2014 Annual Plan and Tentative Budget

321 North Main Street
South Hutchinson, KS 67505
800-234-0529
www.sckls.info

The South Central Kansas Library System 2014 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 15, 2013 and adoption by the South Central Kansas Library System Board on April 22, 2013.

Submitted by South Central Kansas Library System, June 2013.

By   _____

   Paul Hawkins, SCKLS Director

            _____

            Barbara Lilyhorn, Chair
            SCKLS Executive Committee

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
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 146 SCKLS participating public, school district, academic and special member libraries.
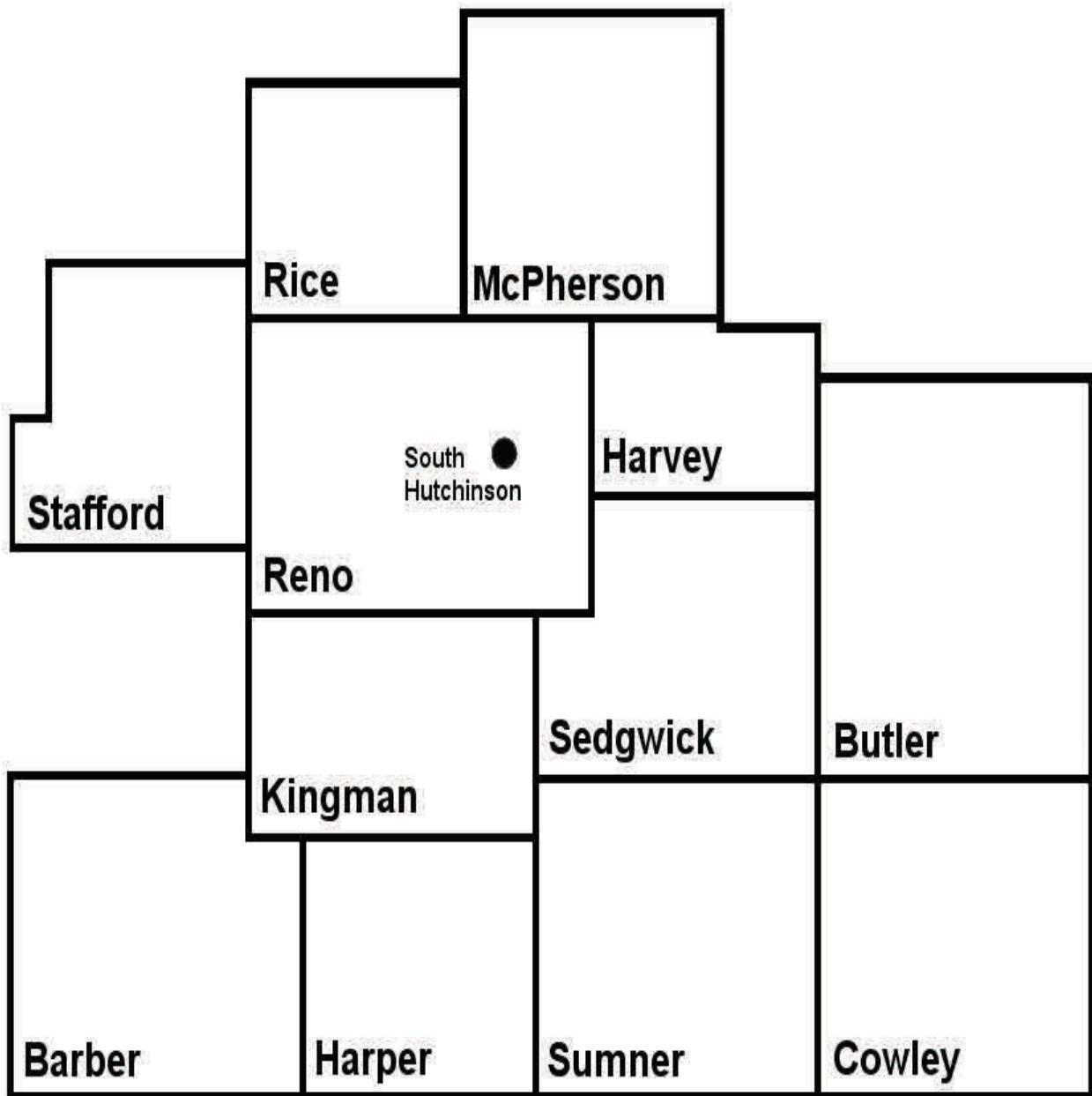
SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section I, Description, continued

PUBLIC (73)

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

* **Outlets**

SCHOOL DISTRICT (55)

USD 267—Andale (Renwick)
USD 385—Andover
USD 361—Anthony-Harper
USD 359—Argonia
USD 470—Arkansas City
USD 402—Augusta
USD 313—Buhler
USD 462—Burden (Central)
USD 369—Burrton
USD 360—Caldwell
USD 419—Canton
USD 268—Cheney
USD 264—Clearwater
USD 356—Conway Springs
USD 332—Cunningham
    (West Kingman Co.)
USD 260—Derby
USD 471—Dexter
USD 396—Douglass
USD 490—El Dorado
USD 310—Fairfield
USD 265—Goddard
USD 440—Halstead/Bentley
USD 312—Haven
USD 261—Haysville
USD 460—Hesston
USD 308—Hutchinson
USD 448—Inman
USD 331—Kingman/Norwich

USD 255—Kiowa
    (South Barber)
USD 205—Leon
USD 400—Lindsborg
    (Smoky Valley)
USD 444—Little River/Windom
USD 405—Lyons
USD 351—Macksville
USD 266—Maize
USD 418—McPherson
USD 254—Medicine Lodge
    (North Barber Co.)
USD 423—Moundridge
USD 263—Mulvane
USD 309—Nickerson
USD 358—Oxford
USD 311—Pretty Prairie
USD 492—Rosalia
USD 394—Rose Hill
USD 439—Sedgwick
USD 509—South Haven
USD 349—Stafford
USD 376—Sterling
USD 375—Towanda (Circle)
USD 463—Udall
USD 262—Valley Center
USD 353—Wellington
USD 206—Whitewater
    (Remington)
USD 259—Wichita
USD 465 Winfield

ACADEMIC (14)

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

SPECIAL (3)

El Dorado Correctional Facility-Central
Hutchinson Correctional Facility-Central & East
McConnell Air Force Base, Wichita

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
April	Submit draft annual plan and tentative budget to System Board for approval
June -- July	Gather Motor Vehicle Tax estimates from county treasurers and assessed property valuation estimates from county clerks
July	Meet with auditor to prepare official certified budget
August	Publish budget and notice of budget hearing in Wichita Eagle 10 days prior to August Executive Committee meeting
	Hold budget hearing and adopt budget authorization resolution at Executive Committee meeting
By August 25	Provide copy of published budget and notice of hearing, budget authorization resolution and signed official certified budget to Reno County Clerk

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 three years.

- 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 since there are only three special library members 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 less than 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 for 2013 are found in **Appendix A**. Shared Goals for 2014 are not currently being developed and will be incorporated into this document at a later date.

SCKLS Current Year and 2014 Year Goals

Historically, the organizational focus of the South Central Kansas Library System for period from 2004 to 2008 included establishing a new service identity and mission for SCKLS along with an emphasis on improving financial accountability. Priorities for the period 2009 to 2013 included assisting member libraries address the changed economy and positioning the budget, grants and services of SCKLS to meet changes in funding. As a consequence of the changed economy and reduced funding, SCKLS has chosen to limit its tax support. **The 2014 Annual Plan and Tentative Budget are predicated on a funding scenario for 2014 with a negligible $1,157 increase in total expenditures.**

Major goals for 2014 are as follows:

1. **Increase the General Fund Grants-in-aid for Public and Academic Libraries Line Item by $139,448 for a total of $1,148,448**

   SCKLS member public and academic libraries serve users outside of their taxing district or academic institution. In addition, member public and academic libraries provide interlibrary loans from their collections to other libraries. This goal increases the total amount of grants-in-aid funding available to partially compensate public and academic libraries members for those services. This goal can be accomplished in 2013 and 2014 **by reallocating existing funds.**

2. **Provide $70,000 Year Three Funding for SCKLS E-book Grants**

   The source of funding for Year Three of the E-book Grant program will be $70,000 from the new 2014 SCKLS General Fund Grants--E-Books line item. SCKLS will continue to position itself on behalf of its member libraries to help meet local needs for e-books in a cost-effective manner. SCKLS established E-book Grants in 2012.

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 and public library youth services especially in the areas of continuing education and consulting. Results from the February 2012 School Library Services Survey are guiding future programs of service to school libraries. SCKLS staff are implementing recommendations and further developing their expertise to meet the needs of school district library members.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section II, Services and Programs (Current and 2014 Year Goals)

For 2013, goals include: (1) budgeting a new General Fund Line Item in the amount of $20,000 for Grants-in-aid: Special Libraries (Accomplished); (2) Providing $70,000 Year Two Funding for SCKLS E-Book Matching Grants (Accomplished); and (3) Implementing recommendations from the February 2012 School Library Services and Public Library Youth Services Surveys (In process).

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

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, 2010 and 2011, SCKLS was recognized with exemplary audits. The SCKLS Grants-in-aid program for member public and academic 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 provides referrals and authorizes professional services to assist member libraries in the areas of public library legal authority; facility architecture; 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, digitization 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, remote desktop 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

projects as defined by current grant guidelines. Technology grants programs include Technology Matching, Automation Matching and E-Book Grants Continuing education services include a training lab for customized training.

Staff and Resources: Five 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 and referrals as well as facilitate the evaluation and purchase of equipment 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, remote desktop, 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.

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. 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
Book Repair Trainings

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. Upon advance request and depending upon topic and availability of SCKLS staff, SCKLS may provide a single, one-time a year, customized specialized training for each member library or member library board, but not any regularly scheduled or on-going training. SCKLS member libraries that have staff with training responsibilities and/or access to training resources from their respective organizations should use local staff and resources. SCKLS may assist member libraries in planning one-time, special staff trainings and may offer limited funding for such an event if it is open to the entire SCKLS membership.

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.

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 $1,148,448 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 annual grants-in-aid programs for public and academic member libraries, school and special member libraries have been eligible for grants based on service and resource sharing since 2008.

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 - 2014
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:

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

After base grants are calculated, the amount of funds remaining from the total grants-in-aid budget for the year are calculated as supplemental grants. Supplemental grants are calculated on a 50/50 basis for the number of registered borrowers outside the library's taxing district or academic institution and the annual number of interlibrary loans a library has provided to other libraries. For 2013, the SCKLS Executive Committee authorized a special $139,448 or approximately 14% in the total amount available for grants-in-aid to public and academic member libraries. The funding total of $1,148,488 is proposed to continue for 2014. Other grants-in-aid programs include the School Interlibrary Loan Grant and the grants-in-aid program for Special Libraries.

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

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 for member libraries that are not available in Kansas. Out-of-state libraries that loan materials may charge a fee to the requesting library. 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.

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 Title Source III. 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.

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 temporary discontinue service and notify them when service has been reinstated.

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	Tram Nguyen	1
Technology Consultant	Sharon Barnes	1
Technology Consultant	Lee Scott	1
Technology Consultant	Lisa Sharbuagh	1
Youth Services Consultant	Julie Tomlianovich	1
Member Library Services Coordinator	Tom Taylor	1
Library Support Specialist	Katherine Goodenberger	1
Outreach Services Specialist	Nicole Penley	1
Library Intern	**Open**	.10
Rotating Collections Van Driver	Leland Woodson	.10
Total Staff		**11.20**

ORGANIZATION CHART

```
                    SYSTEM BOARD  - - - -  GOVERNOR'S
                         |                 APPOINTEES
                EXECUTIVE COMMITTEE
                         |
                    DIRECTOR  ————————  INTERN (S)
                         |
    ┌────────────────────┼────────────────────────┐
HUMAN RESOURCES AND   MEMBER SERVICES          DIRECTOR
FINANCIAL SPECIALIST  COORDINATOR              INFORMATION
                                               TECHNOLOGY

                      YOUTH SERVICES           TECHNOLOGY
                      CONSULTANT               COORDINATOR

                      LIBRARY SUPPORT          TECHNOLOGY
                      SPECIALIST               CONSULTANT

                      OUTREACH SERVICES        TECHNOLOGY
                      SPECIALIST               CONSULTANT

                      ROTATING COLLECTIONS     TECHNOLOGY
                      VAN DRIVER               CONSULTANT
```
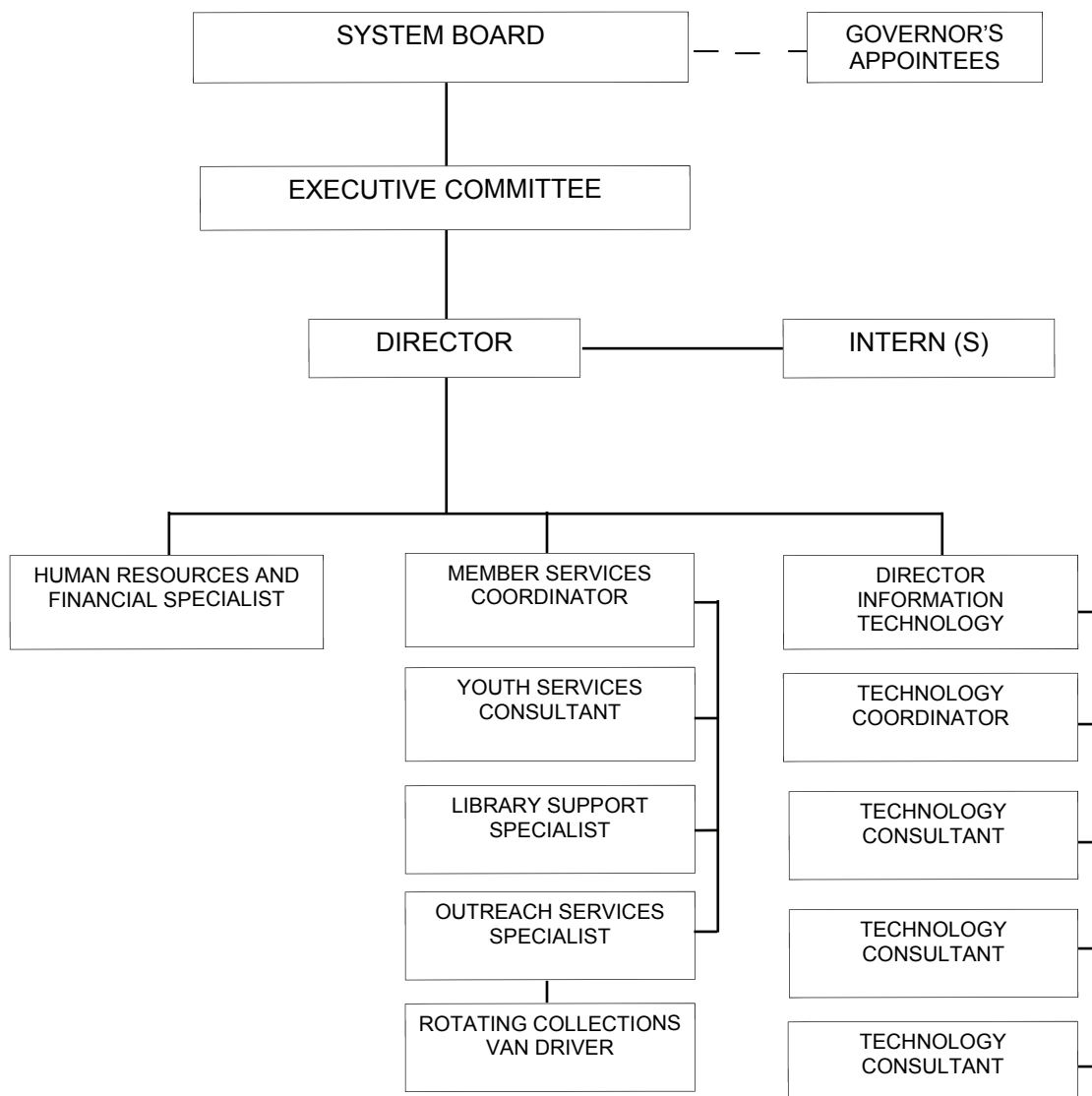
Governor's Appointees

Barber County

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

Butler County

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

Cowley County

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

Harper County

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

Harvey County

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

Kingman County

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

McPherson County

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

Reno County

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

Rice County

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

Sedgwick County

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

Stafford County

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

Sumner County

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

Executive Committee 2013

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

Patti Brace
Library Director and City Clerk
Pretty Prairie Public Library
119 West Main
Pretty Prairie, KS 67570
Work: 620-459-6392
pprairie@btsskynebt.net
1st 4-year Term - Expires: 12/2016
Linking Public

Martha Fee
Board Member, Hutchinson Public Library
607 Adair Circle
Hutchinson, KS 67501
Home: 620-662-9594
marthafee@cox.net
2nd 4-year Term - Expires 12/2016
Major Service Center II Public

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
Service Center II Public

Steve Read
Director, McPherson Public Library
214 West Marlin
McPherson, KS 67460
Work: 620-245-2570
ptolemy@macpl.org
1st 4-Year Term - Unexpired Term - Term expires:
12/2016
Major Service Center I

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
2nd 4-year Term - Expires: 12/2016
Regents Academic

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 Public

Katherine Menon
Wichita Public Library
223 South Main
Wichita, KS 67202
Work: 316-261-8530
kmenon@wichita.gov
1st 4-year Term - Term Expires: 12/2016
Major Resource Center

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 Expiries: 12/2015
Two and Four Year Academic

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

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 be eligible for SCKLS grants and services, update contact information for your System Board Representative, at directory@sckls.info**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section IV, SCKLS Public Library Representatives

City	Public Library	Representative	
Andale	Andale District Library	James	McFadden
Andover	Andover Public Library	Cheri	Nienke
Anthony	Anthony Public Library	Eldon	Younce
Argonia	Dixon Township Library	Tammy	Designated
Arkansas City	Arkansas City Public Library	Not	McDonald
Arlington	Arlington City Library	Ginger	Stiggins
Attica	Attica City Library	Rayedene	Hughes
Augusta	Augusta Public Library	Lynne	Holloway
Belle Plaine	Belle Plaine City Library	Not	Designated
Buhler	Buhler Public Library	Pam	Fast
Burrton	Ruth Dole Memorial Library	Rhonda	Corwin
Bushton	Farmer Township Community Library	Bill	Johnson
Caldwell	Caldwell Carnegie Library	Jean	Ward
Canton	Canton Township Carnegie Library	Doris	Evans
Cheney	Cheney Public Library	Susan	Woodard
Clearwater	Clearwater Public Library	Sue	Koenig
Colwich	Colwich Community Library	Nancy	Maus
Conway Springs	Conway Springs City Library	Kristina	Meyers
Cunningham	Cunningham Public Library	Kerri	Steffen
Derby	Derby Public Library	Patricia	Williams
Douglass	Douglass Public Library	Polly	Bloom
El Dorado	Bradford Memorial Library	Kristi	Jacobs
Garden Plain	Garden Plain Community Library	Joyce	Loehr
Geneseo	Geneseo Public Library	Shirley	Caruthers
Goddard	Goddard Public Library	Kendra	Mork
Halstead	Halstead Public Library	Joleen	Ross
Hardtner	Hardtner Public Library	Joy	Helmer
Harper	Harper Public Library	Tina	Welch
Haven	Haven Public Library	Not	Designated
Haysville	Haysville Community Library	Betty	Cattrell
Hesston	Hesston Public Library	Cari	Cusick
Hutchinson	Hutchinson Public Library	Gregg	Wamsley
Inman	Inman Public Library	Donna	Sallee
Kingman	Kingman Carnegie Library	Gee Gee	Helm
Kiowa	Kiowa Public Library	Gayle	Bowden
Leon	Leon Public Library	Barbara	Templin

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section IV, SCKLS Public Library Representatives

City	Public Library	Representative	
Lindsborg	Lindsborg Community Library	Suzanna	Swenson
Little River	Little River Community Library	Not	Designated
Lyons	Lyons Public Library	Becky	McBeth
Macksville	Macksville City Library	Jody	Suiter
Marquette	Marquette Community Library	Verma	James
McPherson	McPherson Public Library	JoAnn	Christ
Medicine Lodge	Lincoln Library	Rosalee	Armstrong
Moundridge	Moundridge Public Library	Connie	Olson
Mount Hope	Mount Hope Public Library	Sandra	West
Mulvane	Mulvane Public Library	Paula	Armer
Newton	Newton Public Library	Karen	Farrell
Nickerson	Nickerson Public Library	Not	Designated
Norwich	Norwich Public Library	Not	Designated
Oxford	Oxford Public Library	Nancy	Storlein
Park City	Park City Community Public Library	Len	Warren
Partridge	Partridge Public Library	Margo	Garton
Potwin	Potwin Public Library	Not	Designated
Pretty Prairie	Pretty Prairie Public Library	Patti	Brace
Rose Hill	Rose Hill Public Library	Cindy	Maxey
St. John	Ida Long Goodman Memorial Library	Christie	Snyder
Sedgwick	Lillian Tear Library	Tyler	Reimer
Sharon	Wisner Library	Not	Designated
South Haven	South Haven Township Library	Wynetta	Schaffer
Stafford	Nora E Larabee Memorial Library	Dixie	Osborn
Sterling	Sterling Free Public Library	Shirley	Kenyon
Sylvia	Sylvia Public Library	Not	Designated
Towanda	Towanda Public Library	Rachel	Ayers
Turon	Turon Community Library	Sharon	Nitzsche
Udall	Udall Public Library	Bertha	Rhoads
Valley Center	Edna Buschow Memorial Library	Janice	Sharp
Viola	Viola Township Library	Not	Designated
Walton	Walton Community Library	Carmen	South
Wellington	Wellington Public Library	Sara	Dixon
Whitewater	Whitewater Memorial Library	Jean	Thiessen
Wichita	Wichita Public Library	Deb	Simpson
Winfield	Winfield Public Library	Joan	Cales
Zenda	Zenda Public Library	Delia	Swingle

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section IV, SCKLS School Library Representatives

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

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section IV, SCKLS School District Representatives

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

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section IV, SCKLS Academic and Special Library Representatives

Institution	Library Name	Representative	
Bethany College	Wallerstedt Library	*Denise*	*Carson*
Bethel College	Bethel College Library	*Barbara*	*Thiesen*
Butler Community College	L W Nixon Library	*Micaela*	*Ayers*
Central Christian College of Kansas	Briner Library	*Bev*	*Kelley*
Cowley Co Community College	Renn Memorial Library	*Rhoda*	*MacLaughlin*
Friends University	Edmund Stanley Library	*Max*	*Burson*
Hesston College	Mary Miller Library	*Margaret*	*Wiebe*
Hutchinson Community College	JFK Library & Rimmer Learning Resource Center	*Robert*	*Kelly*
McPherson College	Miller Library	*Mary*	*Hester*
Newman University	Ryan Library	*Joe*	*Forte*
Southwestern College	Deets Library	*Dalene*	*McDonald*
Sterling College	Mabee Library	*Valorie*	*Starr*
Wichita State University	University Libraries	*Nan*	*Myers*
Wichita Area Technical College	Library	*Rita*	*Sevart*

Institution	Representative	
El Dorado Correctional Facility Central / North	*Margaret*	*Adamson*
Hutchinson Correctional Facility Central/East	*Kathryn*	*Androski*
McConnell Air Force Base Library	*Darla*	*Cooper*

To be eligible for SCKLS grants and services, update contact information for your System Board Representative, at directory@sckls.info

BYLAWS
South Central Kansas Library System

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

Article I

<u>Name</u>

   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

<u>Authority and Purpose</u>

   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

<u>Membership</u>

   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

<u>Governing Body</u>

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

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

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.

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.

<div align="center">Article XI</div>

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.

<div align="center">**Article XII**</div>

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.

<div align="center">Article XIII</div>

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 provided to all System representatives at least one month prior to the meeting at which the amendments are to be brought before the System Board.

<div align="center">Article XIV</div>

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 - 2014
Section VI, Proposed Tentative Budget

SCKLS 2014 Proposed Tentative Budget

Reviewed and recommended by the SCKLS Executive Committee, March 15, 2013
Pending review and approval by SCKLS System Board, April 22, 2013

Budget Category	2012 Actual	2013 Budget	2014 Proposed	2013 / 2014 Difference	2013 / 2014 % Change
Audit / Budget / Accounting	$21,452	$22,500	$24,500	$2,000	9%
Rent	$77,625	$79,000	$79,000	$0	0%
Insurance	$14,761	$16,500	$19,000	$2,500	15%
Postage	$4,189	$5,500	$5,500	$0	0%
Printing	$4,091	$3,500	$3,500	$0	0%
Salaries	$509,034	$555,413	$569,098	$13,685	2%
Employee Benefits	$136,764	$248,828	$248,828	$0	0%
Supplies	$8,078	$10,000	$10,000	$0	0%
Travel & CE for Staff	$32,097	$36,000	$42,000	$6,000	17%
Member Library CE & Training	$20,846	$28,000	$28,000	$0	0%
OCLC (Cataloging/ILL)	$30,217	$30,000	$30,000	$0	0%
Grants-in-aid: Public & Academic	$989,000	$1,009,000	$1,148,448	$139,448	14%
Resource Sharing: Public & Ac-	$50,000	$50,000	$0	($50,000)	0%
Grants-in-aid: Special Libraries	$0	$20,000	$25,000	$5,000	25%
Grants-School Interlibrary Loan	$2,270	$0	$3,000	$3,000	0%
Grants-Continuing Education	$30,910	$45,000	$45,000	$0	0%
Grants-General Technology	$31,024	$40,000	$40,000	$0	0%
Grants-Automation	$56,786	$50,000	$50,000	$0	0%
Grants-E-Books	$0	$0	$70,000	$70,000	0%
Grants-Programming/Project	$4,107	$7,500	$7,500	$0	0%
Grants--Summer Reading	$6,700	$7,500	$7,500	$0	0%
Library Materials	$78,740	$83,000	$83,000	$0	0%
Internet Services	$10,000	$10,000	$13,000	$3,000	30%
Telephone	$11,807	$10,000	$14,000	$4,000	40%
Contractual Services	$55,599	$61,000	$67,000	$6,000	10%
Technology	$37,715	$35,000	$40,000	$5,000	14%
Vehicle Expenses	$20,555	$24,000	$24,000	$0	0%
Building Lease /Purchase	$35,072	$35,072	$35,072	$0	0%
Capital Outlay	$69,835	$43,500	$43,500	$0	0%
Transfer Capital Improvement	$50,000	$75,000	$100,000	$25,000	33%
Services Contingency	$68,829	$90,000	$90,000	$0	0%
NR Rebates Contingency	$0	$263,978	$30,000	($233,978)	-89%
NR Neighborhood Revitalization	$157,133	$8,706	$9,208	$502	6%
Totals	**$2,625,236**	**$3,003,497**	**$3,004,654**	**$1,157**	**0.0%**

2014 SCKLS Tentative Budget Narrative
(Reviewed and Recommended by SCKLS Executive Committee, March 15, 2013)

Audit / Budget / Accounting   **Increase $2,000**

2012 Actual	**$ 21,452**
2013 Projected	**$ 22,500**
2014 Tentative	**$ 24,500**

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. Costs of services have increased.

Rent   **No change**

2012 Actual	**$ 77,625**
2013 Projected	**$ 79,000**
2014 Tentative	**$ 79,000**

SCKLS pays about $6,390 a month for rental of 13,400 square feet of space at its training facility and offices at 321 North Main Street, South Hutchinson. Rent includes the cost of utilities.

Insurance and Bonds   **Increase $2,500**

2012 Actual	**$ 14,761**
2013 Projected	**$ 16,500**
2014 Tentative	**$ 19,000**

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. Increase in cost due to increase in coverage.

Postage   **No change**

2012 Actual	**$ 4,189**
2013 Projected	**$ 5,500**
2014 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   **No change**

2012 Actual	$ 4,091
2013 Projected	$ 3,500
2014 Tentative	$ 3,500

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

Salaries   **Increase $16,885**
Benefits   **No change**

2012 Actual	$ 645,798 ($ 509,034 Salaries / $ 136,764 Benefits)
2013 Projected	$ 804,241 ($ 555,413 Salaries / $ 248,828 Benefits)
2014 Tentative	$ 817,926 ($ 569,098 Salaries / $ 248,828 Benefits)

SCKLS currently employs 11 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) Technology Consultant, (8) Youth Services Consultant, (9) Human Resources and Financial Specialist, (10) Library Support Specialist, (11) Outreach Services Specialist and one part-time Rotating Collections Service Driver. The library intern position is currently open. In 2014, 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   **No change**

2012 Actual	$ 8,078
2013 Projected	$ 10,000
2014 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.

Travel and Staff Continuing Education   **Increase $4,000**

2012 Actual	$ 32,097
2013 Projected	$ 36,000
2014 Tentative	$ 40,000

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. Travel and training for SCKLS staff is important so that knowledge and expertise are available to SCKLS members.

Member Library Continuing Education & Training   No change

2012 Actual	$ 20,846
2013 Projected	$ 28,000
2014 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

2012 Actual	$ 30,217
2013 Projected	$ 30,000
2014 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-in-aid: Public and Academic Libraries   *No change

2012 Actual	$ 989,000
2013 Projected	$ 1,148,448
2014 Tentative	$ 1,148,448

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. *Note: In February 2013 the SCKLS Executive Committee authorized a special 14% increase for 2013.

Resource Sharing: Public and Academic Libraries / Reallocated to Grants-in-aid: Public and Academic Libraries

2012 Actual	$ 50,000
2013 Projected	$ 50,000
2014 Tentative	$ 0

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. This grant amount has been reallocated and will be distributed as part of Grants-in-aid: Public and Academic Libraries.

Grants-in-aid: Special Libraries   **Increase $5,000**

2012 Actual	$	0
2013 Projected	$	20,000
2014 Tentative	$	25,000

Beginning in 2013, member special libraries may receive a grant-in-aid subject to grant eligibility guidelines. Eligible special libraries include McConnell Air Force Base, El Dorado Correctional Facility and Hutchinson Correctional Facility. Grants-in-aid are based in part on the number of registered borrowers for each special library and the number of interlibrary loans provided by the special library to other libraries.

Grants-School Interlibrary Loan   **(New line item) $3,000**

2012 Actual	$	2,270
2013 Projected	$	3,000
2014 Tentative	$	3,000

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. These grants were formerly distributed as part of a Grants--School and Special Libraries line item, but are now identified in this new line item.

Grants-Continuing Education   **No change**

2012 Actual	$ 30,910
2013 Projected	$ 45,000
2014 Tentative	$ 45,000

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

Grants—General Technology Matching   **No change**

2012 Actual	$ 31,024
2013 Projected	$ 40,000
2014 Tentative	$ 40,000

Member libraries are eligible for a matching grant up to $2,500 for any general technology hardware or software as specified by grant guidelines.

Grants--Automation Matching   No change

2012 Actual	**$ 56,786**
2013 Projected	**$ 50,000**
2014Tentative	**$ 50,000**

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

Grants--E-Books   (New line item)

2012 Actual	**$ 68,829**
2013 Projected	**$ 70,000**
2014 Tentative	**$ 70,000**

Year One and Year Two E-Book grants were funded through the Services Contingency line. Year Three and Year Four are identified as expenditures in this new Grants--E-Books line item. Member libraries are eligible for an annual reimbursement of up to $3,000 for the costs of e-books they purchase for their users.

Grants--Programming and Project   No change

2012 Actual	**$ 4.107**
2013 Projected	**$ 7,500**
2014 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 2013 to include grants up to $750.

Grants--Summer Reading Program   No change

2012 Actual	**$ 6,700**
2013 Projected	**$ 7,500**
2014 Tentative	**$ 7,500**

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

Library Materials   No change

2012 Actual	**$ 78,740**
2013 Projected	**$ 83,000**
2014 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   Increase $3,000

2012 Actual	**$ 10,000**
2013 Projected	**$ 10,000**
2014 Tentative	**$ 13,000**

Includes costs for 3 megabyte fiber and 15 megabyte cable access through Cox Communications to support Internet and video-conferencing. Cost increase due to dissolution of Kan-ed and loss of Kan-ed subsidy.

Telephone   Increase $4,000

2012 Actual	**$ 11,807**
2013 Projected	**$ 10,000**
2014 Tentative	**$ 14,000**

Includes costs for local, long distance and toll-free services to communicate with member libraries. Cost increase due to dissolution of Kan-ed and loss of Kan-ed subsidy.

Contractual Services   Increase $6,000

2012 Actual	**$ 55,599**
2013 Projected	**$ 61,000**
2014 Tentative	**$ 67,000**

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   Increase $5,000

2012 Actual	$ 37,715
2013 Projected	$ 35,000
2014 Tentative	$ 40,000

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, events calendar through Evanced Solutions and Help Desk software.

Vehicle Expense   No change

2012 Actual	$ 20,555
2013 Projected	$ 24,000
2014 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.

Building Lease/Purchase   No change

2012 Actual	$ 35,072
2013 Projected	$ 35,072
2014 Tentative	$ 35,072

SCKLS pays $35,072 annually towards the lease/purchase of its training facility and offices at 321 North Main Street, South Hutchinson. SCKLS will own the building in 2017.

Capital Outlay   No change

2012 Actual	$ 69,835
2013 Projected	$ 43,500
2014 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 maintenance.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section VI, Proposed Budget Narrative, continued

Transfer to Capital Improvement Fund   **Increase $25,000**

2012 Actual	$ 50,000
2013 Projected	$ 75,000
2014 Tentative	$100,000

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.

Services Contingency   **No change**

2012 Actual	$ 68,829
2013 Projected	$ 90,000
2014 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. Year One and Two E-Book Grants have been funded from this line item since 2012. However, Year Three and Year Four costs for e-book grants will be shown in a new Grants--E-Books line item.

NR Neighborhood Revitalization Rebates Contingency   **Decrease $233,978**

2012 Actual	$ 0
2013 Projected	$ 263,978
2014 Tentative	$ 30,000

To address in part the possibility of unbudgeted Neighborhood Revitalization Rebates in 2013, SCKLS placed $263,978 in this Rebates Contingency Line Item. In February 2013, the SCKLS Executive Committee reallocated $97,548 of this line item to Grants-in-aid: Public and Academic Libraries. The amount will be further reduced for 2014 as SCKLS is better able to estimate the costs of its participation in six Neighborhood Revitalization districts in six counties. For more information see the NR Neighborhood Revitalization Rebates line item on the next page.

NR Neighborhood Revitalization Rebates   Increase $502

2012 Actual $ 157,133
2013 Projected $ 8,706
2014 Tentative $ 9,208

In accordance with a change in Kansas law, SCKLS began budgeting for estimated Neighbor-hood 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 income for Neighborhood Revitalization Rebates is received or spent by SCKLS for library purposes. However, the estimated amount of rebates must be officially cited to meet state budgeting requirements.

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section VI, Proposed Operating Budget

2014 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	$24,500	$0	$0	$0	$0	$0	$0	$24,500
Rent	$79,000	$0	$0	$0	$0	$0	$0	$79,000
Insurance	$19,000	$0	$0	$0	$0	$0	$0	$19,000
Postage	$5,500	$0	$0	$0	$0	$0	$0	$5,500
Printing	$3,500	$0	$0	$0	$0	$0	$0	$3,500
Salaries	$141,217	$245,566	$52,976	$51,049	$42,088	$36,202	$0	$569,098
Employee Benefits	$59,165	$86,034	$34,850	$29,032	$24,642	$15,105	$0	$248,828
Supplies	$10,000	$0	$0	$0	$0	$0	$0	$10,000
Travel & Staff CE	$42,000	$0	$0	$0	$0	$0	$0	$42,000
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	$1,148,448	$1,148,448
Resource Sharing-Public & Academic	$0	$0	$0	$0	$0	$0	$0	$0
Grants-in-aid: Special Libraries	$0	$0	$0	$0	$0	$0	$25,000	$25,000
Grants-School Interlibrary Loan	$0	$0	$0	$0	$0	$0	$3,000	$3,000
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-E-Books	$0	$0	$0	$0	$0	$0	$70,000	$70,000
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	$13,000	$0	$0	$0	$0	$0	$0	$13,000
Telephone	$14,000	$0	$0	$0	$0	$0	$0	$14,000
Contractual Services	$67,000	$0	$0	$0	$0	$0	$0	$67,000
Technology	$40,000	$0	$0	$0	$0	$0	$0	$40,000
Vehicle Expenses	$24,000	$0	$0	$0	$0	$0	$0	$24,000
Building Lease/Purchase	$35,072	$0	$0	$0	$0	$0	$0	$35,072
Capital Outlay	$43,500	$0	$0	$0	$0	$0	$0	$43,500
Transfer Capital Improve. Fund	$100,000	$0	$0	$0	$0	$0	$0	$100,000
Services Contingency	$90,000	$0	$0	$0	$0	$0	$0	$90,000
NR Rebates Contingency	$30,000	$0	$0	$0	$0	$0	$0	$30,000
NR Neighborhood Revitalization Rebates	$9,208	$0	$0	$0	$0	$0	$0	$9,208
Totals	**$849,662**	**$331,600**	**$89,326**	**$110,581**	**$145,730**	**$81,307**	**$1,396,448**	**$3,004,654**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section VI, Proposed Consolidated Budget

2014 SCKLS Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	$24,500	$0	$0	$24,500
Rent	$79,000	$0	$0	$79,000
Insurance	$19,000	$0	$0	$19,000
Postage	$5,500	$0	$0	$5,500
Printing	$3,500	$0	$0	$3,500
Salaries	$569,098	$0	$0	$569,098
Employee Benefits	$0	$248,828	$0	$248,828
Supplies	$10,000	$0	$0	$10,000
Travel & Staff CE	$42,000	$0	$0	$42,000
Member Library CE & Training	$28,000	$0	$0	$28,000
OCLC (Cataloging & ILL)	$30,000	$0	$0	$30,000
Grants-in-Aid: Public & Academic	$1,148,448	$0	$0	$1,148,448
Resource Sharing-Public & Academic	$0	$0	$0	$0
Grants-in-Aid: Special Libraries	$25,000	$0	$0	$25,000
Grants-School Interlibrary Loan	$3,000	$0	$0	$3,000
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-E-Books	$70,000	$0	$0	$70,000
Grants-Programming/Project	$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	$13,000	$0	$0	$13,000
Telephone	$14,000	$0	$0	$14,000
Contractual Services	$67,000	$0	$0	$67,000
Technology	$40,000	$0	$0	$40,000
Vehicle Expenses	$24,000	$0	$0	$24,000
Building Lease/Purchase	$35,072	$0	$0	$35,072
Capital Outlay	$43,500	$0	$0	$43,500
Transfer Capital Improvement Fund	$100,000	$0	$0	$100,000
Services Contingency	$23,850	$0	$66,150	$90,000
NR Rebates Contingency	$30,000	$0	$0	$30,000
NR Neighborhood Revitalization Re-	$8,706	$502	$0	$9,208
Totals	**$2,689,174**	**$249,330**	**$66,150**	**$3,004,654**

SOUTH CENTRAL KANSAS LIBRARY SYSTEM - 2014
Section VI, Proposed Income / Resources

Income / Resources	Actual 2012	Projected 2013	Proposed 2014
SCKLS Tax - General Fund	$2,268,470	$2,689,174	$2,689,174
SCKLS Tax - Employee Benefits Fund	$131,214	$248,828	$249,330
State Grant-In-Aid Fund	$84,447	$77,292	$66,150
Member Library Reimbursable Fund	$75,481	$40,000	$40,000
Miscellaneous Grants Fund	$10,000	$0	$0
Automation Consortium Fund	$96,194	$34,895	$46,895
Balance Carried Forward - General Fund	$396,970	$396,970	$396,970
BCF - Employee Benefit Fund	$122,365	$122,365	$122,365
BCF - State Aid	$0	$0	$0
BCF- Member Library Reimbursable Fund	$28,803	$40,000	$40,000
BCF - Miscellaneous Grants Fund	$0	$0	$0
BCF- Automation Consortium Fund	$22,895	$34,895	$46,895
Transfer Capital Improvement Fund--Income	$50,000	$75,000	$100,000
Capital Improvement Fund--Expenditures	$880	$75,000	$75,000
BCF Capital Improvement Fund 12/31/12	$468,389	$468,389	$493,389

Proposed 2014 Expenditures (General Fund + Employee Benefit Fund)   **$2,938,504**
2014 Total (Expenditures + Capital Improvements)   **$3,406,893**

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 2013 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

*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.

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

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.

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.