2009 Annual System Plan and Tentative Budget

321A North Main Street
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The South Central Kansas Library System 2009 Annual Plan and Tentative Budget have been prepared and authorized in accordance with the provisions of applicable Kansas statutes and state regulations. Review and recommendation included the South Central Kansas Library System Executive Committee on March 21, 2008 and adoption by the South Central Kansas Library System Board on April 28, 2008.

Submitted by South Central Kansas Library System, May 2008.

By _____

Paul Hawkins, SCKLS Director

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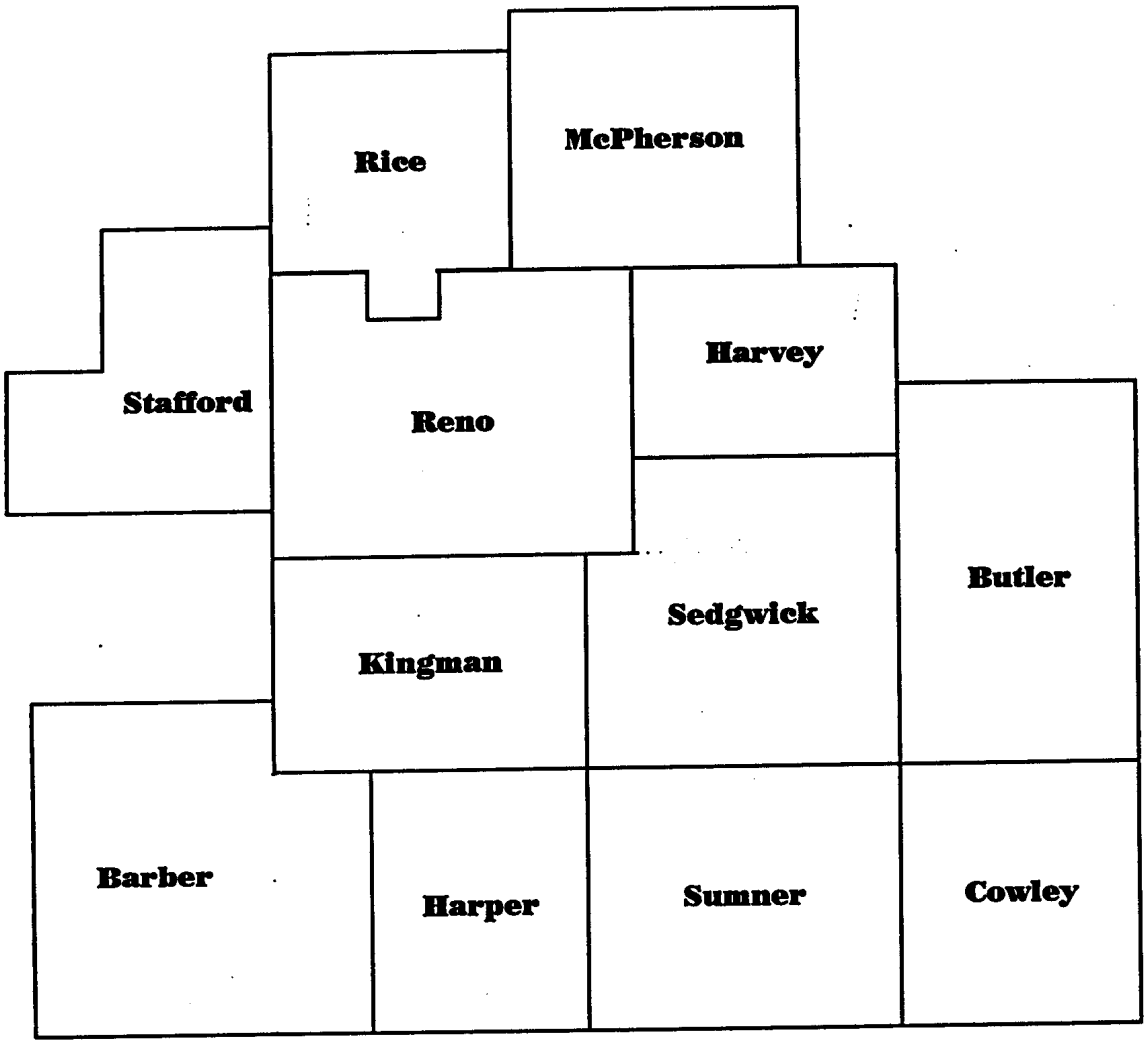
Barbara Lilyhorn, Chair
SCKLS Executive Committee

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

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 no contracting libraries 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 - 2009

Section I, Description, continued

PUBLIC (73)

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 (55)

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 (14)

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

SPECIAL (7)

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 and 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
	Submit Shared Goals for Kansas Regional Library Systems to Executive Committee for approval
April	Submit draft annual plan and tentative budget to System Board for approval
May – June	Submit Shared Goals for Kansas Regional Library Systems to Kansas State Library Board for approval
June -- July	Gather 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 - 2009

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 and will begin a new system-wide planning process in Fall 2008. In October 2003, the SCKLS Bylaws were updated. In 2004, a full time System Director was employed. Major service improvements in staffing during 2004-2008 have included the employment of a Technology Specialist, Administrative Specialist and Technology Development Consultant. 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. Facility use increased 53% from 2006 to 2007 from 935 individuals to 1,431.

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 interested member librarians and library board members. Beginning 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 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 - 2009

Section II, Services and Programs

SCKLS was recognized for a perfect audit with no reportable conditions in 2006. Since 2006, SCKLS has provided an internship program for a graduate library and information management student. In 2006, SCKLS received nearly $102,000 for a Library Service and Technology Act (LSTA) Grant for "Project Automate @ SCKLS" and 12 small public libraries were operational by May 1, 2007.

Eighty-seven 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. In April 2007, the SCKLS System Board authorized recommendations that included a 9% increase in the base grants for member public and academic libraries as well as a new grant-in-aid program for school and special libraries beginning in Fall 2008. The new grant-in-aid program will partially compensate school and special libraries that annually provide 50 or more interlibrary loans to other libraries. 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. In addition, a new Library Programming Grant program was started in July 2007.

SCKLS Current Year Goals

The process for a new Five-Year Evaluation of SCKLS services will begin in Fall 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. Based on its 2006 Needs Assessment of Member Libraries, SCKLS hired a new Technology Development Consultant in March 2008. This new position will provide technology training for member libraries understand and assist with web design and development to improve library services.

SCKLS 2009 Goals

A new Five-Year Evaluation of SCKLS services will be conducted during Fall 2008 and recommendations from that process will serve as the bases for 2009 and future goals. Recommendations from the planning process will be announced in early 2009. 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section II, Services and Programs

State Library / Regional Library System Goals

When federal funds became available for regional library development in 1965, seven regional library systems were established by the Kansas Legislature. The system law (KSA 75-2548 and following) was amended in 1968 by the legislature to allow school and academic libraries to participate in regional systems of cooperating libraries. The law permitted the systems to levy a tax on property within the boundaries of the system that is not taxed for the support of a public library. Librarians and trustees in each region meet annually to determine programs and budgets. The systems continuously develop services to meet the needs of their member libraries.

The State Library of Kansas and Regional Library Systems cooperate and collaborate to improve library services to all the citizens of Kansas. The State Library and Regional Library System Shared Goals for 2009 are as follows:

Goal #1
Automation and Courier Service: Kansans have direct and rapid access to all Kansas library collections.

- Libraries will have an Integrated Library Management (ILS) system that meets the state standards for federated searching (z39.50) and user authentication (NCIP; SIP2)
- Libraries will offer self-initiated interlibrary loan or direct borrowing from other libraries
- A statewide courier service will deliver materials among Kansas libraries

Action steps:

1. Each regional library system will develop a plan for a system-wide integrated library system by December 31, 2008
2. Library Service and Technology Act funds will be used in 2008 and 2009 to implement regional integrated library systems
3. Eighty percent of public libraries will have an integrated library system that meets state standards by December 31, 2009
4. Fifty percent of public libraries will provide self-initiated interlibrary loan or direct borrowing from other libraries by December 31, 2009
5. Kansas libraries will implement a statewide courier service by January 1, 2009

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009
Section II, Services and Programs

Goal # 2
Continuing Education: Librarians and trustees will have the knowledge and skills to provide excellent library service.

- Deliver instruction in core competencies

Action steps:

1. Each regional library system will identify and anticipate continuing education needs on an annual basis
2. The seven regional library systems will jointly sponsor a continuing education event on an annual basis
3. Each regional library system and the State Library will link its continuing education calendar to the cooperative regional library system website by January 1, 2009
4. The State Library will sponsor an annual statewide core competencies continuing education event

Goal # 3
Advocacy: Libraries will be relevant and visible to Kansans.

- Build advocacy skills in librarians, patrons and trustees
- Engage librarians and trustees in advocacy efforts
- Support and disseminate timely responses to issues that have statewide impact
- Support and promote programs that enhance library visibility
- Publicize statewide services

Action steps:

1. Each regional library system will provide an advocacy training program for librarians, patrons and trustees by December 31, 2009
2. Each regional library system will use the cooperative regional library system website to identify model library promotion activities on an annual basis
3. Each regional library system will use the cooperative regional library system website to publicize statewide services
4. The State Library will identify model library promotional activities and publicize state services on an annual basis

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009
Section II, Services and Programs

Goal # 4
On-line Resources: Libraries meet the informational and educational needs of every Kansan through access to a broad array of on-line library resources.

- Build advocacy skills in librarians, patrons and trustees
- Collaborate with the library community in the selection of databases
- Provide training to librarians to use on-line library resources
- Promote on-line resources to constituents
- Enhance federated searching
- Provide improved access to on-line resources

Action steps:

1. Regional library systems will provide input to the Database Task Force
2. The State Library will implement federated searching by December 31, 2008

Goal # 5
Public Library Accreditation: Public Libraries will be accredited according to new state standards.

- Review and revise existing standards
- Provide information to librarians and trustees

Action steps:

1. An accreditation program for public libraries will be under development by December 31, 2009
2. The accreditation program for public libraries will be facilitated by the State Library and regional library systems

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 training, web design and technology grant management. 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.

Consultant Services

Definition of service: SCKLS consultant services include both general and specialized services. SCKLS consultants provide expertise in the following areas: accounting, 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, Technology Development Consultant, Technology Consultant, Continuing Education Coordinator, Youth Services Consultant and Administrative Specialist 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 offered periodically. Topics dealing with trends and innovations in librarianship are 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
Annual November Training Day
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.

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, Administrative Support Specialist and Technology Development Consultant 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 compensates them for registered library borrowers who are not enrolled as students or who are not employees of their institution. Beginning in Fall 2008, school and special libraries that provide at least 50 or more interlibrary loans annually will be eligible for a grant to partially reimburse then for their resource sharing. In addition to the grants-in-aid programs for public, academic and school libraries, SCKLS initiated Library Programming Grants for member libraries in June 2007.

Three factors comprise the formula for the distribution of grants-in-aid to 73 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 and Administrative Specialist administer the grants-in-aid program.

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

Category	Population	Base Grant
Gateway	Fewer than 500 service population	$ 2,756
Linking	500 – 1,000 service population	$ 3,978
Service Center	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 Fall 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, Topeka.

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 Computer Library Center (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. In addition to Rotating Books, a copact disc cleanrer and repair machine is available for member libraries to use at SCKLS.

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.

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. Since 2006, SCKLS has provided an annual "I Love to Read" program which features notable books for youth and promotes intergenerational reading.

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 - 2009
Section III, Staff

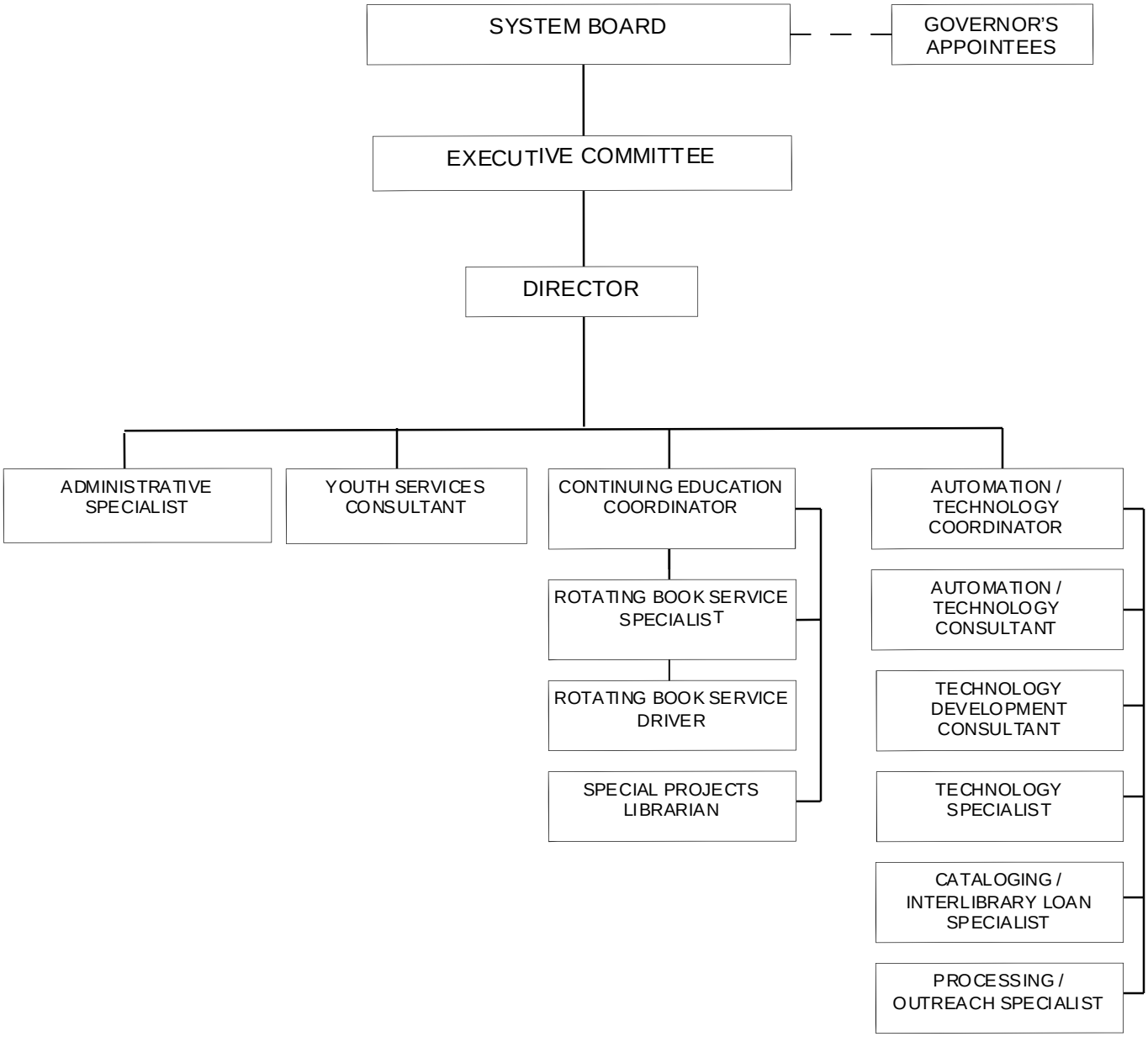
System Staff

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 Development Consultant	Stacey Walters	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
Total Staff		**12.50**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section III, Organizational Chart

ORGANIZATION CHART



Executive Committee 2008

Barbara Lilyhorn — Chair
9605 East Avenue G
Hutchinson, KS 67501
Work (620) 662-2371
blilyhor@ksu.edu
1st 4-year Term -Term Expires: 12/2011
Governor's Appointee

Judy Bennett—Vice-chair
Derby Public Library
611 North Mulberry Rd, Suite 200
Derby, KS 67037
Work: 316-788-0760 Fax: 316-788-7313
judy@derbylibrary.com
1st 4-year Term + Unexpired - Term Expires: 12/2008
Major Service Center II

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
Appointed to Unexpired Term - Term Expires: 12/2009

Merle Bender
215 Lake Vista Circle
Hesston, KS 67062
Home: 620-327-4227
Appointed to fill unexpired term
1st 4-year + Unexpired - 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
2nd 4-year Term - Term Expires: 12/2008

Janet Dagenais Brown
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

Martha Fee
607 Adair Circle
Hutchinson, KS 67501
Home: 620-662-9594
marthafee@cox.net
Appointed to Unexpired Term, Term Expires 12/2008
Major Resource Center I

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

Janice Sharp
Edna Buschow Memorial Library
321 West 1st St.
Valley Center, KS 67147
Work: 316-755-7350 Fax: 316-755-7351
janicesharp@yahoo.com
1st 4-year Term -Term Expires: 12/2009

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

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
Appointed to Unexpired term- Term Expires: 12/2009

Margaret Wiebe
Mary Miller Library, Hesston College
325 South College Drive
Hesston, KS 67062
Work: 620-327-8245 Fax: 620-327-8300
margaret@hesston.edu
1st 4-year Term - Term Expiries: 12/2011
Two and Four Year Academic

Susan Woodard
Cheney Public Library
203 North Main, PO Box 700
Cheney, KS 67025-0700
Work: 316-542-3331

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

Governor's Appointees

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

SCKLS System Board

The governing body of the South Central Kansas Library System is the System Board. The System Board consists of one representative appointed by the governing body or administrator of each participating public, academic, school and special library. In addition, the System Board is made up of the Executive Committee and a Governor's Appointee from each of the twelve counties in the SCKLS service area.

Each library representative is eligible to serve on the System Board until the governing board or administrator of the participating library, college, university or school district appoints a replacement. The name of each member library's representative should be communicated to SCKLS by June 1 of each year.

The System Board has the authority to pass upon the major policies and philosophy of operation of the system as recommended by the Executive Committee, adopt the tentative annual budget and program of services, elect the Executive Committee and to delegate the Executive Committee such powers and duties as the board may deem appropriate subject to any restriction imposed by law.

The System Board Representative receives all official SCKLS communications related to System Board matters and is eligible to vote on issues that affect the SCKLS membership as a whole. The System Board representative should be interested and be able to attend the SCKLS Semi-annual meetings held the last Monday in April and October.

The following pages identify System Board representatives. **To update contact information for your System Board Representative, please e-mail Jeanie Armour, SCKLS Special Projects Librarian, jeanie@sckls.info.**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section IV, SCKLS Public Library Representatives

City	Public Library	Representative	
Andale	Andale District Library	*Judy*	*Horsch*
Andover	Andover Public Library	*Carol*	*Wohlford*
Anthony	Anthony Public Library	*Sandy*	*Smith*
Argonia	Dixon Township Library	*Melodee*	*Gaskill*
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	*Angie*	*McGuire*
Derby	Derby Public Library	*Judy*	*Bennett*
Douglass	Douglass Public Library	*Janet*	*Whittington*
El Dorado	Bradford Memorial Library	*Hollis*	*Helmeci*
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	*Marty*	*Fee*
Inman	Inman Public Library	*Donna*	*Sallee*
Kingman	Kingman Carnegie Library	*Grace G.*	*Helm*
Kiowa	Kiowa Public Library	*Cheryl*	*Miller*
Leon	Leon Public Library	*Not*	*Designated*

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section IV, SCKLS Public Library Representatives, continued

City	Public Library	Representative	
Lindsborg	Lindsborg Community Library	*Karen*	*Olson*
Little River	Little River Community Library	*Kathy*	*McLean*
Lyons	Lyons Public Library	*Becky*	*McBeth*
Macksville	Macksville City Library	*Jody*	*Suiter*
Marquette	Marquette Community Library	*Donna*	*Elvin*
McPherson	McPherson Public Library	*Steve*	*Read*
Medicine Lodge	Lincoln Library	*Dr. Dean*	*Stucky*
Moundridge	Moundridge Public Library	*Lisa*	*Teter*
Mount Hope	Mount Hope Public Library	*Pat*	*Kissick*
Mulvane	Mulvane Public Library	*Kristi*	*McEachern*
Newton	Newton Public Library	*Jan*	*Hoberecht*
Nickerson	Nickerson Public Library	*Gay*	*Sykes*
Norwich	Norwich Public Library	*Janet*	*Van Giesen*
Oxford	Oxford Public Library	*Cheryl*	*Percival*
Park City	Park City Community Public Library	*Harry*	*Willems*
Partridge	Partridge Public Library	*Jane*	*Lee*
Potwin	Potwin Public Library	*Not*	*Designated*
Pretty Prairie	Pretty Prairie Public Library	*Patti*	*Brace*
Rose Hill	Rose Hill Public Library	*Cindy*	*Maxey*
Saint John	Ida Long Goodman Memorial Library	*Christie*	*Snyder*
Sedgwick	Lillian Tear Library	*Karen*	*Morland*
Sharon	Wisner Library	*Not*	*Designated*
South Haven	South Haven Township Library	*Not*	*Designated*
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	*Judy*	*Burris*
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	*Carmen*	*South*
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 - 2009

Section IV, SCKLS School District Representatives

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

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section IV, SCKLS School District Representatives

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

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section IV, SCKLS Academic and Special Library Representatives

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

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

To update contact information for your System Board Representative, please e-mail Jeanie Armour, SCKLS Special Projects Librarian, jeanie@sckls.info.

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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009
Section VI, Proposed Tentative Budget

SCKLS 2009 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, March 21, 2008
Pending review and approval by SCKLS System Board, April 28, 2008

Budget Category	2007 Actual	2008 Budget	2009 Proposed	2008 / 2009 Difference	2008 / 2009 % Change
Audit & Budget & Accounting	$17,567	$18,000	$18,500	$500	3%
Rent	$68,000	$74,000	$76,000	$2,000	3%
Insurance	$14,915	$14,500	$15,500	$1,000	7%
Postage	$13,394	$16,500	$15,500	($1,000)	-6%
Printing	$4,443	$5,000	$5,000	$0	0%
Salaries	$416,309	$489,089	$509,278	$20,189	4%
Employee Benefits	$104,763	$173,623	$173,623	$0	0%
Supplies	$20,000	$20,500	$21,500	$1,000	5%
Travel & CE for Staff	$32,771	$33,000	$36,000	$3,000	9%
Member Library CE & Training	$28,306	$33,000	$36,000	$3,000	9%
OCLC (Cataloging/ILL)	$30,000	$30,000	$30,000	$0	0%
Grants-in-aid: Public & Academic	$918,000	$982,000	$982,000	$0	0%
Grants: School & Special ILL	$0	$5,000	$5,000	$0	0%
Grants-Continuing Education	$44,865	$45,000	$45,000	$0	0%
Grants-General Technology	$34,839	$40,000	$40,000	$0	0%
Grants-Automation	$50,000	$50,000	$50,000	$0	0%
Grants-Programming	$6,465	$0	$7,500	$0	0%
Grants--Summer Reading	$7,000	$7,500	$7,500	$0	0%
Library Materials	$82,348	$80,000	$85,000	$5,000	6%
Internet Services	$6,076	$7,000	$9,000	$2,000	29%
Telephone	$9,887	$13,500	$13,500	$0	0%
Contractual Services	$103,838	$85,423	$90,000	$4,577	5%
Technology	$32,890	$35,000	$39,000	$4,000	11%
Vehicle Expenses	$16,110	$19,000	$20,000	$1,000	5%
Capital Outlay	$125,368	$80,000	$85,000	$5,000	6%
Transfer Cap. Improve. Fund	$57,000	$59,000	$75,000	$16,000	27%
Services Contingency	$65,811	$75,000	$75,000	$0	0%
Totals	**$2,310,965**	**$2,490,635**	**$2,565,401**	**$67,266**	**2.7%**

2009 SCKLS Tentative Budget Narrative

(Reviewed and Recommendation by SCKLS Executive Committee, March 21, 2008)

Audit / Budget / Accounting **Increase $500**

2007 Actual $ 17,567
2008 Projected $ 18,000
2009 Tentative $ 18,500

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 $8,400. Accounting and payroll services are provided by the Hutchinson firm of Adams, Brown, Beran and Ball at an estimated annual cost of $9,000. Other expenses in this line include the annual budget publication.

Rent **Increase $2,000**

2007 Actual $ 68,000
2008 Projected $ 74,000
2009 Tentative $ 76,000

SCKLS pays about $6,166 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 sublease of 3,130 square feet of the facility is currently open to prospective tenants.

Insurance and Bonds **Increase $1,000**

2007 Actual $ 14,915
2008 Projected $ 14,500
2009 Tentative $ 15,500

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

Postage **Decrease $1,000**

2007 Actual $ 13,394
2008 Projected $ 16,500
2009 Tentative $ 15,500

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

Printing **No Change**

2007 Actual $ 4,443
2008 Projected $ 5,000
2009 Tentative $ 5,000

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

Salaries **Increase $ 20,189**
Benefits **No Change**

2007 Actual $ 521,072 ($ 416,309 Salaries / $ 104,763 Benefits)
2008 Projected $ 662,712 ($ 489,089 Salaries / $ 173,623 Benefits)
2009 Tentative $ 682,901 ($ 509,278 Salaries / $ 173,623 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, Technology Development Consultant, Technology Specialist, Youth Services Consultant, 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.. A needs assessment of SCKLS member libraries and automation / technology services warranted the creation of a new full-time Technology Development Consultant position which was filled in March 2008. The Library Intern position is currently open. Staffing needs are evaluated on an annual basis. In 2009, up to 4% will be available for salary increases for staff based on individual merit and performance of their job duties.

Supplies **Increase $1,000**

2007 Actual $ 20,000
2008 Projected $ 20,500
2009 Tentative $ 21,500

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.

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

2007 Actual $ 32,771
2008 Projected $ 33,000
2009 Tentative $ 36,000

Nearly half of the SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries as well as attend 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 $3,000**

2007 Actual $ 28,306
2008 Projected $ 33,000
2009 Tentative $ 36,000

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 & Interlibary Loan) **No Change**

2007 Actual $ 30,000
2008 Projected $ 30,000
2009 Tentative $ 30,000

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

Grants—Aid to Local Units **No Change**

2007 Actual $ 918,000
2008 Projected $ 982,000
2009 Tentative $ 982,000

In 2007, public and academic member libraries received a 9% increase in their annual **base** grant for local library service development. The $64,000 required for the increase, which was in addition to the $918,000 budgeted, came the Services Contingency line item. As specified in grant guidelines, each public and academic 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. Since 2003, total funding for the grants-in-aid program has increased

Grants—School and Special Libraries ILL **No Change**

2007 Actual $ 0
2008 Projected $ 5,000
2009 Tentative $ 5,000

Beginning in Fall 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**

2007 Actual $ 44,865
2008 Projected $ 45,000
2009 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 as specified in grant guidelines.

Grants—General Technology Matching **No Change**

2007 Actual $ 34,839
2008 Projected $ 40,000
2009 Tentative $ 40,000

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

Grants—Automation Matching **No Change**

2007 Actual $ 50,000
2008 Projected $ 50,000
2009 Tentative $ 50,000

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 as specified in grant guidelines.

Grants--Programming **New Line Item**

2007 Actual $ 6,465
2008 Projected $ 0
2009 Tentative $ 7,500

In July 2007, the matching grant for book discussions was expanded to include library programming. As specified in grant guidelines, the new programming grant provides one grant up to $200 each year for interested public, academic, school or special libraries. Funding for the matching grant program for book discussions was to be eliminated in 2008, but $7,500 has been budgeted for the grants for library programming using the 2008 Services Contingency line item.

Grants--Summer Reading Program **No Change**

2007 Actual $ 7,000
2008 Projected $ 7,500
2009 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.

Library Materials **Increase $5,000**

2007 Actual $ 82,348
2008 Projected $ 80,000
2009 Tentative $ 85,000

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 2007 to develop new collections of compact disc audio books and Spanish language materials. The collection was barcoded during 2007.

Internet Services **Increase $2,000**

2007 Actual $ 6,076
2008 Projected $ 7,000
2009 Tentative $ 9,000

Includes costs for T-1 Internet access through Cox Communications. Cost increase

Telephone **No Change**

2007 Actual $ 9,887
2008 Projected $ 13,500
2009 Tentative $ 13,500

Includes costs for local, long distance, and 800 # phone services and library-related cellular service for seven consultants and Rotating Book driver to communicate with member libraries.

Contractual Services **Increase $4,577**

2007 Actual $ 103,838
2008 Projected $ 85,423
2009 Tentative $ 90,000

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

Technology **Increase $4,000**

2007 Actual $ 32,890
2008 Projected $ 35,000
2009 Tentative $ 39,000

Includes costs for the purchase, repair, update, maintenance and licensing of the telecommunications network, computers and other technology used by SCKLS. Primary increase due to cost of new SCKLS website management through ePowered Schools.

Vehicle Expense **Increase $1,000**

2007 Actual $ 16,110
2008 Projected $ 19,000
2009 Tentative $ 20,000

The amount of this line item will be increased to cover fuel costs, maintenance and repairs for six automobiles used by the consultants and one van used by Rotating

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009
Section VI, Proposed Budget Narrative, continued

Capital Outlay **Increase $5,000**

2007 Actual $ 125,368
2008 Projected $ 80,000
2009 Tentative $ 85,000

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 telecommunications network and development of a computer lab at the SCKLS Training Facility and Offices.

Transfer to Capital Improvement Fund **Increase $16,000**

2007 Actual $ 57,000
2008 Projected $ 59,000
2009 Tentative $ 75,000

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. Increase reflects the accrual of $28,000 annually for roof and parking lot replacements and repairs planned for 2016—2018.

Services Contingency **No Change**

2007 Actual $ 65,811
2008 Projected $ 75,000
2009 Tentative $ 75,000

Unbudgeted or unanticipated expenditures for new SCKLS and statewide services as well as service transitions may be paid from this line item. The 2008 and 2009 amounts include funding for a proposed statewide courier service or may be used for other grants and services to benefit member libraries. In 2008, funding for matching grants for library programming will be paid using this line item.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section VI, Proposed Operating Budget

2009 SCKLS Proposed Operating Budget

Budget Category	Central Administration	Automation Technology	Children's Services	Continuing Education	Extension Services	Technical Services	Grants-in-aid	Total
Audit & Budget & Accounting	$18,500	$0	$0	$0	$0	$0	$0	$18,500
Rent	$76,000	$0	$0	$0	$0	$0	$0	$76,000
Insurance	$15,500	$0	$0	$0	$0	$0	$0	$15,500
Postage	$15,500	$0	$0	$0	$0	$0	$0	$15,500
Printing	$5,000	$0	$0	$0	$0	$0	$0	$5,000
Salaries	$112,403	$175,244	$47,756	$59,706	$78,248	$35,921	$0	$509,278
Employee Benefits	$38,297	$59,702	$16,277	$20,370	$26,684	$12,293	$0	$173,623
Supplies	$21,500	$0	$0	$0	$0	$0	$0	$21,500
Travel & Staff CE	$36,000	$0	$0	$0	$0	$0	$0	$36,000
Member Library CE & Training	$0	$0	$0	$36,000	$0	$0	$0	$36,000
OCLC (Cataloging/ILL)	$0	$0	$0	$0	$0	$30,000	$0	$30,000
Grants-in-Aid: Public & Academic	$0	$0	$0	$0	$0	$0	$982,000	$982,000
Grants-School & Special ILL	$0	$0	$0	$0	$0	$0	$5,000	$5,000
Grants-Continuing Education	$0	$0	$0	$0	$0	$0	$45,000	$45,000
Grants-General Technology	$0	$0	$0	$0	$0	$0	$40,000	$40,000
Grants-Automation	$0	$0	$0	$0	$0	$0	$50,000	$50,000
Grants-Programming	$0	$0	$0	$0	$0	$0	$7,500	$7,500
Grants-Summer Reading	$0	$0	$0	$0	$0	$0	$7,500	$7,500
Library Materials	$0	$0	$3,000	$5,000	$77,000	$0	$0	$85,000
Internet Services	$9,000	$0	$0	$0	$0	$0	$0	$9,000
Telephone	$13,500	$0	$0	$0	$0	$0	$0	$13,500
Contractual Services	$90,000	$0	$0	$0	$0	$0	$0	$90,000
Technology	$39,000	$0	$0	$0	$0	$0	$0	$39,000
Vehicle Expenses	$20,000	$0	$0	$0	$0	$0	$0	$20,000
Capital Outlay	$85,000	$0	$0	$0	$0	$0	$0	$85,000
Transfer Capital Improve. Fund	$75,000	$0	$0	$0	$0	$0	$0	$75,000
Services Contingency	$75,000	$0	$0	$0	$0	$0	$0	$75,000
Totals	**$745,200**	**$234,946**	**$67,033**	**$121,076**	**$181,932**	**$78,214**	**$1,137,000**	**$2,565,401**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section VI, Proposed Consolidated Budget

2009 SCKLS Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	$18,500	$0	$0	$18,500
Rent	$3,753	$0	$72,247	$76,000
Insurance	$15,500	$0	$0	$15,500
Postage	$15,500	$0	$0	$15,500
Printing	$5,000	$0	$0	$5,000
Salaries	$509,278	$0	$0	$509,278
Employee Benefits	$0	$173,623	$0	$173,623
Supplies	$0	$0	$21,500	$21,500
Travel & Staff CE	$36,000	$0	$0	$36,000
Member Library CE & Training	$36,000	$0	$0	$36,000
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-Programming	$7,500	$0	$0	$7,500
Grants-Summer Reading	$7,500	$0	$0	$7,500
Library Materials	$85,000	$0	$0	$85,000
Internet Services	$9,000	$0	$0	$9,000
Telephone	$13,500	$0	$0	$13,500
Contractual Services	$90,000	$0	$0	$90,000
Technology	$39,000	$0	$0	$39,000
Vehicle Expenses	$20,000	$0	$0	$20,000
Capital Outlay	$85,000	$0	$0	$85,000
Capital Improvement Fund	$75,000	$0	$0	$75,000
Services Contingency	$75,000	$0	$0	$75,000
Totals	**$2,268,031**	**$173,623**	**$123,747**	**$2,565,401**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2009

Section VI, Proposed Income / Resources

Income / Resources

	Actual 2007	Authorized 2008	Proposed 2009
SCKLS Tax - General Fund	$1,857,962	$2,193,265	$2,268,031
SCKLS Tax - Employee Benefits Fund	$118,934	$173,623	$173,623
Contracts - Income	$0	$0	$0
Rent--Income	$0	$0	$0
Fees for Services	$0	$0	$0
State Grant-In-Aid	$123,747	$123,747	$123,747
Carryover - General Fund	$101,020	$0	$0
Carryover - Employee Benefit Fund	$7,485	$0	$0
Carryover- Other	$0	$0	$0
Capital Improvement Fund--Income	$57,000	$59,000	$75,000
Capital Improvement Fund--Expenditures	$57,000	$59,000	$68,000
Balance Capital Improvement Fund 12/31/07			$193,839

Proposed 2009 Expenditures	**$2,565,401**
2009 Total (Expenditures + Capital Improvements)	**$2,633,401**