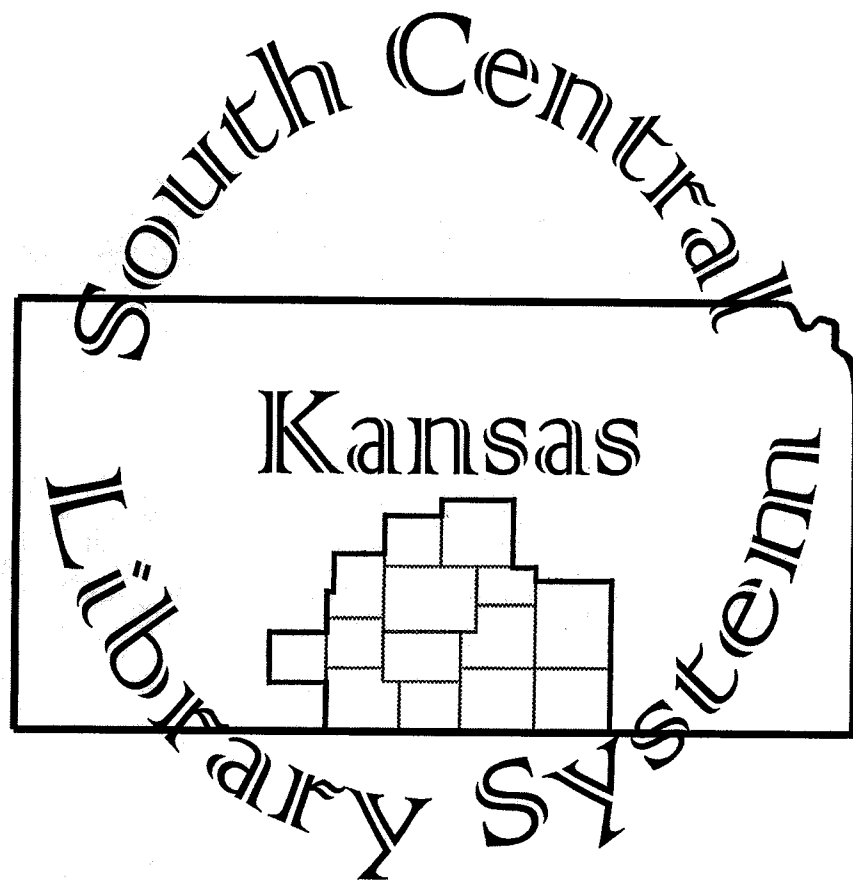


# 2008 Annual System Plan and Tentative Budget



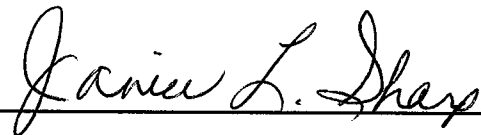
**321 A North Main Street  
South Hutchinson, KS 67505  
800-234-0529  
[www.sckls.info](http://www.sckls.info)**

The South Central Kansas Library System 2008 Annual Plan and Tentative Budget has been prepared and authorized in accordance with the provisions of K.S.A 75-2552 and applicable regulations. Review and recommendation has included the South Central Kansas Library System Executive Committee on March 16, 2007 and the South Central Kansas Library System Board on April 23, 2007.

Submitted by South Central Kansas Library System, May 2007.

By  \_\_\_\_\_

Paul Hawkins, SCKLS 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

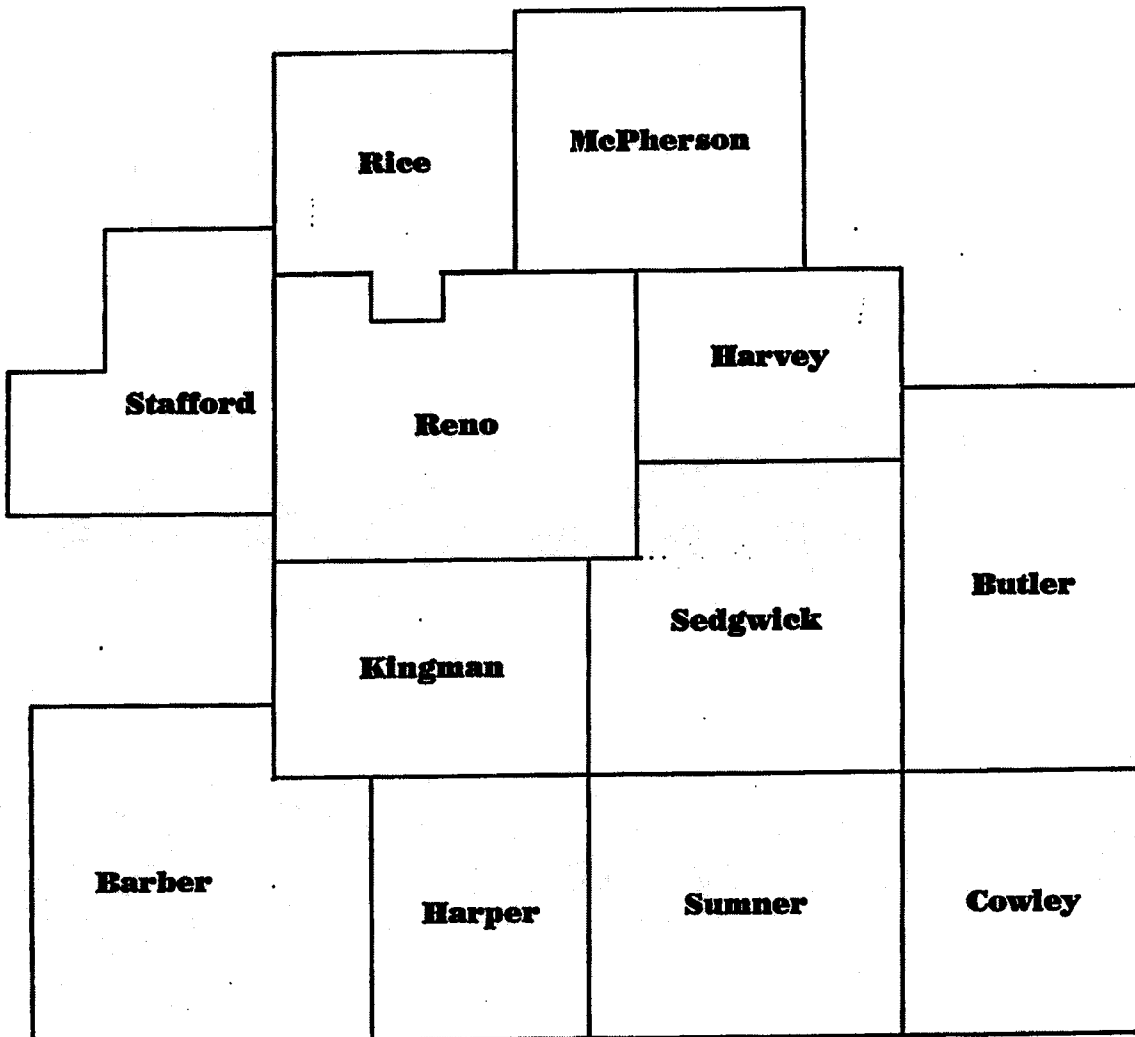
\_\_\_\_\_

Date Approved

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## 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 762,058.
- 3, 4. SCKLS has one contracting library for interlibrary loan—Barclay College, Haviland, Kiowa County— and no non-taxing participating counties.
5. Pratt and Kiowa are non-participating counties.
6. See next page for a list of all 149 participating libraries.

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section I, Description, continued

<u>PUBLIC</u>	<u>(72)</u>	<u>SCHOOL DISTRICT</u>	<u>(55)</u>
Andale	Little River	Sacred Heart—Arkansas City	USD 255—Kiowa (South Barber)
Andover	Lyons	USD 267—Andale (Renwick)	USD 205—Leon
Anthony	McPherson	USD 385—Andover	USD 400—Lindsborg (Smoky Valley)
Argonia	Macksville	USD 361—Anthony-Harper	USD 444—Little River/Window
Arkansas City	Marquette	USD 359—Argonia	USD 405—Lyons
Arlington	Medicine Lodge	USD 470—Arkansas City	USD 351—Macksville
Attica	Moundridge	USD 402—Augusta	USD 266—Maize
Augusta	Mt. Hope	USD 313—Buhler	USD 418—McPherson
Belle Plaine	Mulvane	USD 462—Burden (Central)	USD 254—Medicine Lodge (North Barber Co.)
Buhler	Newton	USD 369—Burrton	USD 423—Moundridge
Burrton	Nickerson	USD 360—Caldwell	USD 263—Mulvane
Bushton	Norwich	USD 419—Canton	USD 309—Nickerson
Caldwell	Oxford	USD 268—Cheney	USD 358—Oxford
Canton	Park City	USD 264—Clearwater	USD 311—Pretty Prairie
Cheney	Partridge	USD 356—Conway Springs	USD 492—Rosalia
Clearwater	Potwin	USD 332—Cunningham (West Kingman Co.)	USD 394—Rose Hill
Colwich	Pretty Prairie	USD 260—Derby	USD 439—Sedgwick
Conway Springs	Rose Hill	USD 471—Dexter	USD 509—South Haven
Cunningham	Roxbury*	USD 396—Douglass	USD 349—Stafford
Derby	St. John	USD 490—El Dorado	USD 376—Sterling
Douglass	Sedgwick	USD 310—Fairfield	USD 375—Towanda (Circle)
El Dorado	Sharon	USD 265—Goddard	USD 463—Udall
Garden Plain	South Haven	USD 440—Halstead/Bentley	USD 262—Valley Center
Geneseo	Stafford	USD 312—Haven	USD 353—Wellington
Goddard	Sterling	USD 261—Haysville	USD 206—Whitewater (Remington)
Halstead	Sun City*	USD 460—Hesston	USD 259—Wichita
Hardtner	Sylvia	USD 308—Hutchinson	
Harper	Towanda	USD 448—Inman	
Haven	Turon	USD 331—Kingman/Norwich	
Haysville	Udall		
Hesston	Valley Center		
Hutchinson	Viola		
Inman	Walton		
Kingman	Wellington		
Kiowa	Whitewater		
Latham*	Wichita		
Leon	Winfield		
Lindsborg	Zenda		
<b>* Outlets</b>			
		<u>ACADEMIC</u>	<u>(14)</u>
		Bethany College	<b><u>SPECIAL</u></b>
		Bethel College	<b><u>(7)</u></b>
		Butler Community College	El Dorado Correctional Facility-Central
		Central Christian College of Kansas	El Dorado Correctional Facility-North
		Cowley Co. Comm. College	Hutchinson Correctional Facility-Central
		Friends University	Hutchinson Correctional Facility-East
		Hesston College	Kansas Veteran's Home
		Hutchinson Comm. College	McConnell Air Force Base
		McPherson College	Sedgwick County Detention Center
		Newman University	
		Southwestern College	
		Sterling College	
		Wichita Area Tech. College	
		Wichita State University	

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Planning and Budgeting Timeline**

### **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 - 2008**

## **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 Background**

SCKLS completed a system-wide planning process during 2002. In October 2003, the SCKLS Bylaws were updated. In 2004, a full time System Director was employed. Major service improvements during 2004-2007 have included the employment of a Technology Specialist and Administrative Specialist. In 2005, SCKLS acquired a new Training Facility and Offices that allowed for the improvement and expansion of services especially in the areas of training and meetings.

During late 2005, SCKLS conducted a Rotating Books Service Survey and its recommendations included establishing new collections for books on compact disc and Spanish language materials. In 2006, SCKLS received Internal Revenue Service 501 (c) 3 recognition for its South Central Kansas Library Foundation which assists SCKLS and member libraries to obtain increased grant funding and vendor discounts. Since September 2006, SCKLS has conducted a quarterly (BLaST) Basic Skills Certification Program for 24 participant public library directors, trustees and staff. In 2006, SCKLS began providing Summer Reading Program Grants for the 75 public libraries and school districts that offer an annual program.

In early 2006, SCKLS conducted a needs assessment of its 148 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 continue to be incorporated into the SCKLS Annual Plan.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs**

SCKLS was recognized for a perfect audit with no reportable conditions in 2006. SCKLS also created and supervised its first year-long paid internship for a graduate library and information management student and hosted a practicum for a library student from the University of Stuttgart, Germany. A half-time Special Projects Librarian position continues to manage the SCKLS Professional Collection as well as provide support for the Summer Reading and continuing education programs. SCKLS received nearly \$102,000 for a Library Service and Technology Act (LSTA) Grant in 2006 for "Project Automate @ SCKLS" and 12 small public libraries are scheduled to be fully operational on May 1, 2007.

### **SCKLS Current Year Goals**

Ninety-one SCKLS member public and academic libraries receive grants-in-aid for basic library service, service to library users outside of their taxing district or academic institution, and support for interlibrary loan resource sharing. A five-member subcommittee of the SCKLS Executive Committee examined the grant-in-aid program, surveyed member libraries and prepared five recommendations that were approved by the SCKLS System Board at its April 23, 2007 semi-annual business meeting will result in a 9% increase in the base grants for member public and academic libraries in 2007 as well as a new grant-in-aid program for school and special libraries in 2008 that will partially compensate school and special libraries that annually provide 50 or more interlibrary loans to other libraries.

Based on its 2006 Needs Assessment of Member Libraries, SCKLS will hire a new Technology Development Consultant by September 1, 2007. This new position will assist member libraries understand and implement existing and new technology to improve library services. In 2007, SCKLS doubled the amount of funds available in the Automation Matching Grants to \$50,000 and increased its General Technology Matching Grants program by \$5,000. Other 2007 goals include developing a public information and marketing plan for SCKLS and its member libraries; increasing support services to school district member libraries; and evaluating and improving services to member libraries for interlibrary loan, cataloging, ordering, supplies and vendor discounts. Barcoding the nearly 55,000 item Rotating Book Collection will allow 12 member libraries to use the collection with their automation systems and position the collection for future automation.

Since 2003, SCKLS has used a process of open communication and problem-solving with member libraries and staff to create transitions in service and organizational structure. As evidenced by its continuous planning and evaluation, surveys of member libraries, and annual goal setting, SCKLS has demonstrated its commitment to meeting the ongoing and changing needs of its member libraries. In 2008, a new Five-Year Evaluation of SCKLS Services will begin.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs**

### **State Library / Regional Library System Goals**

The State Library of Kansas and the Regional Library Systems participated in a series of meetings in 2006 to identify areas of collaboration and partnership to enhance library service in the state. Support for the following four goals was identified:

- (1) Automation and Courier Service**
- (2) Continuing Education**
- (3) Advocacy**
- (4) On-line Resources**

SCKLS received nearly \$102,000 for a Library Service and Technology Act (LSTA) Grant in 2006 for "Project Automate @ SCKLS". Twelve small public libraries are scheduled to be automated and fully operational on May 1, 2007. SCKLS has included funding in its 2007 and 2008 budgets for support of a statewide courier service. SCKLS provides partial reimbursement to public and academic libraries for interlibrary loans and will begin a new School and Special Libraries Interlibrary Loan partial reimbursement grant program in 2008. Since funding for a statewide courier was not authorized in 2007, funds have been reallocated to various grants for member libraries.

In 2006, SCKLS initiated a new (BLaST) Basic Skills Certification Program for interested member librarians and staff which provides training in core competencies. "Core Values in Library Service" was one of the continuing education offerings presented at the BLaST training as well as at the annual SCKLS Technology Training Day. Various continuing education programs provided by the State Library are incorporated into the annual SCKLS Continuing Education plan.

SCKLS staff participated in the committee process to develop statewide voluntary certification for librarians and trustees. During 2006, SCKLS provided budget and governance workshops for library trustees and more than 70 public library trustees were provided with an overview of the revised state standards by the SCKLS Director. SCKLS staff serve on the Kansas Library Association Governmental Affairs Committee.

In 2006, SCKLS supported the State Library's Kansas Virtual Library Overdrive online audio book project through the purchase of \$3,000 worth of titles and provided hands-on training to use the resource for 63 member libraries. SCKLS provided Kansas Library Card training to member libraries and distributed nearly 7,500 cards. SCKLS has annually purchased a copy of the "Kansas Reads" book for each of its member libraries. During 2007, SCKLS is planning several continuing education trainings on statewide databases for school and public librarians.



# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs**

### **SCKLS 2008 Goals**

The process for a new Five-Year Evaluation of SCKLS services will begin in 2008 and since SCKLS has conducted extensive surveys of its member libraries regarding its Rotating Books Service, Needs Assessments and Grants-in-aid Program during the past two years, SCKLS will focus in 2008 on fully implementing recommendations from those planning and evaluation efforts.

The hiring of a new Technology Development Consultant by September 1, 2007 will allow SCKLS to expand and improve the technology services it offers member libraries. In addition to training, planning, coordinating and implementing existing and new technologies, the position will also emphasize improved web design and development for member libraries and SCKLS. The Technology Development Consultant will allow other automation and technology staff to concentrate and customize all the various SCKLS technology services including phone support, on-site visits, State Library programs and initiatives, grant program management, equipment purchases, new technologies, vendor relationships, training and continuing education.

The continuous improvement model that SCKLS uses to plan and evaluate services has worked exceptionally well as evidenced by the 94% "excellent" rating that member libraries gave to its overall services in 2006. SCKLS' financial accountability is demonstrated by its perfect audit with no reportable conditions in 2006. The 2005 lease-purchase agreement for the SCKLS Training Facility and Office at 321A North Main Street in South Hutchinson has allowed for the improvement and expansion of support services available to member libraries. SCKLS is optimistic that it will continue to help build and sustain its 149 member public, academic, school and special libraries.

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section II, Services and Programs

### 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. The Technology Development Consultant assists with design and implementation of new technologies in member libraries. 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.

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 training lab for customized training.

**Staff and Resources:** One full-time Automation / Technology Coordinator; one full-time Automation / Technology Consultant; one full-time Technology Development Consultant and one full-time Technology Specialist. 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 Specialist. Member libraries are encouraged to apply for technology matching grants.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs**

### **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 Governance Workshops**  
**Quarterly Book Discussions for Member Librarians**  
**Children's Summer Reading Program**  
**Technology Training Day held at Friends University**  
**Quarterly Basic Skills Training (BLaST) Program**

To encourage participation in continuing education activities other than those offered by SCKLS, Continuing Education Reimbursement Grants of up to \$750 per member librarian, trustee or Friend per year help pay registration and tuition costs. Eligibility for the program is open to all member libraries subject to grant guidelines.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs, (Continuing Education)**

**Staff and resources:** The full-time CE Coordinator, with the assistance of one half-time Special Projects Librarian and SCKLS 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 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 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 73 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 eligible academic library members of SCKLS, the Grant-in-Aid program

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section II, Service and Programs (Grants-in-Aid)

compensates them for registered library borrowers who are not enrolled as students or who are not employees of their institution. Beginning in 2008, school and special libraries that provide at least 50 or more interlibrary loans annually will be eligible for a grant to partially reimburse them for their resource sharing.

Three factors comprise the formula for the distribution of grants-in-aid to 72 public and 14 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:** SCKLS service population categories and base grants are as follows:

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

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 a 50/50 basis for 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. SCKLS provides partial reimbursement to public and academic libraries for interlibrary loans and will begin a new School and Special Libraries Interlibrary Loan partial reimbursement grant program in 2008.

**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 update or 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.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs**

### **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.

**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.

### **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, audiocassettes, books on compact disc and Spanish language books. Materials provided by the rotating books service supplement the collections of public and academic member libraries.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs (Rotating Book Service)**

**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.

**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). 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 and Baker & Taylor. 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.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section II, Services and Programs (Youth Services)**

**Staff and resources:** SCKLS employs a full-time youth services' consultant to provide assistance in services to children and young adults. One half-time Special Projects Librarian provides program support. 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. A Children's Preview Collection is available at the SCKLS Training Facility and Offices. Summer Reading Program grants are available.

**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 - 2008**  
**Section III, Staff**

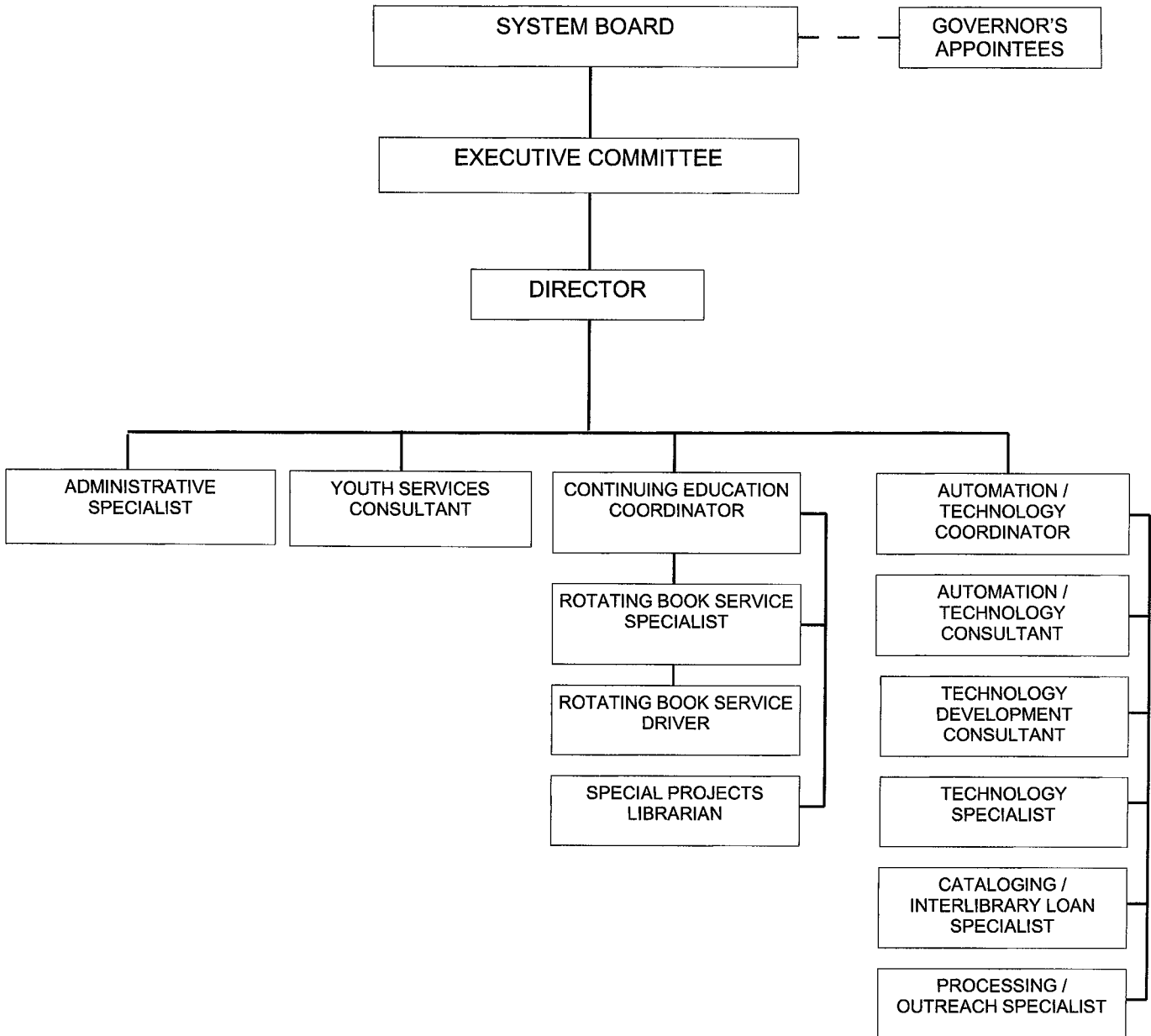
**System Staff**

<b>Position</b>	<b>Staff</b>	<b>FTE</b>
Director	Paul Hawkins	1
Administrative Support Specialist	Mia Wilson	1
Automation / Technology Coordinator	Larry Papenfuss	1
Automation / Technology Consultant	Sharon Barnes	1
Technology Development Consultant	Open	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 Intern	Open	.50
Rotating Book Truck Driver	Leland Woodson	.50
<b>Total Staff</b>		<b>12.50</b>

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section III, Organizational Chart

### ORGANIZATION CHART



# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section IV, Executive Committee

### Executive Committee 2007

**Janice Sharp – Chair**

Edna Buschow Memorial Library  
321 West 1st St.  
Valley Center, KS 67147  
Work: 316-755-7350 Fax: 316-755-7351  
[bookerisharp@netscape.net](mailto:bookerisharp@netscape.net)  
1<sup>st</sup> 4-year Term - Term Expires: 12/2009  
Major Service Center I

**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](mailto:jvolk@havenschools.com)  
1<sup>st</sup> 4-year Term - Term Expires: 12/2009  
At-large, Position II

**Merle Bender**

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

**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](mailto:pprairie@btsskynet.net)  
2nd 4-year Term - Term Expires: 12/2008  
Linking

**Martha Fee**

607 Adair Circle  
Hutchinson, KS 67501  
Home: 620-662-9594  
[marthafee@cox.net](mailto:marthafee@cox.net)  
Appointed to fill unexpired term  
Term Expires 12/2008

**Deb Simpson**

Wichita Comotara Branch Public Library  
2244 North Rock Road  
Wichita, KS 67226  
Work: 316-688-1-9350  
[dsimpson@wichita.gov](mailto:dsimpson@wichita.gov)  
1<sup>st</sup> 4-year Term - Term Expires: 12/2008  
Major Resource Center II

**Susan Woodard**

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

**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](mailto:janet.brown@wichita.edu)  
1<sup>st</sup> 4-year Term + unexpired - Term Expires: 12/2008  
Regents

**Barbara Lilyhorn**

**K-State Reno County Extension Service**  
9605 East Avenue G  
Hutchinson, KS 67501  
Work: 620-662-2371  
[blilyhor@oznet.ksu.edu](mailto:blilyhor@oznet.ksu.edu)  
1st 4-year Term - Term Expires: 12/2011  
Governor's Appointee

**Judy Bennett**

Derby Public Library  
611 North Mulberry Road, Suite 200  
Derby, KS 67037  
Work: 316-788-0760 Fax: 316-788-7313  
[judy@derbylibrary.com](mailto:judy@derbylibrary.com)  
1st 4-year Term + Unexpired - Term Expires: 12/2008  
Major Service Center II

**Pat Conklin**

USD 359, Argonia High School Library  
504 North Pine  
Argonia, KS 67004  
Work: 620-435-6611, Ext. 2012 Fax: 620-435-6623  
[pat.coklin@usd359.k12.ks.us](mailto:pat.coklin@usd359.k12.ks.us)  
1<sup>st</sup> 4-year Term - Term Expires: 12/2009  
School District Libraries

**Marilyn Hurst**

2909 South Sylvania Road  
Sylvia, KS 67581-8910  
Home: 620-486-2496  
E-mail: [marilynhurst@yahoo.com](mailto:marilynhurst@yahoo.com)  
2nd 4-year Term  
Term Expires: 12/2009

**Gail Niles Stucky**

Bethel College Library  
300 East 27<sup>th</sup> St.  
North Newton, KS 67117  
Work: 316-284-5361 Fax: 316-284-5843  
[gstucky@bethelks.edu](mailto:gstucky@bethelks.edu)  
1<sup>st</sup> 4-year Term + unexpired - Term Expires: 12/2007  
2/4 Year College

Work: 316-542-3331

[cheneypubliclibrary@cheneyks.org](mailto:cheneypubliclibrary@cheneyks.org)  
1st 4-year Term - Term Expires: 12/2009  
Service Center

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section IV, Governor's Appointees**

### **Governor's Appointees 2008**

#### **Barber County**

**Deitra Black**  
203 East Main  
Sun City, KS 67143  
Home (620) 248-3320  
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

#### **Harvey County**

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

#### **McPherson County**

**Melva Barlow**  
213 1st Avenue  
Inman, KS 67456  
Home (620) 585-2614  
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

#### **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

#### **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

#### **Harper County**

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

#### **Kingman County**

**Brenda Shipley**  
9076 SE 160th  
Norwich, KS 67118  
Home (620) 478-2636  
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

#### **Sedgwick County**

**Rita Severt**  
22015 West 29th Street North  
Andale, KS 67001  
Work (316) 942-4291  
Home (316) 796-0769  
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 - 2008

## Section IV, SCKLS Public Library Representatives

<u>City</u>	<u>Public Library</u>	<u>Representative</u>	
Andale	Andale District Library	Judy	Horsch
Andover	Andover Public Library	Carol	Wohlford
Anthony	Anthony Public Library	Sandy	Smith
Argonia	Dixon Township Library	Mary Jo	Miles
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	Bill	Johnson
Caldwell	Caldwell Carnegie Library	Jean	Ward
Canton	Canton Township Carnegie Library	Bonnie	Stute
Cheney	Cheney Public Library	Adela	Harmon
Clearwater	Clearwater Public Library	Sandy	Wise
Colwich	Colwich Community Library	Nancy	Maus
Conway Springs	Conway Springs City Library	Danna	Fulkerson
Cunningham	Cunningham Public Library	Jane	Meyers
Derby	Derby Public Library	Judy	Bennett
Douglass	Douglass Public Library	Janet	Whittington
El Dorado	Bradford Memorial Library	Hollis	Helmecki
Garden Plain	Garden Plain Community Library	Joyce	Loehr
Geneseo	Geneseo Public Library	Rae	Gustus
Goddard	Goddard Public Library	Kendra	Mork
Halstead	Halstead Public Library	Elizabeth	Cain
Hardtner	Hardtner Public Library	Joy	Helmer
Harper	Harper Public Library	Tina	Welch
Haven	Haven Public Library	Mary Jane	Biltz
Haysville	Haysville Community Library	Betty	Cattrell
Hesston	Hesston Public Library	Junia	Schmidt
Hutchinson	Hutchinson Public Library	Gregg	Wamsley
Inman	Inman Public Library	Donna	Sallee
Kingman	Kingman Carnegie Library	Grace G.	Helm
Kiowa	Kiowa Public Library	Carol	McGee
Leon	Leon Public Library	Not	Designated

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section IV, SCKLS Public Library Representatives, continued**

<b><u>City</u></b>	<b><u>Public Library</u></b>	<b><u>Representative</u></b>	
<b>Lindsborg</b>	Lindsborg Community Library	<i>Karen</i>	<i>Olson</i>
<b>Little River</b>	Little River Community Library	<i>Kathy</i>	<i>McLean</i>
<b>Lyons</b>	Lyons Public Library	<i>Becky</i>	<i>McBeth</i>
<b>Macksville</b>	Macksville City Library	<i>Not</i>	<i>Designated</i>
<b>Marquette</b>	Marquette Community Library	<i>Donna</i>	<i>Elvin</i>
<b>McPherson</b>	McPherson Public Library	<i>Susan</i>	<i>Taylor</i>
<b>Medicine Lodge</b>	Lincoln Library	<i>Dr. Dean</i>	<i>Stucky</i>
<b>Moundridge</b>	Moundridge Public Library	<i>Clare</i>	<i>Galle</i>
<b>Mount Hope</b>	Mount Hope Public Library	<i>Pat</i>	<i>Kissick</i>
<b>Mulvane</b>	Mulvane Public Library	<i>Kristi</i>	<i>McEachern</i>
<b>Newton</b>	Newton Public Library	<i>Jan</i>	<i>Hoberecht</i>
<b>Nickerson</b>	Nickerson Public Library	<i>Gay</i>	<i>Sykes</i>
<b>Norwich</b>	Norwich Public Library	<i>Janet</i>	<i>Van Giesen</i>
<b>Oxford</b>	Oxford Public Library	<i>Cheryl</i>	<i>Percival</i>
<b>Park City</b>	Park City Community Public Library	<i>Harry</i>	<i>Willems</i>
<b>Partridge</b>	Partridge Public Library	<i>Jane</i>	<i>Lee</i>
<b>Potwin</b>	Potwin Public Library	<i>Not</i>	<i>Designated</i>
<b>Pretty Prairie</b>	Pretty Prairie Public Library	<i>Patti</i>	<i>Brace</i>
<b>Saint John</b>	Ida Long Goodman Memorial Library	<i>Christie</i>	<i>Snyder</i>
<b>Sedgwick</b>	Lillian Tear Library	<i>Karen</i>	<i>Morland</i>
<b>Sharon</b>	Wisner Library	<i>Not</i>	<i>Designated</i>
<b>South Haven</b>	South Haven Township Library	<i>Not</i>	<i>Designated</i>
<b>Stafford</b>	Nora E Larabee Memorial Library	<i>Dixie</i>	<i>Osborn</i>
<b>Sterling</b>	Sterling Free Public Library	<i>Pam</i>	<i>Smith</i>
<b>Sylvia</b>	Sylvia Public Library	<i>Marilyn</i>	<i>Hurst</i>
<b>Towanda</b>	Towanda Public Library	<i>Julia</i>	<i>Kohler</i>
<b>Turon</b>	Turon Community Library	<i>Sharon</i>	<i>Nitzsche</i>
<b>Udall</b>	Udall Public Library	<i>Bee</i>	<i>Libbie</i>
<b>Valley Center</b>	Edna Buschow Memorial Library	<i>Janice</i>	<i>Sharp</i>
<b>Viola</b>	Viola Township Library	<i>Claire</i>	<i>Charlebois</i>
<b>Walton</b>	Walton Community Library	<i>Carmen</i>	<i>South</i>
<b>Wellington</b>	Wellington Public Library	<i>Kim</i>	<i>Wiens</i>
<b>Whitewater</b>	Whitewater Memorial Library	<i>Jean</i>	<i>Thiessen</i>
<b>Wichita</b>	Wichita Public Library	<i>Deb</i>	<i>Simpson</i>
<b>Winfield</b>	Winfield Public Library	<i>Joan</i>	<i>Cales</i>
<b>Zenda</b>	Zenda Public Library	<i>Kathleen</i>	<i>Whitmer</i>

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section IV, SCKLS School District Representatives

<u>USD</u>	<u>City</u>	<u>Representative</u>	
267--	Andale (Renwick)	<i>Loretta</i>	<i>Sadler</i>
385--	Andover	<i>Rita</i>	<i>Herl</i>
361--	Anthony-Harper	<i>Kim</i>	<i>Bauer</i>
359--	Argonia	<i>Pat</i>	<i>Conklin</i>
470--	Arkansas City	<i>Not</i>	<i>Designated</i>
	Arkansas City, Sacred Heart	<i>Pam</i>	<i>Hess</i>
402--	Augusta	<i>Not</i>	<i>Designated</i>
313--	Buhler	<i>Janet</i>	<i>Seibel</i>
462--	Burden (Central)	<i>Not</i>	<i>Designated</i>
369--	Burrton	<i>Not</i>	<i>Designated</i>
360--	Caldwell	<i>Julie</i>	<i>Vanek</i>
419--	Canton	<i>Rhonda</i>	<i>Werth</i>
268--	Cheney	<i>Carla</i>	<i>Ewy</i>
264--	Clearwater	<i>Judy</i>	<i>Kramer</i>
356--	Conway Springs	<i>Anne</i>	<i>Rush</i>
332--	Cunningham (W. Kingman Co.)	<i>Jerree</i>	<i>Fitzsimmons</i>
260--	Derby	<i>Anita</i>	<i>Brozik</i>
471--	Dexter	<i>Not</i>	<i>Designated</i>
396--	Douglass	<i>Rashelle</i>	<i>Leivian</i>
490--	El Dorado	<i>Judy</i>	<i>George</i>
310--	Fairfield	<i>Not</i>	<i>Designated</i>
265--	Goddard	<i>Not</i>	<i>Designated</i>
440--	Halstead/Bentley	<i>Mary</i>	<i>Raple</i>
312--	Haven	<i>Jean</i>	<i>Volk</i>
261--	Haysville	<i>Not</i>	<i>Designated</i>
460--	Hesston	<i>Lois</i>	<i>Brubacher</i>
308--	Hutchinson	<i>Not</i>	<i>Designated</i>

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section IV, SCKLS School District Representatives

<u>USD</u>	<u>City</u>	<u>Representative</u>	
448--	Inman	<i>Cheryl</i>	<i>Rife</i>
331--	Kingman/Norwich	<i>Desiree</i>	<i>Moore</i>
255--	Kiowa (S. Barber Co.)	<i>Jill</i>	<i>Daughhetee</i>
205--	Leon	<i>Not</i>	<i>Designated</i>
400--	Lindsborg (Smokey Valley)	<i>Not</i>	<i>Designated</i>
444--	Little River/Windom	<i>Sheena</i>	<i>Bruce</i>
405--	Lyons	<i>Donna</i>	<i>Surprise</i>
351--	Macksville	<i>Not</i>	<i>Designated</i>
266--	Maize	<i>Margie</i>	<i>Eaton</i>
418--	McPherson	<i>Dee</i>	<i>Shively</i>
254--	Medicine Lodge (N. Barber Co.)	<i>Barbara</i>	<i>Keltner</i>
423--	Moundridge	<i>Not</i>	<i>Designated</i>
263--	Mulvane	<i>Janet</i>	<i>Allard</i>
309--	Nickerson	<i>Lou</i>	<i>Brewer</i>
358--	Oxford	<i>Renee</i>	<i>Sanchez</i>
311--	Pretty Prairie	<i>Edna Ruth</i>	<i>Kemp</i>
492--	Rosalia	<i>Not</i>	<i>Designated</i>
394--	Rose Hill	<i>Angela</i>	<i>Boese</i>
439--	Sedgwick	<i>Dee Ann</i>	<i>Merhoff</i>
509--	South Haven	<i>Peggy</i>	<i>Frieouf</i>
349--	Stafford	<i>Gerry</i>	<i>Hildebrand</i>
376--	Sterling	<i>Amy</i>	<i>Brownlee</i>
375--	Towanda (Circle)	<i>Vicki</i>	<i>Patton</i>
463--	Udall	<i>Cora</i>	<i>Mettling</i>
262--	Valley Center	<i>Lenna Lea</i>	<i>Wiebe</i>
353--	Wellington	<i>Sarah</i>	<i>House</i>
206--	Whitewater	<i>Not</i>	<i>Designated</i>
259--	Wichita	<i>Janet</i>	<i>Fowler</i>
465--	Winfield	<i>Beverly</i>	<i>Simmons</i>



# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section IV, SCKLS Academic and Special Library Representatives

<u>Institution</u>	<u>Library Name</u>	<u>Representative</u>	
Bethany College	Wallerstedt Library	<i>Denise</i>	<i>Carson</i>
Bethel College	Bethel College Library	<i>Gayle</i>	<i>Niles-Stucky</i>
Butler Community College	L W Nixon Library	<i>Micaela</i>	<i>Ayers</i>
Central Christian College of Kansas	Briner Library	<i>Judy</i>	<i>Stockstill</i>
Cowley Co Community College	Renn Memorial Library	<i>Rhoda</i>	<i>McLaughlin</i>
Friends University	Edmund Stanley Library	<i>Max</i>	<i>Burson</i>
Hesston College	Mary Miller Library	<i>Margaret</i>	<i>Wiebe</i>
Hutchinson Community College	JFK Library & Rimmer Learning Resource Center	<i>Robert</i>	<i>Kelly</i>
McPherson College	Miller Library	<i>Susan</i>	<i>Taylor</i>
Newman University	Ryan Library	<i>Joe</i>	<i>Forte</i>
Southwestern College	Memorial Library	<i>Veronica</i>	<i>McAsley</i>
Sterling College	Mabee Library	<i>Sally</i>	<i>Haggerty</i>
Wichita State University	University Libraries	<i>Janet</i>	<i>Dagenais-Brown</i>
Wichita Area Technical College	Library	<i>Rita</i>	<i>Sevart</i>

<u>Institution</u>	<u>Representative</u>
El Dorado Correctional Facility Central / North	<i>Margaret Adamson</i>
Hutchinson Correctional Facility Central/East	<i>Kate Field</i>
Kansas Veteran's Home Library	<i>Bob Marsh</i>
McConnell Air Force Base Library	<i>Darla Cooper</i>
Sedgwick County Detention Library	<i>Not Designated</i>

**SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**  
**Section V, Bylaws**

**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.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section V, Bylaws**

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.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section V, Bylaws**

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.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section V, Bylaws**

### **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 - 2008

## SCKLS 2008 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, March 16, 2007

Reviewed and recommended by SCKLS System Board, April 23, 2007

Budget Category	2006 Actual	2007 Budget	2008 Proposed	2007 / 2008 Difference	2007 / 2008 % Change
Audit & Budget & Accounting	\$16,726	\$17,000	\$18,000	\$1,000	6%
Rent	\$68,000	\$68,000	\$74,000	\$6,000	9%
Insurance	\$10,368	\$13,000	\$14,500	\$1,500	12%
Postage	\$12,890	\$16,500	\$16,500	\$0	0%
Printing	\$4,886	\$5,000	\$5,000	\$0	0%
Salaries	\$406,646	\$435,050	\$489,089	\$54,039	12%
Employee Benefits	\$91,597	\$173,623	\$139,623	(\$34,000)	-20%
Supplies	\$20,362	\$20,000	\$20,500	\$500	3%
Travel & CE for Staff	\$26,981	\$30,000	\$33,000	\$3,000	10%
Member Library CE & Training	\$25,398	\$20,000	\$33,000	\$13,000	10%
OCLC (Cataloging/ILL)	\$30,000	\$30,000	\$30,000	\$0	0%
Grants-in-aid: Public & Academic	\$884,000	\$918,000	\$982,000	\$64,000	7%
Grants: School & Special ILL	\$0	\$0	\$5,000	\$5,000	0%
Grants-Continuing Education	\$43,559	\$45,000	\$45,000	\$0	0%
Grants-General Technology Matching	\$35,000	\$40,000	\$40,000	\$0	0%
Grants-Automation Matching	\$38,932	\$50,000	\$50,000	\$0	0%
Grants-Book Discussion Matching	\$1,554	\$3,000	\$0	(\$3,000)	-100%
Grants--Summer Reading	\$6,900	\$7,500	\$7,500	\$0	0%
Library Materials	\$77,571	\$70,000	\$80,000	\$10,000	14%
Internet Services	\$6,614	\$6,500	\$7,000	\$500	8%
Telephone	\$8,636	\$13,500	\$13,500	\$0	0%
Contractual Services	\$46,056	\$99,569	\$62,500	(\$37,069)	-37%
Technology	\$29,640	\$32,500	\$35,000	\$2,500	8%
Vehicle Expenses	\$15,917	\$18,000	\$19,000	\$1,000	6%
Capital Outlay	\$75,955	\$119,146	\$80,000	(\$39,146)	-33%
Transfer to Capital Improvement Fund	\$55,000	\$57,000	\$59,000	\$2,000	4%
Services Contingency	\$10,466	\$67,069	\$75,000	\$7,931	12%
<b>Totals</b>	<b>\$2,049,654</b>	<b>\$2,374,957</b>	<b>\$2,433,712</b>	<b>\$58,755</b>	<b>2.47%</b>

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative**

### **2008 SCKLS Tentative Budget Narrative**

(Pending Review and Recommendation by SCKLS Executive Committee, March 16, 2007)

#### **Audit / Budget / Accounting Increase \$1,000**

<b>2006 Actual</b>	<b>\$ 16,726</b>
<b>2007 Projected</b>	<b>\$ 17,000</b>
<b>2008 Tentative</b>	<b>\$ 18,000</b>

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 Hutchinson firm of Adams, Brown, Beran and Ball at an estimated annual cost of \$8,500. Other expenses in this line include the annual budget publication.

#### **Rent Increase \$6,000**

<b>2006 Actual</b>	<b>\$ 68,000</b>
<b>2007 Projected</b>	<b>\$ 68,000</b>
<b>2008 Tentative</b>	<b>\$ 74,000</b>

SCKLS pays about \$6,152 a month for rental of 13,400 square feet of space at its training facility and offices at 321 North Main Street, South Hutchinson. Rent includes the cost of utilities. The increase in rent is due to utility costs. With the sublease of 3,130 square feet of the facility to Odyssey Health Care, Inc. as of February 1, 2006, SCKLS began receiving annual rent income in the amount \$22,923.

#### **Insurance and Bonds Increase \$1,500**

<b>2006 Actual</b>	<b>\$ 10,368</b>
<b>2007 Projected</b>	<b>\$ 13,000</b>
<b>2008 Tentative</b>	<b>\$ 14,500</b>

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. Insurance costs have increased due to the purchase of additional coverage.

#### **Postage No Change**

<b>2006 Actual</b>	<b>\$ 12,890</b>
<b>2007 Projected</b>	<b>\$ 16,500</b>
<b>2008 Tentative</b>	<b>\$ 16,500</b>

Includes standard business mailings and mailings of information, books, supplies and children's puppet play resources to member libraries.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative, continued**

### **Printing**

**No Change**

<b>2006 Actual</b>	<b>\$ 4,886</b>
<b>2007 Projected</b>	<b>\$ 5,000</b>
<b>2008 Tentative</b>	<b>\$ 5,000</b>

Includes photocopier paper and costs for printing of materials to support continuing education programs and communications to member libraries.

### **Salaries**

**Increase \$ 54,039**

### **Benefits**

**Decrease \$34,000**

<b>2006 Actual</b>	<b>\$ 498,243 (\$ 406,646 Salaries / \$ 91,597 Benefits)</b>
<b>2007 Projected</b>	<b>\$ 608,673 (\$ 435,050 Salaries / \$ 173,623 Benefits)</b>
<b>2008 Tentative</b>	<b>\$ 628,712 (\$ 489,089 Salaries / \$ 139,623 Benefits)</b>

SCKLS currently employs 10 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 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 programs.

In 2005, SCKLS reduced staff by three F.T.E. However, 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 and automation / technology services warranted the creation of a new full-time Technology Development Consultant position which will be hired by September 1, 2007. SCKLS will continue to budget for a half-time Special Projects and Library Intern. The Library Intern position is currently open. Staffing needs are evaluated on an annual basis. In 2008, up to 4% will be available for salary increases for staff based on individual merit and performance of their job duties.

### **Supplies**

**Increase \$500**

<b>2006 Actual</b>	<b>\$ 20,362</b>
<b>2007 Projected</b>	<b>\$ 20,000</b>
<b>2008 Tentative</b>	<b>\$ 20,500</b>

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.



# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative, continued**

### **Travel and Staff Continuing Education Increase \$3,000**

<b>2006 Actual</b>	<b>\$ 26,981</b>
<b>2007 Projected</b>	<b>\$ 30,000</b>
<b>2008 Tentative</b>	<b>\$ 33,000</b>

Nearly half of the SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries as well as represent SCKLS at state and national library conferences and meetings. Costs for SCKLS staff continuing education and training are part of this line item.

### **Member Continuing Education & Training Increase \$13,000**

<b>2006 Actual</b>	<b>\$ 25,398</b>
<b>2007 Projected</b>	<b>\$ 20,000</b>
<b>2008 Tentative</b>	<b>\$ 33,000</b>

Continuing education and training are primary services of SCKLS and additional programs continue to be offered for member libraries. Costs associated with continuing education programs for member libraries including presenters, meeting rooms and hospitality are charged to this line item. Funding includes the Basic Library Skills Training (BLaST) program which was begun in September 2006.

### **OCLC (Cataloging & Interlibrary Loan) No Change**

<b>2006 Actual</b>	<b>\$ 30,000</b>
<b>2007 Projected</b>	<b>\$ 30,000</b>
<b>2008 Tentative</b>	<b>\$ 30,000</b>

Includes charges from the Bibliographical Center for Research (BCR) through 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 \$64,000**

<b>2006 Actual</b>	<b>\$ 884,000</b>
<b>2007 Projected</b>	<b>\$ 918,000</b>
<b>2008 Tentative</b>	<b>\$ 982,000</b>

In 2007, public and academic member libraries will receive a 9% increase in their annual base grant for local library service development. Each library also receives 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. The increase in funding for this program includes the new base grant amounts plus an additional 7% increase for 2008. Since 2003, total funding for the grants-in-aid program has increased \$354,000 from \$628,000 to \$982,000.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative, continued**

### **Grants—School and Special Libraries ILL New Line Item**

<b>2006 Actual</b>	<b>\$ 0</b>
<b>2007 Projected</b>	<b>\$ 0</b>
<b>2008 Tentative</b>	<b>\$ 5,000</b>

Beginning in 2008, school and special libraries that provide at least 50 or more (ILL) interlibrary loans annually will be eligible for a grant to partially reimburse them for their resource sharing.

### **Grants—Continuing Education No Change**

<b>2006 Actual</b>	<b>\$ 43,559</b>
<b>2007 Projected</b>	<b>\$ 45,000</b>
<b>2008 Tentative</b>	<b>\$ 45,000</b>

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 No Change**

<b>2006 Actual</b>	<b>\$ 35,000</b>
<b>2007 Projected</b>	<b>\$ 40,000</b>
<b>2008 Tentative</b>	<b>\$ 40,000</b>

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 No Change**

<b>2006 Actual</b>	<b>\$ 38,932</b>
<b>2007 Projected</b>	<b>\$ 50,000</b>
<b>2008 Tentative</b>	<b>\$ 50,000</b>

Member libraries are eligible for a maximum \$25,000 matching grant for first-time automation, upgrade of an existing automation system, migration to a different automation system and/or retrospective conversion and authority control.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative, continued**

### **Grants--Book Discussion Matching**

**Deleted Line Item**

<b>2006 Actual</b>	<b>\$ 1,554</b>
<b>2007 Projected</b>	<b>\$ 3,000</b>
<b>2008 Tentative</b>	<b>\$ 0</b>

This program was begun in 2005 to assist member libraries purchase multiple titles of books used in adult and children's book discussion programs. Since the program has had only modest use, 2007 will be the last year for the program.

### **Grants--Summer Reading Program**

**No Change**

<b>2006 Actual</b>	<b>\$ 6,900</b>
<b>2007 Projected</b>	<b>\$ 7,500</b>
<b>2008 Tentative</b>	<b>\$ 7,500</b>

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 new grant program was 2006.

### **Library Materials**

**Increase \$10,000**

<b>2006 Actual</b>	<b>\$ 77,571</b>
<b>2007 Projected</b>	<b>\$ 70,000</b>
<b>2008 Tentative</b>	<b>\$ 80,000</b>

Includes library materials circulated through the Rotating Book service, processing charges, interlibrary loan high demand items, a children's preview book collection and a professional collection with various subscriptions. In response to a user survey in late 2005, SCKLS allocated extra resources in 2006 to develop new collections of compact disc audio books and Spanish language materials. The collection will be barcoded during 2007.

### **Internet Services**

**Increase \$500**

<b>2006 Actual</b>	<b>\$ 6,614</b>
<b>2007 Projected</b>	<b>\$ 6,500</b>
<b>2008 Tentative</b>	<b>\$ 7,000</b>

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

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative, continued**

### **Telephone No Change**

<b>2006 Actual</b>	<b>\$ 8,636</b>
<b>2007 Projected</b>	<b>\$ 13,500</b>
<b>2008 Tentative</b>	<b>\$ 13,500</b>

Includes costs for local, long distance, and 800 # phone services and library-related cellular service for six consultants and Rotating Book driver to communicate with member libraries. Variance between actual and projected costs are due to adjustable use rate contract with AT&T.

### **Contractual Services Decrease \$37,069**

<b>2006 Actual</b>	<b>\$ 46,056</b>
<b>2007 Projected</b>	<b>\$ 99,569</b>
<b>2008 Tentative</b>	<b>\$ 62,500</b>

Contractual services includes expenses for facility property management and maintenance, legal, architectural, security, pest control, custodial services and memberships in library professional associations. Funding for 2007 included a subsidy for a proposed statewide courier service, but since the service was not authorized by the Legislature the funds will be used for various grant programs for member libraries.

### **Technology (formerly Equipment and Maintenance) Increase \$2,500**

<b>2006 Actual</b>	<b>\$ 29,640</b>
<b>2007 Projected</b>	<b>\$ 32,500</b>
<b>2008 Tentative</b>	<b>\$ 35,000</b>

Includes costs for the purchase, repair, update, maintenance and licensing of the telecommunications network, computers, two photocopiers and other technology used by SCKLS. The renamed line item "Technology" more accurately reflects the expenditures.

### **Vehicle Expense Increase \$1,000**

<b>2006 Actual</b>	<b>\$ 15,917</b>
<b>2007 Projected</b>	<b>\$ 18,000</b>
<b>2008 Tentative</b>	<b>\$ 19,000</b>

Despite major increases in fuel costs in 2006, this line was within the \$16,000 budgeted. For 2008 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.

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Budget Narrative, continued**

### **Capital Outlay Decrease \$39,146**

<b>2006 Actual</b>	<b>\$ 75,955</b>
<b>2007 Projected</b>	<b>\$ 119,146</b>
<b>2008 Tentative</b>	<b>\$ 80,000</b>

Capital Outlay provides 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. The increase in Capital Outlay in 2007 allowed for the improvements in the computer network and development of a computer lab at the SCKLS Training Facility and Offices.

### **Transfer to Capital Improvement Fund Increase \$2,000**

<b>2006 Actual</b>	<b>\$ 55,000</b>
<b>2007 Projected</b>	<b>\$ 57,000</b>
<b>2008 Tentative</b>	<b>\$ 59,000</b>

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. SCKLS is accruing \$25,000 annually for a roof replacement in 2016.

### **Services Contingency Increase \$7,931**

<b>2006 Actual</b>	<b>\$ 10,466</b>
<b>2007 Projected</b>	<b>\$ 67,069</b>
<b>2008 Tentative</b>	<b>\$ 75,000</b>

Unbudgeted or unanticipated expenditures for new SCKLS and statewide services as well as service transitions may be paid from this line item. The 2007 amount reflects additional monies that were used to fund the 9% increase in 2007 base grants-in-aid for public and academic member libraries. The 2008 amount includes funding for a proposed statewide courier service or may be used for other grants and services to benefit member libraries.

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section VI, Proposed Operating Budget

### 2008 SKLS Proposed Operating Budget

Budget Category	Central Administration						Total
	Automation Technology	Children's Services	Continuing Education	Extension Services	Technical Services	Grants- in-aid	
Audit & Budget & Accounting	\$0	\$0	\$0	\$0	\$0	\$0	\$18,000
Rent	\$0	\$0	\$0	\$0	\$0	\$0	\$74,000
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$14,500
Postage	\$0	\$0	\$0	\$0	\$0	\$0	\$16,500
Printing	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
Salaries	\$108,074	\$168,979	\$53,602	\$64,748	\$34,746	\$0	\$489,089
Employee Benefits	\$30,260	\$47,314	\$15,008	\$18,129	\$12,409	\$0	\$139,623
Supplies	\$20,500	\$0	\$0	\$0	\$0	\$0	\$20,500
Travel & Staff CE	\$4,500	\$15,000	\$6,000	\$500	\$1,000	\$0	\$33,000
Member Library CE & Training	\$0	\$0	\$33,000	\$0	\$0	\$0	\$33,000
OCLC (Cataloging/ILL)	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
Grants-in-Aid: Public & Academic	\$0	\$0	\$0	\$0	\$0	\$982,000	\$982,000
Grants-School & Special ILL	\$0	\$0	\$0	\$0	\$0	\$5,000	\$5,000
Grants-Continuing Education	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Grants-General Technology	\$0	\$0	\$0	\$0	\$0	\$40,000	\$40,000
Grants-Automation	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
Grants-Book Discussion	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants-Summer Reading	\$0	\$0	\$0	\$0	\$0	\$7,500	\$7,500
Library Materials	\$0	\$0	\$4,000	\$73,000	\$0	\$0	\$80,000
Internet Services	\$7,000	\$0	\$0	\$0	\$0	\$0	\$7,000
Telephone	\$13,500	\$0	\$0	\$0	\$0	\$0	\$13,500
Contractual Services	\$62,500	\$0	\$0	\$0	\$0	\$0	\$62,500
Technology	\$35,000	\$0	\$0	\$0	\$0	\$0	\$35,000
Vehicle Expenses	\$2,600	\$7,200	\$2,600	\$4,000	\$0	\$0	\$19,000
Capital Outlay	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Transfer Capital Improve. Fund	\$59,000	\$0	\$0	\$0	\$0	\$0	\$59,000
Services Contingency	\$75,000	\$0	\$0	\$0	\$0	\$0	\$75,000
<b>Totals</b>	<b>\$625,934</b>	<b>\$238,493</b>	<b>\$114,210</b>	<b>\$160,377</b>	<b>\$78,155</b>	<b>\$1,129,500</b>	<b>\$2,433,712</b>

# SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008

## Section VI, Proposed Consolidated Budget

### 2008 SCKLS Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Odyssey Sublease	Total
Audit & Budget & Accounting	\$18,000	\$0	\$0		\$18,000
Rent	\$0	\$0	\$74,000		\$74,000
Insurance	\$14,500	\$0	\$0		\$14,500
Postage	\$16,500	\$0	\$0		\$16,500
Printing	\$5,000	\$0	\$0		\$5,000
Salaries	\$489,089	\$0	\$0		\$489,089
Employee Benefits	\$0	\$139,623	\$0		\$139,623
Supplies	\$753	\$0	\$19,747		\$20,500
Travel & Staff CE	\$33,000	\$0	\$0		\$33,000
Member Library CE & Training	\$33,000	\$0	\$0		\$33,000
OCLC (Cataloging & ILL)	\$0	\$0	\$30,000		\$30,000
Grants-in-Aid: Public & Academic	\$982,000	\$0	\$0		\$982,000
Grants-School & Special ILL	\$5,000	\$0	\$0		\$5,000
Grants-Continuing Education	\$45,000	\$0	\$0		\$45,000
Grants-General Technology	\$40,000	\$0	\$0		\$40,000
Grants-Automation	\$50,000	\$0	\$0		\$50,000
Grants-Book Discussion	\$0	\$0	\$0		\$0
Grants-Summer Reading	\$7,500	\$0	\$0		\$7,500
Library Materials	\$80,000	\$0	\$0		\$80,000
Internet Services	\$7,000	\$0	\$0		\$7,000
Telephone	\$13,500	\$0	\$0		\$13,500
Contractual Services	\$62,500	\$0	\$0		\$62,500
Technology	\$35,000	\$0	\$0		\$35,000
Vehicle Expenses	\$19,000	\$0	\$0		\$19,000
Capital Outlay	\$80,000	\$0	\$0	\$22,923	\$80,000
Capital Improvement Fund	\$59,000	\$0	\$0		\$59,000
Services Contingency	\$75,000	\$0	\$0		\$75,000
<b>Totals</b>	<b>\$2,170,342</b>	<b>\$139,623</b>	<b>\$123,747</b>	<b>\$22,923</b>	<b>\$2,433,712</b>

# **SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2008**

## **Section VI, Proposed Income / Resources**

### **Income / Resources**

	<b>Actual 2006</b>	<b>Authorized 2007</b>	<b>Proposed 2008</b>
SCKLS Tax - General Fund	\$1,844,712	\$2,077,587	\$2,170,342
SCKLS Tax - Employee Benefits Fund	\$114,469	\$173,623	\$139,623
Contracts - Income	\$0	\$0	\$0
Rent--Income	\$0	\$0	\$22,923
Fees for Services	\$0	\$0	\$0
State Grant-In-Aid	\$123,747	\$123,747	\$123,747
Carryover - General Fund	\$308,416	\$222,502	\$0
Carryover - Employee Benefit Fund	\$57,597	\$55,278	\$0
Carryover- Other	\$0	\$0	\$0
<hr/>			
Capital Improvement Fund--Income	\$55,000	\$57,000	\$59,000
Capital Improvement Fund--Expenditures	\$31,929	\$57,000	\$59,000
<hr/>			
<b>Proposed 2008 Expenditures</b>			<b>\$2,433,712</b>
<b>2008 Total (Expenditures + Capital Improvements)</b>			<b>\$2,492,712</b>