South Central Kansas Library System 2007 Annual Plan and Tentative Budget in accordance with the provisions of K.S.A 75-2552 and Regulations promulgated thereunder.

Submitted by South Central Kansas Library System, May 2007.

By _____

Paul Hawkins, Director

_____

Janice Sharp, Chair
SCKLS Executive Committee

(To be completed by the Kansas State Library Advisory Commission)

By _____

(Signature)
Chair, Kansas State Library Advisory Commission

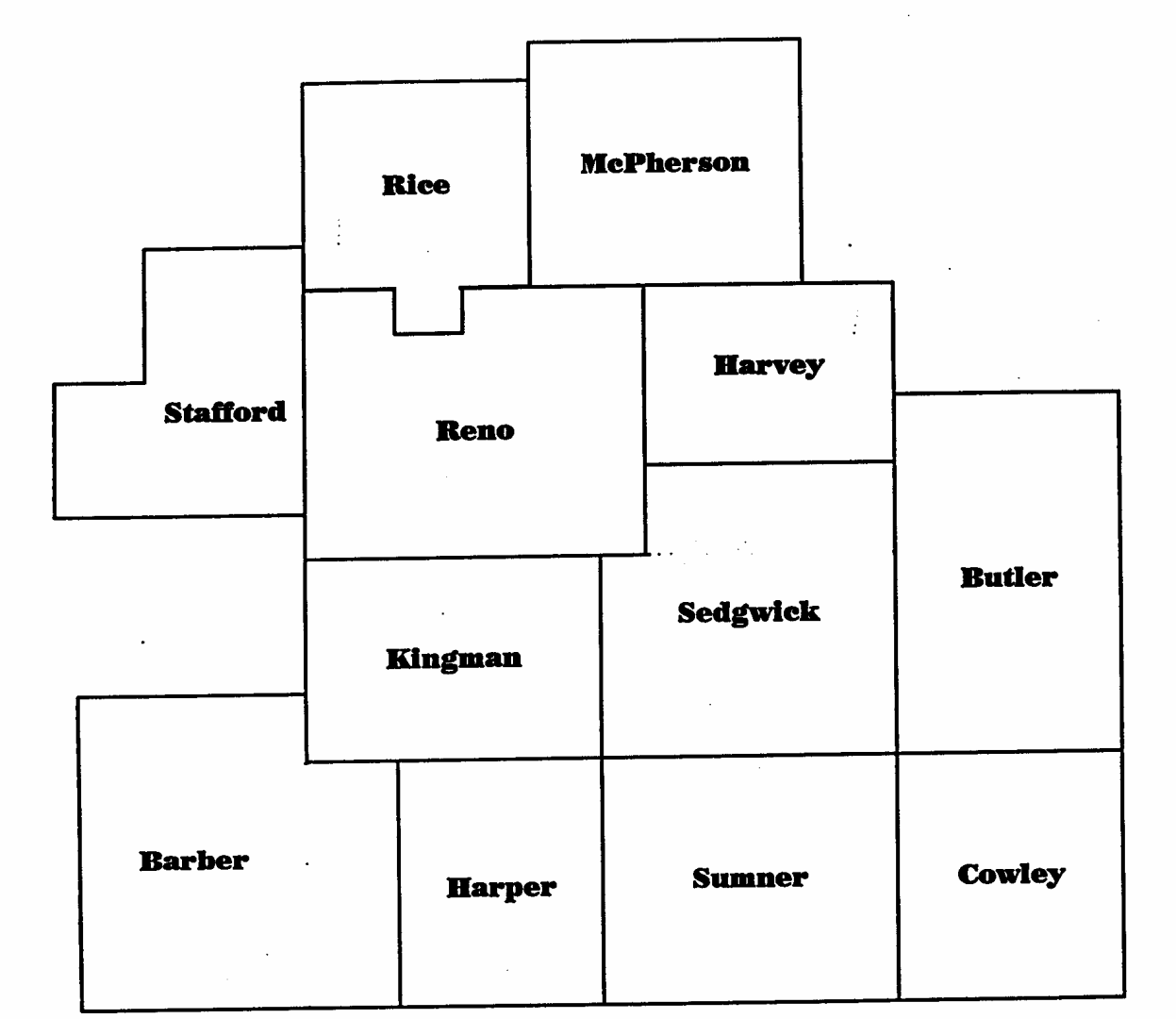
_____

Date Approved

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section I, Description

1.



2. 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 760,669.

3, 4. SCKLS has no contracting counties or libraries and no non-taxing participating counties.

5. Pratt and Kiowa are non-participating counties.

6. See next page for a list of all participating libraries.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section I, Description, continued

PUBLIC

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

***Outlets**

SCHOOL DISTRICT

Sacred Heart—Arkansas City
USD 267—Andale (Renwick)
USD 385—Andover
USD 361—Anthony-Harper
USD 359—Argonia
USD 470—Arkansas City
USD 402—Augusta
USD 313—Buhler
USD 462—Burden (Central)
USD 369—Burrton
USD 360—Caldwell
USD 419—Canton
USD 268—Cheney
USD 264—Clearwater
USD 356—Conway Springs
USD 332—Cunningham (West Kingman Co.)
USD 260—Derby
USD 471—Dexter
USD 396—Douglass
USD 490—El Dorado
USD 310—Fairfield
USD 265—Goddard
USD 440—Halstead/Bentley
USD 312—Haven
USD 261—Haysville
USD 460—Hesston
USD 308—Hutchinson
USD 448—Inman
USD 331—Kingman/Norwich
USD 255—Kiowa (South Barber)
USD 205—Leon
USD 400—Lindsborg (Smoky Valley)
USD 444—Little River/Windom
USD 405—Lyons
USD 351—Macksville
USD 266—Maize
USD 418—McPherson
USD 254—Medicine Lodge (North Barber Co.)
USD 423—Moundridge
USD 263—Mulvane
USD 309—Nickerson
USD 358—Oxford
USD 311—Pretty Prairie
USD 492—Rosalia
USD 394—Rose Hill
USD 439—Sedgwick
USD 509—South Haven
USD 349—Stafford
USD 376—Sterling
USD 375—Towanda (Circle)
USD 463—Udall
USD 262—Valley Center
USD 353—Wellington
USD 206—Whitewater (Remington)
USD 259—Wichita

ACADEMIC

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

SPECIAL

El Dorado Correctional Facility-Central
El Dorado Correctional Facility-North
Hutchinson Correctional Facility-Central
Hutchinson Correctional Facility-East
Kansas Veteran's Home
McConnell Air Force Base
Sedgwick County Detention Center

SCKLS Planning and Budgeting Timeline

December -- January	Update Five-Year Capital Improvement Plan Make capital improvement transfer from general fund
February – April	Solicit input from Executive Committee, Staff & Member Libraries Submit draft annual plan and tentative budget to Executive Committee for approval
April	Submit draft annual plan and tentative budget to System Board for approval
May – June	Submit draft annual plan and tentative budget to State Library Advisory Commission for approval
June -- July	Collect Motor Vehicle Tax estimates from county treasurers and assessed property valuation estimates from county clerks
July	Meet with auditor to prepare official certified budget
August	Publish budget and notice of budget hearing in Wichita Eagle 10 days prior to August Executive Committee meeting Hold budget hearing and adopt budget authorization resolution at Executive Committee meeting
By August 25	Provide copy of published budget and notice of hearing, budget authorization resolution and signed official certified budget to Reno County Clerk

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section II, Service and Programs

SCKLS Mission Statement

The mission of the South Central Kansas Library System is to assist member libraries to provide excellent service to their communities. SCKLS provides grants, consulting, continuing education and cost-effective support services to its member libraries.

SCKLS Goals and Objectives

The general goals of SCKLS are as follows:

1. **Facilitate access for all SCKLS residents to library resources and services.**

2. **Provide assistance in the continuous development of each member library.**

3. **Encourage and assist interlibrary cooperation and resource sharing.**

SCKLS completed a system-wide planning process in 2002. Since October 2003 the following recommendations from the System Study Implementation Committee and Executive Committee have been accomplished:

1) **Updated the SCKLS Bylaws (2003)**

2) **Employed a full time System Director (2004)**

3) **Service Improvements: (2004—2006)**

   a) **Technology Support Specialist (2004)**

      Restructured half-time Graphic Arts position into a full-time Technology Support Specialist position. This position provides phone support to member libraries for basic computer troubleshooting, assists SCKLS staff with computer troubleshooting and training, maintains the SCKLS website and produces communications and other information for member libraries.

   b) **Administrative Support Specialist (2004)**

      Restructured temporary bookkeeping position into a full-time Administrative Support Specialist position. This position provides accounting, payroll and human resources support, administrative and executive committee support and manages supplies and billing.

c) Interlibrary Loan (2005)

Ended $93,891 interlibrary loan services contract with Hutchinson Public Library and absorbed interlibrary loan duties into an existing SCKLS Cataloging / Interlibrary Loan position.

d) Processing Services (2005)

Eliminated full-time acquisitions services position and transferred duties into an existing Processing / Outreach Specialist position.

e) New Training Facility and Offices (2005—2006)

Completed lease-purchase agreement for 13,400 square foot training facility and offices at 321 North Main, South Hutchinson. Relocated to new facility and developed infrastructure to support expanded SCKLS training and meeting services. Remodeled and subleased 3,130 square feet of building to Odyssey Health Care, Inc.

f) Talking Books (2005)

Ended contract as of September 30, 2005 with Kansas State Library, Topeka for Talking Books Subregional Library. Facilitated transfer of service to Kansas State Talking Books Regional Library, Emporia.

g) Rotating Books (2005)

Evaluated Rotating Book service and conducted user survey that indicated 92% of respondents rated the service as “excellent.” Suggestions for improvement from the user survey will be incorporated into the service during 2006—2007. Plans for 2006 include the construction of a 1,000 square foot garage to park the delivery van and an additional SCKLS work vehicle.

h) Establish SCKLS Foundation (2006)

In 2006, SCKLS will establish a non-profit library foundation. The purpose of the South Central Kansas Library System Foundation will be to promote, enhance and support the programs and services of libraries and library organizations in the SCKLS service area and to operate as an official Internal Revenue Code 501 (c) 3 organization.

i) Develop Basic Skills Certification Program (2006)

In 2006, SCKLS will develop a comprehensive basic training certificate program for new librarians and staff. The SCKLS Basic Skills Certificate Program will compliment any core competencies program eventually established by the State Library of Kansas, Topeka.

j) Provide Summer Reading Program Grants (2006)

In 2006, SCKLS will provide each member public library and school district that delivers an annual Summer Reading Program with a grant of $100 to help defray costs associated with the service.

k) Implement Needs Assessment Recommendations (2006)

During January and February of 2006, SCKLS conducted a needs assessment of its 158 member public, academic, school and special libraries. **Ninety-four per cent of the 110 respondents gave an overall rating to SCKLS services as "excellent";** 6% said "good"; and no respondents rated SCKLS as "needs improvement." Individual recommendations for specific service improvements from the needs assessment have been incorporated into the 2007 SCKLS Annual Plan and included in an ongoing program for improvement of SCKLS services.

l) Develop Grant-in-aid Study Recommendations (2006—2007)

Beginning in Fall 2006, a five-member subcommittee of the SCKLS Executive Committee will examine the grant-in-aid program and prepare recommendations for consideration in the 2008 SCKLS Annual Plan.

In 2007 and based on its 2006 Needs Assessment of Member Libraries, SCKLS will continue to examine and improve services as well as consider new services to support its member public, school, academic and special libraries. In addition, the following service goals will be implemented:

1) Special Projects Librarian and Library Technology Intern

Since the 2006 Needs Assessment did not warrant the creation of any permanent full-time or part-time positions, salary budgeted for an open position will be allocated to the temporary Special Projects Librarian and a new Library Technology Internship. The Special Projects Librarian has been responsible for cataloging and organizing the Professional Collection, providing support for the 2006 Summer Reading Program and compiling the 2006 SCKLS Directory. The position will continue to perform special project duties as needed. A Library Technology

Internship has been established. The intern is enrolled as a graduate student at the Emporia State University School of Library and Information Management and will assist SCKLS on a part-time basis with various technology-related projects and programs.

2) Increase Funding for Automation & Technology Matching Grants

Applications for Automation Matching Grants increased 123% in 2004 and 173% in 2005. General Technology Matching Grant applications have also increased. SCKLS will double the amount of funds available in the Automation Matching Grants to $50,000 and increase General Technology Matching Grants by $5,000.

3) Develop An Annual Public Information and Marketing Plan

Develop and formalize an annual marketing plan to inform member libraries about SCKLS and its services as well provide standard media releases about SCKLS and its programs to the public.

4) Increase Support Services to School District Member Libraries

Continuing education opportunities and support services related to weeding and collection development will be increased to better serve school district member libraries.

5) Evaluate Technical Services

Further evaluate and improve services to member libraries for interlibrary loan, cataloging, ordering, supplies and vendor discounts.

6) Begin New Five-Year Evaluation of SCKLS Services

At the end of 2007, five years after its first comprehensive survey of SCKLS members, SCKLS will again conduct an evaluation process of services. SCKLS is committed to evaluating existing services, examining and implementing new services to meet the needs of member libraries and continually improving its services and organization. SCKLS uses a process of open communication and problem-solving with member libraries and staff to create transitions in service and organizational structure.

Program of Services to Member Libraries

Automation and Technology

Definition of service: Consulting services and limited hardware/software support are provided to assist member librarians in the use of current technologies. This service provides leadership, advice, training and consulting in the areas of automation, technology planning, technology policies, web design, Internet use, electronic information services, hardware/software/security recommendations and basic computer and network troubleshooting.

Phone assistance for basic computer troubleshooting is available from the Technology Support Specialist. The Automation / Technology Consultant works on-site with member libraries. Planning and consulting services are available from the Automation and Technology Coordinator. Staff also refer to third party technical resources in conjunction with the above mentioned services and assist with third party price negotiations for computer hardware and software purchases. Issues and programs related to Kan-ed and Kan-safe will be facilitated by the Automation / Technology Coordinator.

Technology 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. Technology grants programs include Technology Matching and Automation Matching. Continuing education services include a mobile training lab for on-site customized training for SCKLS member librarians.

Staff and Resources: One full-time Automation / Technology Coordinator; one full-time Automation / Technology Consultant and one full-time Technology Support Specialist and one half-time Library Technology Intern. Online resources include the SCKLS website **http://www.sckls.info** for access to various SCKLS training, tutorials, continuing education, Internet links, grant applications and other information. An electronic mail list has also been established to further communication among SCKLS members.

Service Guidelines: SCKLS technology consultants provide consulting, facilitate evaluation and purchase of equipment and make referrals to other resources when appropriate. SCKLS provides member libraries matching technology grants subject to guidelines and availability of funds. SCKLS provides 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 the SCKLS Automation / Technology staff as outlined in the above “Definition of service.” The Automation and Technology staff will attempt to resolve the query by phone, e-mail, in person or through referrals to appropriate resources. Computer troubleshooting phone assistance is available during the hours of Monday through Friday, 8:00 a.m. to 5:00 p.m. from the Technology Support Specialist . Member libraries are encouraged to apply for technology matching grants.

Consultant Services

Definition of service: SCKLS consultant services include both general and specialized services. SCKLS consultants provide expertise in the following areas: budget, governance, human resource issues, management, planning, evaluation, policies, collection development, programming, children and youth, technology issues and traditional and emerging library services.

Staff and resources: The Director, Automation / Technology Coordinator and Consultant, Continuing Education Coordinator and Youth Services Consultant are responsible for providing services to member libraries. The consultants collaborate with each other to provide improved service.

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

Member responsibilities: Member libraries are encouraged to contact consultants by phone, e-mail or schedule on-site assistance and meetings.

Continuing Education

Definition of service: SCKLS member librarians, trustees, Friends and volunteers can participate in a wide range of workshops and training programs. Workshops are offered each year on a variety of topics. Basic skills such as book mending are reviewed periodically. Topics dealing with trends and innovations in librarianship are also covered. New librarians receive an on-site orientation to SCKLS services from the Continuing Education Coordinator. The Director provides orientation and training for new public library trustees. Staff provide additional training in their areas of expertise as requested . A Continuing Education Committee advises the CE Coordinator. The Special Projects Librarian works in cooperation with the CE Coordinator and Director.

Hallmarks of the annual SCKLS continuing education program include the following:

Public Library Funding and Budget Workshops
Quarterly Book Discussions for Member Librarians
Children's Summer Reading Program
Technology Training Day held at Friends University

In 2006, SCKLS will initiate a new Basic Skills Certification Program for interested member librarians and staff. To encourage participation in continuing education activities other than those offered by SCKLS, Continuing Education Reimbursement Grants of up to $750 per member librarian per year help pay registration and tuition costs. Eligibility for the program is open to all member libraries subject to grant guidelines.

Staff and resources: The full-time CE Coordinator, with the assistance of the consultants and staff, is responsible for development and implementation of the SCKLS continuing education program.

Service guidelines: SCKLS fosters a culture of continuous learning. SCKLS routinely surveys the continuing education needs of member libraries and develops programs to meet these 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 and Friends of libraries.

Member responsibilities: Library staff, trustees, Friends and volunteers are encouraged to participate in continuing education and use the SCKLS CE Grant Reimbursement program. Paid training time and recognition of CE participation by library employees is encouraged by SCKLS.

Facility

Definition of Service: The SCKLS facility offers a large training and meeting room that seats 40-60 as well as two small meeting rooms that seat 16 each. One of the small meeting rooms is equipped for videoconferencing and as a computer training lab. The other small meeting room is suitable for board and planning meetings. SCKLS member libraries and library-related groups are encouraged to use the SCKLS facility free-of-charge for meetings and training.

Staff and resources: The CE Coordinator and Administrative Support Specialist coordinate and schedule use of the three meeting and training rooms.

Service guidelines: SCKLS member libraries and library-related groups may use the SCKLS facility for meetings and training. SCKLS will assist in coordinating refreshments and catering for meetings.

Member responsibilities: Member libraries and library-related groups are encouraged to schedule meetings and trainings at the SCKLS facility. SCKLS reserves the right of meeting room use for SCKLS-sponsored events.

Grants-in-Aid

Definition of service: Major 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 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 eligible 17 academic library members of SCKLS, the Grant-in-Aid program

compensates them for registered library borrowers who are not enrolled as students or who are not employees of their institution. School and special libraries are not eligible for grants-in-aid since these libraries serve fewer users outside of their school or institution.

Three factors comprise the formula for the distribution of grants-in-aid to 72 public and 17 eligible academic member libraries:

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

Staff and resources: The Director administers the grants-in-aid program.

Service guidelines: Detailed information regarding the grants-in-aid program are outlined on the SCKLS website. SCKLS service population categories and base grants are as follows:

Category	Population	Base Grant
Gateway	Fewer than 500 service population	$ 2,530
Linking	500 – 1,000 service population	$ 3,650
Service Center	1,001 – 2500 service population	$ 4,345
Major Service Center I	2,501- 10,000 service population	$ 6,210
Major Service Center II	10,001 – 25,000 service population	$12,686
Major Resource Center I	25,001 – 100,000 service population	$37,439
Major Resource Center II	More than 100,000 service population	$60,974

After base grants are calculated, the amount of funds remaining from the total grants-in-aid budget for the year are calculated as supplemental grants. Supplemental grants are calculated on the basis of the number of registered borrowers outside the library's taxing district or academic institution and the annual number of interlibrary loans a library has provided to other libraries. SCKLS recommends grants-in-aid be spent by the end of the calendar year in which they are received.

Member responsibilities: As a condition for SCKLS membership, participating libraries agree to provide a free library card and free interlibrary loan services, subject to local borrowing rules, to any individual who requests them and who lives within the 12 county region of SCKLS. Member libraries agree to remove inactive borrower registration records every three years. Members are responsible to spend funds according to guidelines and to complete such reports as may be required by SCKLS and the Kansas State Library.

Interlibrary Loan

Definition of service: Interlibrary loan is the state and nation-wide sharing of library materials. Subject to local borrowing rules, a resident of the 12-county SCKLS taxing area may initiate an interlibrary loan request free-of-charge from any SCKLS member library. State and nation-wide sharing of library materials is made possible through the Online Center for Library Cataloging (OCLC), Kansas Library Catalog (KLC), 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 also used to locate materials nationwide for member libraries.

SCKLS maintains a Professional Collection, Children's Preview Collection and Book Discussion Collection for use by member libraries. The Professional Collection and Book Discussion Collections are available through interlibrary loan.

Staff and resources: SCKLS provides one half-time position and access to OCLC and KICNET for member libraries that do not have access to these services. In 2005, SCKLS established funding for a matching grant program to assist member libraries to purchase multiple titles of books used in adult and children's book discussion programs. The grants are administered by the Continuing Education Coordinator.

Service guidelines: SCKLS provides interlibrary loan services and encourages resource sharing among all libraries. SCKLS offers training and support for the delivery of these services to each member library. SCKLS provides grants-in-aid to SCKLS member public and academic libraries to assist in the partial reimbursement of providing interlibrary loan service to borrowers outside of their taxing district or academic institution.

Member responsibilities: Member libraries are encouraged to provide and promote interlibrary loan services to their users. Member libraries are encouraged to send staff to SCKLS sponsored continuing education activities or request on-site training. Member libraries are encouraged to know and follow state and national ILL protocols and applicable policies and procedures for interlibrary loan service. Member libraries are encouraged to apply for SCKLS Book Discussion Matching Grants.

Rotating Book Service

Definition of service: Every seven weeks, the Rotating Book Service selects and provides public and academic member libraries with loans of westerns, romances, mysteries, large print books, popular fiction, non-fiction and audiocassettes. Materials provided by the rotating books service supplement the collections of public and academic member libraries.

Staff and resources: One full-time staff; one half-time staff and one half-time driver. A rotating book van is used to make deliveries. In 2006, a garage will be constructed for the delivery van.

Service guidelines: SCKLS will provide a collection of popular materials to public and academic member libraries. School library members are not eligible for the service.

Member responsibilities: Member libraries agree to box rotating book collections prior to the delivery of their scheduled rotation. Member libraries agree to meet the rotating book driver and van at their library according to the rotating books schedule and to facilitate the exchange of materials.

Technical Services

Definition of service: Processing services include assistance with ordering, cataloging and processing of library materials as well as discounts on supplies for member libraries. Ordering is primarily conducted using Baker & Taylor Online (BTOL). However, in 2006, SCKLS negotiated a vendor relationship with Ingram Library Services. Catalog card sets and Marc records are provided using OCLC, the Online Center for Library Cataloging. Bulk purchase allows for the resale of discounted processing supplies to member libraries. Library materials processed through SCKLS are included in the Kansas Library Catalog through OCLC, Baker & Taylor and Ingram. SCKLS answers questions and advises member libraries regarding acquisition, cataloging and processing of library materials.

Staff and resources: One half-time staff. SCKLS provides access to OCLC, Books-in-Print and other acquisitions and cataloging resources.

Service guidelines: SCKLS provides processing services including assistance with ordering, cataloging and processing of library materials as well as discounts on supplies for member libraries. 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.

Member responsibilities: Member libraries may use the processing services of SCKLS, their own processing services or other service providers. Deletion of bibliographic records from the Kansas Library Catalog is the responsibility of member libraries.

Youth Services

Definition of service: A consultant is available to assist librarians with all aspects of service to children and young adults. Consulting includes collection development such as book selection and weeding, workshops and the annual Summer Reading Program. In 2004, a Children's Puppet Play Resource Collection was established. In 2006, Summer Reading Program Grants were begun.

Staff and resources: SCKLS employs a full-time youth services' consultant to provide assistance in services to children and young adults. Kits in the Children's Puppet Play Resource Collection are available for loan. Mystery Notebooks to use with young people in grades 3 to high school are also available to SCKLS members.

Service guidelines: SCKLS provides assistance to member libraries in the development and evaluation of programs for children and young adults, collection development, storytelling activities and workshops to promote continuing education and training. SCKLS organizes and facilitates the annual Summer Reading Program.

Member responsibilities: SCKLS member libraries are encouraged to participate in training activities and to work with other agencies within the community who also provide services to children and youth. Member libraries may schedule use of resources in the Children's Puppet Play Collection and Mystery Notebooks.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007
Section III, Staff

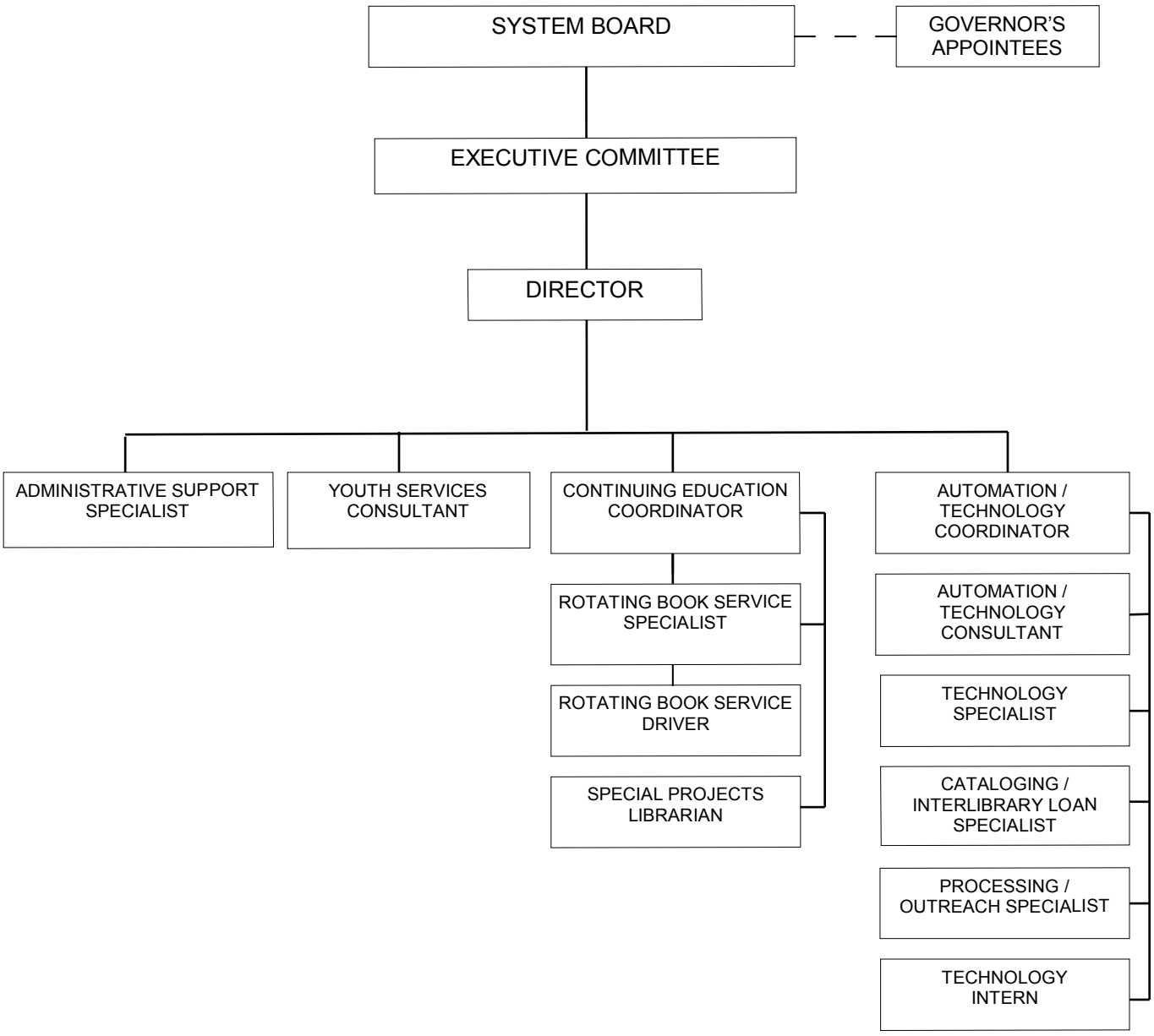
System Staff

Position	Staff	FTE
Director	Paul Hawkins	1
Administrative Support Specialist	Mia Wilson	1
Automation / Technology Coordinator	Larry Papenfuss	1
Automation / Technology Consultant	Sharon Barnes	1
Technology Support Specialist	Ted Morris	1
Youth Services Consultant	Julie Tomlianovich	1
Continuing Education Coordinator	Nancy Malone	1
Cataloging / Interlibrary Loan Specialist	Dianne Bogle	1
Rotating Books Specialist	Suzie Fox	1
Processing / Outreach Specialist	Janice Tuxhorn	1
Special Projects Librarian	Jeanie Armour	.50
Library Technology Intern	Katy Androski	.50
Rotating Book Truck Driver	Leland Woodson	.50
Total F.T.E.		**12.50**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section III, Organizational Chart

ORGANIZATION CHART



SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, Executive Committee

Executive Committee 2006

Janice Sharp – Chair
Edna Buschow Memorial Library
321 West 1st St.
Valley Center, KS 67147
Work: 316-755-7350 Fax: 316-755-7351
bookerjsharp@netscape.net
1st 4-year Term -Term Expires: 12/2009
Major Service Center I

Janet Dagenais Brown –Vice Chair
Wichita State University Ablah Library
1845 Fairmount P.O. Box 68
Wichita, KS 67260-0068
Work: 316-978-5075 Fax: 316-978-3048
janet.brown@wichita.edu
1st 4-year Term + unexpired - Term Expires: 12/2008
Regents

Jean Volk — Secretary / Treasurer
USD 312, Haven High School Library
400 East 5th
Haven, KS 67543
Work: 620-465-2649 Fax: 620-465-7729
jvolk@havenschools.com
1st 4-year Term - Term Expires: 12/2009
At-large, Position II

Jane Barnard
Rose Hill High School Library
805 Candia Circle
Rose Hill, KS 67133
Work: 316-776-3391 Fax: 316-776-3392
jbarnard@usd394.com
2nd 4-year Term - Term Expires: 12/2006
Governor's Appointee

Merle Bender
215 Lake Vista Circle
Hesston, KS 67062
Home: 620-327-4227
Appointed to fill unexpired term
1st 4-year + unexpired term Expires: 12/2009
At-large, Position I

Judy Bennett
Derby Public Library
611 North Mulberry
Derby, KS 67037
Work: 316-788-0760 Fax: 316-788-6067
judy@derbylibrary.com
1st 4-year Term + Unexpired - Term Expires: 12/2008
Major Service Center II

Patti Brace
Pretty Prairie Public Library
119 West Main, P.O. Box 68
Pretty Prairie, KS 67570-0068
Work: 620-459-6392 Fax: 620-459-7354
pprairie@btsskynet.net
2nd 4-year Term - Term Expires: 12/2008
Linking

Pat Conklin
USD 359, Argonia High School Library
504 North Pine
Argonia, KS 67004
Work: 620-435-6611, Ext. 2012 Fax: 620-435-6623
1st 4-year Term - Term Expires: 12/2009
School District Libraries

Martha Fee
607 Adair Circle
Hutchinson, KS 67501
Home: 620-662-9594
Appointed to fill unexpired term
Term Expires 12/2008
Major Resource Center I

Marilyn Hurst
2909 South Sylvia Road
Sylvia, KS 67581-8910
Home: 620-486-2496
E-mail: marilynhrst@yahoo.com
2nd 4-year Term
Term Expires: 12/2009

Deb Simpson
Wichita Comotara Branch Public Library
2244 North Rock Road
Wichita, KS 67226
Work: 316-688-1-9350
dsimpson@wichita.gov
1st 4-year Term - Term Expires: 12/2008
Major Resource Center II

Gail Niles Stucky
Bethel College Library
300 East 27th St.
North Newton, KS 67117
Work: 316-284-5361 Fax: 316-284-5843
gstucky@bethelks.edu
1st 4-year Term + unexpired - Term Expires: 12/2007
2/4 Year College

Susan Woodard
Cheney Public Library
203 North Main, PO Box 700
Cheney, KS 67025-0700

Work: 316-542-3331
cheneypubliclibrary@cheneyks.org
1st 4-year Term - Term Expires: 12/2009
Service Center

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, Governor's Appointees

Governor's Appointees 2006

Barber County

Deitra Black
203 East Main
Sun City, KS 67143
Home (620) 248-3320
Term Expiration Date: 6/30/2010

Butler County

Jane Barnard
805 Candia Circle
Rose Hill, KS 67133
Home (316) 776-2835
Work (316) 776-3391
Term Expiration Date: 6/30/2010

Cowley County

Gaye Mackey
1048 231st Road
Atlanta, KS 67008
Home (620) 394-2285
Work (620) 438-3195
Term Expiration Date: 6/30/2010

Harper County

Kim Bauer
263 Northeast 150 Road
Harper, KS 67058
Term Expiration Date: 6/30/2010

Harvey County

Greta Hiebert
204 East 24th Street
North Newton, KS 67117
Home (316) 283-7028
Work (316) 284-5303

Kingman County

Brenda Shipley
9076 SE 160th
Norwich, KS 67118
Home (620) 478-2636
Term Expiration Date: 6/30/2010

McPherson County

Melva Barlow
213 1st Avenue
Inman, KS 67456
Home (620) 585-2614
Term Expiration Date: 6/30/2010

Reno County

Barbara Lilyhorn
9605 East Avenue G
Hutchinson, KS 67501
Work (620) 662-2371
Home (620) 662-3754
Term Expiration Date: 6/30/2010

Rice County

Donna Surprise
616 South Purdy
Lyons, KS 67554
Home (620) 257-5053
Term Expiration Date: 6/30/2010

Sedgwick County

Rita Sevart
22015 West 29th Street North
Andale, KS 67001
Work (316) 942-4291
Home (316) 796-0769
Term Expiration Date: 6/30/2010

Stafford County

Gerry Hildebrand
1133 Southeast 80th Street
Turon, KS 67583
Home (620) 497-6573
Work (620) 234-5255
Term Expiration Date: 6/30/2010

Sumner County

Gaylene Larson
657 South Milan Road
Milan, KS 67105
Work (620) 435-6979
Home (620) 435-6869
Term Expiration Date: 6/30/2010

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, SCKLS Public Library Representatives

City	Public Library	Representative	
Andale	Andale District Library	*Lenita*	*Moore*
Andover	Andover Public Library	*Carol*	*Wohlford*
Anthony	Anthony Public Library	*Shelly*	*Wilkinson*
Argonia	Dixon Township Library	*Gaylene*	*Larson*
Arkansas City	Arkansas City Public Library	*Michelle*	*Swain*
Arlington	Arlington City Library	*Jessie*	*Kennedy*
Attica	Attica City Library	*Lillian*	*Tubb*
Augusta	Augusta Public Library	*Myrna*	*Hale*
Belle Plaine	Belle Plaine City Library	*Vicki*	*Bohannon*
Buhler	Buhler Public Library	*Pam*	*Fast*
Burrton	Ruth Dole Memorial Library	*Rhonda*	*Corwin*
Bushton	Farmer Township Community Library	*Barbara*	*Orth*
Caldwell	Caldwell Carnegie Library	*Jean*	*Ward*
Canton	Canton Township Carnegie Library	*Bonnie*	*Westbrook*
Cheney	Cheney Public Library	*Susan*	*Woodard*
Clearwater	Clearwater Public Library	*Katy*	*Nester*
Colwich	Colwich Community Library	*Nancy*	*Maus*
Conway Springs	Conway Springs City Library	*Danna*	*Fulkerson*
Cunningham	Cunningham Public Library	*Jane*	*Meyers*
Derby	Derby Public Library	*Frank*	*Fanning*
Douglass	Douglass Public Library	*Janet*	*Whittington*
El Dorado	Bradford Memorial Library	*Martha*	*Gregg*
Garden Plain	Garden Plain Community Library	*Joyce*	*Loehr*
Geneseo	Geneseo Public Library	*Winifred*	*Gustus*
Goddard	Goddard Public Library	*Kendra*	*Mork*
Halstead	Halstead Public Library	*Elizabeth*	*Cain*
Hardtner	Hardtner Public Library	*Joy*	*Helmer*
Harper	Harper Public Library	*Lynn*	*Campbell*
Haven	Haven Public Library	*Katherine*	*Regier*
Haysville	Haysville Community Library	*Betty*	*Cattrell*
Hesston	Hesston Public Library	*John*	*Wright*
Hutchinson	Hutchinson Public Library	*Reta*	*Graber*
Inman	Inman Public Library	*Donna*	*Sallee*
Kingman	Kingman Carnegie Library	*Gee Gee*	*Helm*
Kiowa	Kiowa Public Library	*Carol*	*McGee*
Leon	Leon Public Library	*Barbara*	*Templin*

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, SCKLS Public Library Representatives, continued

City	Public Library	Representative	
Lindsborg	Lindsborg Community Library	*Librarian*	
Little River	Little River Community Library	*Carolyn*	*Morrison*
Lyons	Lyons Public Library	*Becky*	*McBeth*
Macksville	Macksville City Library	*Debra*	*Maseberg*
Marquette	Marquette Community Library	*Donna*	*Elvin*
McPherson	McPherson Public Library	*Steve*	*Read*
Medicine Lodge	Lincoln Library	*Dr. Dean*	*Stucky*
Moundridge	Moundridge Public Library	*Helen*	*Bertrand*
Mount Hope	Mount Hope Public Library	*Sandra*	*West*
Mulvane	Mulvane Public Library	*Kristi*	*McEachern*
Newton	Newton Public Library	*Jan*	*Hoberecht*
Nickerson	Nickerson Public Library	*Cheryl*	*Engelland*
Norwich	Norwich Public Library	*Tammy*	*Goebel*
Oxford	Oxford Public Library	*Nyla*	*Sawyer*
Park City	Park City Community Public Library	*Dawn*	*Pilcher*
Partridge	Partridge Public Library	*Margo*	*Garton*
Potwin	Potwin Public Library	*Michal*	*Austin*
Pretty Prairie	Pretty Prairie Public Library	*Patti*	*Brace*
Saint John	Ida Long Goodman Memorial Library	*Christie*	*Snyder*
Sedgwick	Lillian Tear Library	*Karen*	*Barnett*
Sharon	Wisner Library	*Martha*	*McDaniel*
South Haven	South Haven Township Library	*Reta*	*Gardner*
Stafford	Nora E Larabee Memorial Library	*Dixie*	*Osborn*
Sterling	Sterling Free Public Library	*Pam*	*Smith*
Sylvia	Sylvia Public Library	*Marilyn*	*Hurst*
Towanda	Towanda Public Library	*Julia*	*Kohler*
Turon	Turon Community Library	*Sharon*	*Nitzsche*
Udall	Udall Public Library	*Bee*	*Libbie*
Valley Center	Edna Buschow Memorial Library	*Janice*	*Sharp*
Viola	Viola Township Library	*Claire*	*Charlebois*
Walton	Walton Community Library	*Librarian*	
Wellington	Wellington Public Library	*Kim*	*Wiens*
Whitewater	Whitewater Memorial Library	*Jean*	*Thiessen*
Wichita	Wichita Public Library	*Deb*	*Simpson*
Winfield	Winfield Public Library	*Joan*	*Cales*
Zenda	Zenda Public Library	*Kathleen*	*Whitmer*

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, SCKLS School District Representatives

USD	City	Representative	
267--	Andale (Renwick)	*Loretta*	*Sadler*
385--	Andover	*Rita*	*Herl*
361--	Anthony-Harper	*Kim*	*Bauer*
359--	Argonia	*Pat*	*Conklin*
470--	Arkansas City	*Rene*	*Bohn*
	Arkansas City, Sacred Heart	*Kellie*	*Hull*
402--	Augusta	*Linda*	*Casper*
313--	Buhler	*Janet*	*Seibel*
462--	Burden (Central)	*Shirley*	*Douglas*
369--	Burrton	*Jill*	*Bourne*
360--	Caldwell	*Julie*	*Vanek*
419--	Canton	*Rhonda*	*Werth*
268--	Cheney	*Carla*	*Ewy*
264--	Clearwater	*Judy*	*Kramer*
356--	Conway Springs	*Anne*	*Rush*
332--	Cunningham (W. Kingman Co.)	*Kaylyn*	*Keating*
260--	Derby	*Anita*	*Brozik*
471--	Dexter	*KC*	*Colvin*
396--	Douglass	*Rashelle*	*Leivian*
490--	El Dorado	*Judy*	*George*
310--	Fairfield	*Mary*	*Evans*
265--	Goddard	*Leslie*	*George*
440--	Halstead/Bentley	*Cherie*	*Henrie*
312--	Haven	*Jean*	*Volk*
261--	Haysville	*Barbara*	*Schoenthaler*
460--	Hesston	*Lois*	*Brubacher*
308--	Hutchinson	*Nancy*	*Soldner*

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, SCKLS School District Representatives

USD	City	Representative	
448--	Inman	*Cheryl*	*Rife*
331--	Kingman/Norwich	*Jerrianne*	*Hada*
255--	Kiowa (S. Barber Co.)	*Jill*	*Daughhetee*
205--	Leon	*Lori*	*Kohls*
400--	Lindsborg (Smokey Valley)	*Marla*	*Elmquist*
444--	Little River/Windom	*Sheena*	*Bruce*
405--	Lyons	*Donna*	*Surprise*
351--	Macksville	*Nelda*	*Satterlee*
266--	Maize	*Margie*	*Eaton*
418--	McPherson	*Dee*	*Shively*
254--	Medicine Lodge (N. Barber Co.)	*Barbara*	*Keltner*
423--	Moundridge	*Jeanette*	*Roberts*
263--	Mulvane	*Janet*	*Allard*
309--	Nickerson	*Lou*	*Brewer*
358--	Oxford	*Aleta*	*Hastings*
311--	Pretty Prairie	*Edna Ruth*	*Kemp*
492--	Rosalia	*Sharon*	*McClure*
394--	Rose Hill	*Martha*	*Helzer*
439--	Sedgwick	*Librarian*	
509--	South Haven	*Peggy*	*Frieouf*
349--	Stafford	*Cheri*	*Simpson*
376--	Sterling	*Amy*	*Brownlee*
375--	Towanda (Circle)	*Vicki*	*Patton*
463--	Udall	*Cora*	*Mettling*
262--	Valley Center	*Lenna Lea*	*Wiebe*
353--	Wellington	*Sarah*	*House*
206--	Whitewater	*Pam*	*Harber*
259--	Wichita	*Janet*	*Fowler*
465--	Winfield	*Beverly*	*Simmons*

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

Section IV, SCKLS Academic and Special Library Representatives

Institution	Library Name	Representative	
Barclay College	Worden Memorial Library	*Jeanette*	*Parker*
Bethany College	Wallerstedt Library	*Denise*	*Carson*
Bethel College	Bethel College Library	*Barbara*	*Thiesen*
Butler Community College	L W Nixon Library	*Micaela*	*Ayers*
Central Christian College of Kansas	Briner Library	*Judy*	*Stockstill*
Cowley Co Community College	Renn Memorial Library	*Rhoda*	*MacLaughlin*
Friends University	Edmund Stanley Library	*David*	*Pappas*
Hesston College	Mary Miller Library	*Margaret*	*Wiebe*
Hutchinson Community College	JFK Library & Rimmer Learning Resource Center	*Robert*	*Kelly*
Kansas Wesleyan University	Memorial Library	*Angela*	*Allen*
McPherson College	Miller Library	*Susan*	*Taylor*
Newman University	Ryan Library	*Joseph*	*Forte*
Southwestern College	Memorial Library	*Dr. Beth*	*Sheppard*
Sterling College	Mabee Library	*LeAnn*	*Weller*
Tabor College	Tabor College Library	*Gari-Anne*	*Patzwald*
Wichita State University	University Libraries	*Pal*	*Rao*
Wichita Area Technical College	Library	*Helen*	*Rigdon*

Institution	Representative	
El Dorado Correctional Facility Central / North	*Margaret*	*Adamson*
Hutchinson Correctional Facility Central	*Kate*	*Field*
Hutchinson Correctional Facility East	*Ann*	*Flory*
Kansas Veteran's Home Library	*Bob*	*Marsh*
McConnell Air Force Base Library	*Darla*	*Cooper*
Sedgwick County Detention Facility Library	*Barbara*	*Maxwell*

BYLAWS
South Central Kansas Library System

Revised and Adopted October 27, 2003
by the South Central Kansas Library System Board

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

The System is a non-profit, educational organization created by authority of Kansas Statutes Annotated 75-25-47, et seq., to provide through an organization of cooperating libraries service to all citizens in the South Central Region.

Article III

Membership

Section 1. Membership of each participating library is established by petition to the State Library Advisory Commission 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 and regulations of the State Library Advisory Commission.

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 Advisory Commission.

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 Advisory Commission.

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 library. In addition, there shall be one representative from each participating county appointed by the Governor to represent territory not within the district or any participating library, but within the tax district of the system.

Section 2. 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. The Governor's appointees are eligible to serve until the Governor appoints a replacement.

Section 3. 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 pass upon the policies and philosophy of operation of the system as set by the Executive Committee, adopt the annual budget and program of services, 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 3, 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 representative from each of the following interest areas: 1) Governor's Appointees, 2) School district libraries, 3) Gateway libraries, 4) Linking libraries, 5) Service Center libraries, 6) Major Service Center I libraries, 7) Major Service Center II libraries, 8) Major Resource Center I libraries, 9) Major Resource Center II libraries, 10) Two or four year college libraries, and (11) Regents University libraries. Two members shall be elected from the general membership of the System Board and may be from any of the above interest areas.

Section 3. The standard term of office for a member of the Executive Committee shall be four years. A system Board member shall be eligible to be elected to the Executive Committee for a maximum of two consecutive four-year terms. In the event of a vacancy, the Chairman may fill the position by appointment, with the approval of the Executive Committee, which will be in effect for the remaining term of the vacated position.

Section 4. The members of the Executive Committee shall elect a Chair, Vice Chair, Secretary and Treasurer during the first meeting following the annual meeting of the System Board in October, 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 each contract entered into by the System Board; 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 shall 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; correct and sign the minutes; and provide copies of the minutes on request.

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

Section 6. 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.

Article VI

Standing Committees

Section 1. The System Executive Committee shall serve as the budget committee. The System Director shall present a recommended budget and plan of operation to the Executive Committee. The Executive Committee shall then evaluate and recommend the budget to the System Board for approval at the April 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 VII

Meetings

Section 1. Regular meetings of the System Board will be held in April and October or at the call of the Chair. The April meeting shall be the annual meeting for operations and for the transaction of other business. The October meeting shall be the regular meeting for electing members to open positions on 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 one month 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 Governor shall be eligible to vote in the proceedings of the Board.

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

Article VIII

Executive Committee Meetings

Section 1. State law (K.S.A. 75-4317 and 75-4318) specifies that all meetings of the Executive Committee shall be open to the public. The Executive Committee shall meet once a month. Written notice of such meetings and an agenda must be provided to Executive Committee members at least one week 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 IX

Election

Section 1. Nominations for election to the Executive Committee shall be solicited from the membership at least one month prior to the date of the October System Board meeting.

Section 2. Ballots shall be prepared at least one week prior to the October meeting, identifying individuals nominated and leaving spaces for the names of individuals who may be nominated at the meeting.

Section 3. Nominations shall also be requested from the floor at the October meeting.

Section 4. Nominations for election to the Executive Committee from those representatives appointed by the Governor shall be solicited by the System Director.

Article X

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. System staff members authorized to attend system, state, and such other meetings as may be of interest and value to the System may be paid expenses.

Section 2. As a participating library does not sponsor the individuals appointed to the System Board by the Governor, these representatives shall be reimbursed by the System for actual expenses incurred in their attendance at System functions.

Article XI

Conflict of Interest

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.

Article XII

Bylaws Amendment

Section 1. 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 2. Proposed amendments, specifying changes, must be mailed 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 XIII

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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007
Section VI, Proposed Tentative Budget

SCKLS 2007 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, March 17, 2006

Budget Category	2005 Actual	2006 Budget	2007 Proposed	2006 / 2007 Difference	2006 / 2007 % Change
Audit & Budget & Accounting	$8,568	$16,000	$17,000	$1,000	6.3%
Rent	$78,000	$68,000	$68,000	$0	0%
Insurance	$8,438	$9,000	$13,000	$4,000	44.4%
Postage	$13,637	$15,500	$16,500	$1,000	6.5%
Printing	$5,072	$4,500	$5,000	$500	11.1%
Salaries	$394,269	$433,959	$435,050	$1,091	0.3%
Employee Benefits	$91,853	$114,469	$122,550	$8,081	7.1%
Supplies	$10,892	$20,000	$20,000	$0	0%
Travel & CE for Staff	$27,362	$25,500	$30,000	$4,500	17.6%
Member Library CE & Training	$0	$20,000	$20,000	$0	0%
OCLC (Cataloging/ILL)	$25,975	$30,000	$30,000	$0	0%
Grants-in-aid: Public & Academic	$775,000	$884,000	$918,000	$34,000	3.8%
Grants-Continuing Education	$43,743	$45,000	$45,000	$0	0%
Grants-General Technology Matching	$35,000	$35,000	$40,000	$5,000	14.3%
Grants-Automation Matching	$25,000	$25,000	$50,000	$25,000	100.0%
Grants-Book Discussion Matching	$1,237	$4,000	$3,000	($1,000)	-25.0%
Grants--Summer Reading	$0	$7,500	$7,500	$0	0%
Library Materials	$64,756	$67,000	$70,000	$3,000	4.5%
Internet Services	$5,831	$6,500	$6,500	$0	0%
Telephone	$8,249	$13,500	$13,500	$0	0%
Contractual Services	$154,020	$42,500	$42,500	$0	0%
Equipment & Maintenance	$20,762	$35,000	$32,500	($2,500)	-7.1%
Vehicle Expenses	$15,410	$16,000	$18,000	$2,000	12.5%
Capital Outlay	$82,280	$80,000	$85,000	$5,000	6.3%
Transfer to Capital Improvement Fund	$42,000	$56,000	$57,000	$1,000	1.8%
Contingency	$55,802	$10,000	$10,000	$0	0%
Totals	**$1,993,156**	**$2,083,928**	**$2,175,600**	**$91,672**	4%

2007 SCKLS Tentative Budget Narrative

(Reviewed and Recommended by SCKLS Executive Committee, March 17, 2006)

Audit / Budget / Accounting — Increase $1,000

2005 Actual $ 8,568
2006 Projected $ 16,000
2007 Tentative $ 17,000

The firm of Swindoll, Janzen, Hawk and Loyd, McPherson audits SCKLS financial records and assists with the preparation of official budget documents at an annual cost of $8,106. Accounting and payroll services are provided by the firm of Adams, Brown, Beran and Ball, Hutchinson at an estimated annual cost of $8,500. Accounting and payroll services were formerly paid from the Contractual Services line item, but these payments are now reflected in the Audit / Budget / Accounting line item.

Rent — No Change

2005 Actual $ 78,000
2006 Projected $ 68,000
2007 Tentative $ 68,000

During the period from January 1 to March 31, 2005, SCKLS paid Hutchinson Public Library about $8,300 for rental of space. In addition during 2005, SCKLS paid for twelve month's rent at its new headquarters at 321A North Main, South Hutchinson. Currently, SCKLS pays about $5,654 a month for rental of 13,400 square feet of space. Rent includes the cost of utilities. With the sublease of 3,130 square feet of the facility to Odyssey Health Care, Inc. which began February 1, 2006, SCKLS will receive annual rent income in the amount $22,923.

Insurance and Bonds — Increase $4,000

2005 Actual $ 8,438
2006 Projected $ 9,000
2007 Tentative $ 13,000

Insurance includes general property and automobile liability for staff, vehicles and equipment as well as surety bonds required by state law. Insurance costs have increased due to the purchase of additional coverage for the SCKLS facility and contents.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007
Section VI, Proposed Budget Narrative, continued

Postage **Increase $1,000**

2005 Actual $ 13,637
2006 Projected $ 15,500
2007 Tentative $ 16,500

Includes standard business mailings and mailings of information, books, supplies and children's puppet play resources to member libraries. Increase due to additional mailings and increase in postage and shipping costs.

Printing **Increase $500**

2005 Actual $ 5,072
2006 Projected $ 4,500
2007 Tentative $ 5,000

Includes photocopier paper and printing costs for the annual SCKLS Directory as well as printing of other materials to support continuing education programs and communications to member libraries.

Salaries **Increase $ 1,091**
Benefits **Increase $ 8,081**

2005 Actual $ 486,122 ($ 394,269 Salaries / $ 91,853 Benefits)
2006 Projected $ 548,428 ($ 433,959 Salaries / $ 114,469 Benefits)
2007 Tentative $ 557,600 ($ 435,050 Salaries / $ 122,550 Benefits)

SCKLS currently employs 11 full-time and 2 half-time staff in the following positions: Director, Continuing Education Coordinator, Automation/Technology Coordinator, Automation/Technology Consultant, Youth Services Consultant, Technology Specialist, Administrative Support Specialist, Cataloging/Interlibrary Loan Specialist, Rotating Books Specialist, Processing/Outreach Specialist as well as a Rotating Book Service Driver and Temporary Special Projects Librarian which are half-time positions. SCKLS provides eligible full-time employees health insurance, Kansas Public Employees Retirement System, deferred compensation, medical reimbursement and other benefits.

In 2005, SCKLS reduced staff by three F.T.E. The Acquisition Services position was eliminated and duties of that position were transferred to the Processing/Outreach Specialist. With the transfer of the SCKLS Talking Books Service to the Emporia State Talking Books Headquarters in October 2005, staff was reduced by an additional two F.T.E. positions. In 2005, SCKLS continued to budget for salary and benefits in the amount of $33,000-$43,000 for an open position. A recent needs assessment of SCKLS member libraries did not warrant the creation of a permanent full-time position. Instead the work of the Special Projects Librarian and new Library Technology Intern will be funded from the open salary position. Staffing needs will continue to be evaluated on an annual basis. In 2007, up to 3% will be available for salary increases for staff based on individual merit and performance of their job duties.

Supplies — No Change

2005 Actual **$ 10,892**
2006 Projected **$ 20,000**
2007 Tentative **$ 20,000**

Includes standard office and work items used by SCKLS staff to provide service to member libraries. Increase reflects costs of custodial and maintenance supplies for the facility.

Travel and Staff Continuing Education — Increase $4,500

2005 Actual **$ 27,362**
2006 Projected **$ 25,500**
2007 Tentative **$ 30,000**

SCKLS staff travel to provide expertise and advice to member libraries, represent SCKLS at state and national library conferences and meetings and attend continuing education and training. Other costs include paid memberships for staff in various library professional organizations.

Member Continuing Education & Training — No Change

2005 Actual **$ 0**
2006 Projected **$ 20,000**
2007 Tentative **$ 20,000**

This new line was authorized for 2006. Continuing education and training are core services of SCKLS yet no line item existed for these expenditures. Costs associated with continuing education programs for member libraries which includes presenters, meeting rooms and hospitality are charged to this line item. Costs for 2006 include funding for a new Basic Skills Library Certificate program for interested member librarians and staff.

OCLC (Cataloging & Interlibary Loan) — No Change

2005 Actual **$ 25,975**
2006 Projected **$ 30,000**
2007 Tentative **$ 30,000**

Includes charges from the Online Center for Library Cataloging (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—Aid to Local Units — Increase $34,000

2005 Actual **$ 775,000**
2006 Projected **$ 884,000**
2007 Tentative **$ 918,000**

Public and academic member libraries receive an annual base grant for local library service development and a supplemental grant as partial reimbursement for serving users outside of their taxing district or academic institution and for interlibrary loans provided to other libraries. An additional $34,000 will be allocated and applied to the supplemental grants which provide partial reimbursement for libraries serving borrowers outside of their taxing district or academic institution and for interlibrary loans provided to other libraries. Since 2004, funding for the grants-in-aid program has increased an average of more than 6% each year.

Grants—Continuing Education — No change

2005 Actual **$ 43,743**
2006 Projected **$ 45,000**
2007 Tentative **$ 45,000**

Each member librarian, library board member or member of Friends of Kansas Libraries is eligible for up to $750 annually for reimbursement of registration and tuition costs for library-related continuing education and training.

Grants—General Technology Matching — Increase $5,000

2005 Actual **$ 35,000**
2006 Projected **$ 35,000**
2007 Tentative **$ 40,000**

Member libraries are eligible for a matching grant up to $1,000 for any general technology hardware or software specified by grant guidelines.

Grants—Automation Matching — Increase $25,000

2005 Actual **$ 25,000**
2006 Projected **$ 25,000**
2007 Tentative **$ 50,000**

Member libraries are eligible for a maximum $25,000 for first-time automation, upgrade of an existing automation system, migration to a different automation system and/or retrospective conversion and authority control. Support for additional funding for this line item is based on a 173% increase in applications in 2005 and 123% increase in 2004 along with a three-year moratorium at the state level on Library Service Technology Act grants.

Grants--Book Discussion Matching — Decrease $1,000

2005 Actual **$ 1,237**
2006 Projected **$ 4,000**
2007 Tentative **$ 3,000**

Member libraries have identified the need for multiple titles of books used in adult and children's book discussion programs. The first year for this new grant program was 2005 and greater use of it is expected in 2006. Up to 15 matching grants of $200 will be available for member libraries in 2007.

Grants--Summer Reading Program — No Change

2005 Actual **$ 0**
2006 Projected **$ 7,500**
2007 Tentative **$ 7,500**

The annual Summer Reading Program for children is a basic service of every member public library and some member school districts. Each member public library and school district that provides an annual Summer Reading Program will be eligible for a grant of $100 to help defray costs associated with the service. The first year for this grant program is 2006.

Library Materials — Increase $3,000

2005 Actual **$ 64,756**
2006 Projected **$ 67,000**
2007 Tentative **$ 70,000**

Includes library materials circulated through the Rotating Book service, processing charges, a professional collection and a children's preview book collection along with subscriptions to professional library journals. In 2007, SCKLS will continue to improve the Rotating Book collection based on recommendations from the 2005 service assessment.

Internet Services — No Change

2005 Actual **$ 5,831**
2006 Projected **$ 6,500**
2007 Tentative **$ 6,500**

Includes costs for T-1 Internet access through AT&T/Southwestern Bell.

Telephone — No Change

2005 Actual $ 8,249
2006 Projected $ 13,500
2006 Tentative $ 13,500

Includes costs for local, long distance, and 800 # phone services and cellular service for five consultants and Rotating Book driver to communicate with member libraries. Variance between actual and projected costs are due to E-rate discounts and reimbursements.

Contractual Services — No Change

2005 Actual $ 154,020
2006 Projected $ 42,500
2006 Tentative $ 42,500

Relocation costs to its new facility and remodeling of a portion of the facility for sublease account for some of the variance between 2005 and 2006. Establishment in 2006 of a new line item for Member Continuing Education and Training also allows this line to more accurately represent the costs of contractual services such as facility property management, legal, architectural, security, pest control and custodial services.

Equipment and Maintenance — Decrease $2,500

2005 Actual $ 20,762
2006 Projected $ 35,000
2007 Tentative $ 32,500

Includes costs for the purchase, repair, update, and maintenance of the telecommunications network, computers, two photocopiers and other technology used by SCKLS. Variance between 2005 and 2006 costs were due to allocation in 2005 of new telecommunications network costs to the Contingency and Contractual Services line items.

Vehicle Expense — Increase $2,000

2005 Actual $ 15,410
2006 Projected $ 16,000
2007 Tentative $ 18,000

Despite major increases in fuel costs in 2005, this line was within the $15,000 budgeted. However for 2007, this line will be increased to cover fuel costs, maintenance and repairs for six automobiles used by the consultants and Rotating Books to provide service to member libraries.

Capital Outlay — Increase $5,000

2005 Actual	**$ 82,280**
2006 Projected	**$ 80,000**
2007 Tentative	**$ 85,000**

This line item was added to the 2005 budget after SCKLS determined it should relocate to a new facility. Capitol Outlay pays about $35,200 each year towards principal and interest to purchase the building at 321A North Main, South Hutchinson. Other Capital Outlay expenses include lease/purchase costs for two photocopiers as well as other major expenses associated with the SCKLS facility.

Transfer to Capital Improvement Fund — Increase $1,000

2005 Actual	**$ 42,000**
2006 Projected	**$ 56,000**
2007 Tentative	**$ 57,000**

The Capital Improvement Fund allows for the annual purchase of a replacement automobile and pays for other major improvements and maintenance to the SCKLS facility. Each year SCKLS updates a Five-Year Capital Improvement Plan of anticipated expenditures.

Contingency — No Change

2005 Actual	**$ 55,802**
2006 Projected	**$ 10,000**
2007 Tentative	**$ 10,000**

Relocation costs to its new facility and remodeling of a portion of the facility for sublease account for the majority of the variance between 2005 and 2006. Unbudgeted or unanticipated expenditures for new SCKLS and statewide services as well as service transitions may be paid from this line item.

2006 SCKLS Proposed Operating Budget

Budget Category	Central Administra-	Automation Technology	Children's Services	Continuing Education	Extension Services	Technical Services	Grants-in-aid	Total
Audit & Budget & Accounting	$17,000	$0	$0	$0	$0	$0	$0	$17,000
Rent	$68,000	$0	$0	$0	$0	$0	$0	$68,000
Insurance	$13,000	$0	$0	$0	$0	$0	$0	$13,000
Postage	$16,500	$0	$0	$0	$0	$0	$0	$16,500
Printing	$5,000	$0	$0	$0	$0	$0	$0	$5,000
Salaries	$100,248	$140,191	$42,869	$37,706	$70,419	$43,617	$0	$435,050
Employee Benefits	$28,765	$33,984	$12,758	$10,892	$24,541	$11,610	$0	$122,550
Supplies	$20,000	$0	$0	$0	$0	$0	$0	$20,000
Travel & Staff CE	$4,500	$12,000	$6,000	$6,000	$500	$1,000	$0	$30,000
Member Library CE & Training	$0	$0	$0	$20,000	$0	$0	$0	$20,000
OCLC (Cataloging/ILL)	$0	$0	$0	$0	$0	$30,000	$0	$30,000
Grants-in-Aid: Public & Academic	$0	$0	$0	$0	$0	$0	$918,000	$918,000
Grants-Continuing Education	$45,000	$0	$0	$0	$0	$0	$0	$45,000
Grants-General Technology	$0	$40,000	$0	$0	$0	$0	$0	$40,000
Grants-Automation	$0	$50,000	$0	$0	$0	$0	$0	$50,000
Grants-Book Discussion	$0	$0	$0	$3,000	$0	$0	$0	$3,000
Grants-Summer Reading	$0	$0	$7,500	$0	$0	$0	$0	$7,500
Library Materials	$0	$0	$3,000	$2,000	$65,000	$0	$0	$70,000
Internet Services	$6,500	$0	$0	$0	$0	$0	$0	$6,500
Telephone	$13,500	$0	$0	$0	$0	$0	$0	$13,500
Contractual Services	$42,500	$0	$0	$0	$0	$0	$0	$42,500
Equipment and Maintenance	$32,500	$0	$0	$0	$0	$0	$0	$32,500
Vehicle Expenses	$2,600	$6,300	$2,600	$2,600	$3,900	$0	$0	$18,000
Capital Outlay	$85,000	$0	$0	$0	$0	$0	$0	$85,000
Transfer Capital Improve. Fund	$57,000	$0	$0	$0	$0	$0	$0	$57,000
Contingency	$10,000	$0	$0	$0	$0	$0	$0	$10,000
Totals	**$567,613**	**$282,475**	**$74,727**	**$82,198**	**$164,360**	**$86,227**	**$918,000**	**$2,175,600**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007
Section VI, Proposed Consolidated Budget

2006 SCKLS Proposed Consolidated Budget

Budget Cate-	General Fund	Employee Benefits	State Aid	Odyssey Sublease	Total
Audit & Budget &	$17,000	$0	$0		$17,000
Rent	$0	$0	$68,000		$68,000
Insurance	$13,000	$0	$0		$13,000
Postage	$16,500	$0	$0		$16,500
Printing	$5,000	$0	$0		$5,000
Salaries	$435,050	$0	$0		$435,050
Employee Bene-	$0	$122,550	$0		$122,550
Supplies	$0	$0	$20,000		$20,000
Travel & Staff CE	$24,253	$0	$5,747		$30,000
Member Library	$20,000	$0	$0		$20,000
OCLC (Cataloging & ILL)	$0	$0	$30,000		$30,000
Grants-in-Aid: Public & Academic	$918,000	$0	$0		$918,000
Grants-Continuing Education	$45,000	$0	$0		$45,000
Grants-General	$40,000	$0	$0		$40,000
Grants-	$50,000	$0	$0		$50,000
Grants-Book Dis-	$3,000	$0	$0		$3,000
Grants-Summer	$7,500	$0	$0		$7,500
Library Materials	$70,000	$0	$0		$70,000
Internet Services	$6,500	$0	$0		$6,500
Telephone	$13,500	$0	$0		$13,500
Contractual Ser-	$42,500	$0	$0		$42,500
Equipment &	$32,500	$0	$0		$32,500
Vehicle Ex-	$18,000	$0	$0		$18,000
Capital Outlay	$62,077	$0	$0	$22,923	$85,000
Capital Improve-	$57,000	$0	$0		$57,000
Contingency	$10,000	$0	$0		$10,000
Totals	**$1,906,380**	**$122,550**	**$123,747**	**$22,923**	**$2,175,600**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2007

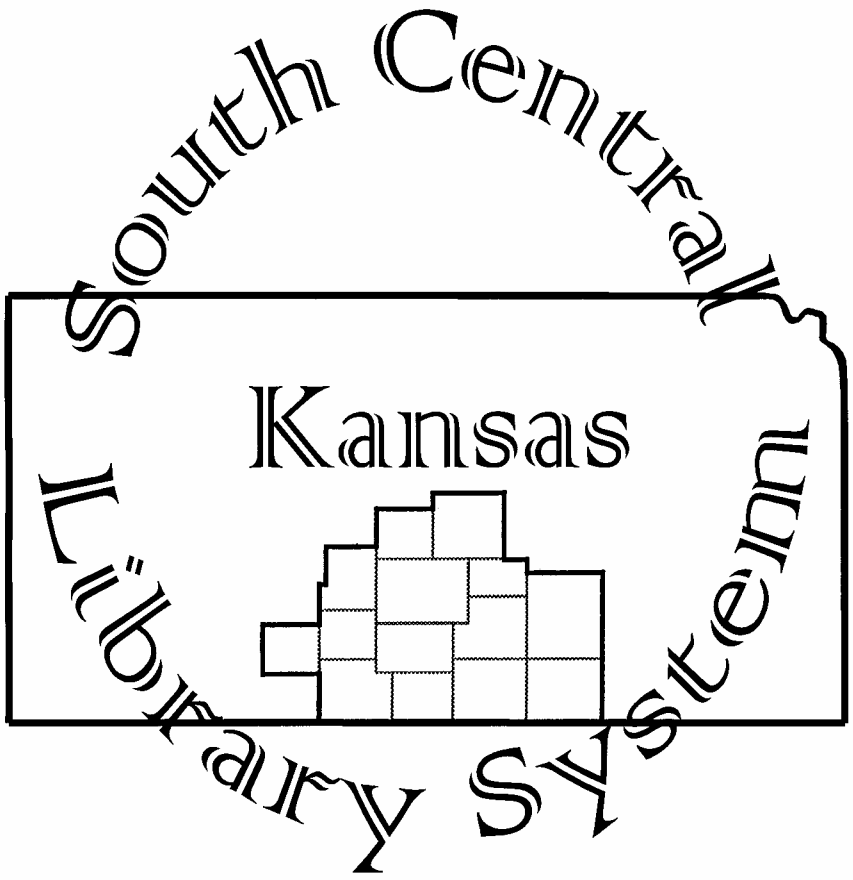
Section VI, Proposed Income / Resources

Income / Resources

	Actual 2005	Authorized 2006	Proposed 2007
SCKLS Tax - General Fund	$1,844,712	$1,870,220	$2,082,928
SCKLS Tax - Employee Benefits Fund	$114,469	$123,204	$114,469
Contracts - Income	$0	$0	$0
Rent--Income	$0	$0	$22,923
Fees for Services	$0	$0	$0
State Grant-In-Aid	$123,747	$121,273	$123,747
Carryover - General Fund	$431,019	$431,000	$97,000
Carryover - Employee Benefit Fund	$41,909	$42,000	$6,000
Carryover- Other	$0	$0	$0
Capital Improvement Fund--Income	$42,000	$55,000	$55,000
Capital Improvement Fund--Expenditures	$31,929	$55,707	$56,000

Proposed 2007 Expenditures	**$2,175,600**
2007 Total (Expenditures + Capital Improvements)	**$2,231,600**

Proposed 2007 Annual System Plan and Tentative Budget



Reviewed and Recommended
by the SCKLS Executive Committee for
Authorization by the System Board
April 24, 2006