

2013 Annual Plan and Tentative Budget



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South Hutchinson, KS 67505
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www.sckls.info

The South Central Kansas Library System 2013 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 16, 2012 and adoption by the South Central Kansas Library System Board on April 23, 2012.

Submitted by South Central Kansas Library System, May 1, 2012.

By

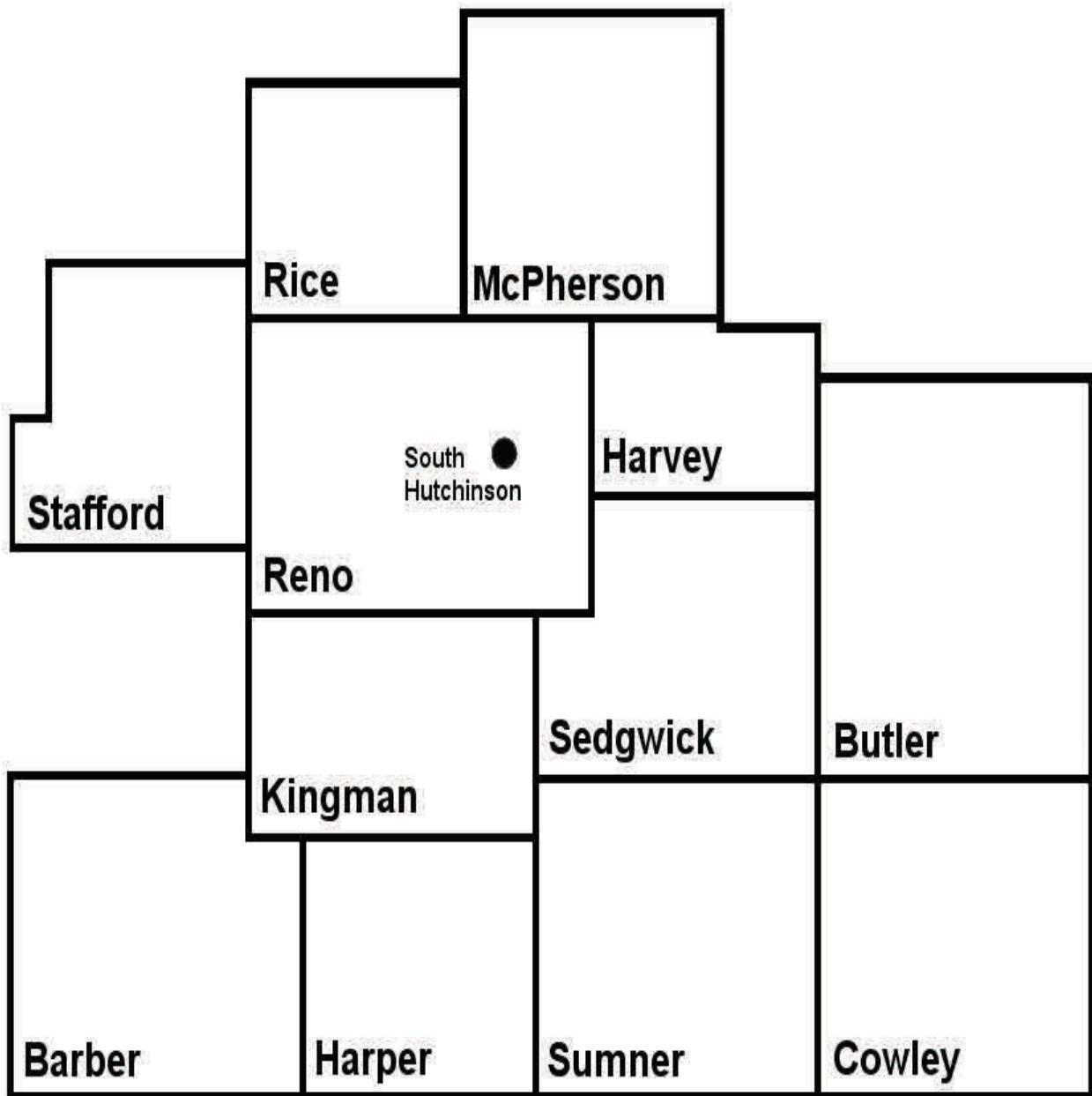
Paul Hawkins, SCKLS Director

Barbara Lilyhorn, Chair
SCKLS Executive Committee

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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 following page for a list of all 145 SCKLS participating public, school district, academic and special member libraries.



SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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	(3) El Dorado Correctional
		Bethel College	Facility-Central
		Butler Community College	Hutchinson Correctional
		Central Christian	Facility-Central & East
		College of Kansas	McConnell Air Force Base,
		Cowley Co. Comm. College	Wichita
		Friends University	
		Hesston College	
		Hutchinson Comm. College	
		McPherson College	
		Newman University	
		Southwestern College	
		Sterling College	
		Wichita Area Tech. College	
		Wichita State University	

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013
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, Governor’s Appointees, 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 - 2013

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 creates equity and allocates limited resources to serve 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 four years.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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 B**.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section II, Services and Programs

SCKLS Current Year and 2013 Year Goals

As a consequence of the changed economy and reduced funding, SCKLS has chosen to limit its tax support. Since 2010, SCKLS has operated with approximately the same level of funding. **The 2013 Annual Plan and Tentative Budget are predicated on a funding scenario for 2013 with a tentative 0.6% or \$15,812 increase in total tax dollars.**

Major goals for 2013 are as follows:

1. Fund New Grant-in-aid Program for Eligible SCKLS Member Special Libraries.

Prior to December 1, 2012, reallocate any unused and anticipated year-end balances from the following three grant funds (CE Reimbursement, Technology Matching and Automation Matching) into a new Grant-in-aid Program for Special Libraries **(See Appendix A)**. For 2013, budget a new General Fund Line Item in the amount of \$20,000 for Grants-In-aid: Special Libraries. Reduced funding from the federal and state sources to special library members of SCKLS as well as the number of individuals served by these special libraries merits their consideration for grants-in-aid from SCKLS.

2. Provide \$70,000 Year Two Funding for SCKLS E-book Matching Grants

The source for Year Two of the E-book Matching Grant program will be \$70,000 from the 2013 SCKLS General Fund Service Contingency Line Item. SCKLS needs to continue to position itself on behalf of its member libraries to help meet the need for e-books in a cost-effective manner. Consequently, in addition to supporting local and state e-book programs, SCKLS will continue to look for options for member libraries to meet the demand for e-books in our regional service area. E-book Matching grant guidelines will be announced and available May 1, 2011 using the SCKLS list-serv and website.

3. Continue to assess and meet the changing needs of SCKLS school district member libraries.

SCKLS continues to assess and monitor the changing needs of SCKLS school district member libraries especially in the areas of continuing education and consulting. Results from the current February 2012 School Library Services Survey should help guide future programs of service to school libraries. Results and recommendations based on the survey will be available by June 1, 2012.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section II, Services and Programs (Current and 2013 Year Goals)

In recent years, the changed economy has been the critical factor in evaluating and planning SCKLS grants and services. Member libraries give high priority to SCKLS grant programs and since December 2008 SCKLS has annually continued its nearly \$1.2 million financial pledge to funding its existing grant programs.

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 new orientation program and support for school library support staff was established. In late 2011, SCKLS began promoting e-reader technology and provides e-reader kits and demonstrations to any interested member library.

For 2012, authorized goals included (1) hiring a Technology Services Coordinator, (2) adoption of a policy for the Temporary Discontinuation of Grants and Services to a member library and (3) monitoring of the State Library of Kansas, Topeka E-Book Services. The first two goals have been accomplished and action related to the third goal will be announced in May 2012 as part of a new SCKLS E-book Matching Grant Program.

SCKLS contracted with the Office of Educational Innovation and Evaluation (OEIE) at Kansas State University, Manhattan in 2008 to assist in an evaluation and planning process. OEIE facilitated a strategic planning and evaluation 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 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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, 2009 and 2010, SCKLS was recognized with exemplary audits. 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 administrative areas of responsibility. The Director and Human Resources and Financial Specialist also manage the South Central Kansas Library System Foundation (SCKLF). The Director also 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.

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, website development 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.

Technology support by phone, e-mail or on-site is available from all of the Technology staff. Long-range 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.

Technology Grant programs are available to assist member libraries with the acquisition of hardware/software upgrades, new technologies and/or automation

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Section II, Services and Programs (Technology)

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: Four full-time positions: one full-time Director of Information Technology; one full-time Technology Services Coordinator; and three full-time Technology Consultants. Online resources include the SCKLS website:

www.sckls.info for access to various SCKLS training, tutorials, continuing education, Internet links, grant applications and other information. Electronic mail lists for public, school , academic member libraries are provided to further communication among SCKLS members. SCKLS offers two e-reader kits along with demonstrations for member libraries who want to learn more about new technology.

Service Guidelines: SCKLS technology consultants provide consulting, training, 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 Technology staff. Technology staff will attempt to resolve the query by phone, e-mail, in person or through referrals to appropriate resources. Member libraries are encouraged to apply for technology matching grants. Member libraries must be able to perform basic technology skills.

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, Technology Services Coordinator, Technology Consultants Member Library Services Coordinator, 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section II, Services and Programs, (Continuing Education)

Continuing Education

Definition of service: SCKLS member librarians, trustees, Friends and volunteers can attend or schedule a wide range of workshops and training programs. Workshops are offered each year on a variety of topics and in locations throughout the region. Member libraries are encouraged to consult the list of customizable training programs available at the SCKLS website and schedule a date, time and location for any of the programs to be offered. 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 Member Library Services 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 Member Library Services Coordinator. Annual SCKLS continuing education programs include the following:

**Public Library Funding and Governance Workshops
Summer Reading Program for Youth and Adults
Technology and Database Trainings
Quarterly Basic Skills Training (BLaST) Program
School Library Support Staff Orientation**

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

Staff and resources: The full-time Member Library Services with the assistance of the 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 Member Library Services 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 request and 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 by library employees is encouraged by SCKLS.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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, two small meeting rooms and computer lab that each seat 16. Three of the meeting rooms have video conference capabilities. 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 Member Library Services Coordinator, Human Resources and Financial Specialist and Library Support Specialist coordinate and schedule use of the meeting and training rooms.

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

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

Grants-in-Aid

Definition of service: Major funding for services and programs of the South Central Kansas Library System comes from a tax on all property outside of established public library districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties. The SCKLS Grant-in-Aid program, 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 - 2013

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 funding in 2013, SCKLS will provide new annual grant support estimated at \$20,000 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 - 2013

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 full-time Library Support Specialist and access to OCLC and KICNET for member libraries that do not have access to these resource sharing services.

Service guidelines: SCKLS provides 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 and resource sharing grants 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. Member libraries may not use non-courier participation as a basis for the denial of ILL services.

Member responsibilities: Member libraries are encouraged to provide and promote interlibrary loan services to their users. Member libraries are encouraged to send staff to SCKLS sponsored continuing education activities or request on-site training. Member libraries are encouraged to know and follow state and national ILL protocols and applicable policies and procedures for interlibrary loan service. Member libraries may not use non-courier participation as a basis for the 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, books on compact disc, Playaways 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 full-time Outreach Services Specialist and one part-time 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. Eligible libraries must complete an annual service renewal process.

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 - 2013

Section II, Services and Programs (Technical and Youth)

Technical 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 full-time Library Support Specialist provides interlibrary loan, cataloging and CE support services. 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 and SCKLS reserves the right to limit use of services.

Member responsibilities: Within limits, 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 full-time 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. A Children's Puppet Play Resource Collection and Summer Reading Program Grant are available to eligible member libraries.

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.

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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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

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 - 2013
Section III, Staff

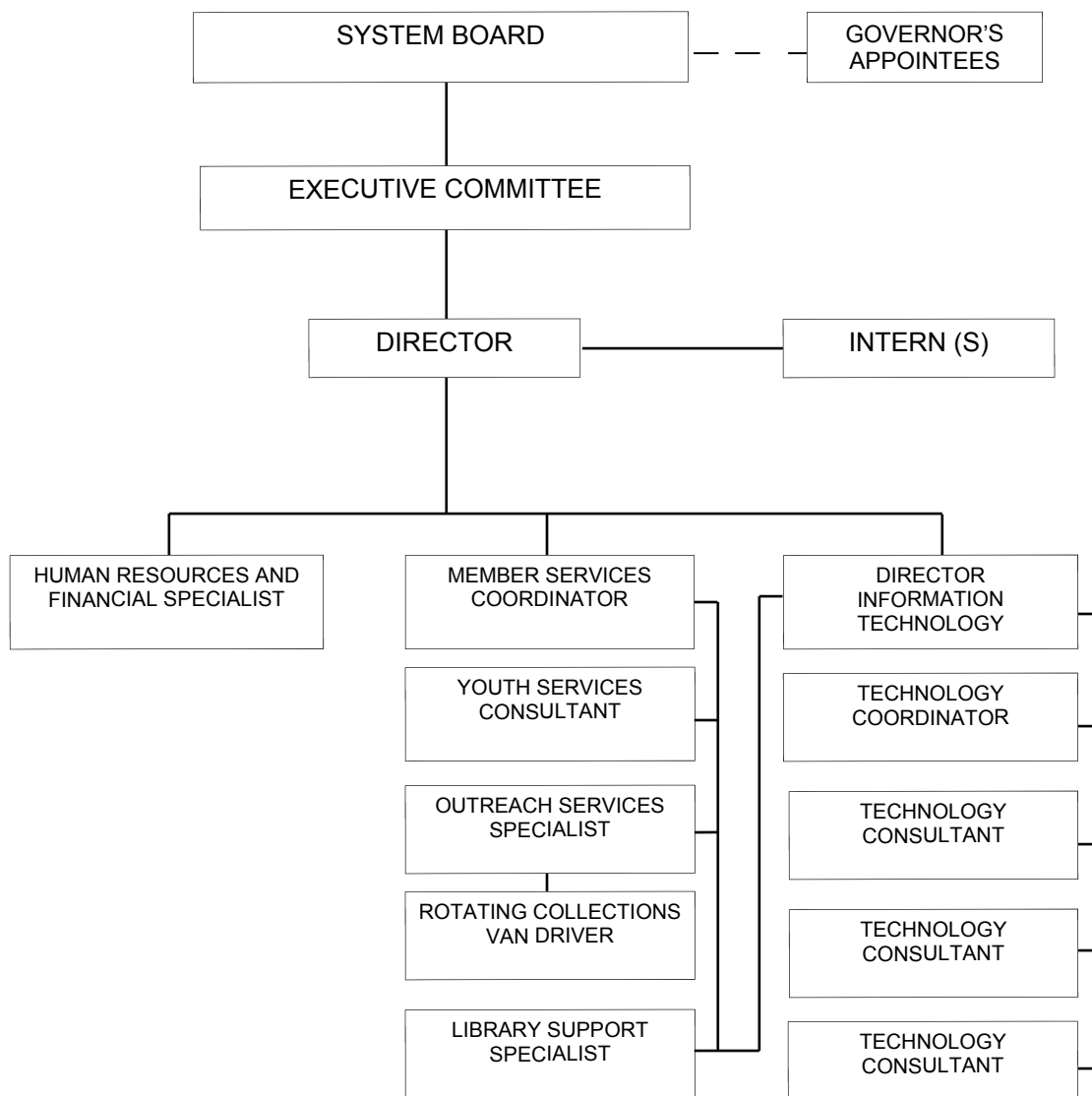
System Staff

Position	Staff	FTE
Director	Paul Hawkins	1
Human Resources and Financial Specialist	Mia Wilson	1
Director of Information Technology	Larry Papenfuss	1
Technology Services Coordinator Consultant	Tram Nguyen	1
Technology Consultant	Sharon Barnes	1
Technology Consultant	Lee Scott	1
Technology Consultant	Open	1
Youth Services Consultant	Julie Tomlianovich	1
Member Library Services Coordinator	Tom Taylor	1
Library Support Specialist	Lisa Sharbaugh	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 - 2013

Section III, Organizational Chart

ORGANIZATION CHART



SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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 - 2013

Section IV, Executive Committee

Executive Committee 2012

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

Kristin Sen

1631 Tiara Pines Court
Derby, KS 67037
Home: 316-619-8131
kristinmsen@yahoo.com
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

Robert Kelly

Director, JFK Library, Hutchinson Community College
1300 North Plum
Hutchinson, KS 67501
Work: 620-327-8245
kellyr@hutchcc.edu
1st 4-year Term - Term Expires: 12/2015
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 - 2013

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. Governor's Appointees are named by the Governor of the State of Kansas and serve a four-year term of office.

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 Tram Nguyen, Technology Services Coordinator, tram@sckls.info**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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>Eldon</i>	<i>Younce</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>Rayedene</i>	<i>Hughes</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>Kristina</i>	<i>Meyers</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>Cari</i>	<i>Cusick</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>Gee Gee</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 - 2013

Section IV, SCKLS Public Library Representatives

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

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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>Courtney</i>	<i>Ast</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 - 2013

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/Windom	<i>Sheena</i>	<i>Bruce</i>
405--	Lyons	<i>Donna</i>	<i>Surprise</i>
351--	Macksville	<i>Not</i>	<i>Designated</i>
266--	Maize	<i>Margie</i>	<i>Eaton</i>
418--	McPherson	<i>Dee</i>	<i>Shively</i>
254--	Medicine Lodge (N. Barber Co.)	<i>Barbara</i>	<i>Keltner</i>
423--	Moundridge	<i>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 - 2013

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>Not</i>	<i>Designated</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>Kathryn Androski</i>
McConnell Air Force Base Library	<i>Darla Cooper</i>

To update contact information for your System Board Representative, please e-mail Tram Nguyen, SCKLS Member Library Services, tram@sckls.info

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

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 - 2013

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. The board shall also consist of the Executive Committee.

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 - 2013

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 - 2013

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 - 2013

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 - 2013

Section VI, Proposed Tentative Budget

SCKLS 2013 Proposed Tentative Budget

Pending review and recommendation by SCKLS Executive Committee, March 16, 2012

Pending Review and approval by SCKLS System Board, April 23, 2012

Budget Category	2011 Actual	2012 Budget	2013 Proposed	2012 / 2013 Difference	2012 / 2013 % Change
Audit & Budget & Accounting	\$21,074	\$21,000	\$22,500	\$1,500	7%
Rent	\$77,320	\$79,000	\$79,000	\$0	0%
Building Lease /Purchase	\$0	\$35,071	\$35,071	\$0	0%
Insurance	\$15,708	\$16,500	\$16,500	\$0	0%
Postage	\$4,530	\$6,500	\$5,500	(\$1,000)	-15%
Printing	\$3,803	\$2,500	\$3,500	\$1,000	40%
Salaries	\$486,254	\$542,142	\$555,413	\$13,271	2%
Employee Benefits	\$136,764	\$236,521	\$236,521	\$0	0%
Supplies	\$8,078	\$15,000	\$10,000	(\$5,000)	-33%
Travel & CE for Staff	\$32,308	\$34,000	\$36,000	\$2,000	6%
Member Library CE & Training	\$20,948	\$28,000	\$28,000	\$0	0%
OCLC (Cataloging/ILL)	\$30,000	\$30,000	\$30,000	\$0	0%
Grants-in-aid: Public & Academic	\$989,000	\$989,000	\$989,000	\$0	0%
Grants-in-aid: Special	\$0	\$0	\$20,000	\$20,000	0%
Resource Sharing: School	\$7,952	\$10,000	\$10,000	\$0	0%
Resource Sharing: Public & Academic	\$50,000	\$50,000	\$50,000	\$0	0%
Grants-Continuing Education	\$20,892	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$30,694	\$40,000	\$40,000	\$0	0%
Grants-Automation	\$16,161	\$50,000	\$50,000	\$0	0%
Grants-Programming/Project	\$6,664	\$7,500	\$7,500	\$0	0%
Grants--Summer Reading	\$6,600	\$7,500	\$7,500	\$0	0%
Library Materials	\$78,098	\$83,000	\$83,000	\$0	0%
Internet Services	\$8,250	\$10,000	\$10,000	\$0	0%
Telephone	\$7,183	\$11,500	\$10,000	(\$1,500)	-13%
Contractual Services	\$58,473	\$59,000	\$61,000	\$2,000	3%
Technology	\$39,353	\$35,000	\$35,000	\$0	0%
Vehicle Expenses	\$20,555	\$20,000	\$24,000	\$4,000	20%
Capital Outlay	\$65,613	\$73,483	\$43,500	(\$29,983)	-41%
Transfer Capital Improvement Fund	\$150,000	\$75,000	\$75,000	\$0	0%
Services Contingency	\$32,655	\$90,000	\$90,000	\$0	0%
Neighborhood Revitalization Rebates	\$157,133	\$165,137	\$174,661	\$9,524	6%
Totals	\$2,582,063	\$2,867,354	\$2,883,166	\$15,812	0.6%

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative

2013 SCKLS Tentative Budget Narrative

(Reviewed and Recommended by SCKLS Executive Committee, March 16, 2012)

Audit / Budget / Accounting Increase \$1,500

2011 Actual	\$ 21,074
2012 Projected	\$ 21,000
2013 Tentative	\$ 22,500

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.

Rent No change

2011 Actual	\$ 77,320
2012 Projected	\$ 79,000
2013 Tentative	\$ 79,000

SCKLS pays about \$6,469 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.

Building Lease/Purchase (New Line Item)

2011 Actual	\$ 35,071
2012 Projected	\$ 35,071
2013 Tentative	\$ 35,071

SCKLS pays \$35,071 annually towards the lease/purchase of its training facility and offices at 321 North Main Street, South Hutchinson. Previously, this expenditure had been identified as a payment within the Capital Outlay Line Item. SCKLS will own the building in 2017.

Insurance and Bonds No change

2011 Actual	\$ 15,708
2012 Projected	\$ 16,500
2013 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Postage Decrease \$1,000

2011 Actual	\$ 4,530
2012 Projected	\$ 6,500
2013 Tentative	\$ 5,500

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

Printing Increase \$1,000

2011 Actual	\$ 3,803
2012 Projected	\$ 2,500
2013 Tentative	\$ 3,500

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

Salaries Increase \$13,271

Benefits No change

2011 Actual	\$ 623,018 (\$ 486,254 Salaries / \$ 136,764 Benefits)
2012 Projected	\$ 778,663 (\$ 542,142 Salaries / \$ 236,521 Benefits)
2013 Tentative	\$ 791,934 (\$ 555,413 Salaries / \$ 236,521 Benefits)

SCKLS currently employs 10 full-time and 1 part-time staff in the following positions: (1) Director, (2) Director of Information Technology, (3) Member Library Services Coordinator, (4) Technology Services Coordinator, (5) Technology Consultant, (6) Technology Consultant, (7) Youth Services Consultant, (8) Human Resources and Financial Specialist, (9) Library Support Specialist, (10) Outreach Services Specialist, as well as a part-time Rotating Collections Service Driver. One, additional Technology Consultant position and the library intern position are currently open. In 2013, individual staff may be eligible for a 0 - 4% increase in salary based on merit and performance of their job duties.

SCKLS provides eligible employees health insurance, Kansas Public Employees Retirement System, deferred compensation, health reimbursement and optional wellness program benefits.

Supplies Decrease \$5,000

2011 Actual	\$ 8,078
2012 Projected	\$ 15,000
2013 Tentative	\$ 10,000

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 it purchases.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Travel and Staff Continuing Education Increase \$2,000

2011 Actual	\$ 32,308
2012 Projected	\$ 34,000
2013 Tentative	\$ 36,000

SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries. They may also attend in-state and national library training programs or participate in continuing education through various delivery methods.

Member Library Continuing Education & Training No change

2011 Actual	\$ 20,948
2012 Projected	\$ 28,000
2013 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 and request the date, time and location that best meets their training needs.

OCLC (Cataloging & Interlibrary Loan) No change

2011 Actual	\$ 30,000
2012 Projected	\$ 30,000
2013 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—Public and Academic Libraries No change

2011 Actual	\$ 982,000
2012 Projected	\$ 989,000
2013 Tentative	\$ 989,000

Public and academic member libraries received an annual **base** grant for local library service support. 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. Full funding for grants-in-aid have occurred since 2009.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Grants—Special Libraries (New line item)

2011 Actual	\$ 0
2012 Projected	\$ 0
2013 Tentative	\$ 20,000

Subject to grant guidelines, eligible special library members may receive a new grant-in-aid beginning in 2013 and also in 2012 if sufficient funds are available.

Resource Sharing Grants—Special and School Libraries No change

2011 Actual	\$ 7,952
2012 Projected	\$ 10,000
2013 Tentative	\$ 10,000

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.

Resource Sharing Grants—Public and Academic No change

2011 Actual	\$ 50,000
2012 Projected	\$ 50,000
2013 Tentative	\$ 50,000

Since 2009, public and academic libraries that provided at least 50 or more interlibrary loans annually have been eligible for a grant to use towards resource sharing. The 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.

Continuing Education Grants No change

2011 Actual	\$ 20,892
2012 Projected	\$ 45,000
2013 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. Due to the changed economy, member libraries did not use this grant program as they have in the past.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Grants—General Technology Matching No change

2011 Actual	\$ 30,694
2012 Projected	\$ 40,000
2013 Tentative	\$ 40,000

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

Grants--Automation Matching No change

2011 Actual	\$ 16,161
2012 Projected	\$ 50,000
2013 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. Due to the changed economy, member libraries did not use this grant program as they have in the past.

Grants--Programming and Project No change

2011 Actual	\$ 6,664
2012 Projected	\$ 7,500
2013 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

2011 Actual	\$ 6,600
2012 Projected	\$ 7,500
2013 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Library Materials No change

2011 Actual	\$ 78,098
2012 Projected	\$ 83,000
2013 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.

Internet Services No change

2011 Actual	\$ 8,250
2012 Projected	\$ 10,000
2013 Tentative	\$ 10,000

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

Telephone Decrease \$1,500

2011 Actual	\$ 7,183
2012 Projected	\$ 11,500
2013 Tentative	\$ 10,000

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

Contractual Services Increase \$2,000

2011 Actual	\$ 55,743
2012 Projected	\$ 59,000
2013 Tentative	\$ 61,000

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 No change

2011 Actual	\$ 39,353
2012 Projected	\$ 35,000
2013 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.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Vehicle Expense Increase \$4,000

2011 Actual	\$ 20,555
2012 Projected	\$ 20,000
2013 Tentative	\$ 24,000

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

Capital Outlay Decrease \$29,983

2011 Actual	\$ 65,613
2012 Projected	\$ 73,483
2013 Tentative	\$ 43,500

Capital Outlay expenses include lease costs for two photocopiers as well as other major expenses associated with the SCKLS facility and its infrastructure. The decrease in this line item is due to a new line item for the \$35,071 lease/purchase payment for the SCKLS building.

Transfer to Capital Improvement Fund No change

2011 Actual	\$ 150,000
2012 Projected	\$ 75,000
2013 Tentative	\$ 75,000

The Capital Improvement Fund may be used for the purchase of a replacement automobile and 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 doubled the amount of transfer in 2011 to make up for a reduced transfer in a previous year.

Services Contingency No change

2011 Actual	\$ 75,000
2012 Projected	\$ 90,000
2013 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. The new E-book Matching Grants will be funded from this line item in 2012 and 2013.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Budget Narrative, continued

Neighborhood Revitalization Rebates Increase \$9,524

2011 Actual	\$ 157,133
2012 Projected	\$ 165,137
2013 Tentative	\$ 174,661

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 - 2013

Section VI, Proposed Operating Budget

2013 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	\$22,500	\$0	\$0	\$0	\$0	\$0	\$0	\$22,500
Rent	\$79,000	\$0	\$0	\$0	\$0	\$0	\$0	\$79,000
Building Lease/Purchase	\$35,071	\$0	\$0	\$0	\$0	\$0	\$0	\$35,071
Insurance	\$16,500	\$0	\$0	\$0	\$0	\$0	\$0	\$16,500
Postage	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
Printing	\$3,500	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500
Salaries	\$124,728	\$190,903	\$52,318	\$71,243	\$56,976	\$59,245	\$0	\$555,413
Employee Benefits	\$56,929	\$80,425	\$33,732	\$27,914	\$13,987	\$23,534	\$0	\$236,521
Supplies	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Travel & Staff CE	\$36,000	\$0	\$0	\$0	\$0	\$0	\$0	\$36,000
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-In-Aid: Special	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Grants: Special and School	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000	\$10,000
Resource Sharing-Public & Academic	\$0	\$0	\$0	\$0	\$0	\$0	\$53,000	\$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	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Contractual Services	\$61,000	\$0	\$0	\$0	\$0	\$0	\$0	\$61,000
Technology	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
Vehicle Expenses	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
Capital Outlay	\$43,000	\$0	\$0	\$0	\$0	\$0	\$0	\$43,000
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	\$174,661	\$0	\$0	\$0	\$0	\$0	\$0	\$174,661
Totals	\$912,389	\$271,328	\$87,550	\$129,657	\$149,963	\$112,779	\$1,222,000	\$2,863,166

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Section VI, Proposed Consolidated Budget

2013 SCKLS Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	\$22,500	\$0	\$0	\$22,500
Rent	\$79,000	\$0	\$0	\$79,000
Building Lease/Purchase	\$35,071	\$0	\$0	\$35,071
Insurance	\$16,500	\$0	\$0	\$16,500
Postage	\$5,500	\$0	\$0	\$5,500
Printing	\$0	\$0	\$3,500	\$3,500
Salaries	\$555,413	\$0	\$0	\$555,413
Employee Benefits	\$0	\$236,521	\$0	\$236,521
Supplies	\$0	\$0	\$10,000	\$10,000
Travel & Staff CE	\$36,000	\$0	\$0	\$36,000
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
Grants-in-Aid: Special	\$20,000	\$0	\$0	\$20,000
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	\$10,000	\$0	\$0	\$10,000
Contractual Services	\$61,000	\$0	\$0	\$61,000
Technology	\$35,000	\$0	\$0	\$35,000
Vehicle Expenses	\$24,000	\$0	\$0	\$24,000
Capital Outlay	\$43,500	\$0	\$0	\$43,500
Transfer Capital Improvement Fund	\$75,000	\$0	\$0	\$75,000
Services Contingency	\$90,000	\$0	\$0	\$90,000
Neighborhood Revitalization				
Rebates	\$165,137	\$9,524	\$0	\$174,661
Totals	\$2,563,621	\$246,045	\$73,500	\$2,883,166

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013
Section VI, Proposed Income / Resources

Income / Resources

	Actual 2011	Projected 2012	Proposed 2013
SCKLS Tax - General Fund	\$2,268,470	\$2,158,405	\$2,563,621
SCKLS Tax - Employee Benefits Fund	\$131,214	\$124,369	\$246,045
State Grant-In-Aid Fund	\$84,447	\$77,292	\$73,500
Member Library Reimbursable Fund	\$55,949	\$40,000	\$40,000
Kan-Ed Grant Fund	\$20,000	\$0	\$0
Miscellaneous Grants Fund	\$10,000	\$0	\$0
Automation Consortium Fund	\$47,189	\$29,765	\$41,765
Balance Carried Forward - General Fund	\$325,760	\$203,072	\$214,522
BCF - Employee Benefit Fund	\$133,374	\$124,369	\$125,000
BCF - State Aid	\$0	\$0	\$0
BCF- Member Library Reimbursable Fund	\$38,275	\$40,000	\$40,000
BCF - Kan-Ed Grant Fund	\$0	\$0	\$0
BCF - Miscellaneous Grants Fund	\$9,640	\$0	\$0
BCF- Automation Consortium Fund	\$17,765	\$29,765	\$41,765
Transfer Capital Improvement Fund--Income	\$150,000	\$75,000	\$75,000
Capital Improvement Fund--Expenditures	\$35,834	\$73,000	\$74,000
BCF Capital Improvement Fund 12/31/11	\$423,570	\$462,070	\$500,070
Proposed 2013 Expenditures (General Fund + Employee Benefit Fund)			\$2,809,666
2013 Total (Expenditures + Capital Improvements)			\$3,271,736

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Appendix A, Proposed Grant-in-aid Special Libraries

Proposed Grant-in-aid Program for Special Library Members of SCKLS

SCKLS has the following four special library members: El Dorado Correctional Facility; Hutchinson Correctional Facility; McConnell Air Force Base (AFB), Wichita; and Winfield Correctional Facility. SCKLS provides various supports to the correctional libraries in El Dorado and Hutchinson and to the Wichita military base library, but the Winfield Correctional facility library is an inactive user of SCKLS grants and services. **Reduced funding from the federal and state sources to special library members of SCKLS as well as the number of individuals served by these special libraries merits their consideration for grants-in-aid from SCKLS.**

If a new annual grant-in-aid program to special library members was approved and the basis of the new grant-in-aid program included the six requirements below, only El Dorado Correctional, Hutchinson Correctional and McConnell AFB libraries would meet the grant requirements. Eligibility requirements 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
- (2) grant funds must be administered by a Master of Library Science level staff member employed full-time by the institution
- (3) grant funds must be used to purchase library educational and recreation materials
- (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 (\$4,892) and El Dorado Correctional Facility Library (\$804) 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, \$5,000; and Hutchinson Correctional Facility, \$5,000. An estimate for the total grant program is \$20,000.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Appendix B, State Library / Regional Library System Shared Goals

State Library / Regional Library System Unified Plan of Service for 2013

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 2011 are as follows:

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, 2013.

Each regional library system will review its plan for a system-wide integrated library system annually.

Library Service and Technology Act funds will continue to be provided for development of regional shared integrated library systems.

Regional library systems will encourage and assist libraries in adopting an ILS which meets state standards.

50% of public libraries will offer self-initiated interlibrary loan or direct borrowing from other libraries by Dec. 31, 2013.

A statewide courier service will deliver materials among Kansas libraries

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Appendix B, State Library / Regional Library System Shared Goals

Regional system libraries and the state library will support an extension of the courier service contract through June 30, 2015.

Explore ways to improve statewide resource sharing through lowered costs and/or additional features.

1.4.1 The State library will implement a pilot utilizing OSS Statewide Resource Sharing System, Fulfillment.

**CONTINUING EDUCATION:
LIBRARIANS AND TRUSTEES WILL HAVE THE KNOWLEDGE AND SKILLS TO
PROVIDE EXCELLENT LIBRARY SERVICE.**

Deliver continuing education to meet training needs of library staff and trustees.

Each regional library system will identify and anticipate continuing education needs on an annual basis.

The seven regional library systems will jointly sponsor a continuing education event on an annual basis.

The State library will sponsor an annual statewide continuing education event.

The Regional library systems and the state library will maintain access to an online conferencing system for delivery of continuing education.

Develop and deliver state-wide training program for new public library directors

A training program will be in place by April 2013.

**ADVOCACY:
LIBRARIES WILL BE RELEVANT AND VISIBLE TO KANSANS.**

Build advocacy skills in librarians, patrons and trustees

Each regional library system will provide an advocacy training program for librarians, patrons, and trustees.

Regional library system personnel will advocate for libraries with legislators and other elected officials.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Appendix B, State Library / Regional Library System Shared Goals

Regional library systems will foster legislative events within their regions.

Engage librarians and trustees in advocacy efforts

The State library and regional library systems will continue to assist libraries wishing to participate in the 'Geek Your Library' initiative.

Support and disseminate timely responses to issues that have statewide impact

Regional library systems will disseminate advocacy materials to libraries.

Support and promote programs that enhance library visibility

The Regional library systems and the state library will promote the Kansas Book Festival.

The Regional library systems will support Kansas Center of the Book activities including Kansas Reads and Kansas Reads to Preschoolers.

The Regional library systems and the state library will publicize state-wide library services.

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

The Regional library systems and the state library will present to the State Library of Kansas board a proposed revision of the standards for review by June 2012.

DIGITAL SERVICES:

LIBRARIES MEET THE INFORMATIONAL AND EDUCATIONAL NEEDS OF EVERY KANSAN THROUGH ACCESS TO A BROAD ARRAY OF DIGITAL LIBRARY RESOURCES AND DELIVER LIBRARY SERVICES THROUGH TECHNOLOGIES APPROPRIATE TO THEIR USERS.

Provide training and promotional materials to librarians on the state-wide databases

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Appendix B, State Library / Regional Library System Shared Goals

The State library will develop and disseminate outreach material for the use and promotion of selected databases.

Plan and implement an effective strategy for meeting the challenges of downloadable media, service to mobile devices, and other new technologies.

The New Technologies in Libraries workgroup will identify tech-related strategies and supported pilot projects to implement in libraries with an end to providing technology solutions and documentation which can be readily applied in libraries.

The State library with assistance from the regional library systems will develop and manage a shared collection of ebooks and downloadable audio /visual materials for state-wide access.

The State library will appoint work groups to develop criteria for the services, including required technical features, collection scope, service goals, and a target level of funding/participation, needed for a successful and sustainable service

The State Library will participate in the Chief Officers of State Library Agencies ebook initiative to keep apprised of new developments with ebooks and to identify potential solutions and/or partnerships.

READING READINESS:

LIBRARIES PROMOTE THE 6 BY 6 READING READINESS PROGRAM 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.

The State library and the regional library systems will provide training to librarians.

The State library and the regional library systems will disseminate materials to libraries.

The State library and regional library systems will work with the statewide association of child care providers to develop partnerships and realize greater dissemination of the 6 by 6 program.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2013

Appendix B, State Library / Regional Library System Shared Goals

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 and assist libraries to obtain an Internet connection which meets the standards for broadband connectivity

The State Library and regional systems will maintain a connectivity Matrix which will identify standards for adequate broadband speeds.

Regional library systems will encourage libraries to meet broadband standards as defined in the connectivity matrix.

6.1.3. The State library will coordinate a statewide conference for the development of a plan to deliver adequate broadband to all Kansas libraries.

Regional library systems will provide data on regional connectivity to the state library which will then develop a map of broadband connectivity of public libraries across Kansas.