "registrants" is no longer used. Attendees included 887 individuals and 580 viewers. More than 60% of attendees participated in an in-person or live webinar and 40% of individuals viewed archived events or webinars. Continuing CE innovations offer increased access and delivery of quality training and information programs from Staff and external presenters.

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
- Library Staff & Board Professional Development Grant
- Professional Services: Architectural, Accounting and Fundraising Grants
- Program/Project Grant
- School Interlibrary Loan Grant
- School Library Collection Development Grant
- Special Library Grant
- Summer Library Program Grant

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Performance Measure:

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

Grants Awarded 2022	$1,644,498	482 grants awarded
Grants Awarded 2021	$1,647,989	457 grants awarded

Factors Impacting Outcomes

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

Key influencing factor: For 2022, the number of total grants awarded increased by 25 and the total value of grants awarded decreased by $3,491. The minor decrease may be attributable in part to two special grant programs offered only during 2021. Overall the number of grants awarded increased by 25.

4. Rotating Collections 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

Rotating Collection Services 2022	$437,935	39,953 items rotated
Rotating Collection Services 2021	$433,196	38,466 items rotated

Libraries

Factors Impacting Outcomes

Number of member libraries meeting Rotating Collections deliveries as scheduled.

Key influencing factors: The 1,487 increase in items rotated and increased $4,739 in total value of the services are due to additional deliveries of Rotating Collections made during 2022 in comparison to 2021.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

5. On-Site Support Services

On-site travel and service to provide technology support or other service support to a member library including individualized service, consulting or training. This performance measure identifies on-site support services provided by technology staff along with on-site support services provided by other, non-technology staff.

Performance Measure:

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

Technology On-site Support Services 2022	$69,207	977 hours
Technology On-site Support Services 2021	$75,033	1,108 hours

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

Other On-site Support Services 2022	$2,560	32 hours
Other On-site Support Services 2021	$990	15 hours

Factors Impacting Outcomes

Use by member libraries of remote support services in lieu of on-site support services.

Key influencing factors: The number of hours of on-site technology support services decreased in 2022 as a consequence of the staging and installation process of computers for member libraries. This continuous improvement process has reduced the on-site support time of technology staff. Another factor reducing the number of hours of on-site technology support services was a vacant technology consultant position for an eight-month period until August 2022. The increase in other on-site support services is a consequence of other, non-technology staff increased travel and on-site support to member libraries due to decreased Covid restrictions.

6. Other Support Services

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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Performance Measure:

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

Other Support Services 2022	$18,908	369 hours
Other Support Services 2021	$19,359	422 hours

Factors Impacting Outcomes

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

Key influencing factor: The decrease in 53 hours for Other Support Services may be attributable in part to a vacant technology consultant position for an eight-month period and fewer requests from member libraries for other support services.

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 $525.

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

Performance Measure:

Total Annual Value of Each Additional Service to Member Libraries

Digital Library Initiative Hosting and Support 2022	$11,025	21 libraries
Digital Library Initiative Hosting and Support 2021	$10,500	21 libraries
WordPress Hosting and Support Services 2022	$29,400	56 libraries
WordPress Hosting and Support Services 2021	$28,000	54 libraries

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Website and Online Information Services 2022	$76,125	145 libraries
Website and Online Information Services 2021	$73,500	145 libraries
Summer Reading Program Services 2022	$37,800	72 libraries
Summer Reading Program Services 2021	$36,000	72 libraries

Factors Impacting Outcomes

Use by member libraries of each 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 2022	91,887	88 libraries
Persons in SCKLS Tax District Registered as Borrowers at Member Libraries 2021	87,003	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 Shared by Member Libraries

Number of Interlibrary Loan Resource Shared by Member Libraries 2022	40,509	88 libraries
Number of Interlibrary Loan Resource Shared by Member Libraries 2021	36,855	88 libraries

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

Factors Impacting Outcomes

Use by local citizens and students of member libraries' collections through interlibrary loan resource sharing.

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX B: GRANTS AND SERVICES USAGE

South Central Kansas Library System
Grants and Services Usage by Member Libraries 2022

Note: Grants includes 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	$216,010	$6,168	$222,178	9.10%
Hutchinson Public Library	$156,033	$3,927	$159,960	6.55%
Wichita State University Libraries	$121,310	$1,485	$122,795	5.03%
Derby Public Library	$115,954	$1,770	$117,724	4.82%
Newton Public Library	$52,170	$9,152	$61,321	2.51%
Winfield Public Library	$49,497	$11,447	$60,944	2.50%
McPherson Public Library	$53,390	$4,332	$57,722	2.36%
Bradford Memorial Library - El Dorado	$37,534	$13,051	$50,585	2.07%
Haysville Community Library	$38,956	$4,614	$43,570	1.78%
Augusta Public Library	$28,502	$11,808	$40,310	1.65%
Arkansas City Public Library	$32,089	$5,742	$37,831	1.55%
Mulvane Public Library	$25,327	$10,518	$35,845	1.47%
Kingman Carnegie Library	$23,115	$9,980	$33,095	1.36%
Valley Center Public Library	$23,042	$9,499	$32,541	1.33%
Hesston Public Library	$21,507	$9,392	$30,899	1.27%
Sterling Free Public Library	$13,557	$16,988	$30,545	1.25%
Lindsborg Community Library	$18,840	$11,152	$29,992	1.23%
Andover Public Library	$25,784	$3,784	$29,568	1.21%
Goddard Public Library	$18,399	$10,122	$28,521	1.17%
Wellington Public Library	$15,788	$12,335	$28,123	1.15%
Douglass Public Library	$14,108	$13,282	$27,390	1.12%
Anthony Public Library	$13,565	$12,175	$25,740	1.05%
Harper Public Library	$11,952	$12,129	$24,081	0.99%
Lyons Public Library	$13,508	$9,856	$23,364	0.96%
Clearwater Public Library	$12,806	$10,515	$23,321	0.95%
Belle Plaine Public Library	$10,354	$11,888	$22,242	0.91%
Moundridge Public Library	$15,391	$6,621	$22,012	0.90%
Partridge Public Library	$7,357	$14,468	$21,825	0.89%
Sterling USD 376	$20,837	$912	$21,749	0.89%
Towanda Public Library	$12,345	$8,837	$21,182	0.87%
Bethel College Libraries	$14,575	$6,455	$21,030	0.86%

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Colwich Community Library	$9,181	$11,795	$20,976	0.86%
Canton-Galva USD 419	$20,219	$525	$20,744	0.85%
Cunningham Public Library	$6,463	$14,036	$20,499	0.84%
Nickerson Public Library	$6,813	$13,467	$20,280	0.83%
Wichita USD 259	$17,301	$2,925	$20,226	0.83%
Cheney Public Library	$11,909	$8,286	$20,195	0.83%
Whitewater Memorial Library	$11,302	$8,701	$20,003	0.82%
Haven Public Library	$8,527	$11,433	$19,959	0.82%
Udall Public Library	$8,943	$10,617	$19,560	0.80%
Friends University - Edmund Stanley Library	$16,026	$3,442	$19,468	0.80%
Buhler Public Library	$8,549	$10,684	$19,233	0.79%
Macksville City Library	$6,520	$12,680	$19,200	0.79%
Pretty Prairie Public Library	$6,808	$11,848	$18,656	0.76%
Burrton Public Library	$7,551	$11,002	$18,553	0.76%
Conway Springs City Library	$5,823	$12,693	$18,516	0.76%
Lillian Tear Library - Sedgwick	$8,297	$10,195	$18,492	0.76%
Garden Plain Community Library	$6,503	$11,796	$18,299	0.75%
Ida Long Goodman Memorial Library	$8,851	$9,295	$18,146	0.74%
Park City Public Library	$16,738	$1,143	$17,881	0.73%
Caldwell Public Library	$7,214	$10,517	$17,731	0.73%
Kiowa Public Library	$7,140	$10,523	$17,663	0.72%
Butler Community College Libraries	$12,422	$4,800	$17,222	0.71%
Arlington City Library	$4,915	$12,303	$17,218	0.70%
Potwin Public Library	$4,717	$12,444	$17,161	0.70%
Marquette Community Library	$6,185	$10,846	$17,031	0.70%
Newman University - Dugan Library	$8,852	$6,385	$15,237	0.62%
Zenda Public Library	$3,688	$11,217	$14,905	0.61%
Rose Hill Public Library	$8,811	$5,934	$14,745	0.60%
WSU Tech Library	$8,253	$6,310	$14,563	0.60%
Viola Township Library	$3,503	$10,942	$14,445	0.59%
Sylvia Public Library	$2,967	$11,098	$14,065	0.58%
Mt. Hope Public Library	$7,244	$6,358	$13,603	0.56%
Little River Public Library	$2,734	$10,772	$13,506	0.55%
Norwich Public Library	$4,690	$8,650	$13,340	0.55%
Bethany College - Wallerstedt Library	$7,326	$5,855	$13,181	0.54%
Walton Community Library	$3,561	$9,274	$12,835	0.53%
Dixon Township Library	$4,587	$8,247	$12,834	0.53%
Hesston College - Mary Miller Library	$9,610	$3,138	$12,748	0.52%
Geneseo Public Library	$2,901	$9,671	$12,572	0.51%

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Hardtner Public Library	$4,065	$8,248	$12,313	0.50%
Canton Township Carnegie Library	$0	$12,155	$12,155	0.50%
Lincoln Library - Medicine Lodge	$190	$11,904	$12,094	0.50%
Attica City Library	$4,757	$6,819	$11,576	0.47%
Sterling College - Mabee Library	$9,122	$2,405	$11,527	0.47%
Halstead-Bentley USD 440	$10,326	$945	$11,271	0.46%
Southwestern College - Deets Library	$10,158	$645	$10,803	0.44%
Inman Public Library	$135	$10,533	$10,668	0.44%
Turon Community Library	$635	$9,562	$10,197	0.42%
Farmer Township Community Library - Bushton	$0	$10,039	$10,039	0.41%
Oxford Public Library	$5,369	$4,507	$9,876	0.40%
McPherson College - Miller Library	$2,572	$6,966	$9,538	0.39%
Winfield USD 465	$0	$9,239	$9,239	0.38%
Nora E Larabee Memorial Library	$1,293	$7,798	$9,091	0.37%
Andale District Library	$4,940	$3,762	$8,702	0.36%
Halstead Public Library	$1,000	$7,616	$8,616	0.35%
Hutchinson Community College Library	$7,776	$687	$8,463	0.35%
Hutchinson Correctional Facility	$7,506	$684	$8,190	0.34%
Cowley County College - Renn Memorial Library	$6,027	$843	$6,870	0.28%
Central Christian College - Briner Library	$0	$6,095	$6,095	0.25%
Goddard USD 265	$3,771	$1,857	$5,628	0.23%
Stafford USD 349	$0	$5,601	$5,601	0.23%
Leon Public Library	$100	$4,374	$4,474	0.18%
Whitewater Remington USD 206	$3,022	$585	$3,607	0.15%
Andover USD 385	$2,750	$645	$3,395	0.14%
Maize USD 266	$1,058	$2,145	$3,203	0.13%
Augusta USD 402	$2,033	$954	$2,987	0.12%
Hesston USD 460	$1,000	$1,305	$2,305	0.09%
Haysville USD 261	$0	$2,239	$2,239	0.09%
Newton USD 373	$500	$1,719	$2,219	0.09%
Rose Hill USD 394	$1,000	$1,160	$2,160	0.09%
Nickerson USD 309	$1,000	$543	$1,543	0.06%
South Haven Township Library	$135	$1,264	$1,399	0.06%
Towanda Circle USD 375	$837	$525	$1,362	0.06%
El Dorado USD 490	$750	$585	$1,335	0.05%
Douglass USD 396	$524	$765	$1,289	0.05%
McConnell Air Force Base Library	$100	$1,125	$1,225	0.05%
Caldwell USD 360	$500	$705	$1,205	0.05%
Mulvane USD 263	$518	$645	$1,163	0.05%
McPherson USD 418	$473	$679	$1,152	0.05%

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Argonia USD 359	$0	$1,125	$1,125	0.05%
Conway Springs USD 356	$500	$624	$1,124	0.05%
Cheney USD 268	$500	$525	$1,025	0.04%
Cunningham West Kingman County USD 332	$0	$945	$945	0.04%
Little River Windom USD 444	$0	$825	$825	0.03%
Valley Center USD 262	$210	$585	$795	0.03%
Buhler USD 313	$0	$765	$765	0.03%
Wellington USD 353	$0	$714	$714	0.03%
Andale (Renwick) USD 267	$0	$705	$705	0.03%
Macksville USD 351	$0	$638	$638	0.03%
Lindsborg Smoky Valley USD 400	$0	$603	$603	0.02%
Haven USD 312	$0	$585	$585	0.02%
Hutchinson USD 308	$0	$585	$585	0.02%
Arkansas City USD 470	$0	$579	$579	0.02%
Leon Bluestem USD 205	$0	$534	$534	0.02%
Anthony-Harper USD 361	$0	$525	$525	0.02%
Burden Central USD 462	$0	$525	$525	0.02%
Burrton USD 369	$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%
El Dorado Correctional Facility	$0	$525	$525	0.02%
Fairfield USD 310	$0	$525	$525	0.02%
Inman USD 448	$0	$525	$525	0.02%
Kingman-Norwich USD 331	$0	$525	$525	0.02%
Kiowa South Barber USD 255	$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	**$1,644,398**	**$797,951**	**$2,442,349**	**100.00%**

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Barber County KS
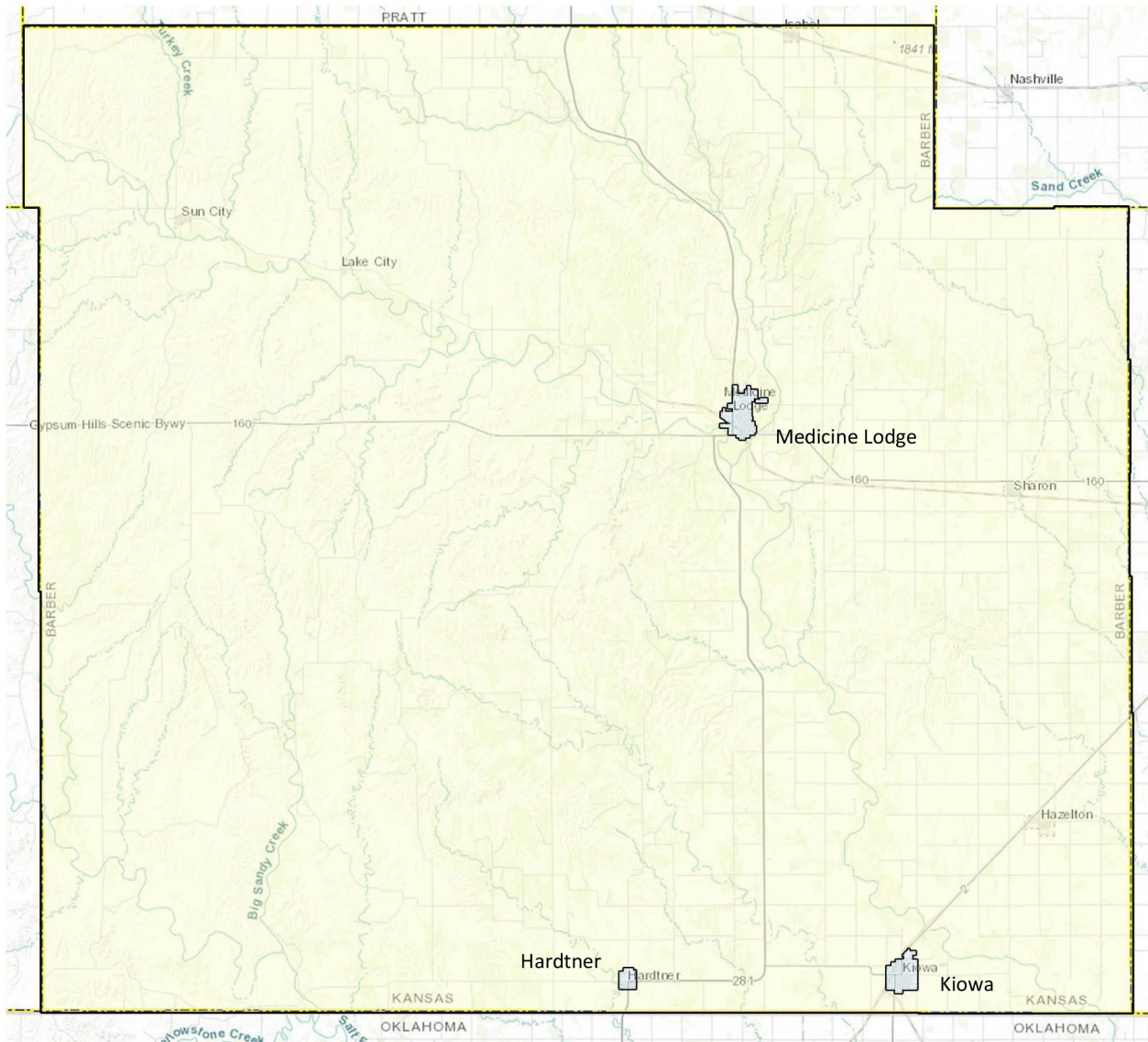
Legend	
☐	Public Library
☐	SCKLS Regional Library
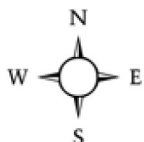
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Hardtner	6.602	Medicine Lodge	11.112
Kiowa	1.839		
		SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Butler County KS
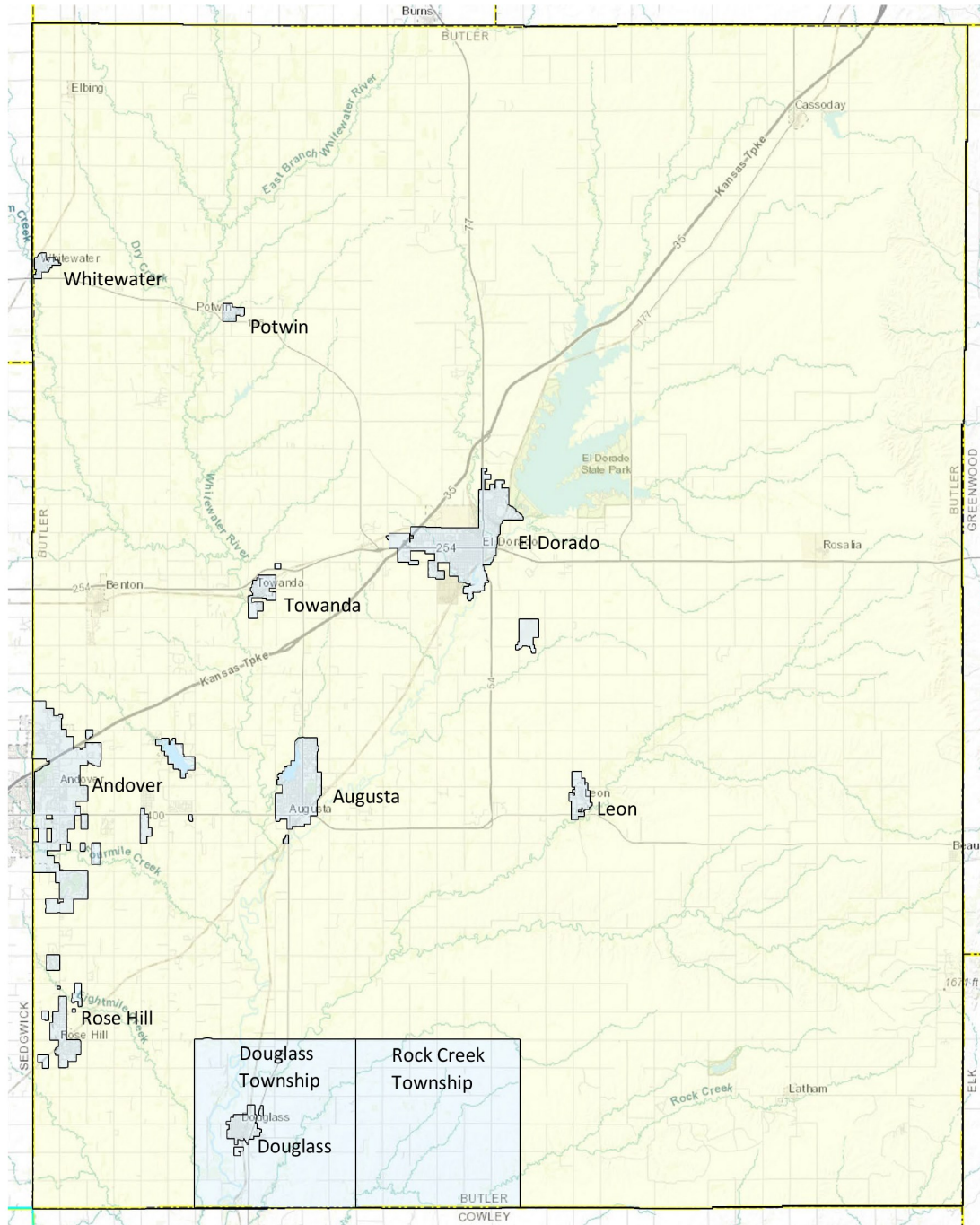
Legend

(light blue)	Public Library
(light yellow)	SCKLS Regional Library

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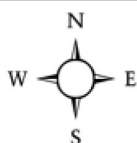
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Andover	2.997	Leon	1.193
Augusta	5.856	Potwin	3.687
Douglass	8.926	Rose Hill	4.071
Douglass Twp	0.923	Towanda	5.642
Rock Creek Twp	0.638	Whitewater	3.000
El Dorado	5.227	SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Cowley County KS
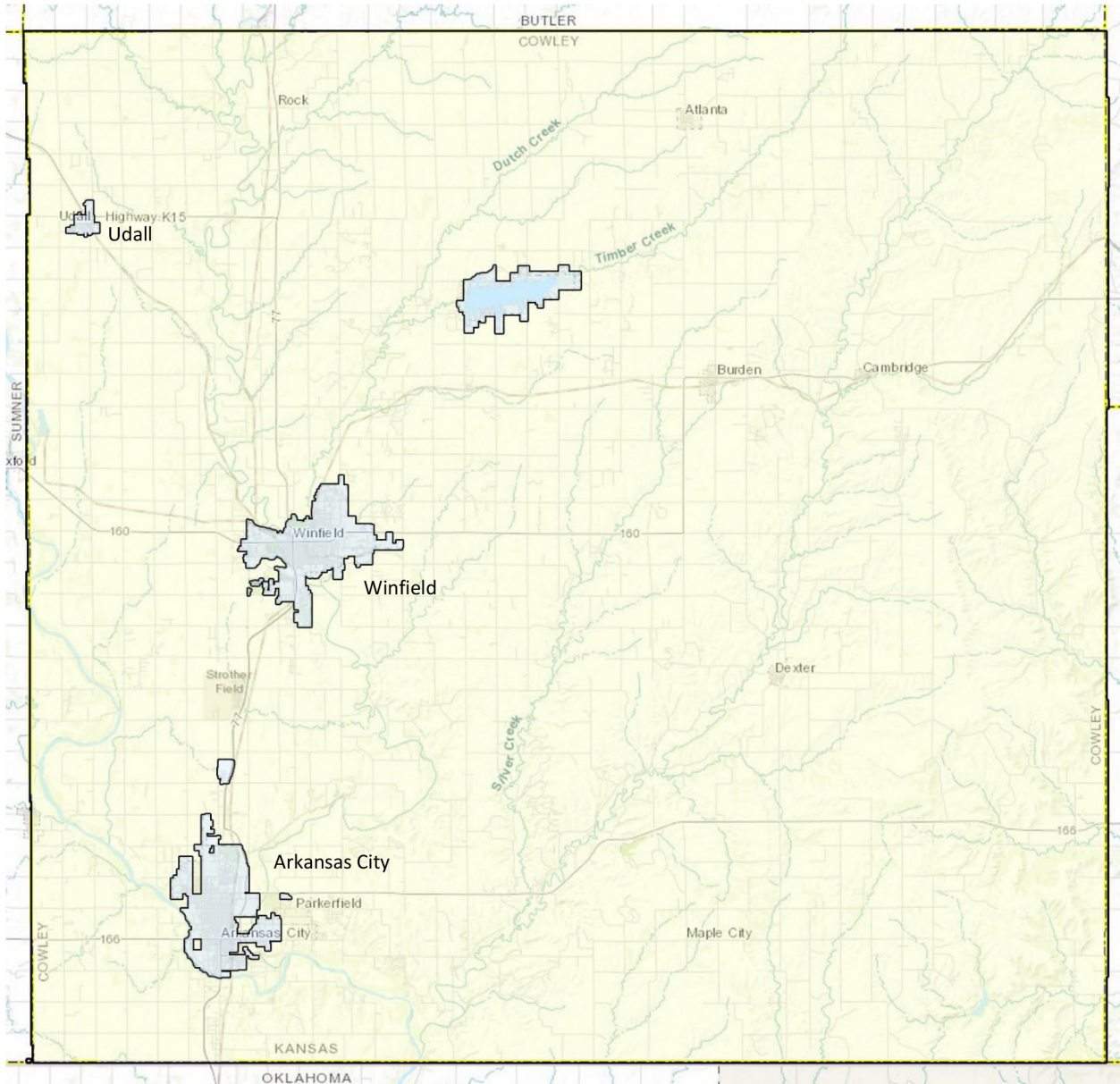
Legend
▢ (blue)	Public Library
▢ (yellow)	SCKLS Regional Library

Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Arkansas City	6.000	Winfield	6.196
Udall	6.705		
		SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System
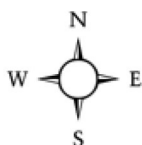
APPENDIX C: COUNTY TAX MAPS

Harper County KS
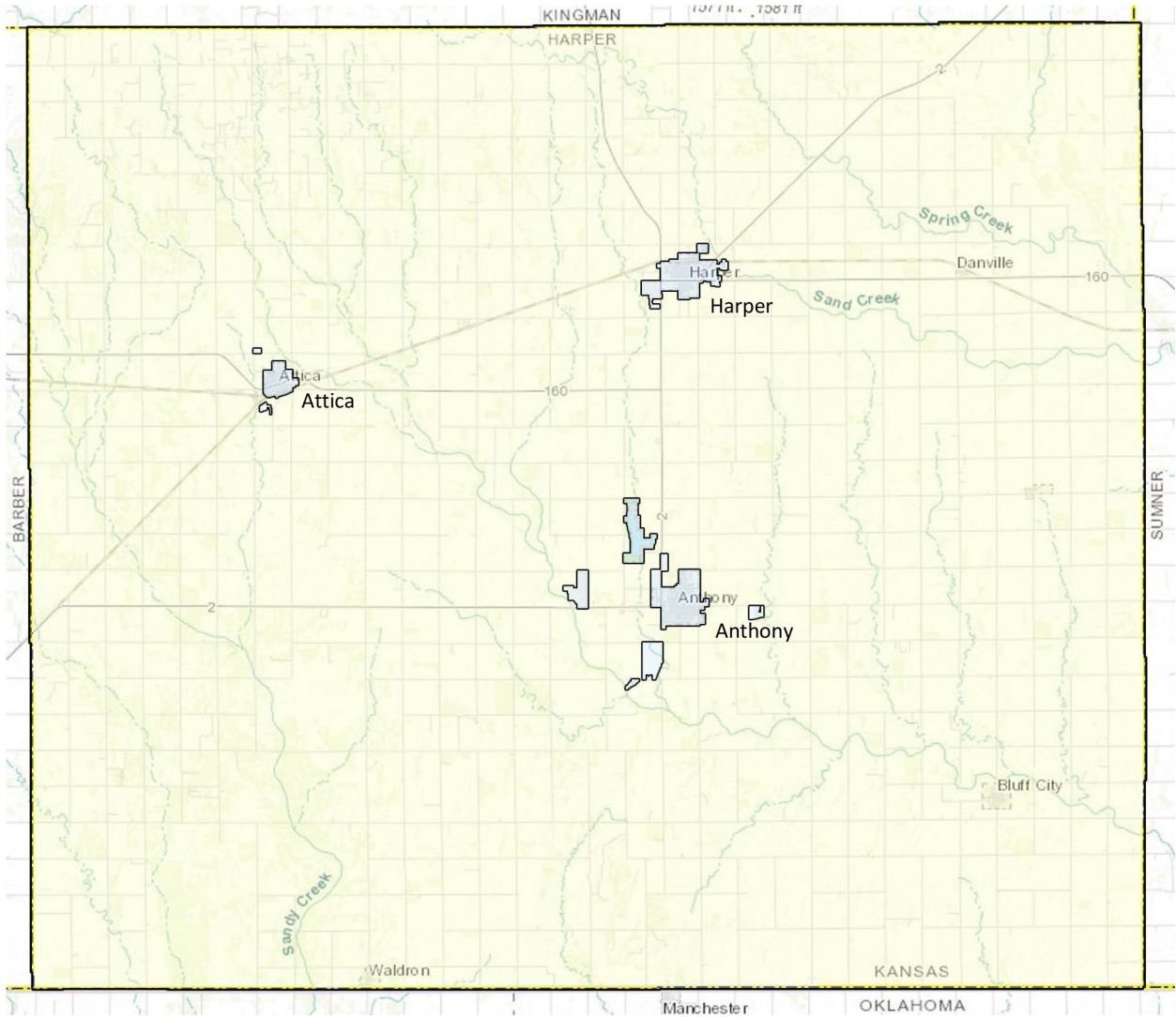
Legend

▣	Public Library
▣	SCKLS Regional Library
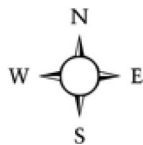
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Anthony	4.597	Harper	5.655
Attica	3.990		
		SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Harvey County KS
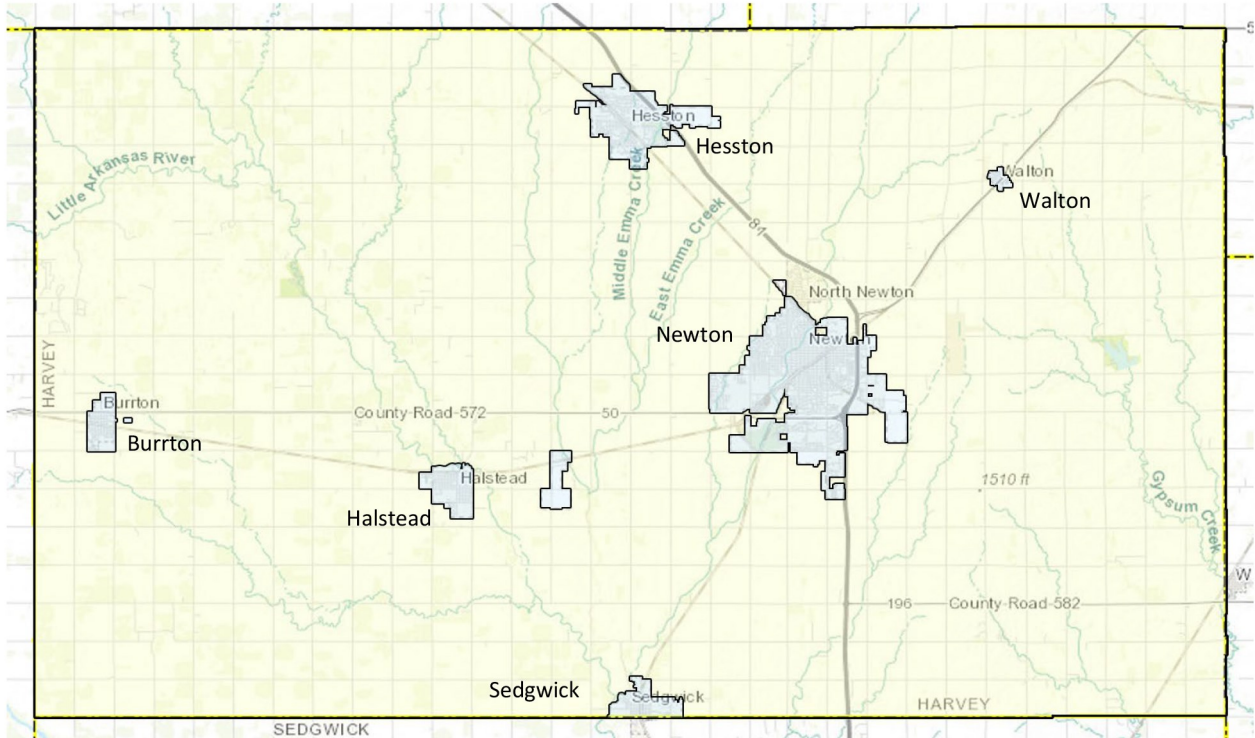
Legend	
▢ (blue)	Public Library
▢ (yellow)	SCKLS Regional Library
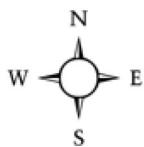
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Burrton	3.337	Sedgwick	3.998
Halstead	5.078	Walton	3.282
Hesston	6.000		
Newton	5.570	SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Kingman County KS

Legend	
▢	Public Library
▢	SCKLS Regional Library
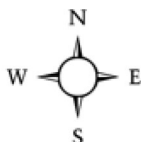
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Cunningham	3.563	Zenda	7.928
Kingman	6.084	Rochester Twp	1.522
Norwich	3.981		
		SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS
South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

McPherson County KS
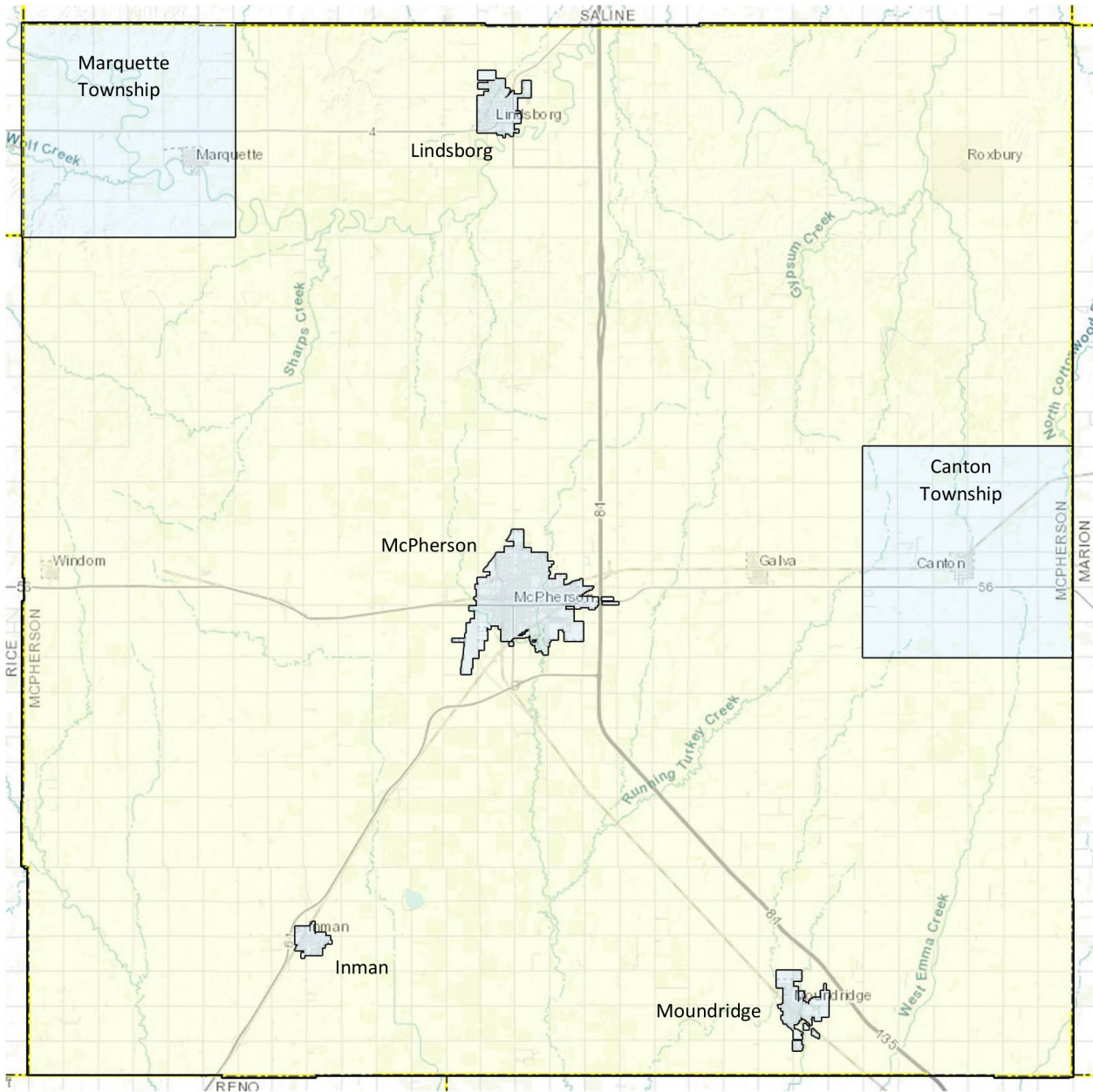
Library Tax Levy
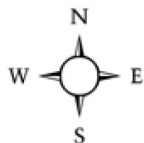
Name	2022 Levy	Name	2022 Levy
Canton Twp	2.534	McPherson	6.356
Inman	4.713	Marquette District	2.846
Lindsborg	3.050	Moundridge	5.315
		SCKLS	1.229

Legend

Public Library

SCKLS Regional Library

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Reno County KS
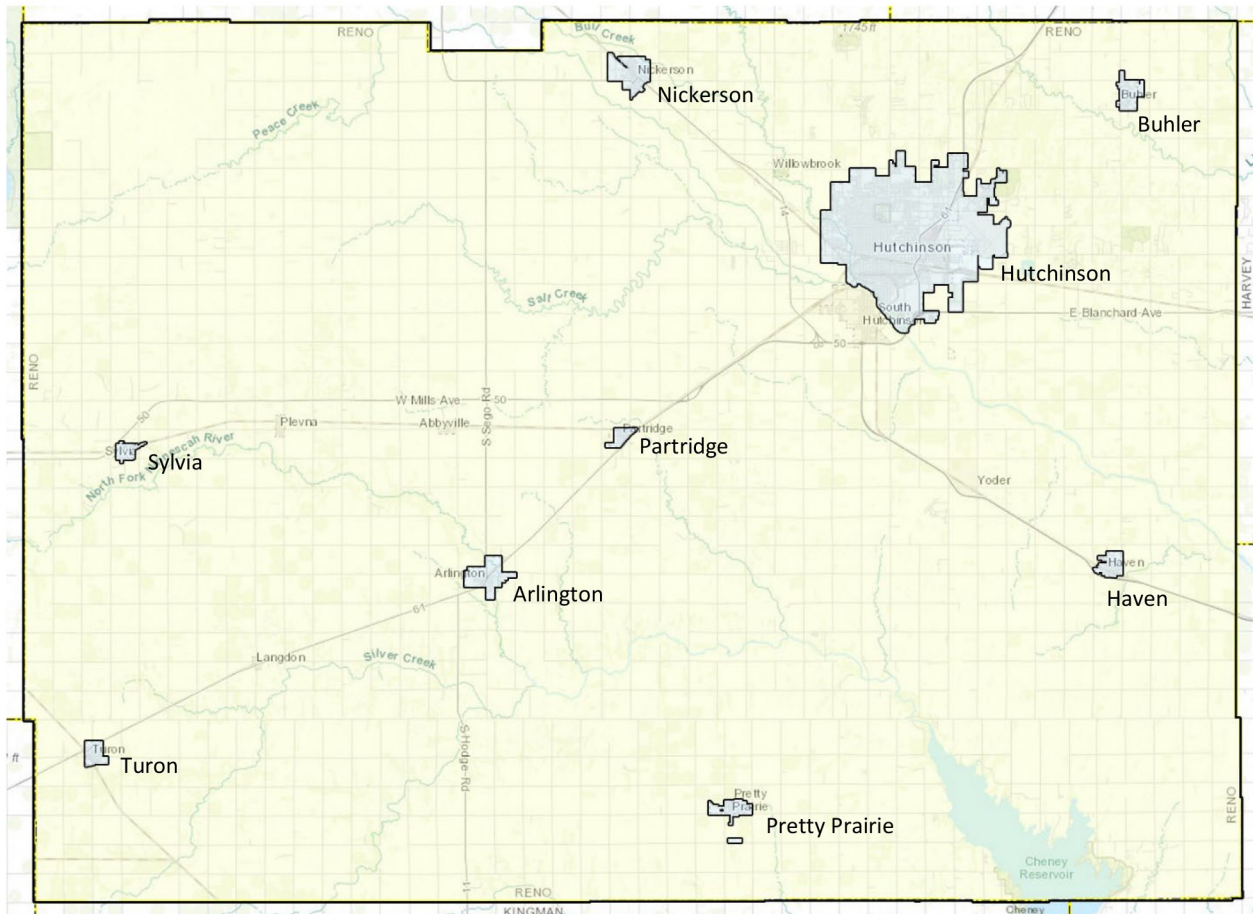
Library Tax Levy
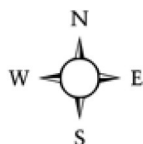
Name	2022 Levy	Name	2022 Levy
Arlington	4.577	Partridge	*0.000
Buhler	5.775	Pretty Prairie	3.485
Haven	1.975	Sylvia	2.842
Hutchinson	6.421	Turon	5.5514
Nickerson	4.961		
		SCKLS	1.229

Legend

▢	Public Library
▢	SCKLS Regional Library

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2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Rice County KS
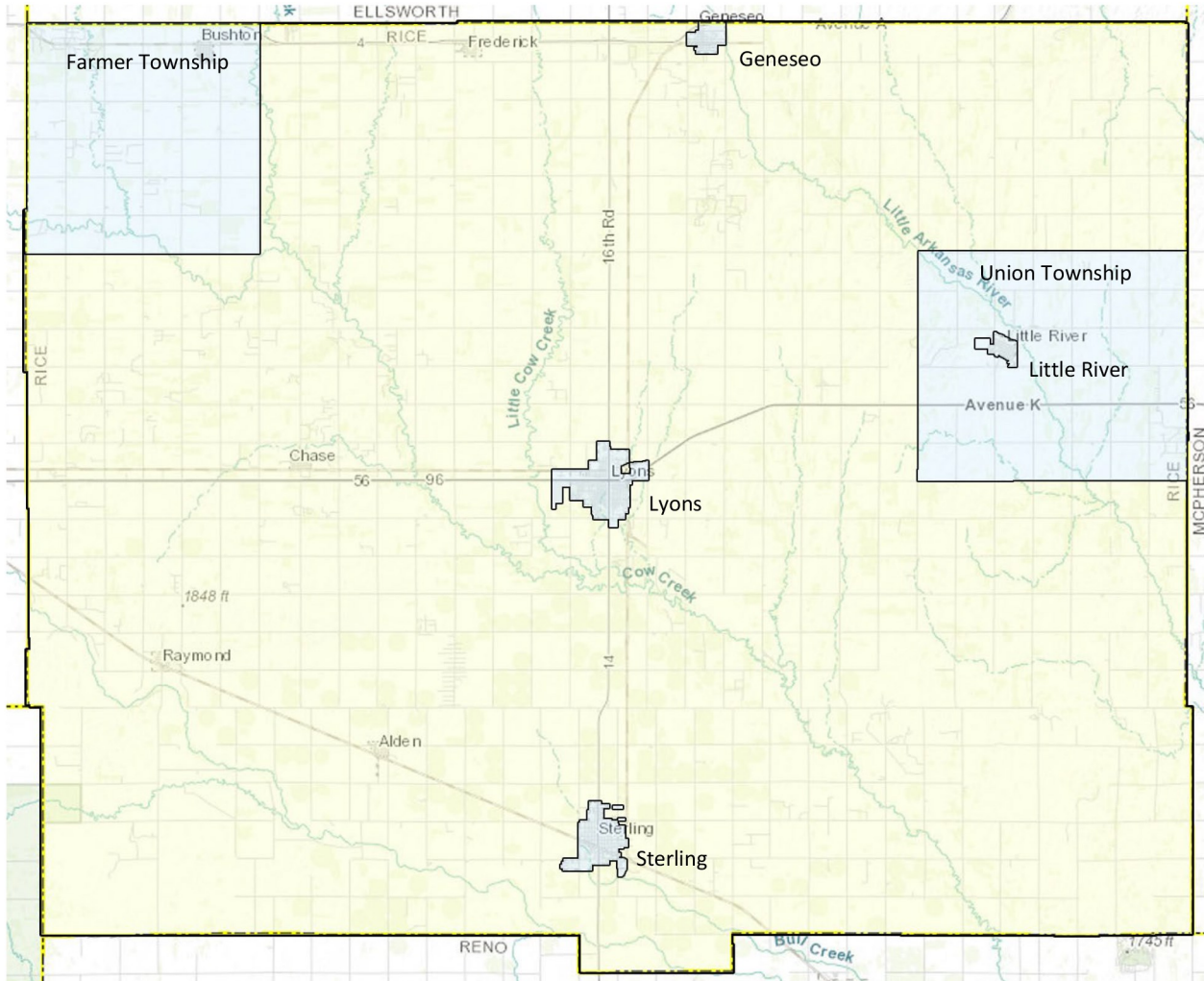
Legend	
▨	Public Library
▨	SCKLS Regional Library
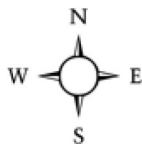
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Farmer Twp	0.870	Lyons	3.947
Geneseo	5.904	Sterling	4.940
Little River	4.688		
Union Twp	0.378	SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Sedgwick County KS
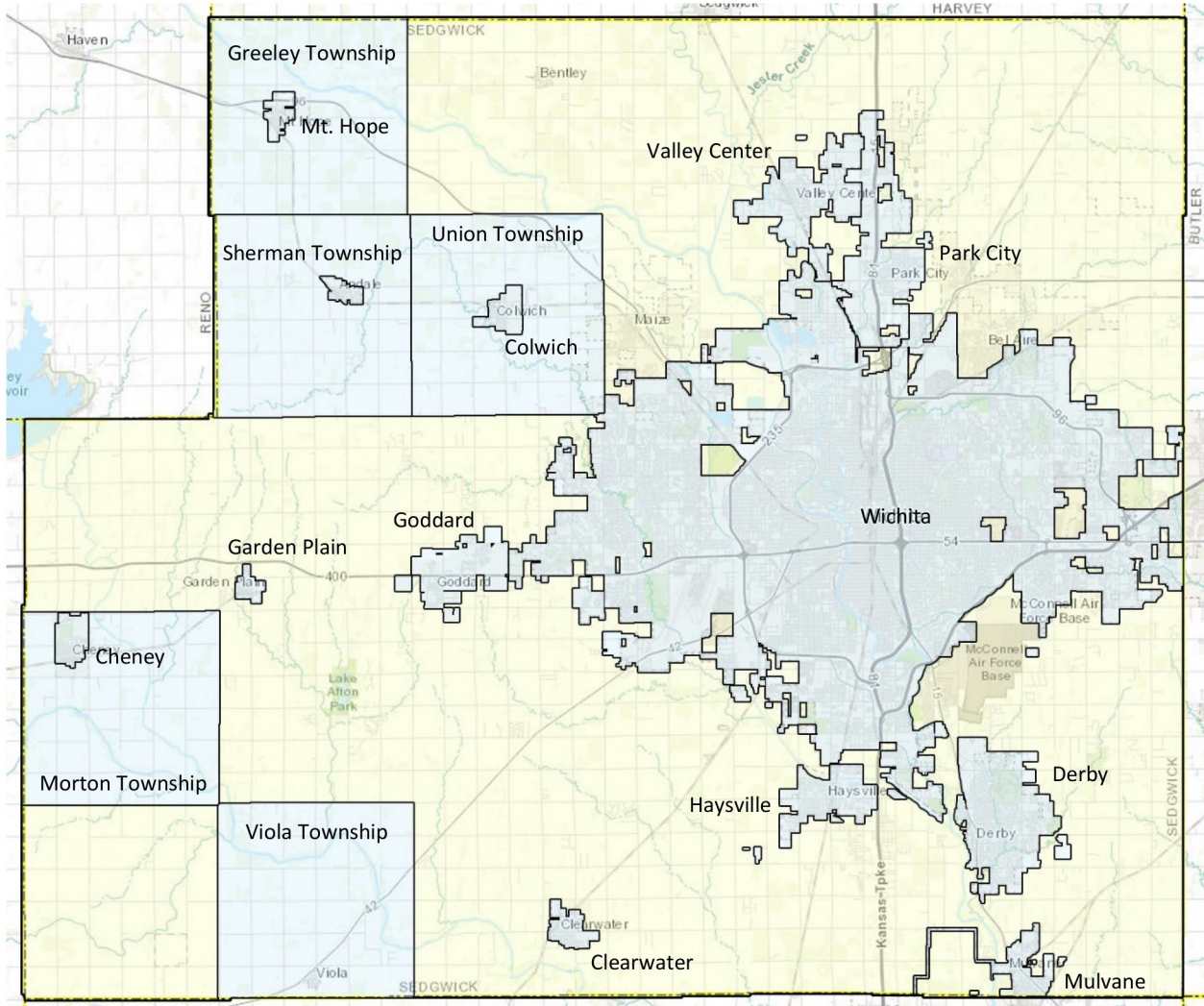
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Andale-Sherman Dist	1.171	Haysville	5.249
Cheney	3.733	Mt. Hope	3.506
Morton Twp	0.142	Greeley Twp	1.227
Clearwater	4.296	Mulvane	4.998
Colwich	3.214	Park City	2.988
Union Twp	1.136	Valley Center	4.382
Derby	4.562	Viola Twp	0.482
Garden Plain	4.000	Wichita	*0.000
Goddard	3.002		
		SCKLS	1.229

Legend

Public Library

SCKLS Regional Library

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2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System
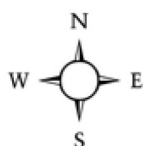
APPENDIX C: COUNTY TAX MAPS

Stafford County KS
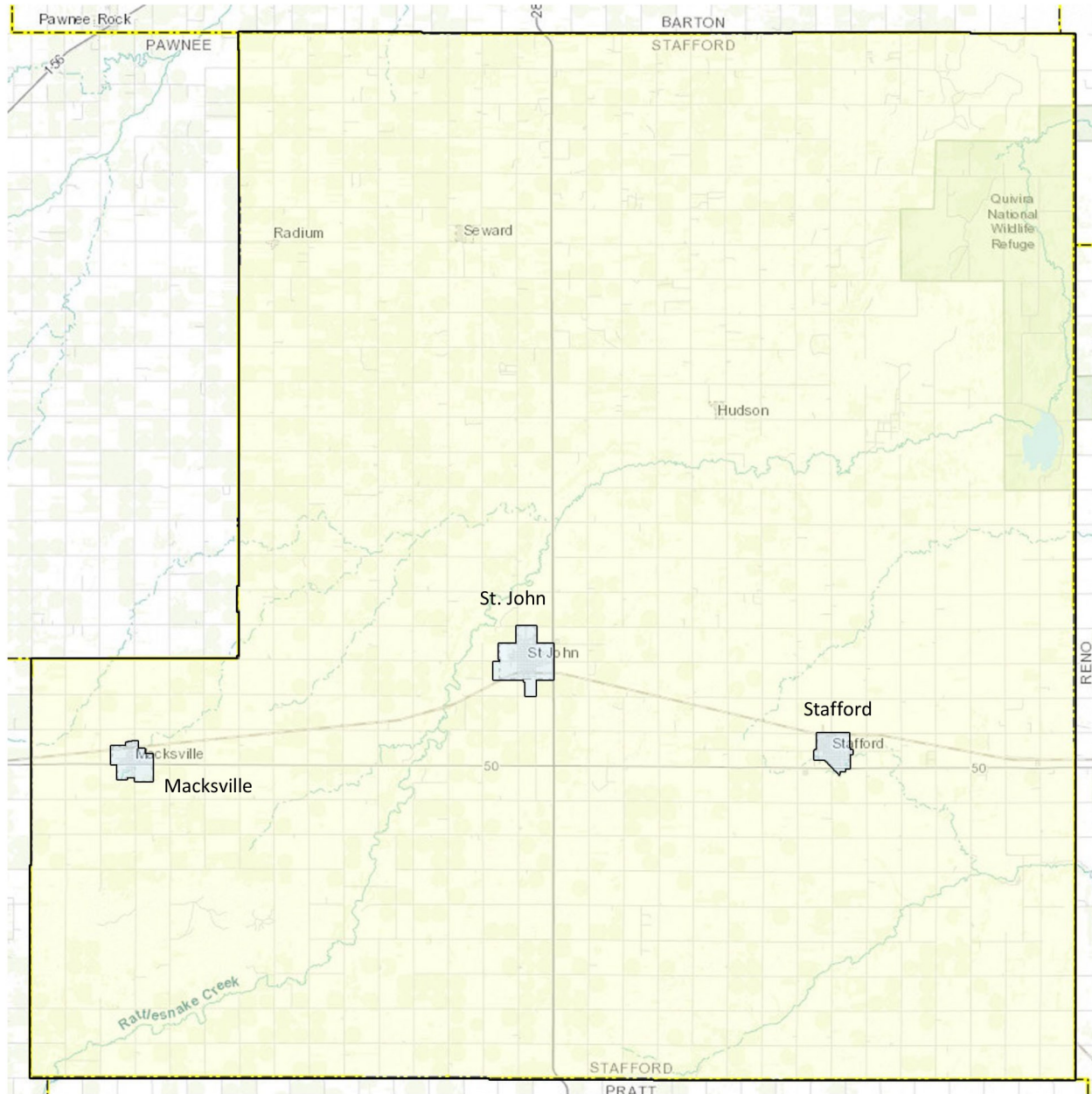
Legend	
▣	Public Library
▣	SCKLS Regional Library
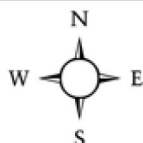
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Macksville	2.595	Stafford	4.246
St. John	3.666		
		SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX C: COUNTY TAX MAPS

Sumner County KS
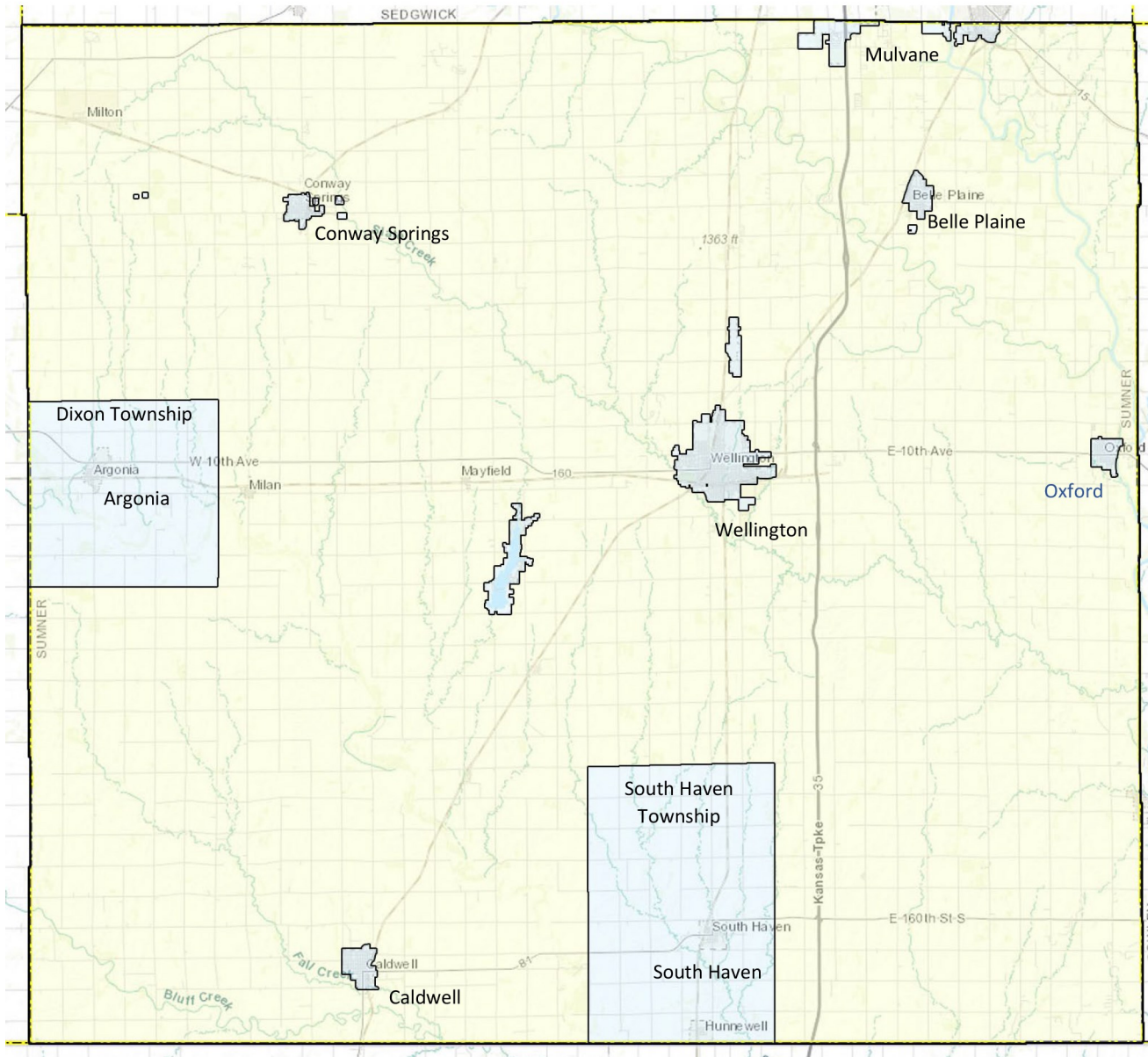
Legend	
▨	Public Library
☐	SCKLS Regional Library
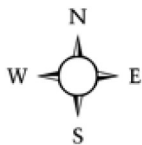
Library Tax Levy

Name	2022 Levy	Name	2022 Levy
Belle Plaine	5.271	Oxford	6.501
Caldwell	4.991	South Haven Twp	0.824
Conway Springs	1.857	Wellington	5.000
Dixon Twp (Argonia)	2.077		
Mulvane	4.998	SCKLS	1.229

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

APPENDIX D: GRANTS-IN-AID CONTRACT

South Central Kansas Library System
2023 Grants-in-aid Service Contract

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

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 public 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, 2023 to December 31, 2023.

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:

(1) One grant-in-aid payment in the amount of $_____ upon receipt of this signed service contract and prior to July 1, 2023; and
(2) Second grant-in-aid payment in the amount of $_____ prior to September 30, 2023.

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

(a) The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS by March 13, 2023.
(b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no grant administration fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2023.
(c) If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any grants-in-aid payment obligation terminated.

By signing this contract, the representative of the _____ certifies 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, 2023

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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 12-1227Use 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

2024
Annual Plan and Budget

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

SCKLS

South Central Kansas Library System

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.