

Credits

Cover design: Stefanie Gostautas, SCKLS Technology Projects Specialist

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Authorization:

The South Central Kansas Library System 2025 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 17, 2024.

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 14, 2024. On August 20, 2024 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 2025 SCKLS Official Budget.

By

A handwritten signature in blue ink that reads "Paul Hawkins".

Paul Hawkins, Director

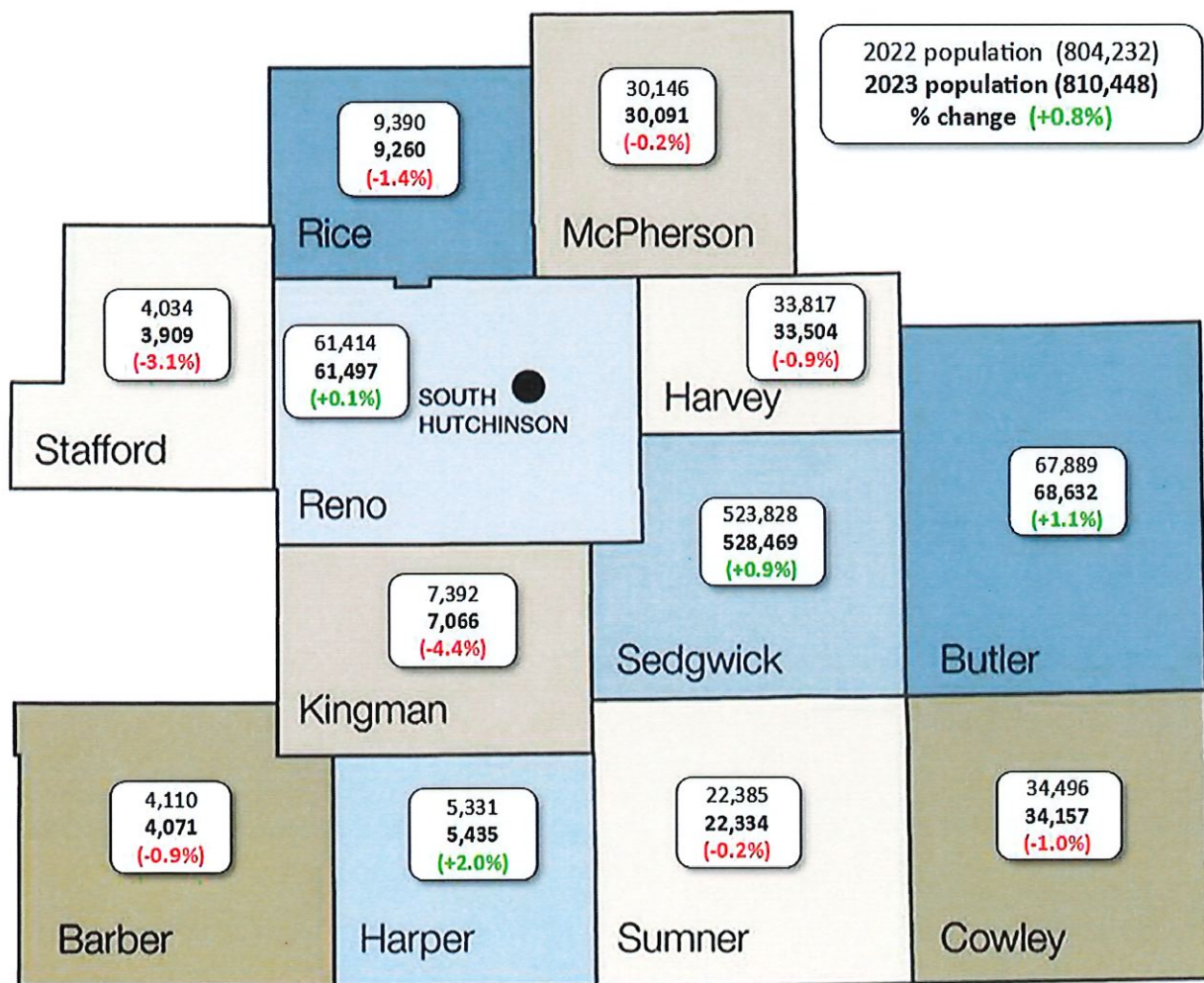
A handwritten signature in black ink that reads "Eldon Younce".

Eldon Younce, Chair
Executive Committee and System Board



Overview:

1. SCKLS includes the taxing counties of Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner and has a service population of approximately 810,448 (US Census Population Data 2022 for 2023).
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.





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/Window
USD 369—Burrton	USD 405—Lyons
USD 360—Caldwell	USD 351—Macksville
USD 419—Canton	USD 266—Maize
USD 268—Cheney	USD 418—McPherson
USD 264—Clearwater	USD 254—Medicine (North Barber)
USD 356—Conway Springs	USD 423—Moundridge
USD 332—Cunningham (West Kingman Co.)	USD 263—Mulvane
USD 260—Derby	USD 373—Newton
USD 471—Dexter	USD 309—Nickerson
USD 396—Douglass	USD 358—Oxford
USD 490—El Dorado	USD 311—Pretty Prairie
USD 310—Fairfield	USD 492—Rosalia
USD 265—Goddard	USD 394—Rose Hill
USD 440—Halstead/Bentley	USD 439—Sedgwick
USD 312—Haven	USD 509—South Haven
USD 261—Haysville	USD 349—Stafford

ACADEMIC (14)

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

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

SPECIAL (3)

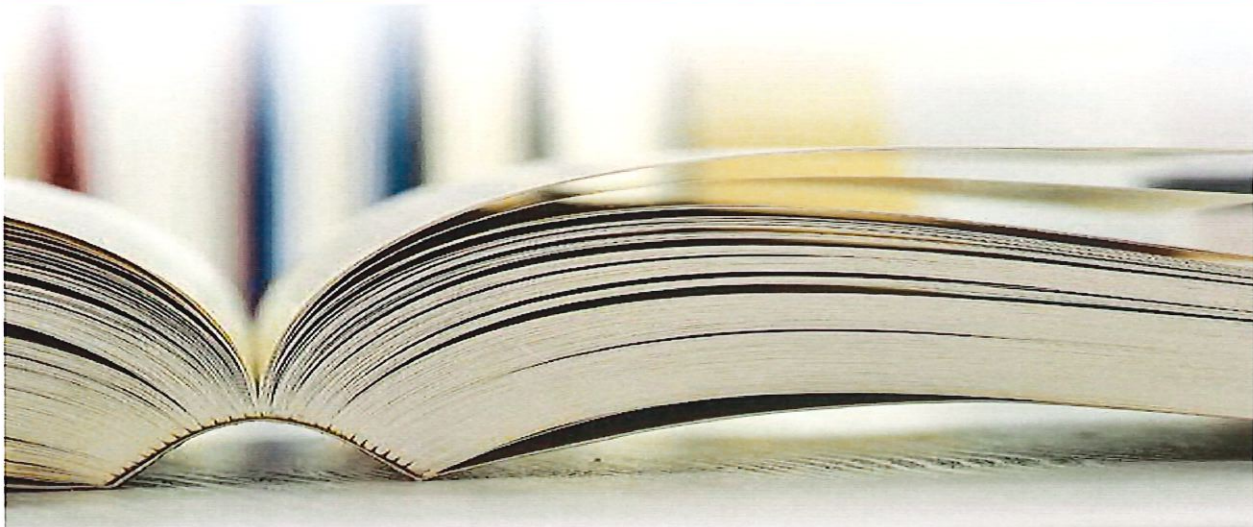
El Dorado Correctional Facility –Central & North
Hutchinson Correctional Facility – Central & East
McConnell Air Force Base, Wichita



Timeline

SCKLS PLANNING AND BUDGETING TIMELINE

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





Measures of Value: Annual Value of Services Statements

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 grants and services 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 the 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 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 2023 was approximately \$2,587,840. For a summary of 2023/2022 Performance Outcomes Measures see **Appendix A**.

2023 SCKLS Value of Services Statement

Library Name: Arkansas City Public Library

Cataloging Services

Date	Number of Records	Cataloging Fee
2023-01-31	17	\$3.00
2023-02-28	2	\$3.00
2023-03-31	4	\$3.00
2023-03-31	3	\$3.00
2023-04-30	8	\$3.00
2023-05-31	8	\$3.00
2023-07-31	14	\$3.00
2023-08-31	4	\$3.00
2023-09-30	4	\$3.00
2023-10-31	8	\$3.00
2023-11-30	4	\$3.00

Total Cataloging Services Value: \$521

Continuing Education Attendance and Views

Date	CE Event	Number of Attendees
2023-01-14	Vendor: Interlibrary Loan Exercises for KOLNET Libraries 2022	1
2023-01-18	Vendor: Hosting My First Summer Library Program	1
2023-02-07	Vendor: Program Attendance Spreadsheet Update	1
2023-02-07	Vendor: All Together Now for Summer Library Programs	1
2023-04-14	Vendor: Bed Bugs 101	1
2023-05-04	Vendor: Accessibility in Libraries-Using Windows	1
2023-05-04	Vendor: Accessibility in Libraries-Using Windows	1
2023-05-04	Vendor: Policies of Yes-Empowering Staff and Community	1

2023-06-11	Vendor: Apollo User Group Meeting 2023	1		
2023-09-12	Vendor: Health Insurance Library and Older Adults	1		
2023-09-14	Vendor: Mental Health Resources--Walk, Listen, Rest, and Connect	1		
2023-09-18	Vendor: Wind Smarter Not Harder with Apollo	1		
2023-09-19	Vendor: Apollo Records Cleanup	1		
2023-10-04	Vendor: TeenTeek-Manga 101: A Preview Into the World of Manga	1		
2023-10-11	Vendor: Digitization Milestones: Helping Patrons Preserve and Share Family Hist.	1		
2023-10-15	Vendor: Apollo Vendor Training-Cataloging and Members	1		
2023-10-23	Vendor: Apollo Vendor Training-Cataloging	1		
2023-10-28	Vendor: Apollo Vendor Training-Patron Cataloging	1		

Total Continuing Education Value: \$1,290

Grants

Award Date	Grant	Amount
2023-04-01	Grants in Aid	\$359,770
2023-08-01	General Technology Grant	\$228,566
2023-11-01	Summer Reading Grant	\$150,000

Total Grants Awarded: \$39,284

Interlibrary Loan Services

Request Month/Year	Request Method	ILL Fee	Number of Requests
January 2023	OLCC	\$9.00	2
February 2023	OLCC	\$9.00	2
March 2023	OLCC	\$9.00	19
April 2023	OLCC	\$9.00	5
May 2023	OLCC	\$9.00	9
June 2023	OLCC	\$9.00	1
July 2023	OLCC	\$9.00	2
August 2023	OLCC	\$9.00	0
September 2023	OLCC	\$9.00	0
October 2023	OLCC	\$9.00	0

Total Interlibrary Loan Services Value: \$522

Rotating Collection Services

Date	Audion	Books	Rotating Audio Fee	Rotating Book Fee	Total Rotating Value

Total Rotating Collection Services Value: \$0

On-Site Support Services

Date	Service Program	Service	Service Rate	Duration of Service	Service Value

Total Technology On-Site Support Service Value: \$0

Total Other On-Site Support Service Value: \$0

Phone, Email, and Proposal Support Services

Date	Service Category	Service Rate	Duration of Service	Service Value
2023-01-16	Other Administration Support	\$49.00	145 Minutes	\$116.00
2023-04-31	Other Administration Support	\$49.00	30 Minutes	\$116.00
2023-06-19	Technology Consulting	\$70.00	83 Minutes	\$254.00
2023-06-19	Technology Consulting	\$70.00	83 Minutes	\$254.00
2023-02-09	Technology Support	\$49.00	30 Minutes	\$210.00
2023-04-05	Technology Support	\$49.00	30 Minutes	\$210.00

Total Technology Phone, Email, and Proposal Support Service Value: \$323

Total Other Phone, Email, and Proposal Support Service Value: \$221

Other Services

2023 Digital Library Initiative Hosting Service Value: \$525
 2023 SCKLS WordPress Website Hosting Service Value: \$525
 2023 SCKLS Website and Online Information Service Value: \$525
 2023 Summer Reading Program Service Value: \$525

2023 Total Service Value: \$44,351

South Central Kansas Library System
 Paul Hawkins, Director
 321 North Main Street - South Hutchinson, KS 67505
 Phone: Toll Free: (800) 234-9529 - Fax: (620) 663-9759



Measures of Value: Annual Performance Outcome Measures

The SCKLS 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 provided by SCKLS nor the exact value of all services provided by SCKLS to member libraries. Nevertheless, performance outcome measures demonstrate accountability and 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 2023 year continues to reflect increases in the value and usage of SCKLS grants and services. **Appendix A 2023/2022 Performance Outcome Measures** provides details. Use of Interlibrary Loan; Grants; Rotating Collections; Other Support Services; and Additional Services all increased. The use of Cataloging and Continuing Education Services decreased.

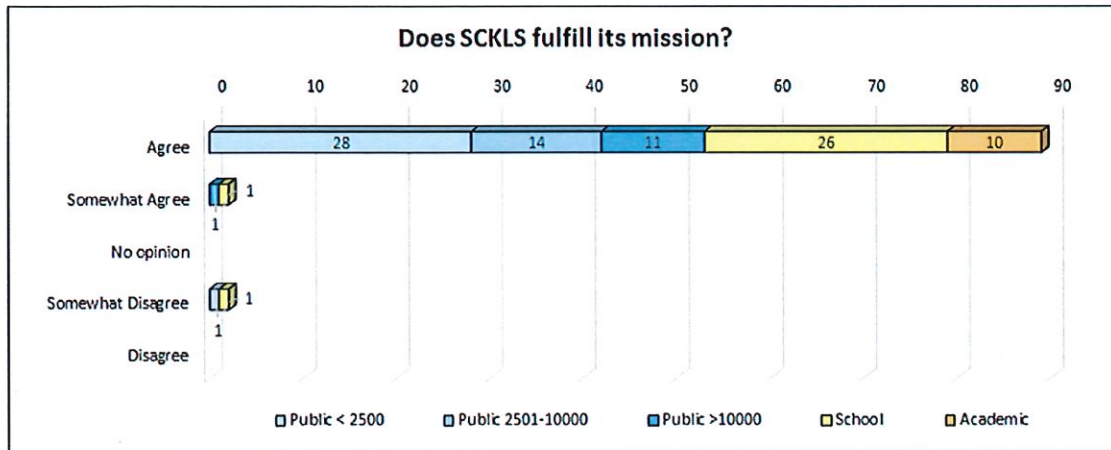
Data for SCKLS Tax District Registered Users and Total Number of Interlibrary Loan Resource Sharing is based on information submitted by member public and academic libraries as part of the annual SCKLS Grants-in-aid Eligibility process which was completed March 15, 2023. The total number of persons in the tax district registered as users at member libraries increased from 91,887 in 2022 to 97,607 in 2023. The total number of interlibrary loan resource sharing by member libraries increased from 40,509 in 2022 to 43,470 in 2023.

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 2023. 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.



Measures of Value: 2023 Grants and Services Survey

3. Do you agree that grants and services from SCKLS fulfill its mission: "To provide grants, consulting, continuing education and cost-effective support services to member libraries"?



Source: SCKLS Grants and Services Survey, October 2023

SCKLS continually improves the grants and services it provides to its member public, academic, school district and special libraries. A survey about grants and services was conducted of member public, academic, school district and special libraries from August 21 to September 30, 2023. The purpose of the survey was to assist SCKLS better understand which grants and services are most valued and used by member libraries. The survey also encouraged member libraries to share a recent accomplishment as well as a goal the member library is working towards.

Eight-nine responses from public, academic, school district and special libraries were received. Responses are grouped and presented by type and size of library. Part I covers responses about grants and services from member libraries by type and size. Part II specifically addresses the Grants-in-Aid Program for Member Public and Academic Libraries. Part III lists recent accomplishments and short-term goals of member libraries by type and size. To view the survey results go to: <https://www.sckls.info/home/showdocument?id=1484&t=638343413067785549>

Nearly 96% of all respondents agree that SCKLS fulfills its mission "To provide grants, consulting, continuing education and cost-effective support services to member libraries". The remaining 4% of respondents offered no opinion. Given the diversity and range of the SCKLS 145 member public, academic, school district and special libraries, the evidence and validation provided in the survey is significant. Responses from the survey will help better inform SCKLS about how what it does is used and valued by member libraries. Member library evaluations and comments are important to SCKLS and will be incorporated into our future design and planning.



Measures of Value: Access for Citizens/Students and Grants and Services for Member libraries

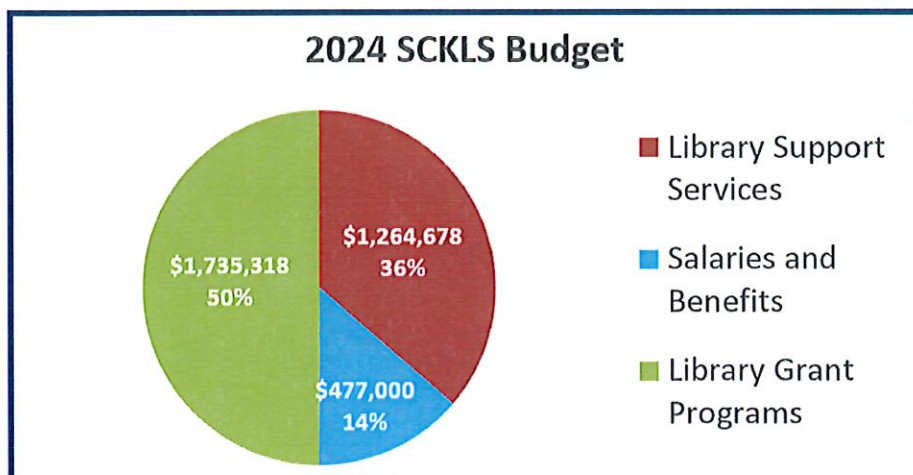
Tax support from property owners within the 12 county regional library system tax district and outside of 72 established public library tax districts provide the South Central Kansas Library System with annual funding. SCKLS receives no tax support from within the 72 established public library tax districts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

In the most recent data year 2023, SCKLS grants-in-aid funding facilitated access for 97,607 registered users to the resources of 72 public and 14 academic SCKLS member libraries. Additionally, SCKLS grants-in-aid partially compensated member libraries for the interlibrary loan resource sharing of 43,479 items requested by citizens and students and not available at local libraries.

SCKLS Staff provided 1,797 hours of on-site support services at member libraries and 459 hours of phone, email and proposal support in 2023. SCKLS offered 60 training webinars and webcasts that had 1,117 member library attendees or viewers. More than \$1.726 million was awarded in 527 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 efficiency for member libraries and demonstrates stewardship in the use of limited tax resources.

SCKLS continues to utilize measures of value in evaluating and planning for its grants and services. These measures demonstrate that SCKLS is optimizing and sharing resources cooperatively and efficiently among participating member libraries for the benefit of Kansas citizens and students. The data in **Appendix B** shows the value of grants and services that each of the 145 members of SCKLS received in 2023.





2025 Annual Plan and Budget

GENERAL GOALS

General goals of SCKLS are as follows:

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

MISSION STATEMENT

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

VALUE STATEMENT

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

PLANNING ASSUMPTIONS

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

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

2025 ANNUAL PLAN AND BUDGET

The costs of providing library services continues to increase. SCKLS provides an annual grants-in-aid to public and academic member libraries in exchange for the member library providing access and basic services to registered library users who do not reside within the member library's tax area or in the case of an academic member library to community members who are not students or faculty of the academic institution.

As recommended by the SCKLS Executive Committee at its May 17, 2024 meeting, the tentative budget includes a \$150,000 estimated increase to the grants-in-aid budget. The chart on the following page shows the current base grants-in-aid amount and the estimated increased grants-in-aid amounts for member public and academic member libraries. Additionally, a 4% increase in the salaries line item equal to \$38,389 and a 2% increase to Employee Benefits equal to \$7,990 are proposed.



2025 Annual Plan and Budget

Library Category	Population	Current Base Grant	Proposed Increase
Gateway	Fewer than 500 service population	\$2,756	\$3,059
Linking	500 – 1,000 service population	\$3,978	\$4,416
Service Center I	1,001 – 2500 service population	\$4,736	\$5,257
Service Center II	2,501- 10,000 service population	\$6,770	\$7,515
Major Service Center I	10,001 – 25,000 service population	\$13,828	\$15,349
Major Service Center II	25,001 – 100,000 service population	\$40,808	\$45,252
Major Resource Center	More than 100,000 service population	\$66,462	\$73,773

SCKLS seeks to limit its tax support to provide adequate funding that correlates to organizational grants and service needs. The tentative 2025 budget is a \$252,029 or 4% increase with total expenditures of \$6,029,500. The proposed budgets includes an increase of \$46,379 in salaries and benefits to compensate and retain qualified staff. These staff have specialized library expertise and provide support services to member libraries. Budget documents along with a narrative detailing line item expenditures are presented beginning on page 42.

“TOPICS AND TRENDS” INFORMATION WEBCASTS



“Topics and Trends” offers updates on what SCKLS does and is doing on behalf of its member libraries. January and June webcasts feature a range of information including brief tutorials and features about member libraries. Webcast are archived and available for viewing at the convenience of member libraries.



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 or program of change for their community library. Previous grant recipients include:

2020	USD #440 Halstead High School Library Redesign	\$25,000
2020	Lindsborg Community Library Accessible Shelving	\$25,000
2021	Lincoln Library Medicine Lodge Building Expansion	\$25,000
2021	Moundridge Public Library Building Remodel	\$24,300
2022	Macksville City Library Building Addition/Renovation	\$25,000
2022	McPherson Public Library Children's Area	\$25,000
2023	Canton Township Carnegie Public Library Patio Project	\$20,049
2023	Sterling USD #376 Junior/Senior Library Renovation	\$20,017
2024	Andover Public Library: Outdoor Harmony Garden	\$25,000
2024	Derby Public Library: Outdoor Children's Garden	\$25,000

"The Libraries Transform Grant was a catalyst to get administrator buy-in to spend capital outlay funds to update the library. Our library has progressed from feeling like a dated eyesore to being a showcase of our school. Without the matching grant from SCKLS, I don't know when or if this project ever would have happened for us. This grant was truly transformative for USD 376.

**—Amy Brownlee, District Librarian, Sterling Junior/
Senior High School Library, USD 376**

"The Libraries Transform Grant has truly transformed the library and the Canton Community. ...having the patio has added a wonderful new dimension to the perception the community has of their Library and I feel the perception of their town. The patio is available and inviting to everyone at all hours, not just during the normal hours of Library operation. This patio gives a new perception of worth to its citizens. It brings out the best in all of us.

**—Kim Witt, Chair, Board of Directors, Canton Carnegie
Township Library**

Services and Programs—Administrative

Administrative Services and Grants

Definition of service: The Director and Human Resources and Financial Specialist (HRFS) perform organizational budget, governance, policy, financial and human resources duties necessary for the efficient operation of SCKLS. SCKLS has been recognized each year since 2009 with 15 exemplary audits. The SCKLS Grants-in-aid Program for member public, academic and special libraries is included in administrative areas of responsibility. The Director, HRFS and a Technology Consultant also manage the South Central Kansas Library System Foundation (SCKLF). The Director provides referrals and authorizes professional services to assist member libraries in the areas of library architecture and accounting.

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

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

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

Technology Services and Grants

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





Services and Programs—Technology

Limited technology support by phone, e-mail, remote desktop or on-site is available from technology staff. Planning and consulting services are available from the Director of Information Technology and Coordinators of Automation & Technology and 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 and Automation Grant programs are available to assist member libraries with the acquisition of hardware/software upgrades, new technologies and/or automation projects as defined by current grant guidelines.

Staff and Resources: 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, internet links, grant applications and other information. Electronic mail lists for public, school and academic member libraries are provided to further professional communications among SCKLS members.

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

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

Consultant Services

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

Staff and resources: The Director, Director of Information Technology, Automation and Technology Services Coordinator, 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.

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 \$950 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.



Services and Programs—Continuing Education

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

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

SOUTH CENTRAL KANSAS LIBRARY FOUNDATION (SCKLF)

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

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

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





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 2024, 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: Current 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



Services and Programs—Grants-in-Aid

Each public and academic library must complete an annual eligibility form and grants-in-aid service contract. Other programs include the School Interlibrary Loan Grants and the Special Libraries Grants-in-aid.

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

LIBRARY LEARNING PATHWAYS

SCKLS ABOUT US GRANTS EVENTS **SERVICES**

Services » Continuing Education »

Library Learning Pathways

Font Size: +

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

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



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.



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.



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)

The SCKLS Digital Library Initiative (DLI) <https://digitalsckls.info> assists 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.

Grand Army of the Republic badge and ribbon

Collection: Military



TITLE
Grand Army of the Republic badge and ribbon

SUBJECT
Grand Army of the Republic

United States--History--Civil War, 1861-1865

DESCRIPTION

Grand Army of the Republic badge, H.W. Lawton Post 61, Anthony, Kansas. This item consists of a red, white and blue ribbon with applied crossed flags, an attached metallic badge with GAR symbol and metallic passementerie fringe, backed by a black "In Memoriam" ribbon. Both are attached to a metallic "Grand Army of the Republic" pin with the same symbol as the badge. A card bearing the manufacturer information is attached inside and between the two ribbons at the bottom edge.

SOURCE

Anthony Public Library, Anthony, Kansas

PUBLISHER

Anthony Public Library, Anthony, Kansas

DATE



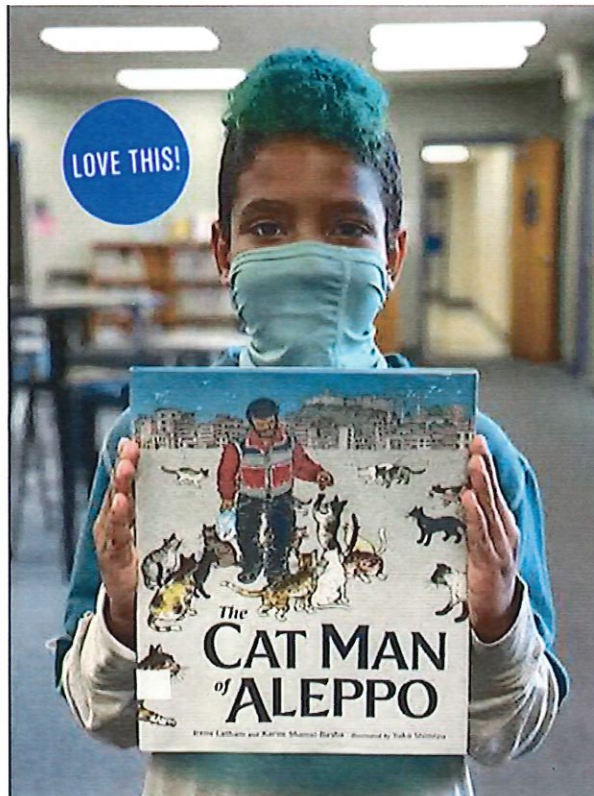
Services and Programs—Youth and School

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

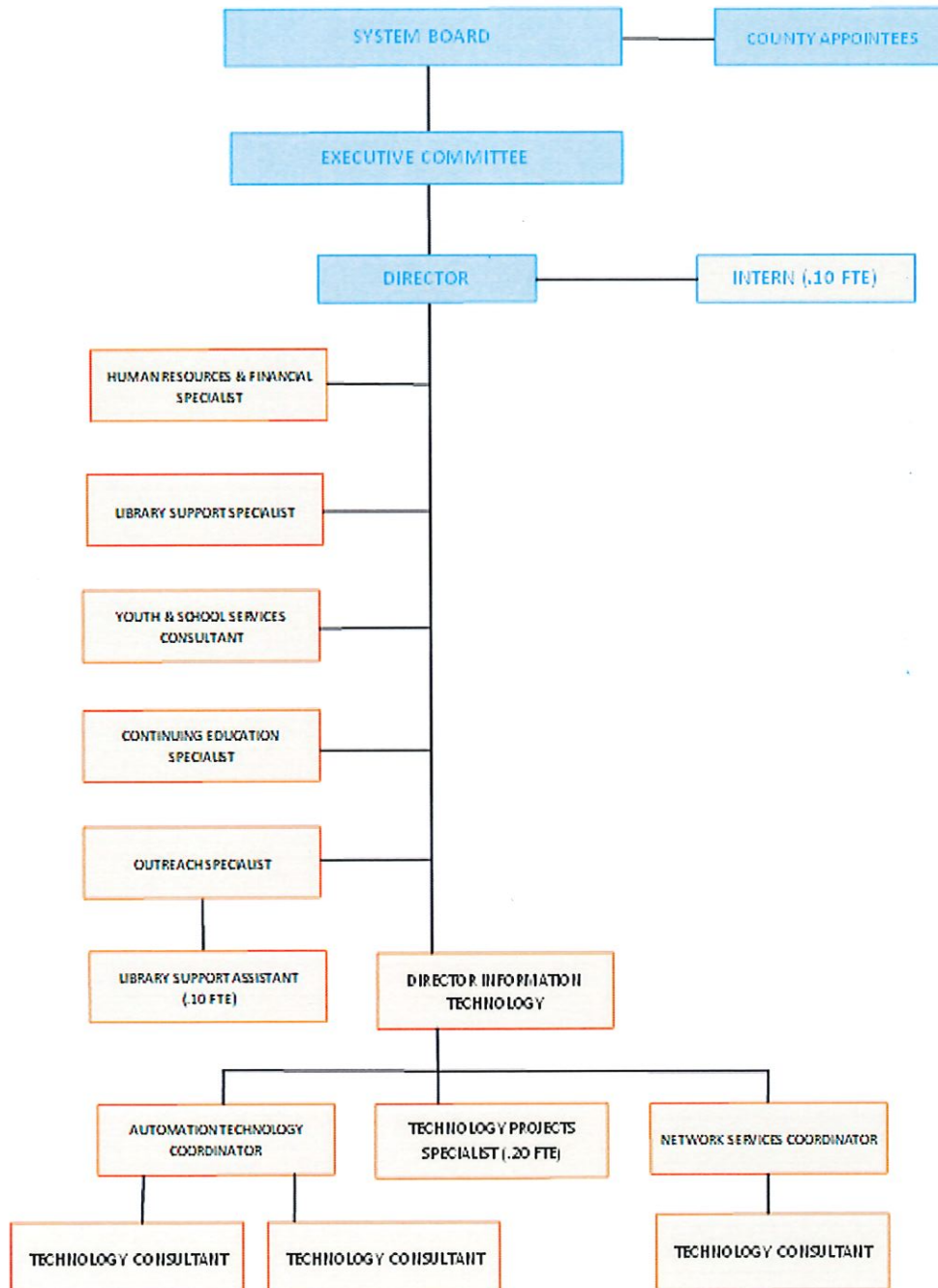


Staff

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	Krista Everhart	.10
Total Staff		12.40



Organization Chart





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



Executive Committee

Eldon Younce—Chair

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

Barbara Lilyhorn — Secretary / Treasurer

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

Jean Thiessen

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

Mary Evans

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

Cari Cusick

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

Christina Zenner

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

Gail Becker

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

Jeff Roberson--Vice-chair

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

Cina Shirley

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

Ginger Williams

Wichita, KS
Unexpired Term - Expires: 12/2024
Regents Academic

Kerri Steffen

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

Savannah Ball

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

Rhoda MacLaughlin-Ramirez

Arkansas City, KS
Unexpired Term - Expires: 12/2027
Two and Four Year Academic

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 Special System Board Meeting for the Annual Budget which is required by state law and scheduled during the period from August 20 to September 20. 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**



Public Library Representatives

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



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	Julie Mills
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	Jo McFadden
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	Rochelle Rodger
Sylvia	Sylvia Public Library	Cheryl Hall
Towanda	Towanda Public Library	Cole Everhart
Turon	Turon Community Library	Lori Conrad
Udall	Udall Public Library	Diana Whiteman
Valley Center	Valley Center Public Library	Janice Sharp
Viola	Viola Township Library	Bobbi Pauly
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



School Library Representatives

USD	City	Representative	
267	Andale (Renwick)	<i>Not</i>	<i>Designated</i>
385	Andover	<i>Jennifer</i>	<i>Williams</i>
361	Anthony-Harper	<i>Not</i>	<i>Designated</i>
359	Argonia	<i>Not</i>	<i>Designated</i>
470	Arkansas City	<i>Jason</i>	<i>Hibbs</i>
402	Augusta	<i>Deb</i>	<i>Kroeker</i>
313	Buhler	<i>Vicky</i>	<i>Richardson</i>
462	Burden (Central)	<i>Not</i>	<i>Designated</i>
369	Burrton	<i>Not</i>	<i>Designated</i>
360	Caldwell	<i>Stacy</i>	<i>Roop</i>
419	Canton	<i>Not</i>	<i>Designated</i>
268	Cheney	<i>Courtney</i>	<i>Ast</i>
264	Clearwater	<i>Not</i>	<i>Designated</i>
356	Conway Springs	<i>Sara</i>	<i>Kitch</i>
332	Cunningham (W. Kingman Co.)	<i>Jeree</i>	<i>Fitzsimmons</i>
260	Derby	<i>Annelise</i>	<i>Irick</i>
471	Dexter	<i>Not</i>	<i>Designated</i>
396	Douglass	<i>Leslie</i>	<i>Henderson</i>
490	El Dorado	<i>Luanna</i>	<i>Lewis</i>
310	Fairfield	<i>Not</i>	<i>Designated</i>
265	Goddard	<i>Jill</i>	<i>Bourne</i>
440	Halstead/Bentley	<i>Joell</i>	<i>Matlack</i>
312	Haven	<i>Not</i>	<i>Designated</i>
261	Haysville	<i>Sandra</i>	<i>Belden</i>
460	Hesston	<i>Rachel</i>	<i>Yoder</i>
308	Hutchinson	<i>Carla</i>	<i>Honeycutt</i>
448	Inman	<i>Not</i>	<i>Designated</i>



School District Representatives

USD	City	Representative	
331	Kingman/Norwich	<i>Not</i>	<i>Designated</i>
255	Kiowa (S. Barber Co.)	<i>Not</i>	<i>Designated</i>
205	Leon	<i>Not</i>	<i>Designated</i>
400	Lindsborg (Smoky Valley)	<i>Not</i>	<i>Designated</i>
444	Little River/Windom	<i>Not</i>	<i>Designated</i>
405	Lyons	<i>Not</i>	<i>Designated</i>
351	Macksville	<i>Not</i>	<i>Designated</i>
266	Maize	<i>Kristin</i>	<i>Rodell</i>
418	McPherson	<i>Not</i>	<i>Designated</i>
254	Medicine Lodge (N. Barber Co.)	<i>Not</i>	<i>Designated</i>
423	Moundridge	<i>Not</i>	<i>Designated</i>
263	Mulvane	<i>Lori</i>	<i>Warren</i>
373	Newton	<i>Brittany</i>	<i>Birch</i>
309	Nickerson	<i>Karla</i>	<i>Hawver</i>
358	Oxford	<i>Renee</i>	<i>Sanchez</i>
311	Pretty Prairie	<i>Not</i>	<i>Designated</i>
492	Rosalia	<i>Not</i>	<i>Designated</i>
394	Rose Hill	<i>Amber</i>	<i>Marshall</i>
439	Sedgwick	<i>Not</i>	<i>Designated</i>
509	South Haven	<i>Not</i>	<i>Designated</i>
349	Stafford	<i>Not</i>	<i>Designated</i>
376	Sterling	<i>Amy</i>	<i>Brownlee</i>
375	Towanda (Circle)	<i>Julie</i>	<i>Detter</i>
463	Udall	<i>Not</i>	<i>Designated</i>
262	Valley Center	<i>Julie</i>	<i>Sirignano</i>
353	Wellington	<i>Not</i>	<i>Designated</i>
206	Whitewater	<i>Jodi</i>	<i>Janzen</i>
259	Wichita	<i>Gail</i>	<i>Becker</i>
465	Winfield	<i>Sherri</i>	<i>McNutt</i>



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	Not	Designated
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	Wesley	Cornett
Southwestern College	Deets Library	Not	Designated
Sterling College	Mabee Library	Laurel	Watney
Wichita State University	University Libraries	Dr. Brent	Mai
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

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





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.



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.



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.



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.



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.



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 taxing county that is part of the regional library system shall be eligible to vote in the proceedings of the System Board.

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

Article IX

Executive Committee Meetings



Bylaws

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

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

Article X

Election

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

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

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

Article XI

Reimbursement

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



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.



Proposed General & Employee Benefits Fund Budget

SCKLS 2025 Proposed General & Employee Benefits Fund Budget

Reviewed and recommended by the SCKLS Executive Committee, May 17, 2024

Note: Final budget to be adopted by SCKLS System Board, August 20, 2024

Budget Category	2023	2024	2025	2024 / 2025	2024 / 2025
	Actual	Budget	Budget	Difference	% Change
Audit / Accounting	\$30,994	\$29,500	\$32,500	\$3,000	10%
Utilities	\$11,375	\$12,000	\$13,000	\$1,000	8%
Insurance	\$33,093	\$38,000	\$38,000	\$0	0%
Postage / Shipping	\$9,156	\$7,500	\$10,000	\$2,500	33%
Printing	\$9,790	\$4,000	\$5,000	\$1,000	25%
Salaries	\$891,147	\$959,732	\$998,121	\$38,389	4%
Employee Benefits	\$262,320	\$413,151	\$421,141	\$7,990	2%
Supplies	\$20,681	\$40,000	\$30,000	(\$10,000)	-25%
Travel & CE for Staff	\$17,429	\$25,500	\$25,500	\$0	0%
Professional Development Resources	\$26,334	\$30,500	\$30,500	\$0	0%
Member Library CE & Training	\$10,409	\$24,000	\$24,000	\$0	0%
OCLC (Cataloging/ILL)	\$14,627	\$17,000	\$18,000	\$1,000	6%
Grants-in-aid: Public & Academic	\$1,452,325	\$1,469,068	\$1,619,068	\$150,000	10%
Grants-in-aid: Special Libraries	\$11,938	\$25,000	\$25,000	\$0	0%
Grants-School	\$11,534	\$15,000	\$25,000	\$10,000	67%
Grants-Continuing Education	\$44,853	\$45,000	\$45,000	\$0	0%
Grants-Staff/Board Development	\$0	\$13,500	\$13,500	\$0	0%
Grants-General Technology	\$56,577	\$60,000	\$60,000	\$0	0%
Grants-Automation	\$30,301	\$30,000	\$30,000	\$0	0%
Grants-Network Services	\$17,476	\$17,500	\$20,500	\$3,000	17%
Grants-Professional Services	\$0	\$0	\$10,000	\$10,000	0%
Grants-Transform	\$50,000	\$50,000	\$60,000	\$10,000	20%
Grants-Programming/Project	\$16,750	\$12,500	\$20,000	\$7,500	60%
Grants--Summer Reading	\$6,700	\$11,250	\$13,400	\$2,150	19%
Rotating Collections	\$94,375	\$112,500	\$112,500	\$0	0%
Telecommunications	\$28,568	\$30,000	\$30,000	\$0	0%
Contractual Services	\$73,383	\$80,000	\$80,000	\$0	0%
Technology	\$44,039	\$32,000	\$40,000	\$8,000	25%
Vehicle Expenses	\$4,525	\$7,000	\$7,000	\$0	0%
Capital Outlay	\$0	\$0	\$0	\$0	0%
Transfer Capital Improvement Fund	\$0	\$0	\$0	\$0	0%
Services Contingency	\$12,674	\$24,500	\$31,000	\$6,500	27%
Cash Balance Forward	\$2,226,992	\$2,141,770	\$2,141,770	\$0	0%
Totals	\$5,520,365	\$5,777,471	\$6,029,500	\$252,029	4%



Budget Narrative

Audit / Budget / Accounting **Increase \$3,000**

2023 Actual	\$ 30,994
2024 Projected	\$ 29,500
2025 Tentative	\$ 32,500

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 (AB). Annual contractual costs for service has increased.

Utilities **Increase \$1,000**

2023 Actual	\$ 11,375
2024 Projected	\$ 12,000
2025 Tentative	\$ 13,000

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

Insurance and Bonds **No change**

2023 Actual	\$ 33,093
2024 Projected	\$ 36,500
2025 Tentative	\$ 38,000

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

Postage / Shipping **Increase \$2,500**

2023 Actual	\$ 9,156
2024 Projected	\$ 7,500
2025 Tentative	\$ 10,000

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.



Budget Narrative

Printing Increase \$1,000

2023 Actual	\$ 9,790
2024 Projected	\$ 4,000
2025 Tentative	\$ 5,000

Includes costs for printing of training materials to support continuing education programs and other printed communications for member libraries. The variance between actual and projected cost is due to an accounting error that has been corrected.

Salaries Increase \$38,389 Benefits Increase \$ 7,990

2023 Actual	\$1,153,467 (\$891,147 Salaries / \$262,320 Benefits)
2024 Projected	\$1,372,883 (\$959,732 Salaries / \$413,151 Benefits)
2025 Tentative	\$1,419,242 (\$998,121 Salaries / \$421,121 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 Intern.

In 2025, 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 optional wellness program and retirement savings benefits.

Supplies Decrease \$10,000

2023 Actual	\$ 20,681
2024 Projected	\$ 40,000
2025 Tentative	\$ 30,000

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.



Budget Narrative

Travel and Staff Continuing Education No change

2023 Actual	\$ 17,429
2024 Projected	\$ 25,500
2025 Tentative	\$ 25,500

SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries. They may also attend in-state or national library training programs or participate in continuing education through various online delivery methods. Travel and training for SCKLS staff is important so that knowledge and expertise are available to SCKLS members. Staff travel costs have been reduced by using remote access methods. Some staff continuing education was paid from the State Aid Fund in 2023.

Professional Development Resources No Change

2023 Actual	\$ 26,334
2024 Projected	\$ 30,500
2025 Tentative	\$ 30,500

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. Some member library continuing education and training was paid through the State Aid Fund in 2023.

Member Library Continuing Education & Training No change

2023 Actual	\$ 10,409
2024 Projected	\$ 24,000
2025 Tentative	\$ 24,000

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

SCKLS provides basic training to meet the service and technology needs of member libraries. Member libraries are also encouraged to use continuing education programs and training from other providers and to use the SCKLS Continuing Education Reimbursement Grant to help defray the costs of individual training needs. Some member library continuing education and training was paid through the State Aid Fund in 2023.



Budget Narrative

OCLC (Cataloging & Interlibrary Loan) Increase \$1,000

2023 Actual	\$ 14,627
2024 Projected	\$ 17,000
2025 Tentative	\$ 18,000

Includes charges from the Online Computer Library Center (OCLC) for production of bibliographic records and other cataloging for member libraries as well as costs related to interlibrary loan requests for member libraries.

Grants-in-aid: Public and Academic Libraries Increase \$150,000

2023 Actual	\$ 1,452,089
2024 Projected	\$ 1,469,068
2025 Tentative	\$ 1,619,068

Public and academic member libraries receive an annual **base** grant for local library service support. The tentative budget increases funding in the amount of \$150,000 for **base** grants. As specified in grant guidelines, each public and academic library also receives **supplemental** grants as partial reimbursement for serving users outside of their taxing district or academic institution and for interlibrary loans provided to other libraries. Base grants-in-aid have not been increased since 2008.

The increase in funding addresses a projected two-year decrease in property tax funding for SCKLS as a consequence of legislative and local passage of the House Bill 2176 Arkansas City and Udall public library tax districts. The increase in grants-in-aid base funding requires a vote by the System Board at its August 20 meeting to Exceed the Revenue Neutral Rate (RNR).

Grants-in-aid: Special Libraries No change

2023 Actual	\$ 11,938
2024 Projected	\$ 25,000
2025 Tentative	\$ 25,000

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



Budget Narrative

Grants-School

Increase \$10,000

2023 Actual	\$ 11,534
2024 Projected	\$ 25,000
2025 Tentative	\$ 25,000

This line item incorporates various grant programs for school libraries which have included Interlibrary Loan Resource Sharing, Makerspace, School Library Redesign, Collection Development, Professional Journal and Reading Program Promotion grants. The increase in 2025 consolidates grants for school libraries that have been paid in the past using other line items.

Grants-Continuing Education

No change

2023 Actual	\$ 37,822
2024 Projected	\$ 45,000
2025 Tentative	\$ 45,000

Each member librarian or public library board member is eligible for up to \$950 annually for reimbursement of registration and tuition costs for library-related continuing education and training as specified in grant guidelines. In 2024, the total amount of individual reimbursement available increased from \$750 to \$950.

Grants-Staff/Board Development

No change

2023 Actual	\$ 0
2024 Projected	\$ 13,500
2025 Tentative	\$ 13,500

Staff and Board Professional Development Grant for interested member public, academic, school and special libraries provides matching funds to support staff and board library-related annual training. The SCKLS membership is diverse and SCKLS recognizes that it cannot meet all the continuing education needs of member libraries. Large- and medium-sized member libraries typically have specific staff (and/or board) development needs, but funding for such training is limited. This grant serves as a source of funding and an incentive for member libraries to offer annual trainings or continuing education activities that meet employee and board member library-related training needs.



Budget Narrative

Grants—General Technology Matching No change

2023 Actual	\$ 56,577
2024 Projected	\$ 60,000
2025 Tentative	\$ 60,000

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

Grants--Automation Matching No change

2023 Actual	\$ 30,301
2024 Projected	\$ 30,000
2025 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.

Grants--Network Services Increase \$3,000

2023 Actual	\$ 17,476
2024 Projected	\$ 17,500
2025 Tentative	\$ 20,500

This line item allows SCKLS to budget for the annual costs associated with providing up to 15 small and medium size member public libraries with a standardized network solution valued at \$1,175. 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 of the library's choice.

Grants--Professional Services No change

2023 Actual	\$ 0
2024 Projected	\$ 10,000
2025 Tentative	\$ 10,000

Subject to individual guidelines, SCKLS offers four types of Professional Services Grants including Accounting Review, Financial Software, Architectural Services and Fundraising Services. See the SCKLS website for individual guidelines and more information. Prior to 2024, these grants had been budgeted in the Contractual Services line item.



Budget Narrative

Grants--Libraries Transform Increase \$10,000

2023 Actual	\$ 50,000
2024 Projected	\$ 50,000
2025 Tentative	\$ 60,000

The purpose of the "Libraries Transform" matching grant of up to \$30,000 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 Increase \$7,500

2023 Actual	\$ 16,750
2024 Projected	\$ 12,500
2025 Tentative	\$ 20,000

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. This grant program has proven popular with member libraries over the past several years.

Grants--Summer Reading Program Increase \$2,150

2023 Actual	\$ 6,700
2024 Projected	\$ 11,250
2025 Tentative	\$ 13,400

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 \$200.

Rotating Collections No change

2023 Actual	\$ 94,375
2024 Projected	\$112,500
2025 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.



Budget Narrative

Telecommunications Services

No change

2023 Actual	\$ 28,568
2024 Projected	\$ 30,000
2025 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

2023 Actual	\$ 73,383
2024 Projected	\$ 80,000
2025 Tentative	\$ 80,000

Contractual services include expenses for security, pest control, legal and administrative services for SCKLS. Member public libraries are eligible for limited accounting and architectural professional services paid within this line item.

Technology

Increase \$8,000

2023 Actual	\$ 44,039
2024 Projected	\$ 32,000
2025 Tentative	\$ 40,000

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

Vehicle Expenses

No change

2023 Actual	\$ 4,525
2024 Projected	\$ 7,000
2025 Tentative	\$ 7,000

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



Budget Narrative

Capital Outlay

No change

2023 Actual	\$	0
2024 Projected	\$	0
2025 Tentative	\$	0

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

Transfer to Capital Improvement Fund

No change

2023 Actual	\$	0
2024 Projected	\$	0
2025 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. No major projects are planned and no transfer is required.

Services Contingency

Increase \$6,500

2023 Actual	\$	12,674
2024 Projected	\$	24,500
2025 Tentative	\$	31,000

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

Cash Balance Forward

No change

2022 Actual	\$2,226,992
2023 Projected	\$2,141,770
2024 Tentative	\$2,141,770

Cash Balance Forward is a recommended budgeting practice that SCKLS follows. It accomplishes two purposes. The first is to budget for operating expenses at the beginning of each year and until General and Employee Benefit Fund tax income is first received. Secondly, since SCKLS operates on a cash basis, the Cash Balance Forward allows SCKLS funding in reserve to pay for up to six months of average monthly expenses.



Income / Resources

Income / Resources	Actual 2023	Projected 2024	Tentative 2025
SCKLS - General Fund	\$3,626,171	\$3,481,390	(Pending)
SCKLS - Employee Benefits Fund	\$302,072	\$413,151	(Pending)
State Aid Fund	\$50,632	\$50,500	\$84,500
Miscellaneous Grants Fund	\$0	\$0	\$10,000
Flexible Spending Reimbursable Fund	\$33,381	\$35,000	\$35,000
Library Foundation Fund	\$120	\$150	\$150
Member Library Reimbursable Fund	\$99,842	\$95,000	\$95,000
Balance Carried Forward - General Fund	\$2,111,590	\$2,141,770	\$2,141,770
BCF - Employee Benefit Fund	\$115,402	\$108,205	\$108,205
BCF - State Aid	\$0	\$0	\$0
BCF - Miscellaneous Grants Fund	\$0	\$0	\$0
BCF- Flexible Spending Reimbursable Fund	\$0	\$0	\$0
BCF - Library Foundation	\$6,040	\$6,040	\$6,040
BCF- Member Library Reimbursable Fund	\$20,869	\$14,000	\$14,000
Transfer Capital Improvement Fund--Income	\$0	\$0	\$0
Capital Improvement Fund--Expenditures	\$80,909	\$65,000	\$77,000
BCF Capital Improvement Fund 12/31/Year	\$965,583	\$900,583	\$823,583

Tentative 2025 Expenditures (General + Employee Benefit) \$6,029,500
Tentative 2025 Budget Authority (Expenditures + Capital Improvements) \$6,930,083





APPENDIX A: PERFORMANCE OUTCOME MEASURES

South Central Kansas Library System 2022 / 2023 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 2023	\$5,562	618 cataloging records
Cataloging Services 2022	\$14,499	1,611 cataloging records

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

Interlibrary Loan Services 2023	\$21,321	2,369 ILL requests
Interlibrary Loan Services 2022	\$14,724	1,636 ILL requests

Factors Impacting Outcomes

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

Key influencing factors: Requests for cataloging records decreased by 993 and inter-library loan requests increased by 733 in 2023. Decreases in cataloging are attributable to the decreased purchasing of library materials on the part of member libraries and the increased use of interlibrary loan is a consequence of requests by citizens and students through member libraries.



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 2023 (60)	\$78,410	1,117 attendees/viewers
Continuing Education Events 2022 (75)	\$88,020	1,467 attendees/viewers

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 decreased by 350 due in part to the decrease in continuing education events offered from 75 to 60. The decrease was intentional due to limited staffing and a reduced post-Covid goal of 60 CE events annually. Attendees included 434 in-person registrants and 683 viewers of recorded archived events. About 39% of registrants participated in an in-person or live webinar while nearly 61% preferred viewing archived events or webinars.

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
- Network Services Grant
- Professional Services: Architectural, Accounting and Fundraising Grants
- Program/Project Grant
- School Library Interlibrary Loan Grant
- School Library Journal Grant
- School Library Reading Program Grant
- Special Library Grant
- Summer Library Program Grant



Performance Measure:

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

Grants Awarded 2023	\$1,726,903	527 grants awarded
Grants Awarded 2022	\$1,644,498	482 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 2023, the number of total grants awarded increased by 45 and the total value of grants awarded increased by \$82,405. The increase in total value and award is partly attributable 21 new Network Services Grants and several larger amount than average grant awards.

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 Libraries

Rotating Collection Services 2023	\$444,429	39,959 items rotated
Rotating Collection Services 2022	\$437,935	39,953 items rotated

Factors Impacting Outcomes

Number of member libraries meeting Rotating Collections deliveries as scheduled.

Key influencing factors: The increase \$6,494 in total value of the services is due to increased fuel and other delivery costs which are a factor used in calculating the value of Rotating Collections.



Performance Measure:

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

Grants Awarded 2023	\$1,726,903	527 grants awarded
Grants Awarded 2022	\$1,644,498	482 grants awarded

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Rotating Collection Services 2023	\$444,429	39,959 items rotated
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Factors Impacting Outcomes

Number of member libraries meeting Rotating Collections deliveries as scheduled.

Key influencing factors: The increase \$6,494 in total value of the services is due to increased fuel and other delivery costs which are a factor used in calculating the value of Rotating Collections.



Performance Measure:

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

Other Support Services 2023	\$24,550	459 hours
Other Support Services 2022	\$18,908	369 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 increase in 90 hours of Other Support Services and \$5,642 in value is attributable to an increase in the number of requests from member libraries that fulfilled through phone, email and proposal 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 2023	\$11,025	21 libraries
Digital Library Initiative Hosting and Support 2022	\$11,025	21 libraries
WordPress Hosting and Support Services 2023	\$30,450	58 libraries
WordPress Hosting and Support Services 2022	\$29,400	56 libraries

2025
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

Website and Online Information Services 2023	\$76,125	145 libraries
Website and Online Information Services 2022	\$76,125	145 libraries
Summer Reading Program Services 2023	\$37,800	72 libraries
Summer Reading Program Services 2022	\$37,800	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	97,607	88 libraries
Persons in SCKLS Tax District Registered as Borrowers at Member	91,887	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



Factors Impacting Outcomes

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



APPENDIX B: GRANTS AND SERVICES USAGE

Grants and Services Usage by Member Libraries 2023

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	\$244,701	\$4,163	\$248,864	9.61%
Derby Public Library	\$173,500	\$1,647	\$175,147	6.76%
Hutchinson Public Library	\$150,666	\$3,105	\$153,771	5.94%
Wichita State University Libraries	\$97,482	\$1,805	\$99,287	3.83%
Andover Public Library	\$91,308	\$3,075	\$94,383	3.64%
Newton Public Library	\$52,102	\$8,437	\$60,539	2.34%
Augusta Public Library	\$33,969	\$12,511	\$46,480	1.79%
Winfield Public Library	\$38,877	\$6,924	\$45,801	1.77%
Bradford Memorial Library - El Dorado	\$35,596	\$9,601	\$45,197	1.74%
Hesston Public Library	\$29,775	\$15,234	\$45,008	1.74%
McPherson Public Library	\$39,494	\$5,003	\$44,497	1.72%
Arkansas City Public Library	\$39,284	\$5,177	\$44,461	1.72%
Clearwater Public Library	\$23,030	\$14,915	\$37,945	1.46%
Goddard Public Library	\$20,071	\$16,909	\$36,980	1.43%
Mulvane Public Library	\$23,681	\$12,297	\$35,978	1.39%
Wellington Public Library	\$22,739	\$12,190	\$34,929	1.35%
Belle Plaine Public Library	\$11,308	\$20,140	\$31,448	1.21%
Valley Center Public Library	\$22,382	\$8,525	\$30,907	1.19%
Harper Public Library	\$13,525	\$16,878	\$30,403	1.17%
Anthony Public	\$14,297	\$15,085	\$29,382	1.13%
Lillian Tear Library - Sedgwick	\$11,880	\$17,184	\$29,064	1.12%
Moundridge Public Library	\$17,466	\$11,124	\$28,591	1.10%
Sterling Free Public Library	\$11,526	\$16,895	\$28,421	1.10%
Nora E Larabee Memorial Library	\$6,917	\$21,053	\$27,969	1.08%
Douglass Public Library	\$13,111	\$14,787	\$27,899	1.08%
Friends University - Edmund Stanley Library	\$23,107	\$3,360	\$26,467	1.02%
Inman Public Library	\$12,628	\$13,350	\$25,977	1.00%
Lindsborg Community Library	\$19,020	\$6,889	\$25,909	1.00%
Lyons Public Library	\$14,519	\$10,530	\$25,048	0.97%
Kingman Carnegie Library	\$15,059	\$9,598	\$24,657	0.95%
Lincoln Library - Medicine Lodge	\$13,034	\$11,360	\$24,394	0.94%



APPENDIX B: GRANTS AND SERVICES USAGE 2023

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Cheney Public Library	\$13,193	\$11,022	\$24,215	0.93%
Macksville City Library	\$7,472	\$15,222	\$22,694	0.88%
Arlington City Library	\$6,625	\$15,369	\$21,994	0.85%
Canton Public	\$6,675	\$15,204	\$21,878	0.84%
Pretty Prairie Public Library	\$10,132	\$11,193	\$21,325	0.82%
Marquette Community Library	\$7,519	\$13,299	\$20,818	0.80%
Partridge Public Library	\$5,875	\$14,684	\$20,559	0.79%
Ida Long Goodman Memorial Library	\$10,978	\$9,494	\$20,472	0.79%
Buhler Public Library	\$9,459	\$10,870	\$20,329	0.78%
Halstead Public Library	\$11,407	\$8,521	\$19,927	0.77%
Park City Public Library	\$17,881	\$1,739	\$19,620	0.76%
Caldwell Public Library	\$7,992	\$11,002	\$18,994	0.73%
Towanda Public Library	\$12,270	\$6,590	\$18,859	0.73%
Kiowa Public Library	\$8,702	\$9,862	\$18,564	0.72%
Wichita USD 259	\$13,003	\$5,430	\$18,433	0.71%
Haven Public Library	\$7,494	\$10,701	\$18,195	0.70%
Garden Plain Community Library	\$5,904	\$12,099	\$18,003	0.69%
Newman University - Dugan Library	\$11,699	\$6,188	\$17,887	0.69%
Potwin Public Library	\$4,872	\$12,741	\$17,613	0.68%
Cunningham Public Library	\$4,680	\$12,707	\$17,387	0.67%
Conway Springs City Library	\$5,663	\$11,470	\$17,133	0.66%
Farmer Township Community Library - Bushton	\$4,337	\$12,676	\$17,013	0.66%
Walton Community Library	\$4,640	\$12,316	\$16,956	0.65%
Bethel College Libraries	\$10,595	\$6,019	\$16,614	0.64%
Nickerson Public Library	\$4,988	\$11,421	\$16,408	0.63%
Zenda Public Library	\$3,740	\$12,145	\$15,884	0.61%
Little River Public Library	\$4,886	\$10,695	\$15,580	0.60%
Turon Community Library	\$4,255	\$11,032	\$15,287	0.59%
Sylvia Public Library	\$3,489	\$11,662	\$15,151	0.58%
Burrton Public Library	\$5,032	\$9,889	\$14,921	0.58%
Udall Public Library	\$5,771	\$9,054	\$14,825	0.57%
Bethany College - Wallerstedt Library	\$8,665	\$5,880	\$14,545	0.56%
Butler Community College Libraries	\$12,617	\$1,236	\$13,853	0.53%
Rose Hill Public Library	\$3,036	\$10,773	\$13,809	0.53%
WSU Tech Library	\$7,815	\$5,833	\$13,648	0.53%
Hardtner Public Library	\$5,175	\$8,288	\$13,463	0.52%
Dixon Township Library	\$4,673	\$8,677	\$13,350	0.52%
Geneseo Public Library	\$990	\$11,997	\$12,987	0.50%
Whitewater Memorial Library	\$1,527	\$11,452	\$12,979	0.50%
Hesston College - Mary Miller Library	\$8,225	\$4,752	\$12,977	0.50%



APPENDIX B: GRANTS AND SERVICES USAGE 2023

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Norwich Public Library	\$4,666	\$8,307	\$12,973	0.50%
Central Christian College - Briner Library	\$5,201	\$7,223	\$12,424	0.48%
Colwich Community Library	\$2,307	\$9,965	\$12,271	0.47%
McPherson College - Miller Library	\$6,371	\$5,740	\$12,111	0.47%
Attica City Library	\$4,716	\$7,122	\$11,838	0.46%
Sterling College - Mabee Library	\$8,484	\$2,390	\$10,874	0.42%
Viola Township Library	\$652	\$8,930	\$9,582	0.37%
South Haven Township Library	\$3,797	\$5,684	\$9,481	0.37%
Oxford Public Library	\$7,073	\$2,180	\$9,253	0.36%
Andale District Library	\$4,951	\$4,234	\$9,185	0.35%
Hutchinson Community College Library	\$7,667	\$766	\$8,433	0.33%
Mt. Hope Public Library	\$4,878	\$3,147	\$8,025	0.31%
McConnell Air Force Base Library	\$6,728	\$745	\$7,473	0.29%
Leon Public Library	\$100	\$6,649	\$6,749	0.26%
Hutchinson Correctional Facility	\$5,210	\$1,174	\$6,384	0.25%
Haysville USD 261	\$2,260	\$3,022	\$5,282	0.20%
Maize USD 266	\$4,359	\$774	\$5,133	0.20%
Andover USD 385	\$4,245	\$847	\$5,092	0.20%
Augusta USD 402	\$3,569	\$1,184	\$4,753	0.18%
Haysville Community Library	\$100	\$4,455	\$4,555	0.18%
Whitewater Remington USD 206	\$3,384	\$550	\$3,934	0.15%
Rose Hill USD 394	\$3,000	\$550	\$3,550	0.14%
Newton USD 373	\$1,500	\$1,701	\$3,201	0.12%
Goddard USD 265	\$2,395	\$615	\$3,010	0.12%
Sterling USD 376	\$1,559	\$753	\$2,312	0.09%
Valley Center USD 262	\$1,365	\$814	\$2,179	0.08%
Stafford USD 349	\$750	\$1,285	\$2,035	0.08%
El Dorado USD 490	\$1,260	\$615	\$1,875	0.07%
Cowley County College - Renn Memorial Library	\$324	\$1,541	\$1,865	0.07%
Nickerson USD 309	\$1,279	\$559	\$1,838	0.07%
Hesston USD 460	\$985	\$615	\$1,600	0.06%
Douglass USD 396	\$779	\$615	\$1,394	0.05%
Cheney USD 268	\$500	\$843	\$1,343	0.05%
Mulvane USD 263	\$554	\$754	\$1,308	0.05%
McPherson USD 418	\$750	\$550	\$1,300	0.05%
Cunningham West Kingman County USD 332	\$500	\$550	\$1,050	0.04%
Little River Windom USD 444	\$0	\$1,005	\$1,005	0.04%
Argonia USD 359	\$0	\$949	\$949	0.04%
Halstead-Bentley USD 440	\$260	\$680	\$940	0.04%
Towanda Circle USD 375	\$260	\$615	\$875	0.03%



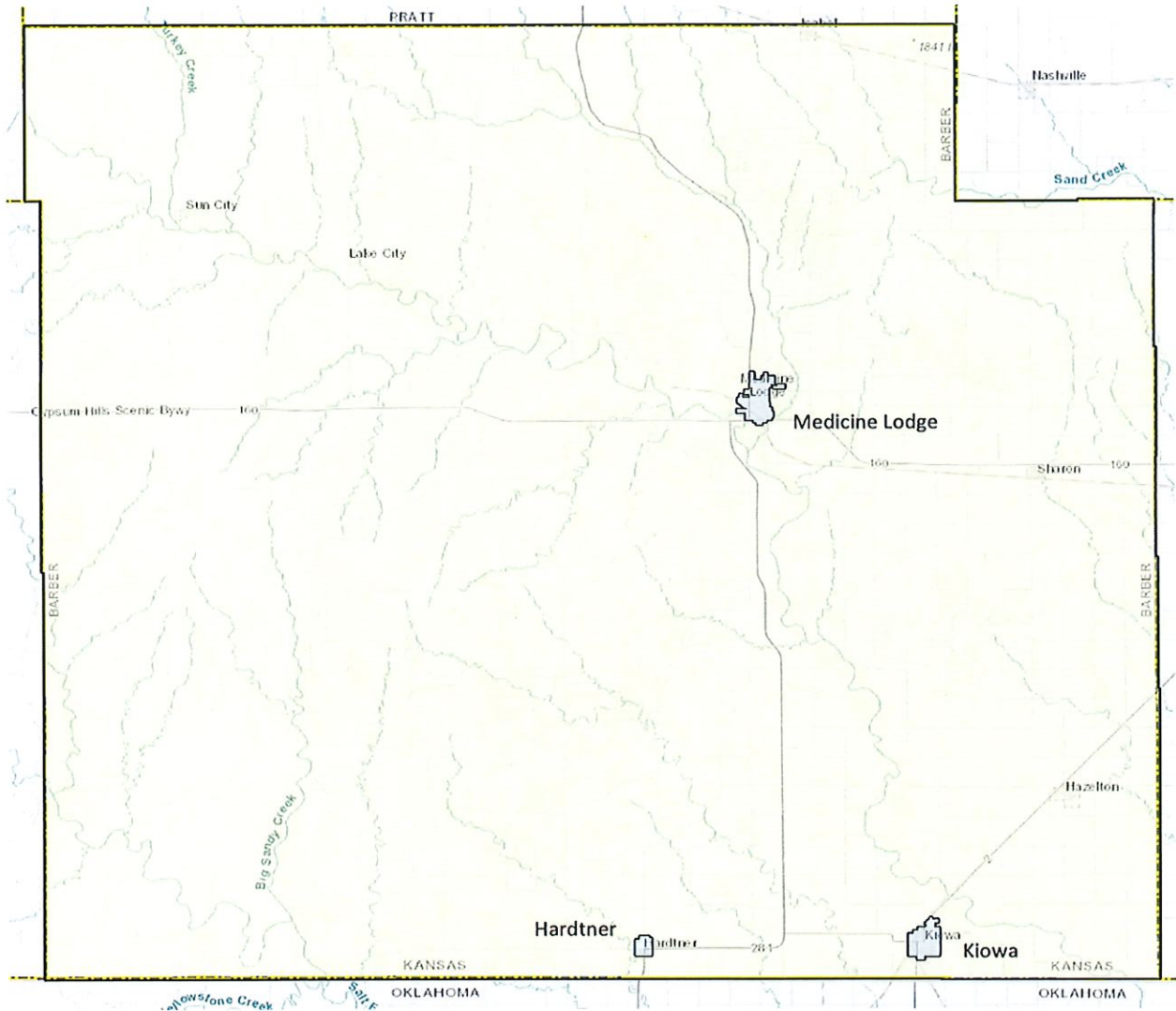
APPENDIX B: GRANTS AND SERVICES USAGE

Member Library	Grants	Services	Total Grants & Services	Percentage of Total
Leon Bluestem USD 205	\$0	\$766	\$766	0.03%
Lindsborg Smoky Valley USD 400	\$0	\$761	\$761	0.03%
Winfield USD 465	\$0	\$747	\$747	0.03%
Hutchinson USD 308	\$0	\$729	\$729	0.03%
Macksville USD 351	\$0	\$723	\$723	0.03%
Conway Springs USD 356	\$0	\$694	\$694	0.03%
Southwestern College - Deets Library	\$0	\$685	\$685	0.03%
Wellington USD 353	\$0	\$680	\$680	0.03%
Caldwell USD 360	\$0	\$615	\$615	0.02%
Moundridge USD 423	\$0	\$615	\$615	0.02%
Andale (Renwick) USD 267	\$0	\$550	\$550	0.02%
Anthony-Harper USD 361	\$0	\$550	\$550	0.02%
Arkansas City USD 470	\$0	\$550	\$550	0.02%
Buhler USD 313	\$0	\$550	\$550	0.02%
Burden Central USD 462	\$0	\$550	\$550	0.02%
Burrton USD 369	\$0	\$550	\$550	0.02%
Canton-Galva USD 419	\$0	\$550	\$550	0.02%
Clearwater USD 264	\$0	\$550	\$550	0.02%
Derby USD 260	\$0	\$550	\$550	0.02%
Dexter USD 471	\$0	\$550	\$550	0.02%
El Dorado Correctional Facility	\$0	\$550	\$550	0.02%
Fairfield USD 310	\$0	\$550	\$550	0.02%
Haven USD 312	\$0	\$550	\$550	0.02%
Inman USD 448	\$0	\$550	\$550	0.02%
Kingman-Norwich USD 331	\$0	\$550	\$550	0.02%
Kiowa South Barber USD 255	\$0	\$550	\$550	0.02%
Lyons USD 405	\$0	\$550	\$550	0.02%
Medicine Lodge North Barber County USD 254	\$0	\$550	\$550	0.02%
Oxford USD 358	\$0	\$550	\$550	0.02%
Pretty Prairie USD 311	\$0	\$550	\$550	0.02%
Rosalia USD 492	\$0	\$550	\$550	0.02%
Sedgwick USD 439	\$0	\$550	\$550	0.02%
South Haven USD 509	\$0	\$550	\$550	0.02%
Udall USD 463	\$0	\$550	\$550	0.02%



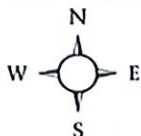
APPENDIX C: COUNTY TAX MAPS

Barber County KS



Legend

- Public Library
- SCKLS Regional Library



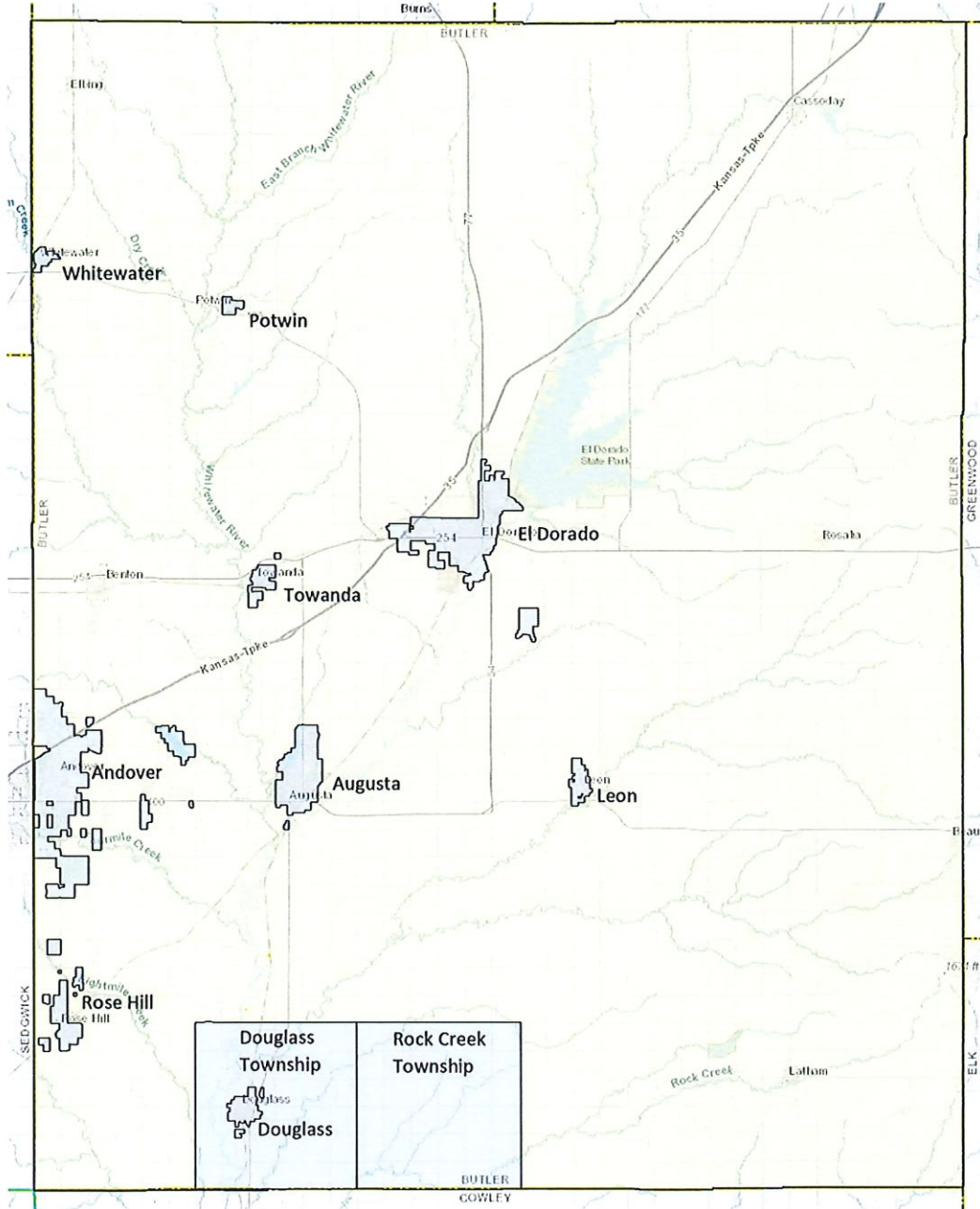
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Hardtner	6.434	Medicine Lodge	11.857
Kiowa	2.104		
		SCKLS	1.161



APPENDIX C: COUNTY TAX MAPS

Butler County KS



Legend

- Public Library
- SCKLS Regional Library



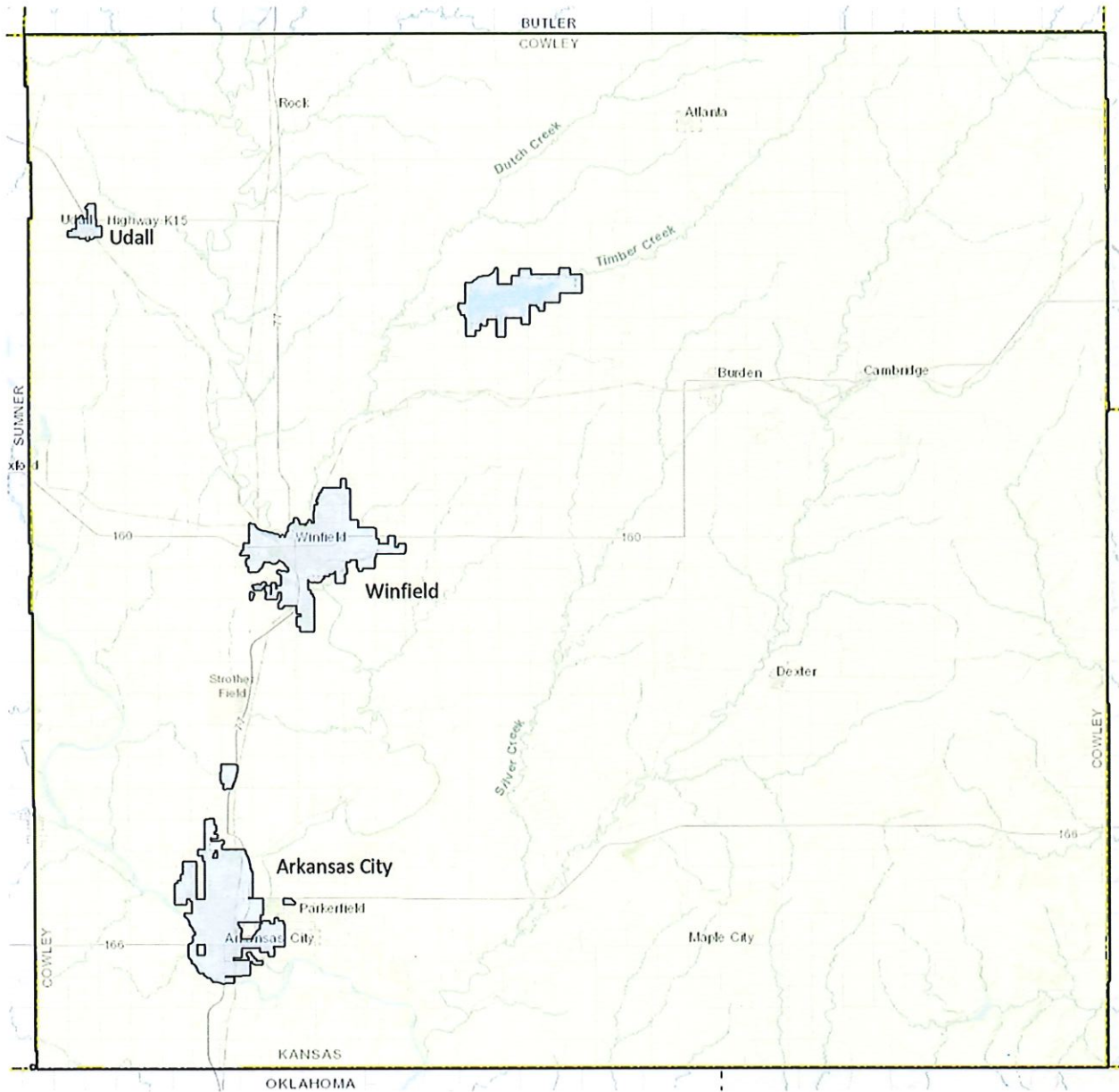
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Andover	3.000	Leon	1.114
Augusta	5.662	Potwin	3.495
Douglass	8.930	Rose Hill	3.381
Douglass Twp	0.801	Towanda	4.494
Rock Creek Twp	0.569	Whitewater	2.995
El Dorado	5.221	SCKLS	1.161

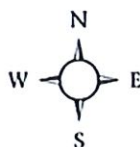


APPENDIX C: COUNTY TAX MAPS

Cowley County KS



Legend	
	Public Library
	SCKLS Regional Library



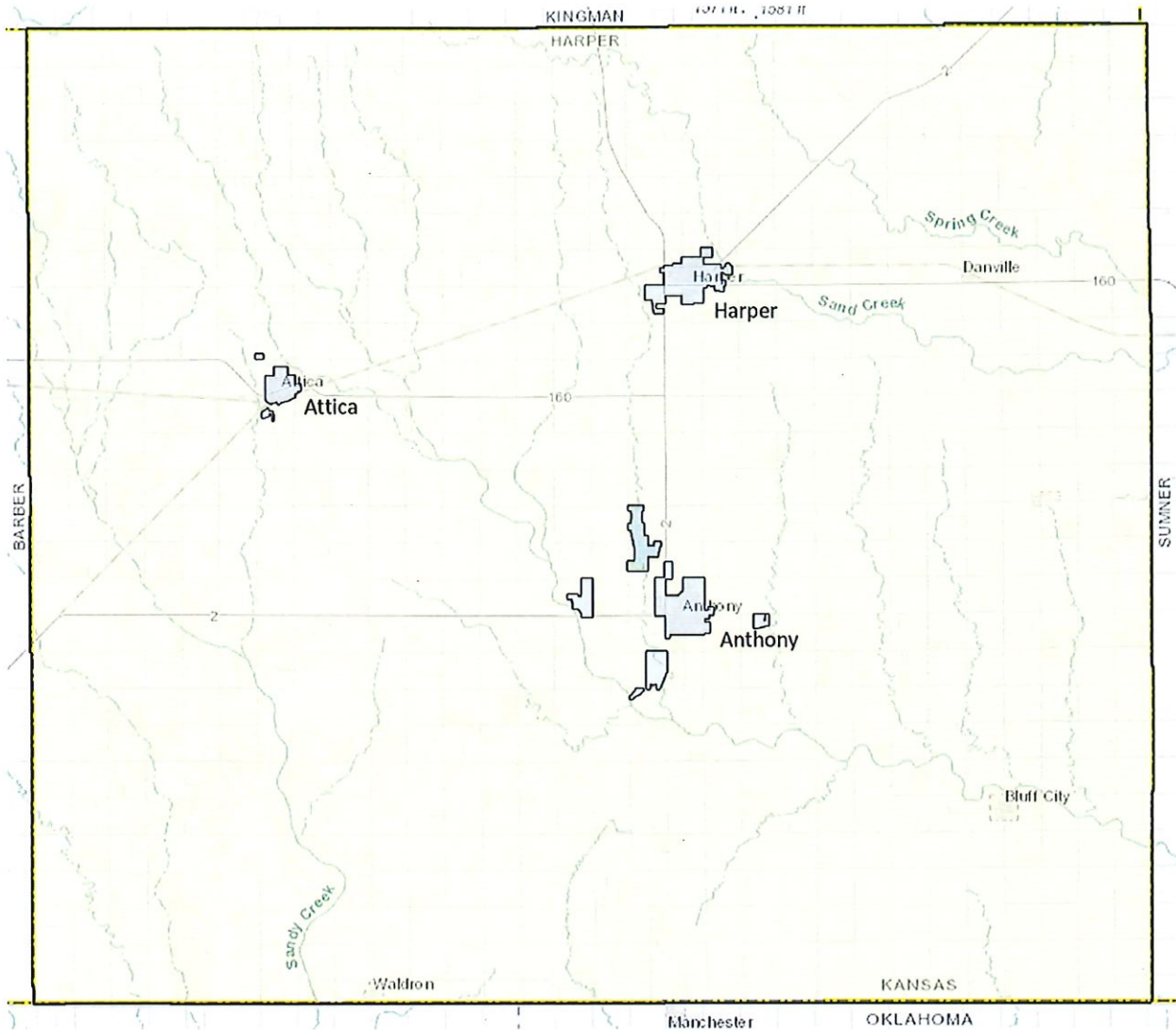
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Arkansas City	5.409	Winfield	5.697
Udall	6.723		
		SCKLS	1.161



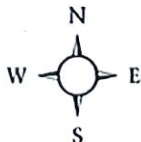
APPENDIX C: COUNTY TAX MAPS

Harper County KS



Legend

- Public Library
- SCKLS Regional Library



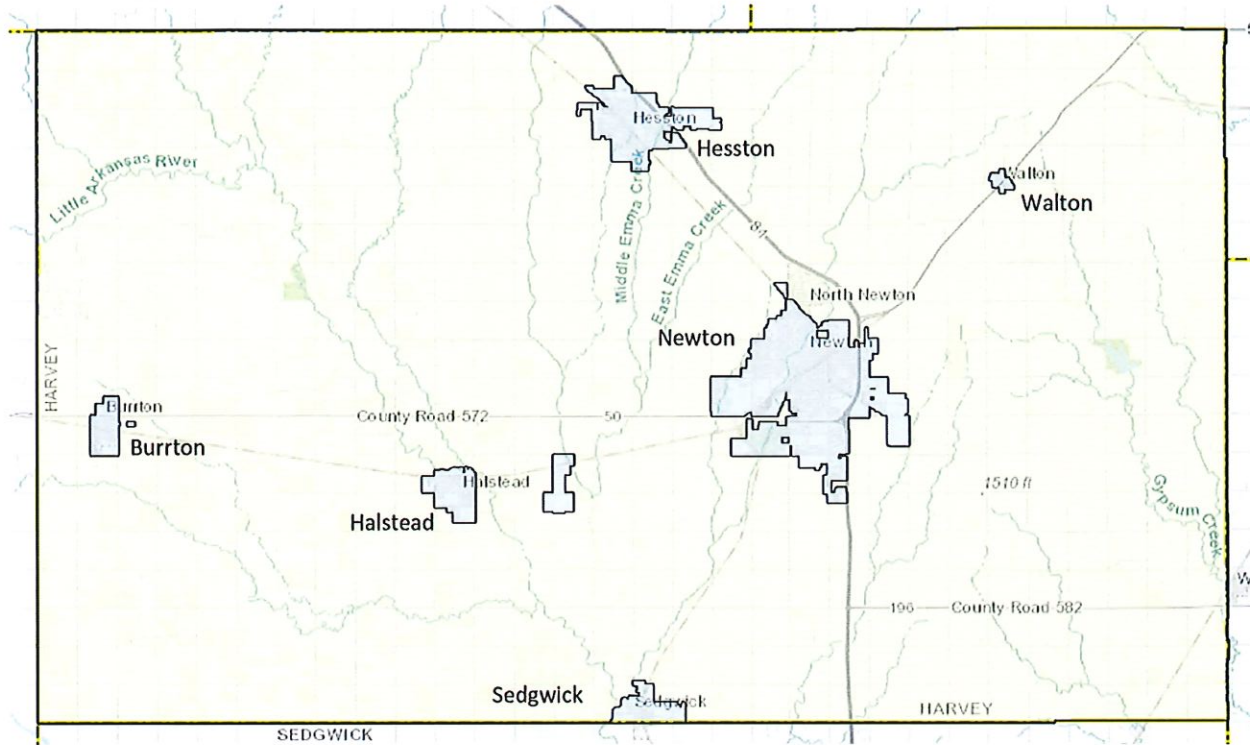
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Anthony	4.187	Harper	5.827
Attica	3.994		
		SCKLS	1.161



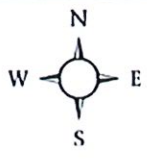
APPENDIX C: COUNTY TAX MAPS

Harvey County KS



Legend

- Public Library
- SCKLS Regional Library



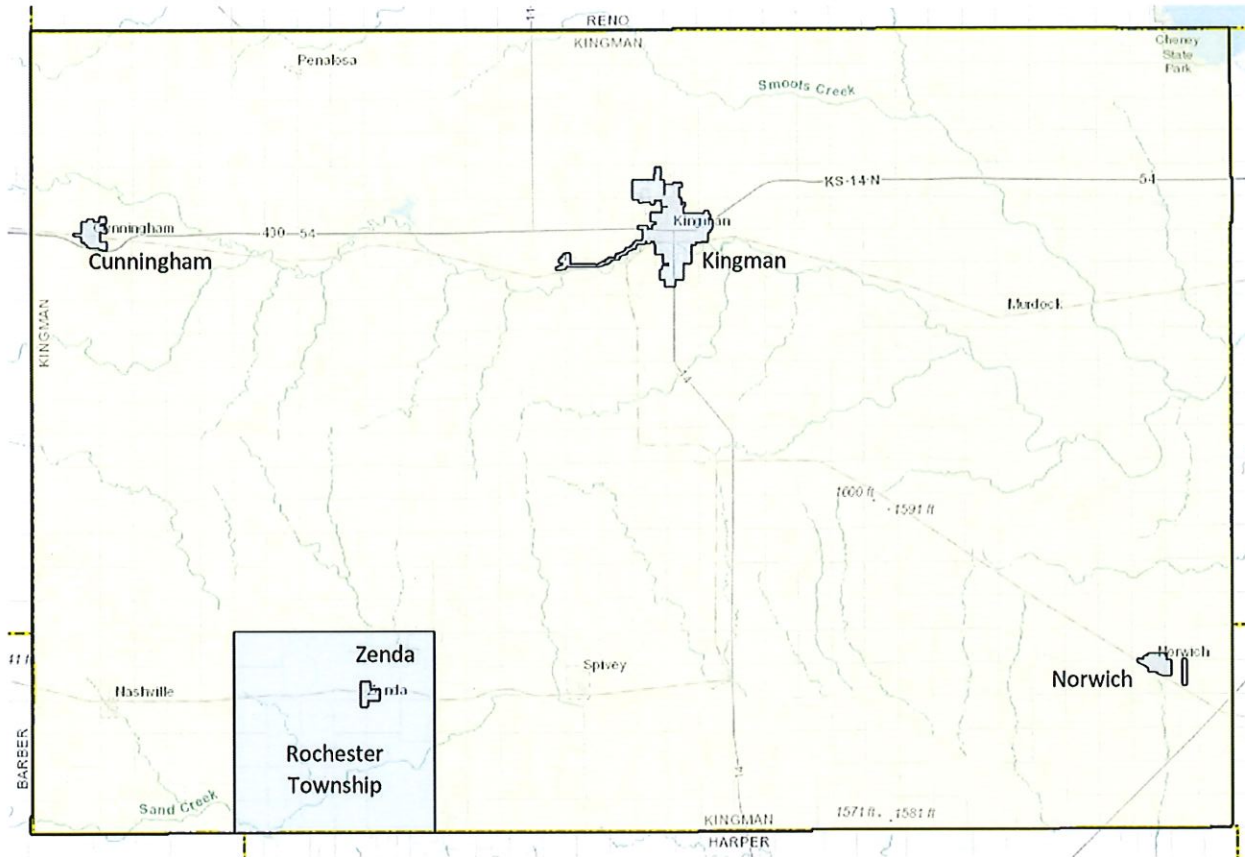
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Burrton	3.301	Sedgwick	3.723
Halstead	5.004	Walton	3.238
Hesston	5.997		
Newton	5.608	SCKLS	1.161

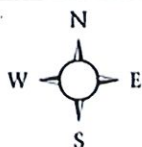


APPENDIX C: COUNTY TAX MAPS

Kingman County KS



Legend	
	Public Library
	SCKLS Regional Library



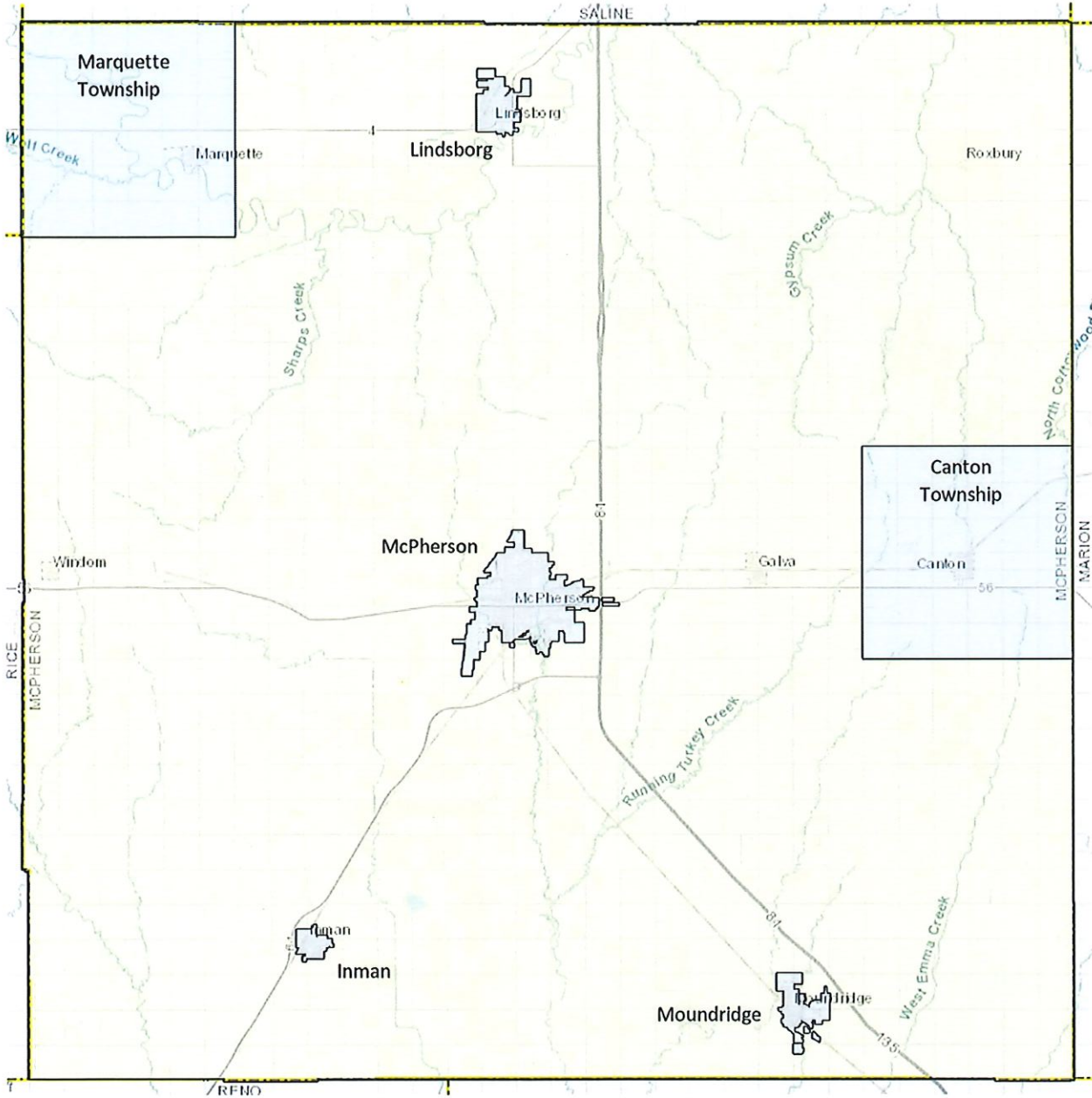
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Cunningham	3.563	Zenda	7.340
Kingman	5.496	Rochester Twp	1.338
Norwich	3.928		
		SCKLS	1.161



APPENDIX C: COUNTY TAX MAPS

McPherson County KS



Legend	
	Public Library
	SCKLS Regional Library



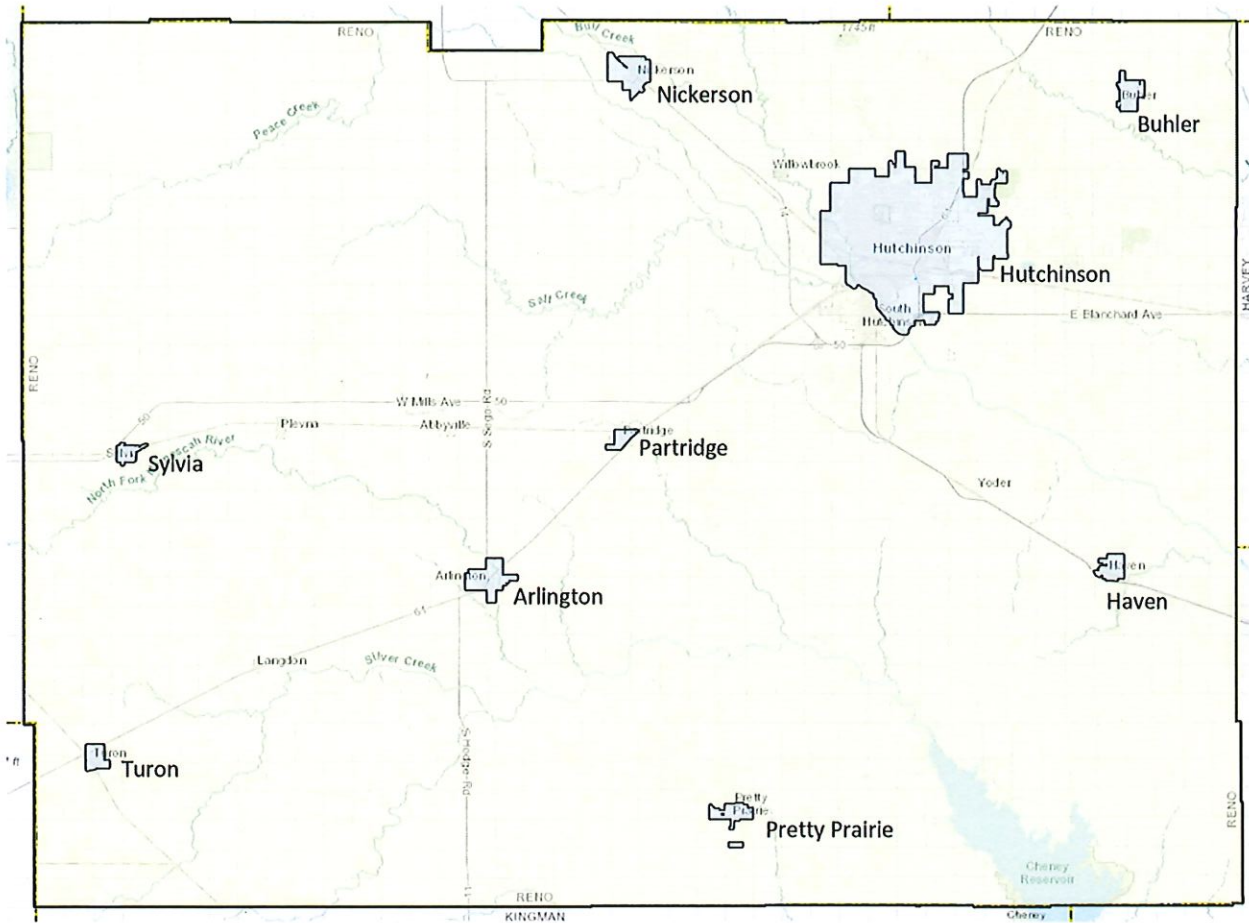
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Canton Twp	2.522	McPherson	6.000
Inman	4.500	Marquette District	2.873
Lindsborg	4.122	Moundridge	4.658
		SCKLS	1.161



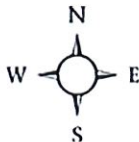
APPENDIX C: COUNTY TAX MAPS

Reno County KS



*Funded through city levy.

Legend	
	Public Library
	SCKLS Regional Library



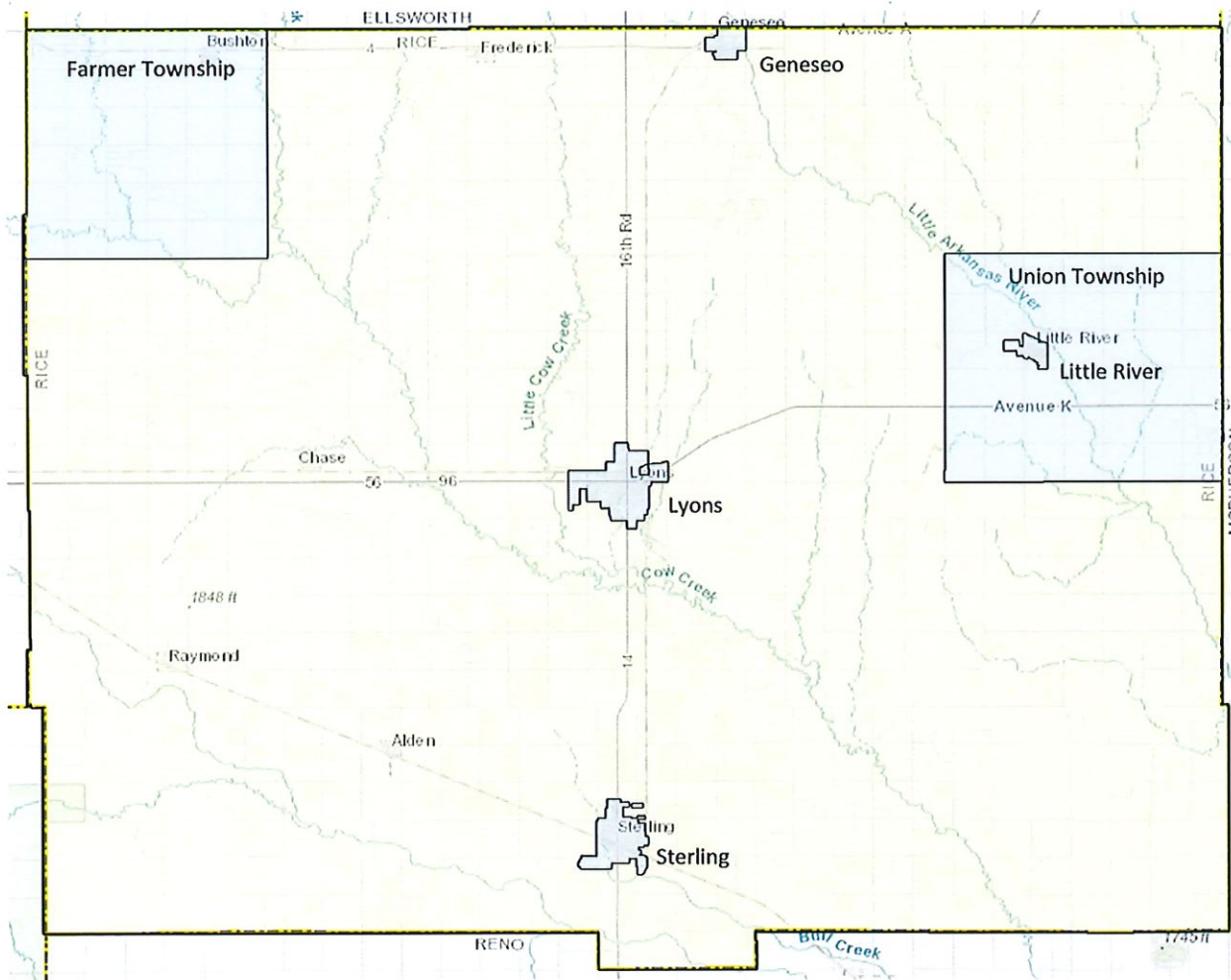
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Arlington	4.565	Partridge	*0.000
Buhler	5.358	Pretty Prairie	3.221
Haven	1.975	Sylvia	2.846
Hutchinson	6.434	Turon	5.139
Nickerson	5.130		
		SCKLS	1.161

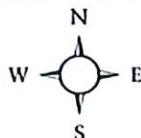


APPENDIX C: COUNTY TAX MAPS

Rice County KS



Legend	
	Public Library
	SCKLS Regional Library



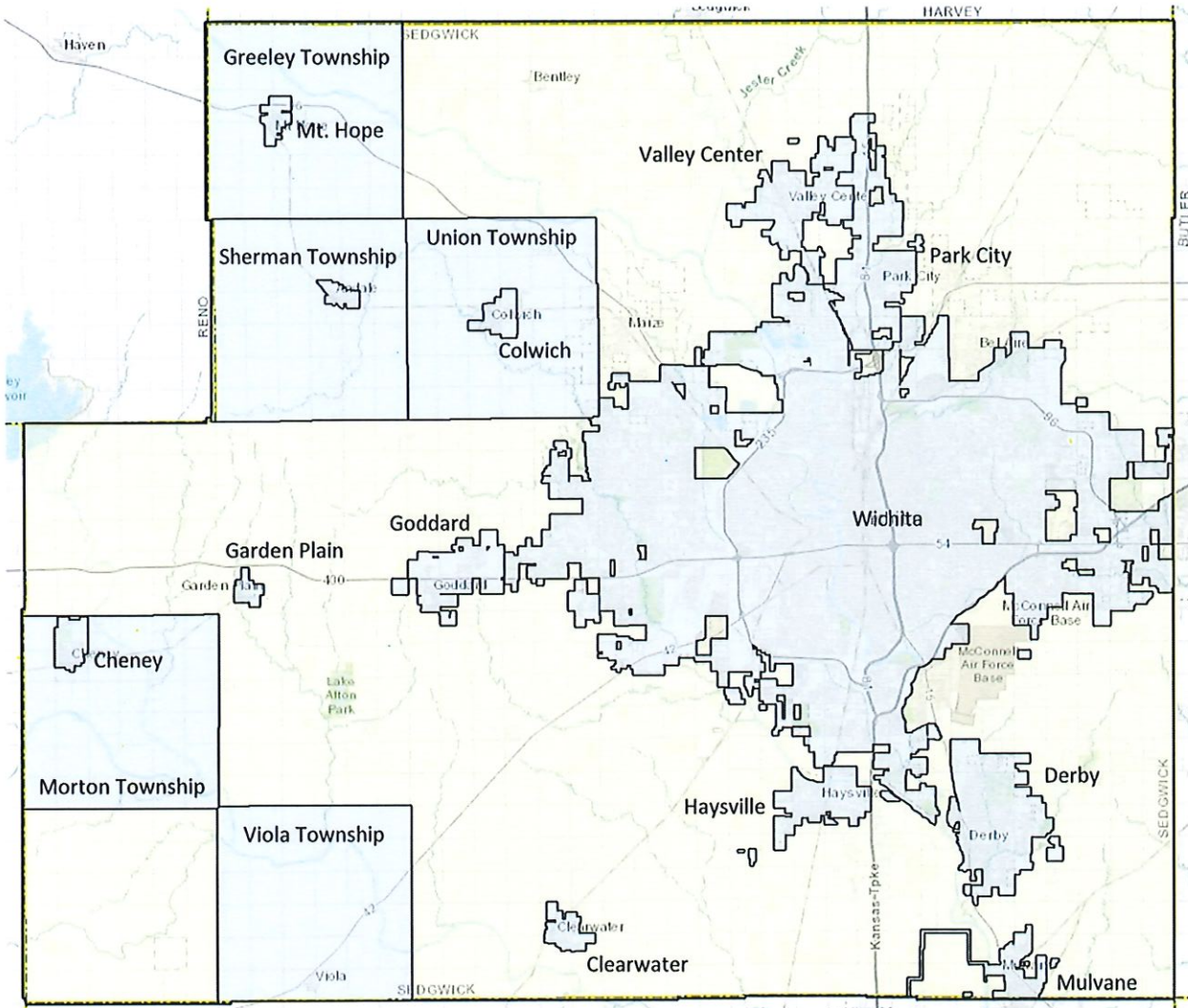
Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Farmer Twp	2.098	Lyons	4.998
Geneseo	5.878	Sterling	4.497
Little River	4.386		
Union Twp	0.462	SCKLS	1.161



APPENDIX C: COUNTY TAX MAPS

Sedgwick County KS

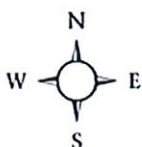


*Funded through city levy.

Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Andale-Sherman Dist.	1.077	Haysville	5.251
Cheney	3.556	Mt. Hope	4.520
Morton Twp	0.134	Greeley Twp	1.550
Clearwater	5.536	Mulvane	5.000
Colwich	3.330	Park City	2.987
Union Twp	0.914	Valley Center	4.331
Derby	4.562	Viola Twp	0.474
Garden Plain	3.998	Wichita	*0.000
Goddard	2.999		
		SCKLS	1.161

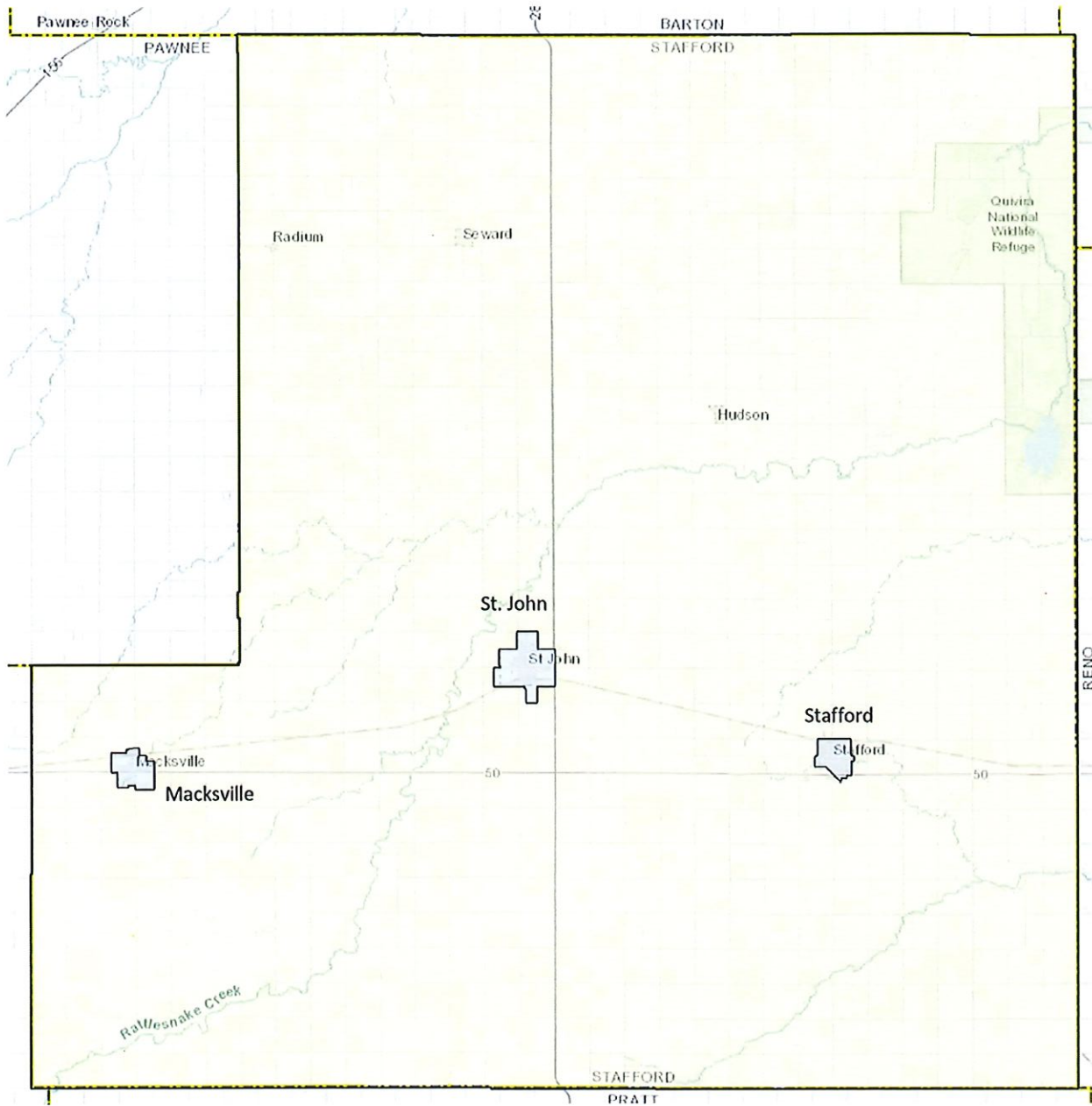
Legend	
	Public Library
	SCKLS Regional Library





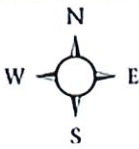
APPENDIX C: COUNTY TAX MAPS

Stafford County KS



Legend

- Public Library
- SCKLS Regional Library

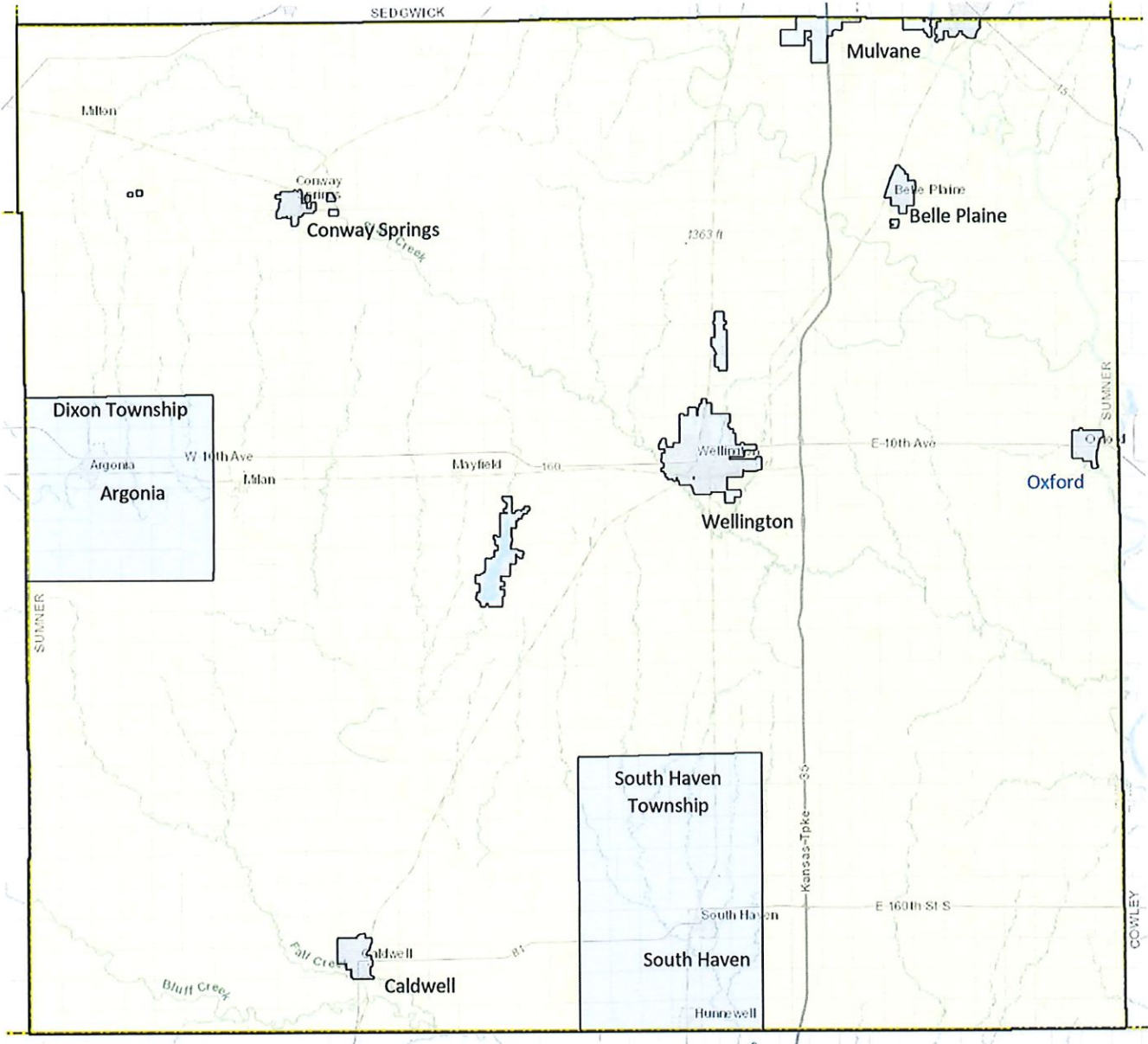


Library Tax Levy			
Name	2023 Levy	Name	2023 Levy
Macksville	2.513	Stafford	4.083
St. John	3.310		
		SCKLS	1.161



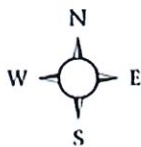
APPENDIX C: COUNTY TAX MAPS

Sumner County KS



Legend

- Public Library
- SCKLS Regional Library



Library Tax Levy

Name	2023 Levy	Name	2023 Levy
Belle Plaine	4.732	Oxford	6.500
Caldwell	4.825	South Haven Twp	0.847
Conway Springs	1.858	Wellington	5.086
Dixon Twp (Argonia)	1.891		
Mulvane	5.000	SCKLS	1.161



APPENDIX D: GRANTS-IN-AID CONTRACT

South Central Kansas Library System 2024 Grants-in-aid Service Contract

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

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

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2024 to December 31, 2024.

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 estimated amount of _____ upon receipt of this signed service contract and prior to July 1, 2024; and
- (2) A second grant-in-aid payment in the estimated amount of _____ prior to September 30, 2024.

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 no later than March 15, 2024.
- (b) Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2024.
- (c) Grants-in-aid funds shall not be used to pay for costs associated with services or programs for which the member library charges.
- (d) If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any estimated grants-in-aid payment obligation terminated.

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

Participating Member Library

South Central Kansas Library System

Signature: _____

Printed Name: _____

Paul Hawkins, Director

Date: _____

April 1, 2024



APPENDIX E: FREE BASIC LIBRARY SERVICE

Free Basic Library Service and Considerations for SCKLS Member Libraries

Regional Library System

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

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

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

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

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

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

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

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

Local Authority

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

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



APPENDIX E: FREE BASIC LIBRARY SERVICE (CONTINUED)

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

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

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

SCKLS defines free basic library service as follows:

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

Fees for Service

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

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

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

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

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