

2012 Annual Plan and Tentative Budget



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The South Central Kansas Library System 2012 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 18, 2011 and adoption by the South Central Kansas Library System Board on April 25, 2011.

Submitted by South Central Kansas Library System, May 1, 2011.

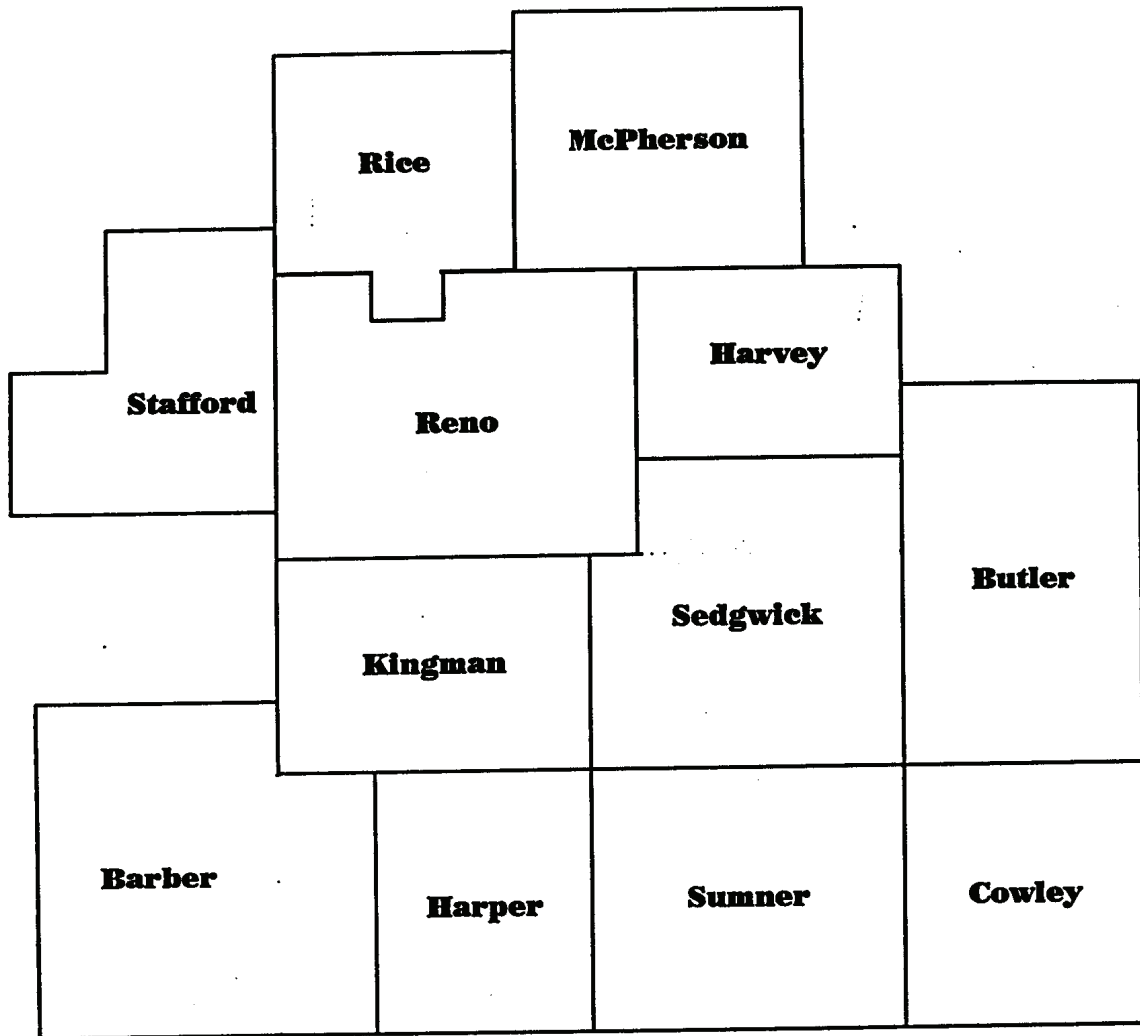
By

Paul Hawkins, SCKLS Director

Barbara Lilyhorn, Chair
SCKLS Executive Committee

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section I, Description



1. SCKLS includes the taxing counties of Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner and has a service population of approximately 762,058.
2. SCKLS has no contracting libraries and no non-taxing participating counties. Pratt and Kiowa are non-participating and non-taxing counties.
3. See next page for a list of all 147 SCKLS participating member libraries.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section I, Description, continued

<u>PUBLIC</u>	(73)	<u>SCHOOL DISTRICT</u>	(55)
Andale	Little River	Sacred Heart—Arkansas City	USD 255—Kiowa
Andover	Lyons	USD 267—Andale (Renwick)	(South Barber)
Anthony	McPherson	USD 385—Andover	USD 205—Leon
Argonia	Macksville	USD 361—Anthony-Harper	USD 400—Lindsborg
Arkansas City	Marquette	USD 359—Argonia	(Smoky Valley)
Arlington	Medicine Lodge	USD 470—Arkansas City	USD 444—Little River/Window
Attica	Moundridge	USD 402—Augusta	USD 405—Lyons
Augusta	Mt. Hope	USD 313—Buhler	USD 351—Macksville
Belle Plaine	Mulvane	USD 462—Burden (Central)	USD 266—Maize
Buhler	Newton	USD 369—Burrton	USD 418—McPherson
Burrton	Nickerson	USD 360—Caldwell	USD 254—Medicine Lodge
Bushton	Norwich	USD 419—Canton	(North Barber Co.)
Caldwell	Oxford	USD 268—Cheney	USD 423—Moundridge
Canton	Park City	USD 264—Clearwater	USD 263—Mulvane
Cheney	Partridge	USD 356—Conway Springs	USD 309—Nickerson
Clearwater	Potwin	USD 332—Cunningham	USD 358—Oxford
Colwich	Pretty Prairie	(West Kingman Co.)	USD 311—Pretty Prairie
Conway Springs	Rose Hill	USD 260—Derby	USD 492—Rosalia
Cunningham	Roxbury*	USD 471—Dexter	USD 394—Rose Hill
Derby	St. John	USD 396—Douglass	USD 439—Sedgwick
Douglass	Sedgwick	USD 490—El Dorado	USD 509—South Haven
El Dorado	Sharon	USD 310—Fairfield	USD 349—Stafford
Garden Plain	South Haven	USD 265—Goddard	USD 376—Sterling
Geneseo	Stafford	USD 440—Halstead/Bentley	USD 375—Towanda (Circle)
Goddard	Sterling	USD 312—Haven	USD 463—Udall
Halstead	Sylvia	USD 261—Haysville	USD 262—Valley Center
Hardtner	Towanda	USD 460—Hesston	USD 353—Wellington
Harper	Turon	USD 308—Hutchinson	USD 206—Whitewater
Haven	Udall	USD 448—Inman	(Remington)
Haysville	Valley Center	USD 331—Kingman/Norwich	USD 259—Wichita
Hesston	Viola		USD 465 Winfield
Hutchinson	Walton		
Inman	Wellington		
Kingman	Whitewater		
Kiowa	Wichita		
Latham*	Winfield		
Leon	Zenda		
Lindsborg			
* Outlets			
		<u>ACADEMIC</u>	(14) <u>SPECIAL</u>
		Bethany College	(5) El Dorado Correctional
		Bethel College	Facility-Central
		Butler Community College	Hutchinson Correctional
		Central Christian	Facility-Central & East
		College of Kansas	Winfield Correctional
		Cowley Co. Comm. College	Facility
		Friends University	McConnell Air Force Base,
		Hesston College	Wichita
		Hutchinson Comm. College	Sedgwick County
		McPherson College	Detention Center, Wichita
		Newman University	
		Southwestern College	
		Sterling College	
		Wichita Area Tech. College	
		Wichita State University	

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Planning and Budgeting Timeline

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 Complete Annual State Library / Regional Library System Shared Goals
April	Submit draft annual plan and tentative budget to System Board for approval
May – June	Submit Report on Annual State Library / Regional Library System Shared Goals to Executive Committee and State Library of Kansas Advisory Board
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 - 2012

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 General Goals

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.**

Policy Statements

In January 2009, the Executive Committee considered and authorized the following policy statements which serve as bases for the services and grants that SCKLS offers as well as for its governance structure. These policy statements are presented to give member librarians and others a better understanding of how SCKLS seeks to create equity and allocate limited resources in serving its diverse public, school, academic and special library membership:

- Whenever possible, new SCKLS grants and services should potentially benefit all types of member libraries.
- SCKLS is a multi-type library system serving in some form the needs of all its public, school, academic and special members. SCKLS does not provide grants and services exclusively for one type or size of library. SCKLS provides grants and services to and through its member libraries.
- School districts and other public, academic and special libraries with multiple library sites are recognized as a single entity for membership purposes.
- For eligibility, all SCKLS grants require evidence of local effort either in the form of a cash match or the provision of resource-sharing services or programming.
- For technology matching grants, a member library may receive one grant a year. For automation matching grants, a member library may receive one grant every three years.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Service and Programs

- For continuing education grants, any member librarian, staff, public library board member or Friend is eligible to receive up to \$750 a year reimbursement for eligible continuing education training or classes.
- For interlibrary loan resources sharing grants, any individual school or special member library site that provides at least 50 interlibrary loans annually is eligible for a grant.
- Public and academic library members receive grants-in-aid on the basis of population, interlibrary loans provided to other libraries and the number of registered borrowers served outside their library or institution. In addition, public and academic member libraries receive grants-in-aid because they are open more hours and are more accessible to the general public than school and special library members.
- Public and academic library members are eligible for the Rotating Collections service because they are open more hours and are more accessible to the general public than school library members. Special library members are eligible for the Rotating Collections service because there only three special libraries that use the program and they do not constitute a major demand on the limited resources.
- Continuing Education events and programs are scheduled with consideration to audience, location, time, modes of presentation and other applicable factors to reach target audiences.
- Special library members comprise 3.4% of the total SCKLS membership and while there is no position on the Executive Committee exclusively for special library members, there are two at-large positions for which special library members and others may seek election.

State Library / Regional Library System Shared Goals

The State Library of Kansas, Topeka and the seven 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 are found in **Appendix A**.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs

SCKLS Current Year and 2012 Year Goals

As a consequence of the changed economy and reduced funding, SCKLS chose not to increase its tax support and to operate with the approximately the same level of funding in 2011 as it did in 2010. The 2012 Annual Plan and Tentative Budget are predicated on a funding scenario for 2012 that may improve, but if it funding does not improve then SCKLS will continue to work within the constraints of a limited budget.

Major goals for 2012 are as follows:

1. Continue to assist and position SCKLS and member libraries to address the changed economy including no reductions to any of the eight grant programs that directly benefit member public, academic, school and special libraries.
2. Incorporate salary and benefits funding for the position of Automation / Technology Coordinator in the 2012 Tentative Budget. (**See Appendix B**) The job duties for the position emphasize training for member libraries.
3. Monitor the State Library of Kansas, Topeka e-book consortium and consider providing some minimum level of support for it or the establishment of a regional e-book consortium should the state service be discontinued or unacceptable to SCKLS member libraries.
4. Continue to evaluate and implement suggestions for improvements to grants and services on the basis of ongoing evaluation and planning.

Since 2009, the changed economy has been critical to evaluating and planning SCKLS grants and services. Since December 2008, SCKLS has annually announced its continued financial commitment to its existing eight grant programs despite continuing reductions in funding from state and regional sources. For example, state-aid to SCKLS has been reduced nearly 38% or \$46,455 over the past five years. Member libraries give high priority to SCKLS grant programs. SCKLS grants, which total \$1,189,000 for 2011, benefit public, school, academic and special member libraries. In addition and due to the uncertainty in state and regional funding, the General Fund Services Contingency Line Item has been increased by \$15,000.

Since 2009, SCKLS has limited expenditures by reducing overall spending; creating salary savings from open positions; deferring the purchase of replacement vehicles and other cost-reduction means. Staff have reduced expenditures in their respective areas of responsibility. SCKLS has focused on the changed economy and how it affects member libraries. During 2009, a number of continuing education programs related to the changed economy were offered and an updated list of vendor discounts for member libraries was added to the SCKLS website. In late 2010, Rotating Collections Service visits were reduced to four times a year rather than six. In August 2010, a basic training program for school library support staff was established.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs (Current and 2012 Year Goals)

If the economy improves and adequate funding is available in 2012, SCKLS may hire a new School Library Media Consultant position. In the meantime, the open position of a Training and Web Development Consultant has been restructured into an Automation / Technology Coordinator position that will be hired by July 1, 2011 and whose job duties will emphasize training for member libraries (**See Appendix B**). Through retirements and as of January 1, 2011, the two full-time positions of Rotating Collections Service Specialist and Outreach / Processing Specialist were combined into one full-time Outreach Services Specialist. Contingent upon improved funding in 2013, SCKLS will provide new annual grant support estimated at \$25,000 to member special libraries and subject to grant requirements.

As evidenced by its continuous planning and evaluation, surveys of member libraries and annual goal setting, SCKLS has demonstrated it will address the ongoing and changing needs of all its member libraries. In 2008, the SCKLS contracted with the Office of Educational Innovation and Evaluation (OEIE) at Kansas State University, Manhattan to assist in an evaluation and planning process. OEIE facilitated a strategic planning process with member library participants that indicated overall satisfaction with SCKLS. Summaries and reports of the survey and strategic planning exercise can be found at the SCKLS website: www.sckls.info

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs

Program of Services and Grants to Member Libraries

Administrative

Definition of service: The Director and Human Resources and Financial Specialist perform budget, governance, policy, financial and human resources duties necessary for efficient operation of SCKLS. In 2006, 2008 and 2009, SCKLS was recognized with perfect audits of its financial processes. The SCKLS Grants-in-aid program for member public and academic libraries, Interlibrary Loan Resources Sharing Grants for School and Special Libraries are included in their areas of responsibility. The Director and Human Resources and Financial Specialist also manage the South Central Kansas Library System Foundation (SCKLF). The Director provides referrals and authorizes limited assistance in the professional services areas of public library legal authority; architectural; and accounting.

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

Service Guidelines: The Director provides general library and library development consulting as well as specialized consulting in budget, governance, policy, finance, employment issues and building projects. The Human Resources and Financial Specialist provides specialized consulting in accounting and general information in the area of human resources. The Director and Human Resources and Financial Specialist provide information and consulting in their areas of expertise, collaborate to provide solutions and make referrals to other resources when appropriate.

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

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, Internet use, electronic information services, hardware/software/security recommendations and basic computer and network troubleshooting. The new South Central Kansas Automation Network (SCKAN) consortium provides cost-savings and resource-sharing for interested and participating member libraries. An Automation / Technology Coordinator position will be hired by July 1, 2011 and job duties will emphasize training (**See Appendix B**).

Phone assistance for basic computer troubleshooting is available from the Library Support Specialist and Technology Consultant. The Automation / Technology and Technology Consultants work on-site with member libraries. Planning and consulting services are available from the Director of Information Technology. 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs (Technology and Consultant)

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: Three full-time positions: one full-time Director of Information Technology; one full-time Automation / Technology Consultant; and one full-time Technology Consultant. Online resources include the SCKLS website: www.sckls.info for access to various SCKLS training, tutorials, continuing education, Internet links, grant applications and other information. 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 / 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 Library Support Specialist and Technology Consultant. Member libraries are encouraged to apply for technology matching grants. Member libraries must be able to perform basic technology skills.

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, Director of Information Technology, Automation / Technology Consultant, Technology Consultant, Continuing Education Coordinator, Training and Web Development Consultant, Youth Services Consultant and Human Resources and Financial 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.

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Section II, Services and Programs, (Continuing Education)

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 and in locations throughout the region. Topics dealing with basic skills as well as 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. The Library Support Specialist works in cooperation with the CE Coordinator. The Library Support Specialist also maintains the SCKLS website.

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

Public Library Funding and Governance Workshops
Summer Reading Program for Youth
Database Trainings
Book Repair Workshops
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. A new School Library Media staff basic training program was begun in 2010. **Member libraries are encouraged to use a list of customizable training programs available at the SCKLS website (<http://sckls.info/index.aspx?nid=148>) and request the date, time and location that the program be offered.**

Staff and resources: The full-time CE Coordinator, with the assistance of one half-time Library Support Specialist as well as SCKLS consultants and staff, are responsible for development and implementation of the continuing education program and other training events. The CE Coordinator administers Continuing Education Reimbursement and Library Programming/Project Grants. A Professional Collection is maintained and available for circulation or by interlibrary loan.

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. Member libraries are encouraged to use the Library Programming Grants for eligible programs and events at their libraries. **The primary source for CE information is a calendar of events and registration details available at the SCKLS website: www.sckls.info.** Paid training time and recognition of CE participation by library employees is encouraged by SCKLS.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

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

Facility

Definition of Service: The SCKLS facility offers a large training / meeting room that seats 40-60 as well as a video conference room, small meeting room and computer lab that each seat 16. SCKLS member libraries and library-related groups are encouraged to use the SCKLS facilities free-of-charge for meetings and training.

Staff and resources: The CE Coordinator, Human Resources and Financial Specialist and Library Support Specialist coordinate and schedule use of the four 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: Primary funding for services and programs of the South Central Kansas Library System comes from a tax on all property outside of established public library districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties. The SCKLS Grant-in-Aid program, which totals \$989,000 annually, 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. In addition to the grants-in-aid programs for public, academic, school and special libraries, SCKLS initiated Library Programming Grants for member libraries in June 2007 and new Resource Sharing Grants for school and special libraries in 2008 and for public and academic member libraries in 2009.

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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs (Grants-in-aid and Interlibrary Loan)

Staff and resources: The Director and Human Resources and Financial Specialist administer the grants-in-aid program.

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

<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 began a new School and Special Libraries Interlibrary Loan Resource Sharing Grant in Fall 2008. A member public or academic library that increases its population and moves into a higher service population category will be eligible for a higher base grant in the year after the service population increase was officially reported to SCKLS. Contingent upon improved funding in 2013, SCKLS will provide new annual grant support estimated at \$15,000 to member special libraries and subject to grant requirements.

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 State Library of Kansas, 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), and

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs (Interlibrary Loan and Rotating)

Kansas Information Circuit Network (KICNET). The KLC, a statewide catalog of library holdings, is used to locate materials that are available in Kansas. The OCLC system is used to locate materials 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 onsite and 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, academic, school and special libraries to assist in the partial reimbursement of providing interlibrary loan service to borrowers outside of their taxing district or academic institution. Non-courier participation is not a legitimate basis for denial of ILL services. Members with OCLC access are not eligible for ongoing cataloging or interlibrary loan services

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. Non-courier participation is not a legitimate basis for denial of ILL services.

Rotating Collections Service

Definition of service: Quarterly, the Rotating Collections 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 collections service are intended to supplement the collections of public, academic and special member libraries. A compact disc cleaner and repair machine is available for member libraries to use at SCKLS.

Staff and resources: One forty-hour-a-week Outreach Services Specialist and one ten-hour-a-week delivery driver. A rotating collections van is used to make deliveries.

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

Member responsibilities: Member libraries agree to box rotating collections prior to the delivery of their scheduled rotation. Member libraries agree to meet the rotating collections driver and van at their libraries according to the rotating collections schedule and to facilitate the exchange of materials. Member libraries agree to update an annual service profile.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section II, Services and Programs (Technical and Youth)

Cataloging Services

Definition of service: Processing services include assistance with cataloging of library materials as well as discounts on supplies for member libraries. Bulk purchase allows for the resale of discounted processing supplies to member libraries. Ordering is conducted by member libraries primarily through Baker & Taylor Online (BTOL). Catalog card sets and Marc records are provided to member libraries using OCLC, the Online Computer Library Center. SCKLS answers questions and advises member libraries regarding acquisition, cataloging and processing of library materials.

Staff and resources: One half-time Cataloging / Interlibrary Loan Specialist. SCKLS provides access to OCLC, Books-in-Print and other acquisitions and cataloging resources.

Service guidelines: SCKLS provides technical services including assistance with cataloging 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. Members with OCLC access are not eligible for ongoing cataloging or interlibrary loan services.

Member responsibilities: Member libraries may use the technical services of SCKLS, their own technical services or other service providers and vendors. Ordering and processing are the responsibility of member libraries as is the deletion of bibliographic records from the Kansas Library Catalog.

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. If the economy improves and there is sufficient funding for 2012, a new School Library Media Consultant position will be established. The School Library Media Consultant will be responsible for providing a program of services to SCKLS school district school librarian and support staff.

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

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Section II, Services and Programs (Youth, and Grants and Service Policy)

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. Summer Reading Program Grants are available. Member libraries may schedule use of resources in the Children's Puppet Play Collection and Mystery Notebooks.

Temporary Discontinuation of Grants and Services

SCKLS reserves the right to temporarily discontinue grants or services to a member library subject to any of the following conditions: The Director of SCKLS has determined that a member library is not operating in accordance with (1) Member Library Responsibilities as outlined in the SCKLS Annual Plan and Tentative Budget, (2) any current grants and services policies or procedures of SCKLS or the State Library of Kansas, Topeka, (3) any applicable state or federal laws, or (4) any situation that might expose SCKLS staff to avoidable risk or harm.

The Director of SCKLS will inform the member library in writing of the issue(s) and the requested resolution(s) as well as determine any required documentation and a reasonable amount of time for the grants or services to be reinstated. The Director will inform the Executive Committee of any decision to temporarily discontinue service and notify them when service has been reinstated.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section III, Staff

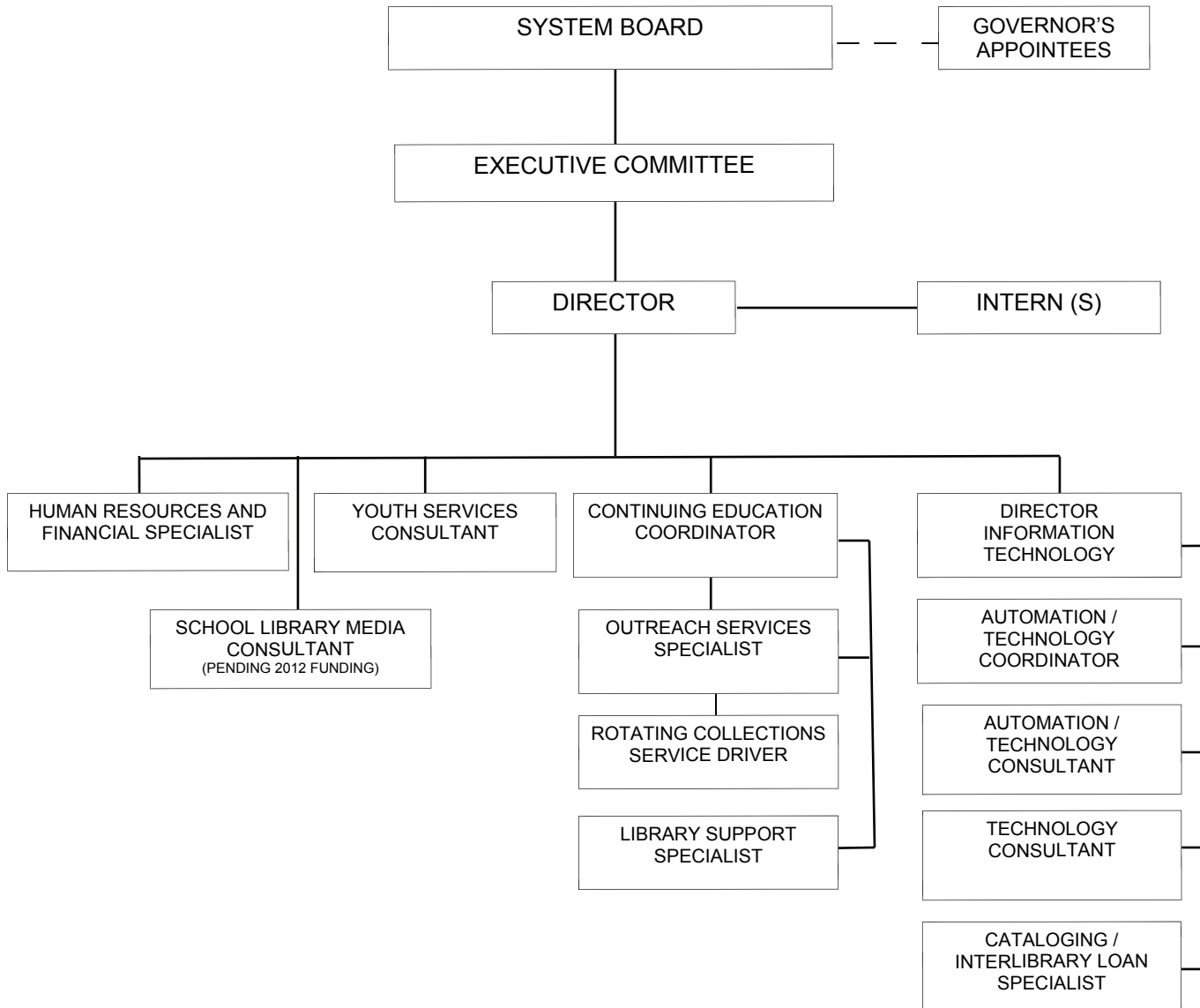
System Staff

Position	Staff	FTE
Director	Paul Hawkins	1
Human Resources and Financial Specialist	Mia Wilson	1
Director of Information Technology	Larry Papenfuss	1
Automation / Technology Coordinator Consultant	Open	1
Automation / Technology Consultant	Sharon Barnes	1
Technology Consultant	Lee Scott	1
Youth Services Consultant	Julie Tomlianovich	1
Continuing Education Coordinator	Tom Taylor	1
Library Support Specialist	Elizabeth Rankin	1
Cataloging / Interlibrary Loan Specialist	Dianne Bogle	1
Outreach Services Specialist	Nicole Penley	1
Library Intern	Open	.10
Rotating Collections Van Driver	Leland Woodson	.10
Total Staff		11.20

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section III, Organizational Chart

ORGANIZATION CHART



SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012
Section IV, Governor's Appointees

Governor's Appointees

Barber County

Lena Young
8 NW Indian Road West
Medicine Lodge, KS 67104
Term Expiration Date: 6/30/2014

Cowley County

Janet Whittington
1306 61st Avenue
Douglass, KS 67039
Term Expiration Date: 6/30/2014

Harvey County

Greta Hiebert
204 East 24th Street
North Newton, KS 67117
Term Expiration Date: 6/30/2014

McPherson County

Melva Barlow
213 1st Avenue
Inman, KS 67456
Term Expiration Date: 6/30/2014

Rice County

Donna Surprise
616 South Purdy
Lyons, KS 67554
Term Expiration Date: 6/30/2014

Stafford County

Gerry Hildebrand
158 Northeast 80th Avenue
Stafford, KS 67578
Term Expiration Date: 6/30/2014

Butler County

Sylvia Epp
13978 NW 86th Terrace
Whitewater, KS 67154
Term Expiration Date: 6/30/2014

Harper County

Kim Bauer
263 Northeast 150 Road
Harper, KS 67058
Term Expiration Date: 6/30/2014

Kingman County

Judy DeWeese
2656 SW 120th Avenue
Cunningham, KS 67035
Term Expiration Date: 6/30/2014

Reno County

Barbara Lilyhorn
9605 East Avenue G
Hutchinson, KS 67501
Term Expiration Date: 6/30/2014

Sedgwick County

Rita Severt
22015 West 29th Street North
Andale, KS 67001
Term Expiration Date: 6/30/2014

Sumner County

Judy Happy
696 North Woodlawn
Belle Plaine, KS 67013
Term Expiration Date: 6/30/2014

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section IV, Executive Committee

Executive Committee 2011

Barbara Lilyhorn — Chair

9605 East Avenue G
Hutchinson, KS 67501
Work (620) 694-2911
Barbara.Lilyhorn@renogov.org
2nd 4-year Term - Expires: 12/2014
Governor's Appointee

Jean Volk — Secretary / Treasurer

Library Media Specialist, USD 312, Haven High School
400 East 5th
Haven, KS 67543
Work: 620-465-2649
jvolk@havenschools.com
1st 4-year + Unexpired Term - Expires: 12/2013
School District Libraries

Beth Evans

314 South Church Street
Udall, KS 67146
Home: 620-782-3395
cevans@wheatstate.com
Appointed to fill unexpired term - Term - Expires:
12/2012
Linking

Martha Fee

Board Member, Hutchinson Public Library
607 Adair Circle
Hutchinson, KS 67501
Home: 620-662-9594
marthafee@cox.net
1st 4-year Term + Unexpired Term - Expires 12/2012
Major Resource Center I

Janice Sharp

Director, Edna Buschow Memorial Library
321 West 1st St.
Valley Center, KS 67147
Work: 316-755-7350
janicesharp@yahoo.com
2nd 4-year Term - Term Expires: 12/2013
Major Service Center I

Steve Read

Director, McPherson Public Library
214 West Marlin
McPherson, Ks 67460
Work: 620-245-2570
ptolemy@macpl.org
Appointed to Unexpired Term - Term expires: 12/2012
Major Service Center II

Susan Woodard

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

Gail Niles Stucky—Vice-chair

Co-director, Bethel College Library
300 East 27th St.
North Newton, KS 67117
Work: 316-284-5361
gstucky@bethelks.edu
1st 4-year Term + Unexpired Term - Expires: 12/2013
At-large, Position II

Merle Bender

215 Lake Vista Circle
Hesston, KS 67062
Home: 620-327-4227
1st 4-year + Unexpired Term - Expires: 12/2013
At-large, Position I

Nan Myers

Director for Public Services
Wichita State University Libraries
1845 Fairmount P.O. Box 68
Wichita, KS 67260-0068
Work: 316-978-5130
nan.myers@wichita.edu
1st 4-year Term - Expires: 12/2012

Jane Lee

Board Member, Partridge Public Library
PO Box 126
Partridge, KS 67566-0126
Home: 620-567-3572
1st 4-Year Term + Unexpired term - Expires: 12/2013
Gateway

Deb Simpson

Wichita Public Library
223 South Main
Wichita, KS 67202
Work: 316-261-8533
dsimpson@wichita.gov
2nd 4-year Term - Term Expires: 12/2012
Major Resource Center II

Margaret Wiebe

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

Work: 316-542-3331
cheneypubliclibrary@cheneyks.org
2nd 4-year Term - Term Expires: 12/2013
Service Center

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section IV, SCKLS System Board Representatives

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 Elizabeth Rankin, Library Support Specialist, elizabeth@sckls.info.**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section IV, SCKLS Public Library Representatives

<u>City</u>	<u>Public Library</u>	<u>Representative</u>	
Andale	Andale District Library	<i>Lisa</i>	<i>Galbraith</i>
Andover	Andover Public Library	<i>Cheri</i>	<i>Nienke</i>
Anthony	Anthony Public Library	<i>Diana</i>	<i>Busby</i>
Argonia	Dixon Township Library	<i>Tammy</i>	<i>Dresser</i>
Arkansas City	Arkansas City Public Library	<i>Dalene</i>	<i>McDonald</i>
Arlington	Arlington City Library	<i>Ginger</i>	<i>Stiggins</i>
Attica	Attica City Library	<i>Francie</i>	<i>Ward</i>
Augusta	Augusta Public Library	<i>Lynne</i>	<i>Holloway</i>
Belle Plaine	Belle Plaine City Library	<i>Vicki</i>	<i>Bohannon</i>
Buhler	Buhler Public Library	<i>Pam</i>	<i>Fast</i>
Burrton	Ruth Dole Memorial Library	<i>Rhonda</i>	<i>Corwin</i>
Bushton	Farmer Township Community Library	<i>Bill</i>	<i>Johnson</i>
Caldwell	Caldwell Carnegie Library	<i>Jean</i>	<i>Ward</i>
Canton	Canton Township Carnegie Library	<i>Doris</i>	<i>Evans</i>
Cheney	Cheney Public Library	<i>Susan</i>	<i>Woodard</i>
Clearwater	Clearwater Public Library	<i>Vicki</i>	<i>Wise</i>
Colwich	Colwich Community Library	<i>Nancy</i>	<i>Maus</i>
Conway Springs	Conway Springs City Library	<i>Not</i>	<i>Designated</i>
Cunningham	Cunningham Public Library	<i>Kerri</i>	<i>Steffen</i>
Derby	Derby Public Library	<i>Patricia</i>	<i>Williams</i>
Douglass	Douglass Public Library	<i>Polly</i>	<i>Bloom</i>
El Dorado	Bradford Memorial Library	<i>Kristi</i>	<i>Jacobs</i>
Garden Plain	Garden Plain Community Library	<i>Joyce</i>	<i>Loehr</i>
Geneseo	Geneseo Public Library	<i>Shirley</i>	<i>Caruthers</i>
Goddard	Goddard Public Library	<i>Kendra</i>	<i>Mork</i>
Halstead	Halstead Public Library	<i>Joleen</i>	<i>Ross</i>
Hardtner	Hardtner Public Library	<i>Joy</i>	<i>Helmer</i>
Harper	Harper Public Library	<i>Tina</i>	<i>Welch</i>
Haven	Haven Public Library	<i>Mary Jane</i>	<i>Biltz</i>
Haysville	Haysville Community Library	<i>Betty</i>	<i>Cattrell</i>
Hesston	Hesston Public Library	<i>Bob</i>	<i>Latta</i>
Hutchinson	Hutchinson Public Library	<i>Gregg</i>	<i>Wamsley</i>
Inman	Inman Public Library	<i>Donna</i>	<i>Sallee</i>
Kingman	Kingman Carnegie Library	<i>Grace G.</i>	<i>Helm</i>
Kiowa	Kiowa Public Library	<i>Gayle</i>	<i>Bowden</i>
Leon	Leon Public Library	<i>Barbara</i>	<i>Templin</i>

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section IV, SCKLS Public Library Representatives

<u>City</u>	<u>Public Library</u>	<u>Representative</u>	
Lindsborg	Lindsborg Community Library	Gavin	Doughty
Little River	Little River Community Library	Not	Designated
Lyons	Lyons Public Library	Becky	McBeth
Macksville	Macksville City Library	Jody	Suiter
Marquette	Marquette Community Library	Verma	James
McPherson	McPherson Public Library	Steve	Read
Medicine Lodge	Lincoln Library	Dean	Stucky
Moundridge	Moundridge Public Library	Lisa	Teter
Mount Hope	Mount Hope Public Library	Sandra	West
Mulvane	Mulvane Public Library	Tram	Nguyen
Newton	Newton Public Library	Karen	Farrell
Nickerson	Nickerson Public Library	Gay	Sykes
Norwich	Norwich Public Library	Carol	Gray
Oxford	Oxford Public Library	Nancy	Storlein
Park City	Park City Community Public Library	Len	Warren
Partridge	Partridge Public Library	Margo	Garton
Potwin	Potwin Public Library	Not	Designated
Pretty Prairie	Pretty Prairie Public Library	Patti	Brace
Rose Hill	Rose Hill Public Library	Cindy	Maxey
St. John	Ida Long Goodman Memorial Library	Christie	Snyder
Sedgwick	Lillian Tear Library	Tyler	Reimer
Sharon	Wisner Library	Not	Designated
South Haven	South Haven Township Library	Wynetta	Schaffer
Stafford	Nora E Larabee Memorial Library	Dixie	Osborn
Sterling	Sterling Free Public Library	Shirley	Kenyon
Sylvia	Sylvia Public Library	Twila	Blew
Towanda	Towanda Public Library	Judy	Burris
Turon	Turon Community Library	Sharon	Nitzsche
Udall	Udall Public Library	Bertha	Rhoads
Valley Center	Edna Buschow Memorial Library	Janice	Sharp
Viola	Viola Township Library	Not	Designated
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	Delia	Swingle

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section IV, SCKLS School Library Representatives

<u>USD</u>	<u>City</u>	<u>Representative</u>	
267--	Andale (Renwick)	<i>Loretta</i>	<i>Sadler</i>
385--	Andover	<i>Suzanne</i>	<i>Eastman</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>Linda</i>	<i>Casper</i>
313--	Buhler	<i>Not</i>	<i>Designated</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>Jessica</i>	<i>Bowman</i>
268--	Cheney	<i>Carla</i>	<i>Ewy</i>
264--	Clearwater	<i>Judy</i>	<i>Kramer</i>
356--	Conway Springs	<i>Cortney</i>	<i>Ast</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>Tambra</i>	<i>Owens</i>
460--	Hesston	<i>Lois</i>	<i>Brubacher</i>
308--	Hutchinson	<i>Denise</i>	<i>Neighbors</i>

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

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>Rita</i>	<i>Herl</i>
400--	Lindsborg (Smokey Valley)	<i>Not</i>	<i>Designated</i>
444--	Little River/Window	<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>Vania</i>	<i>Winsor</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>Don</i>	<i>Klein</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>Judith</i>	<i>Agnew</i>

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

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>Barbara</i>	<i>Thiesen</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>MacLaughlin</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>Matt</i>	<i>Upson</i>
Newman University	Ryan Library	<i>Joe</i>	<i>Forte</i>
Southwestern College	Deets Library	<i>Veronica</i>	<i>McAsey</i>
Sterling College	Mabee Library	<i>Valorie</i>	<i>Starr</i>
Wichita State University	University Libraries	<i>Nan</i>	<i>Myers</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>Not Designated</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>

To update contact information for your System Board Representative, please e-mail Elizabeth Rankin, SCKLS Library Support Specialist, elizabeth@sckls.info.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section V, Bylaws

BYLAWS

South Central Kansas Library System

*Adopted by the
South Central Kansas Library System Board, October 27, 2008*

Article I

Name

The name of this organization shall be the South Central Kansas Library System. Throughout the statement of these bylaws, the term "System" shall mean the South Central Kansas Library System.

Article II

Authority and Purpose

By authority of Kansas Statutes Annotated 75-25-47, et seq., the System is a political and taxing subdivision of the State of Kansas and a non-profit, educational entity. The purpose of the System is to provide through an organization of cooperating libraries, service to all citizens of the South Central Region.

Article III

Membership

Section 1. Membership of each participating library is established by petition to the State Library of Kansas Board in the original petition for system designation or by amendment to that petition, with prior approval of the System's governing body.

Section 2. As defined by K.S.A. 75-2548, membership shall be open to any school, two or four-year college, regents university, public library, or special library in the manner authorized by state law and regulations of the State Library of Kansas Board.

Section 3. A participating library may withdraw from membership to the System by submitting written notification to the System's governing body, one year prior to the adoption of the annual budget, subject to the approval of the State Library of Kansas Board.

Section 4. The participating libraries of a county, when in unanimous agreement, may withdraw that county from the System by submitting written notification to the System's governing body one year prior to the adoption of the annual budget, subject to the approval of the State Library of Kansas Board.

Section 5. In the event of the withdrawal of a participating library from the System, all system assets and property such as rotating materials, and other materials and equipment on loan from the System shall be returned to the System.

Article IV

Governing Body

Section 1. The governing body of the system shall be the System Board. The board shall consist of one representative or an alternate appointed by the Trustees or institutional administrators of each participating

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section V, Bylaws

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 At-large members shall be elected by the System Board. With the exception of Governor's Appointees and At-large members, a member of the Executive Committee shall be a current member of a public library board, an employee of a member public library or an institutionally designated representative of a member academic, school district or special library in the interest area the member represents. The two At-large members may be citizens who shall reside within the boundaries of the System and are interested in improving library services.

Section 3. The standard term of office for an elected member of the Executive Committee shall be four years with a maximum of two consecutive four-year terms. A member appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term. In the event of a vacancy, the Chair may fill the position by appointment, which will be in effect for the remaining term of the vacated position. In the case of a vacancy from an interest area in which there is only one member library, appointment will be made by the Chair of the Executive Committee in consultation with the respective member library and with the approval of the Executive Committee. In the case of an Executive Committee member who is also a member of a local public library board, the Executive Committee member's term of office on the Executive Committee shall end in December of the year in which such Executive Committee member's term of office on a local public library board expires.

Section 4. The members of the Executive Committee shall elect a Chair, Vice Chair, and Secretary/Treasurer in December. Terms of office begin January 1 and end December 31 of each year. The duties of the officers are as follows:

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section V, Bylaws

The Chair shall set the agenda for and preside at all meetings; appoint all committees; be a voting member of all committees; sign all approved minutes, assume, jointly with other officers, responsibility to authorize the disbursement of funds; and generally perform all duties associated with that office.

The Vice-Chair, in the event of the absence or disability of the Chair, or of a vacancy in that office, shall assume and perform the duties and functions of the Chair.

The Secretary / Treasurer shall sign all approved minutes of proceedings of each Board and Executive Committee meeting; insure that adequate and correct accounts of the funds and property of the System are kept; sign all disbursements approved by the Executive Committee; and be bonded in an amount determined by the Executive Committee.

Section 5. Any Executive Committee member may resign upon submitting a written resignation, which shall be filed with the Chair. The resignation shall become effective when so filed, unless some other effective date is set forth in the resignation.

Section 6. The System Director shall be the administrative officer for the System. He or she shall report to the Executive Committee on the operations of the System and shall employ and direct such employees that are found to be necessary for the operations of the System.

Section 7. The Recorder will be a System employee designated by the System Director to keep true and accurate minutes of all proceedings of each Board and Executive Committee meeting, attaching a copy of any documents adopted by the Board or Executive Committee; and provide copies of the minutes on request.

Article VI

Ethical Standards

Section 1. Members of the Executive Committee and the System Director must promote a high level of library service while observing ethical standards. No member of the Executive Committee or the System Director may directly or indirectly have an interest in a business or service that conducts business with or contracts with the System. Executive Committee members and the System Director must also avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, member libraries, or the System as a whole.

Section 2. Any member of the Executive Committee who applies for employment with the System must resign prior to making application. A new Executive Committee member will be appointed in accordance with the process outlined in the Bylaws.

Article VII

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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section V, Bylaws

Article VIII

System Board 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 elections to the Executive Committee, as well as for transaction of other business. Information concerning business items will be available to all System Board members at least 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 IX

Executive Committee Meetings

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

Election

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

Section 2. Nominations shall also be requested from the floor at the October meeting.

Section 3. Nominations for election to the Executive Committee from those representatives appointed by the Governor shall be solicited by the System Director.

Section 4. Election will be conducted by signed ballot of designated System Board representatives or alternates.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section V, Bylaws

Article XI

Reimbursement

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

Article XII

South Central Kansas Library Foundation

Section 1. In accordance with the Bylaws of the South Central Kansas Library Foundation, members of the Executive Committee may serve as the Board of Directors of the South Central Kansas Library Foundation. The Board of Directors of the South Central Kansas Library Foundation may also include authorized representatives that are employees, community volunteers or donors affiliated with a member library.

Article XIII

Bylaws Amendment

Section 1. The Executive Committee shall appoint a bylaws review committee as needed.

Section 2. Amendments to these bylaws shall be made at the April or October meetings of the System Board and shall require a two-thirds vote of the System Board members attending.

Section 3. Proposed amendments, specifying changes, must be 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 XIV

Parliamentary Procedure

All meetings and business shall be conducted according to *Robert's Rules of Order Revised* where such are not in conflict with these bylaws.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Tentative Budget

SCKLS 2012 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, March 18, 2011

Pending Review and approval by SCKLS System Board, April 25, 2011

Budget Category	2010 Actual	2011 Budget	2012 Proposed	2011 / 2012 Difference	2011 / 2012 % Change
Audit & Budget & Accounting	\$19,479	\$19,500	\$21,000	\$1,500	8%
Rent	\$75,302	\$79,000	\$79,000	\$0	0%
Insurance	\$14,888	\$16,500	\$16,500	\$0	0%
Postage	\$6,193	\$7,500	\$6,500	(\$1,000)	-13%
Printing	\$2,653	\$2,500	\$2,500	\$0	0%
Salaries	\$482,939	\$496,585	\$542,142	\$45,557	9%
Employee Benefits	\$124,459	\$217,430	\$226,997	\$9,567	4%
Supplies	\$13,318	\$17,500	\$15,000	(\$2,500)	-14%
Travel & CE for Staff	\$32,308	\$36,000	\$34,000	(\$2,000)	-6%
Member Library CE & Training	\$20,948	\$38,000	\$28,000	(\$10,000)	-26%
OCLC (Cataloging/ILL)	\$30,000	\$30,000	\$30,000	\$0	0%
Grants-in-aid: Public & Academic	\$982,000	\$989,000	\$989,000	\$0	0%
Grants: Special & School	\$5,000	\$10,000	\$10,000	\$0	0%
Resource Sharing: Public & Academic	\$51,576	\$50,000	\$50,000	\$0	0%
Grants-Continuing Education	\$38,331	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$33,370	\$40,000	\$40,000	\$0	0%
Grants-Automation	\$50,000	\$50,000	\$50,000	\$0	0%
Grants-Programming/Project	\$3,246	\$7,500	\$7,500	\$0	0%
Grants--Summer Reading	\$6,800	\$7,500	\$7,500	\$0	0%
Library Materials	\$70,691	\$83,000	\$83,000	\$0	0%
Internet Services	\$9,000	\$11,000	\$10,000	(\$1,000)	-9%
Telephone	\$10,627	\$13,500	\$11,500	(\$2,000)	-15%
Contractual Services	\$55,743	\$59,000	\$59,000	\$0	0%
Technology	\$33,626	\$39,000	\$35,000	(\$4,000)	-10%
Vehicle Expenses	\$16,172	\$20,000	\$20,000	\$0	0%
Capital Outlay	\$59,345	\$65,000	\$60,000	(\$5,000)	-8%
Transfer Capital Improvement Fund	\$100,000	\$75,000	\$75,000	\$0	0%
Services Contingency	\$23,424	\$75,000	\$90,000	\$15,000	20%
Neighborhood Revitalization Rebates	\$108,496	\$157,133	\$157,133	\$0	0%
Totals	\$2,479,934	\$2,757,148	\$2,801,272	\$44,124	1.6%

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative

2012 SCKLS Tentative Budget Narrative

(Reviewed and Recommended by SCKLS Executive Committee, March 18, 2011)

Audit / Budget / Accounting Increase \$1,500

2010 Actual	\$ 19,479
2011 Projected	\$ 19,500
2012 Tentative	\$ 21,000

The firm of SJHL, McPherson annually audits SCKLS financial records and assists with the preparation of official budget documents. Monthly accounting and payroll services are provided by the Hutchinson firm of Adams, Brown, Beran and Ball. Cost of the annual budget publication in the *Wichita Eagle* is included in this line item. Costs for audit and accounting services have increased.

Rent No change

2010 Actual	\$ 75,302
2011 Projected	\$ 79,000
2012 Tentative	\$ 79,000

SCKLS pays about \$6,443 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.

Insurance and Bonds No change

2010 Actual	\$ 14,888
2011 Projected	\$ 16,500
2012 Tentative	\$ 16,500

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

2010 Actual	\$ 6,193
2011 Projected	\$ 7,500
2012 Tentative	\$ 6,500

Includes standard business mailings and mailings of information, books, supplies and children's puppet play resources to member libraries. SCKLS has significantly reduced its mailings and relies on its website and list-serv to communicate with member libraries.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative, continued

Printing No change

2010 Actual	\$ 2,653
2011 Projected	\$ 2,500
2012 Tentative	\$ 2,500

Includes photocopier paper and costs for printing of materials to support continuing education programs and communications to member libraries. SCKLS has reduced its volume of printing.

Salaries Increase \$45,557

Benefits Increase \$ 9,567

2010 Actual	\$ 607,398 (\$ 482,939 Salaries / \$ 124,459 Benefits)
2011 Projected	\$ 714,015 (\$ 496,585 Salaries / \$ 217,430 Benefits)
2012 Tentative	\$ 769,139 (\$ 542,142 Salaries / \$ 226,997 Benefits)

SCKLS currently employs 10 full-time and 1 ten-hour-a-week staff in the following positions: Director, Continuing Education Coordinator, Director of Information Technology, Automation/Technology Consultant, Technology Consultant, Youth Services Consultant, Human Resources and Financial Specialist, Library Support Specialist, Cataloging/Interlibrary Loan Specialist, Outreach Services Specialist, as well as a Rotating Collections Service Driver which is a ten-hours-a-week position. The library intern position, which currently is open, is 10 hours-a-week.

Through retirements, the two full-time positions of Rotating Collections Service Specialist and Outreach / Processing Specialist were combined into one full-time Outreach Services Specialist. The formerly open position of Training and Web Development Consultant has been eliminated and restructured into the Automation / Technology Coordinator position which should be filled by July 1, 2011. The School Library Media Consultant position remains open pending adequate funding in 2012. SCKLS provides eligible employees health insurance, Kansas Public Employees Retirement System, deferred compensation, health reimbursement and wellness program benefits. In 2012, individual staff may be eligible for a 0 - 4% increase in salary based on merit and performance of their job duties. The increase in these line items are to fund the salary and benefits for the Automation / Technology Coordinator position and for performance-based salary increases for eligible staff.

Supplies Decrease \$2,500

2010 Actual	\$ 13,318
2011 Projected	\$ 17,500
2012 Tentative	\$ 15,000

Includes standard office and work items used by SCKLS staff to provide service to member libraries as well as custodial supplies for the SCKLS Training Facility and Offices. SCKLS has reduced the amount of supplies purchased.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative, continued

Travel and Staff Continuing Education Decrease \$2,000

2010 Actual	\$ 32,308
2011 Projected	\$ 36,000
2012 Tentative	\$ 34,000

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. Staff have been requested to reduce out-of state travel in 2011 and 2012.

Member Continuing Education & Training Decrease \$10,000

2010 Actual	\$ 20,948
2011 Projected	\$ 38,000
2012 Tentative	\$ 28,000

Continuing education and training are primary services of SCKLS. Costs associated with continuing education includes presenters, meeting rooms and hospitality. In addition to its standard, annual continuing education offerings, SCKLS began using a new model to offer and deliver continuing education in 2011. Member libraries are encouraged to use a list of customizable training programs available at the SCKLS website (<http://sckls.info/index.aspx?nid=148>) and request the date, time and location that they be offered. In 2010, nearly 1,306 member librarians and other individuals participated 71 in continuing education and trainings provided by SCKLS. Decrease is line item is due to anticipated actual expenses.

OCLC (Cataloging & Interlibrary Loan) No change

2010 Actual	\$ 30,000
2011 Projected	\$ 30,000
2012 Tentative	\$ 30,000

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

Grants—Aid to Local Units No change

2010 Actual	\$ 982,000
2011 Projected	\$ 989,000
2012 Tentative	\$ 989,000

In 2007, public and academic member libraries received a 9% increase in their annual **base** grant for local library service development. 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. No reduction in grants-in-aid funding occurred in 2009, 2010, 2011 nor will any occur in 2012.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative, continued

Grants—Special and School Libraries Increase \$15,000

2010 Actual	\$ 5,000
2011 Projected	\$ 10,000
2012 Tentative	\$ 25,000

Special and school libraries that provided at least 50 or more interlibrary loans annually are eligible for an interlibrary loan grant to partially reimburse their resource sharing. In 2012, McConnell Air Force Base Library, El Dorado Correctional Facility Library and Hutchinson Correctional Facility Library will begin receiving an additional grant based on the number of their respective registered borrowers and subject to other grant requirements.

Resource Sharing Grants—Public and Academic No change

2010 Actual	\$ 0
2011 Projected	\$ 50,000
2012 Tentative	\$ 50,000

In May 2009, public and academic libraries that provided at least 50 or more interlibrary loans annually became eligible for a grant to use towards resource sharing. The new grant may be used to pay the costs of standard postage, courier service(s), other interlibrary loan delivery methods such as UPS or FedEx and or to purchase new library materials that will be available for interlibrary loan. This grant program which totaled \$51,576 was funded through the Services Contingency Line Item in 2010. Non-courier participation is not a legitimate basis for denial of ILL services.

Continuing Education Grants No change

2010 Actual	\$ 38,331
2011 Projected	\$ 45,000
2012 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. In 2010, nearly \$22,500 in grants were awarded to individual school librarians.

Grants—General Technology Matching No change

2010 Actual	\$ 33370
2011 Projected	\$ 40,000
2012 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative, continued

Grants--Automation Matching No change

2010 Actual	\$ 50,000
2011 Projected	\$ 50,000
2012 Tentative	\$ 50,000

Member libraries are eligible for a maximum \$25,000 matching grant for first-time automation, upgrade of existing automation, migration and/or retrospective conversion as specified in grant guidelines.

Grants--Programming and Project No change

2010 Actual	\$ 3,246
2011 Projected	\$ 7,500
2012 Tentative	\$ 7,500

As specified in grant guidelines, library programming and project grants provide one grant up to each year for interested public, academic, school or special libraries. The grant program was expanded in 2011 to include grants up to \$750 for projects with a Kansas cultural heritage or family literacy emphasis.

Grants--Summer Reading Program No change

2010 Actual	\$ 6,800
2011 Projected	\$ 7,500
2012 Tentative	\$ 7,500

The Summer Reading Program for young people is an annual basic service of member public libraries 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 program.

Library Materials No change

2010 Actual	\$ 70,691
2011 Projected	\$ 83,000
2012 Tentative	\$ 83,000

Includes library materials circulated through the Rotating Collections Service, processing charges, interlibrary loan high demand items, a children's preview book collection and a professional collection with various subscriptions.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative, continued

Internet Services Decrease \$1,000

2010 Actual	\$ 9,000
2011 Projected	\$ 11,000
2012 Tentative	\$ 10,000

Includes costs for T-3 Internet access through Cox Communications to support video-conferencing.

Telephone Decrease \$2,000

2010 Actual	\$ 10,627
2011 Projected	\$ 13,500
2012 Tentative	\$ 11,500

Includes costs for local, long distance and toll-free services to communicate with member libraries.

Contractual Services No change

2010 Actual	\$ 55,743
2011 Projected	\$ 59,000
2012 Tentative	\$ 59,000

Contractual services include expenses for facility property management and maintenance, security, pest control, custodial services and memberships in library professional associations and various other services for SCKLS. Member libraries are eligible for limited legal, accounting and architectural services as well.

Technology Decrease \$4,000

2010 Actual	\$ 33,626
2011 Projected	\$ 39,000
2012 Tentative	\$ 35,000

Includes costs for the purchase, repair, upgrade, maintenance and licensing of the telecommunications network, computers and other technology used by SCKLS. Also included in these costs are the SCKLS website management through ePowered Schools.

Vehicle Expense No change

2010 Actual	\$ 16,172
2011 Projected	\$ 20,000
2012 Tentative	\$ 20,000

This line item covers fuel costs, maintenance and repairs for six automobiles used by the consultants and one van used by Rotating Collections to provide service to member libraries.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Budget Narrative, continued

Capital Outlay Decrease \$5,000

2010 Actual	\$ 59,345
2011 Projected	\$ 65,000
2012 Tentative	\$ 60,000

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 costs for two photocopiers as well as other major expenses associated with the SCKLS facility and its infrastructure. SCKLS will continue to decrease and defer some expenses associated with maintenance and improvements.

Transfer to Capital Improvement Fund No change

2010 Actual	\$ 100,000
2011 Projected	\$ 75,000
2012 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. This transfer also allows for the annual accrual of \$28,000 for roof and parking lot replacements and repairs that are planned for 2016—2018. SCKLS deferred the purchase of a \$25,000 replacement vehicle in order to increase the amount of transfer in 2010.

Services Contingency Increase \$15,000

2010 Actual	\$ 75,000
2011 Projected	\$ 75,000
2012 Tentative	\$ 90,000

Unbudgeted or unanticipated expenditures for new SCKLS and statewide services as well as service transitions may be paid from this line item. The Resource Sharing Grants for Public and Academic Libraries and partial funding for the Resources Sharing Grants for School and Special Libraries were funded through this line item in 2010. Due to uncertainty in funding from state and regional sources, this line item has been increased by \$15,000.

Neighborhood Revitalization Rebates Increase \$8,515

2010 Actual	\$ 108,496
2011 Projected	\$ 148,618
2012 Tentative	\$ 157,133

In accordance with a change in Kansas law, SCKLS began budgeting for estimated Neighborhood Revitalization Rebates in 2010. SCKLS participates in six Neighborhood Revitalization districts in Barber, Butler, Harper, Kingman, Rice and Sumner counties. In the long-term, our support of these districts will mean increased property values. None of the rebate income is received or spent by SCKLS for library purposes.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Operating Budget

2012 SCKLS Proposed Operating Budget

Budget Category	Central Administration		Automation Technology		Youth Services		Continuing Education		Extension Services		Technical Services		Grants-in-aid		Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Audit & Budget & Accounting	\$21,000		\$0		\$0		\$0		\$0		\$0		\$0		\$21,000
Rent	\$79,000		\$0		\$0		\$0		\$0		\$0		\$0		\$79,000
Insurance	\$16,500		\$0		\$0		\$0		\$0		\$0		\$0		\$16,500
Postage	\$6,500		\$0		\$0		\$0		\$0		\$0		\$0		\$6,500
Printing	\$2,500		\$0		\$0		\$0		\$0		\$0		\$0		\$2,500
Salaries	\$122,283		\$190,903		\$51,293		\$65,925		\$55,859		\$55,879		\$0		\$542,142
Employee Benefits	\$50,924		\$78,849		\$33,071		\$27,367		\$13,713		\$23,073		\$0		\$226,997
Supplies	\$15,000		\$0		\$0		\$0		\$0		\$0		\$0		\$15,000
Travel & Staff CE	\$34,000		\$0		\$0		\$0		\$0		\$0		\$0		\$34,000
Member Library CE & Training	\$0		\$0		\$0		\$28,000		\$0		\$0		\$0		\$28,000
OCLC (Cataloging/ILL)	\$0		\$0		\$0		\$0		\$0		\$30,000		\$0		\$30,000
Grants-in-Aid: Public & Academic	\$0		\$0		\$0		\$0		\$0		\$0		\$989,000		\$989,000
Grants: Special and School	\$0		\$0		\$0		\$0		\$0		\$0		\$10,000		\$10,000
Resource Sharing-Public & Academic	\$0		\$0		\$0		\$0		\$0		\$0		\$50,000		\$50,000
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/Project	\$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		\$1,500		\$2,500		\$79,000		\$0		\$0		\$83,000
Internet Services	\$10,000		\$0		\$0		\$0		\$0		\$0		\$0		\$10,000
Telephone	\$11,500		\$0		\$0		\$0		\$0		\$0		\$0		\$11,500
Contractual Services	\$59,000		\$0		\$0		\$0		\$0		\$0		\$0		\$59,000
Technology	\$35,000		\$0		\$0		\$0		\$0		\$0		\$0		\$35,000
Vehicle Expenses	\$20,000		\$0		\$0		\$0		\$0		\$0		\$0		\$20,000
Capital Outlay	\$60,000		\$0		\$0		\$0		\$0		\$0		\$0		\$60,000
Transfer Capital Improve. Fund	\$75,000		\$0		\$0		\$0		\$0		\$0		\$0		\$75,000
Services Contingency	\$90,000		\$0		\$0		\$0		\$0		\$0		\$0		\$90,000
Neighborhood Revitalization Rebates	\$157,133		\$0		\$0		\$0		\$0		\$0		\$0		\$157,133
Totals	\$865,340		\$269,752		\$85,864		\$123,792		\$148,572		\$108,952		\$1,199,000		\$2,801,272

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Section VI, Proposed Consolidated Budget

2012 SCKLS Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	\$21,000	\$0	\$0	\$21,000
Rent	\$79,000	\$0	\$0	\$79,000
Insurance	\$16,500	\$0	\$0	\$16,500
Postage	\$6,500	\$0	\$0	\$6,500
Printing	\$2,500	\$0	\$0	\$2,500
Salaries	\$542,142	\$0	\$0	\$542,142
Employee Benefits	\$0	\$226,997	\$0	\$226,997
Supplies	\$0	\$0	\$15,000	\$15,000
Travel & Staff CE	\$34,000	\$0	\$0	\$34,000
Member Library CE & Training	\$28,000	\$0	\$0	\$28,000
OCLC (Cataloging & ILL)	\$30,000	\$0	\$0	\$30,000
Grants-in-Aid: Public & Academic	\$989,000	\$0	\$0	\$989,000
Resource Sharing-School & Special	\$10,000	\$0	\$0	\$10,000
Resource Sharing-Public & Academic	\$0	\$0	\$50,000	\$50,000
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	\$83,000	\$0	\$0	\$83,000
Internet Services	\$0	\$0	\$10,000	\$10,000
Telephone	\$11,500	\$0	\$0	\$11,500
Contractual Services	\$59,000	\$0	\$0	\$59,000
Technology	\$35,000	\$0	\$0	\$35,000
Vehicle Expenses	\$20,000	\$0	\$0	\$20,000
Capital Outlay	\$60,000	\$0	\$0	\$60,000
Transfer Capital Improvement Fund	\$75,000	\$0	\$0	\$75,000
Services Contingency	\$87,708	\$0	\$2,292	\$90,000
Neighborhood Revitalization Rebates	\$148,618	\$8,515	\$0	\$157,133
Totals	\$2,488,468	\$235,512	\$77,292	\$2,801,272

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012
Section VI, Proposed Income / Resources

Income / Resources

	Actual 2010	Authorized 2011	Proposed 2012
SCKLS Tax - General Fund	\$2,297,610	\$2,436,870	\$2,574,275
SCKLS Tax - Employee Benefits Fund	\$132,522	\$217,430	\$226,997
State Grant-In-Aid	\$94,894	\$85,405	\$77,292
Balance Carried Forward - General Fund	\$83,891	\$203,072	\$214,522
BCF - Employee Benefit Fund	\$83,365	\$18,119	\$18,916
BCF- Member Library Reimbursable Fund	\$36,145	\$40,000	\$40,000
BCF- Automation Consortium Fund	\$9,500	\$19,000	\$38,000
Transfer Capital Improvement Fund--Income	\$100,000	\$75,000	\$75,000
Capital Improvement Fund--Expenditures	\$19,988	\$72,000	\$73,000
Balance Capital Improvement Fund 12/31/10	\$309,404	\$328,404	\$347,404
Proposed 2012 Expenditures (General Fund + Employee Benefit Fund)			\$2,801,272
2012 Total (Expenditures + Capital Improvements)			\$3,148,676

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Appendix A, State Library / Regional Library System Shared Goals

State Library / Regional Library System Shared Goals for 2012

When federal funds became available for regional library development in 1965, seven regions were established. That year the Kansas Legislature passed a bill which permitted the organization of library systems in seven regions in Kansas. 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 2012 are as follows:

Goal #1

Access: Kansans have direct and rapid access to all Kansas library collections.

- 75% of public libraries will have an Integrated Library Management (ILS) system that meets the state standards for federated searching (Z39.50) and user authentication (CIP2 and NCIP) by Dec. 31, 2012
- 50% of public libraries will offer self-initiated interlibrary loan or direct borrowing from other libraries by Dec. 31, 2012
- A statewide courier service will deliver materials among Kansas libraries
- Explore ways to improve statewide resource sharing through lowered costs and/or additional features.

Action steps:

1. Each regional library system will review its plan for a system-wide integrated library system annually.
2. Library Service and Technology Act funds will continue to be provided for development of regional shared integrated library systems.
3. Regional systems and the state library will support and sustain the Kansas Library Express courier service.
4. Regional library systems will encourage and assist libraries in adopting an ILS which meets state standards.
5. Investigate the feasibility of moving to an open source software statewide resource sharing system which is compatible with all the ILSs used in the state which meet state standards (such as Sirsi, III, Verso, Polaris, and Koha).

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Appendix A, State Library / Regional Library System Shared Goals

Goal # 2

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

- Deliver instruction in core competencies
- Deliver additional continuing education to meet training needs of library staff and trustees
- Provide training for new public library directors

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. The cooperative regional library system website will maintain a link to each CE calendar of the RLS and to the State Library CE calendar.
4. The State Library will sponsor an annual statewide core competencies continuing education event.

The regional library systems and the State Library will maintain access to an online conferencing system for delivery of continuing education.

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
- Promote a Kansas Book Festival
- Encourage libraries and trustees to use standards for Kansas public libraries as a method to improve, promote, and secure funding for library services.

Action steps:

1. Each regional library system will provide an advocacy training program for librarians, patrons and trustees
2. The State Library and regional systems will assist libraries participating in the “Geek Your Library” initiative.
3. The regional library systems will develop and implement a Best Small Library in Kansas annual award.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Appendix A, State Library / Regional Library System Shared Goals

4. Regional library systems will disseminate advocacy materials to libraries.
5. Regional library system personnel will advocate for libraries with legislators and other officials.
6. Regional library systems will foster legislative events within their regions.
7. Cooperate in planning and implementing a Kansas Book Festival.
8. Form a standards committee to review and revise the 2006 standards and the proposed qualitative, customer-oriented revision.
9. Have a draft of the proposed standards revision ready for review by the State Library Board of Kansas by June 2012.

Goal # 4

Digital Services: Libraries meet the informational and educational needs of every Kansan through access to a broad array of online digital library resources and deliver library services through technologies appropriate to their users.

- Provide training to librarians to use online library resources
- Promote online resources to constituents
- Provide improved access to online resources
- Plan and implement an effective strategy for meeting the challenges of downloadable media (e-books, etc.), service to mobile devices, and other new technologies.

Action steps:

1. The State Library and the regional library systems will provide training in the use and promotion of statewide databases.
2. All regional shared library catalogs will link to the statewide databases.
3. Explore the feasibility and desirability of a conference centering on libraries and new technologies.
4. The State Library will participate in the Chief Officers of State Library Agencies ebook initiative.
5. Establish a New Technologies Work Group to help identify strategies.
6. Increase the collection of downloadable e-books available through the Audio Books, Music & More service.
7. Investigate alternative vendors and methods of delivering downloadable digital media.

Goal # 5: Reading Readiness: Libraries promote reading readiness of preschoolers in Kansas.

- Help librarians reach out to caregivers of preschoolers in each library's community to ensure that caregivers understand the correlation between reading to preschoolers and reading readiness/later academic success.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Appendix A, State Library / Regional Library System Shared Goals

Action steps:

1. The State Library and the regional library systems will provide training to librarians.
2. The State Library and the regional library systems will disseminate materials to libraries.
3. The State Library and the regional library systems will identify foundations and corporations which might provide funding for training and the printing of materials.

Goal # 6

Broadband Internet connectivity: Kansans have access to suitable high-speed broadband Internet access in Kansas libraries.

- Educate librarians about the importance of adequate broadband speed
- Help libraries obtain Internet connectivity meeting standards for adequate broadband speeds.

Action steps:

1. The State Library and regional systems will develop a connectivity matrix identifying standards for adequate broadband speeds.
2. Regional library systems will develop incentives for libraries to meet the standards for adequate broadband speeds.
3. The regional systems and State Library will initiate a conversation with Kan-Ed about the provision of greater than T-1 speeds as a basic free service.
4. Regional systems will sponsor local and regional events advocating for robust broadband connectivity and will supply a list of such events to the State Library
5. Regional systems will compile a list of initiatives at the local or regional level intended to secure the availability of affordable, reliable broadband.
6. The State Library will develop an advocacy awareness program to be used as an educational mechanism for community members so they might better understand the value of broadband in their everyday lives.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Appendix B, Automation / Technology Coordinator Job Description

South Central Kansas Library System

DRAFT ONLY

Title: Automation and Technology Coordinator

Reports to: Director of Information Technology

Supervision: None

Fair Labor Standards Act Status: Exempt, Professional

Salary: \$42,000 – \$48,000

Benefits: Paid single coverage Blue Cross/Blue Shield Health and Dental; Kansas Public Employee Retirement System; Optional Health Reimbursement Plan and Wellness Program. SCKLS provided work vehicle.

Hire Date: July 1, 2011 or until filled.

ESSENTIAL FUNCTIONS:

Coordinates automation and technology services and provides technology training to SCKLS member libraries.

EXAMPLES OF WORK:

Coordinates automation and technology services to member libraries including advising and assisting in the selection of hardware and software; maintenance and repair; evaluation and improvement of library technology; and consulting and phone support.

Develops and provides technology training to member libraries in group and individual settings in areas such as *Microsoft*, library automation, personal productivity and web-based applications.

Manages SCKLS technology grant programs

Manages SCKLS video-conferencing equipment and rooms and provides training and support for distance learning tools such as *Polycom*, *Elmer* and *Illuminate*.

Works cooperatively with SCKLS staff in the planning and delivery of technology services

Represents SCKLS at technology-related meetings

Manages SCKLS South Central Kansas Area Network (SCKAN) Member ListServ's

Other duties assigned by the Director

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2012

Appendix B, Automation / Technology Coordinator Job Description, continued

DRAFT ONLY

PHYSICAL REQUIREMENTS:

Sitting, standing, walking, climbing and stooping
Bending, twisting and reaching
Talking and hearing; use of the telephone
Lifting and carrying; 50 pounds or less
Fingering, typing, writing, filing, sorting
Pushing and pulling, objects weighing 60 - 80 pounds or less on wheels
Mobility, travel to locations outside the SCKLS office
Able to safely operate a SCKLS vehicle

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Maintain, troubleshoot and problem-solve technology and software issues; Utilize multiple library automation systems; plan and teach technology topics to varied levels of users; utilize and train member libraries in the use of Microsoft software applications; ability to provide consultant services in the areas of automation, Internet and technology; ability to read, write and communicate effectively; experience in budget preparation and management; knowledge of grant writing and grant management; ability to manage multiple projects simultaneously; ability to communicate effectively with individuals with varied levels of technology skills / knowledge; ability to foster and maintain positive working relations with member librarians and staff.

MINIMUM QUALIFICATIONS:

1. Master's of Library Science from an American Library Association accredited program or a Bachelor's degree in a related field and three year's of library experience.
2. Three to five years of library automation and technology experience
3. A valid Kansas driver's license and safe driving record required

APPLICATION:

Send letter of application, resume' and three references to:

Paul Hawkins, Director, SCKLS
321 North Main Street
South Hutchinson, KS 67505

Applications accepted until position filled. Applicants that best meet the job qualifications may be invited to interview. SCKLS is an Equal Opportunity Employer.

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Appendix C, Special Library Grant-in-aid Requirements

Proposed grant-in-aid requirements for Special Library members of SCKLS would include the following:

- (1) the amount of annual grant-in-aid will be based on the previous year's number of registered borrowers and the number of interlibrary loans to other libraries as reported to SCKLS on an annual grant-in-aid eligibility form
- (2) grant funds must be administered by a Master of Library Science level staff member employed full-time by the special library's institution
- (3) grant funds must be used to purchase library educational and recreation materials housed in the special library
- (4) all library materials purchased must be available for interlibrary loan
- (5) inactive library borrower registration records must be removed every three years
- (6) grant funds must be expended and copies of receipts of purchase for library materials must be submitted to SCKLS no later than December 31 annually.

Currently, special library members are eligible for a School and Special Library Resource Sharing Grant. Last year, only McConnell AFB Library (\$5,244) and El Dorado Correctional Facility Library (\$476) applied for and received Resource Sharing grants. Special libraries would no longer be eligible for the Resource Sharing Grants if a new annual grants-in-aid program was approved. Special libraries would be reimbursed for interlibrary loans they provided to other libraries as part of the new annual grants-in-aid program.

An estimate of registered borrowers for McConnell AFB Library is 5,687; El Dorado Correctional Facility Library, 1,260; and Hutchinson Correctional Facility Library, 1,800. An estimate of the grant-in-aid for each of the special libraries in 2012 is as follows: McConnell AFB Library, \$12,000; El Dorado Correctional Facility, \$5,200; and Hutchinson Correctional Facility, \$5,050. An estimate for the total grant program is \$22,250. Funding is reflected in the 2012 General Fund Line Item: Grants: Special and School Libraries.