



**2015  
Annual Plan and  
Tentative Budget**

**SOUTH CENTRAL KANSAS LIBRARY SYSTEM**

**321 North Main Street**

**South Hutchinson, KS 67505**

**800-234-0529**

**[www.sckls.info](http://www.sckls.info)**



The South Central Kansas Library System 2015 Annual Plan and Tentative Budget have been prepared and authorized in accordance with the provisions of applicable Kansas statutes and state regulations. Review and recommendation included the South Central Kansas Library System Executive Committee on March 21, 2014 and adoption by the South Central Kansas Library System Board on April 28, 2014.

Submitted by South Central Kansas Library System to the State Library of Kansas Advisory Board, June 3, 2014.

By

---

**Paul Hawkins, SCKLS Director**

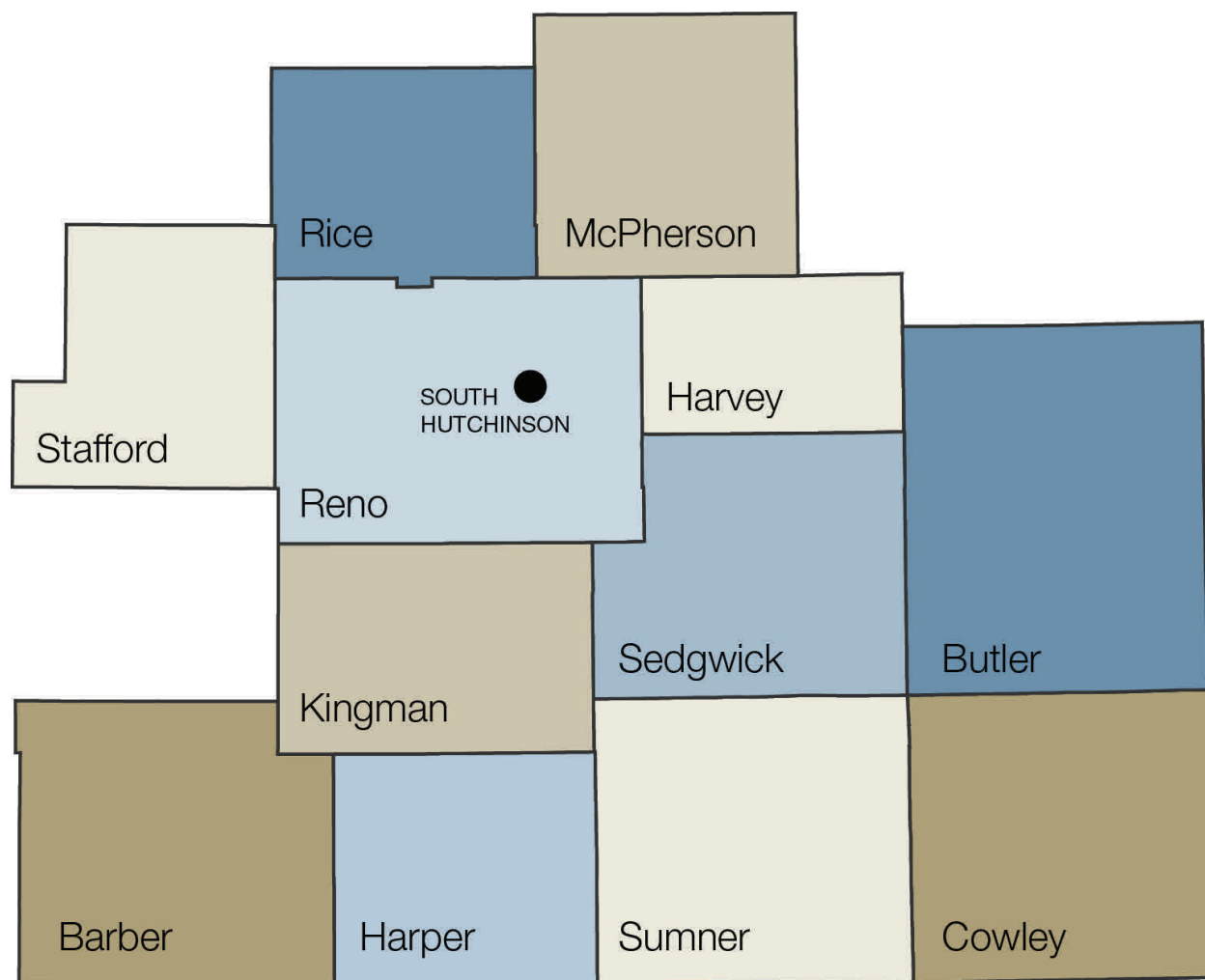
---

**Barbara Lilyhorn, Chair**

SCKLS Executive Committee

## Overview:

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 147 SCKLS participating member public, school district, academic, special and outlet libraries.



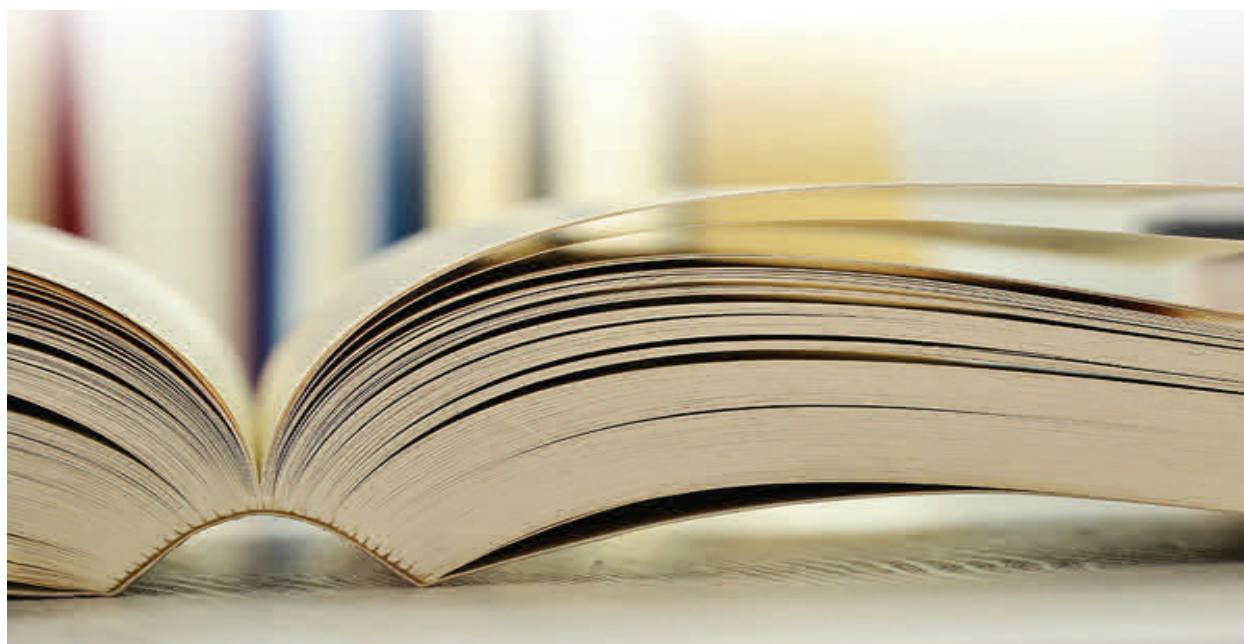
## Section 1: Description

<b>PUBLIC (71)</b>	
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	St. John
Derby	Sedgwick
Douglass	South Haven
El Dorado	Stafford
Garden Plain	Sterling
Geneseo	Sylvia
Goddard	Towanda
Halstead	Turon
Hardtner	Udall
Harper	Valley Center
Haven	Viola
Haysville	Walton
Hesston	Wellington
Hutchinson	Whitewater
Inman	Wichita
Kingman	Winfield
Kiowa	Zenda
Leon	
<b>OUTLET (4)</b>	
Langdon	Roxbury
Latham	Sharon

<b>SCHOOL DISTRICT (55)</b>	
USD 267—Andale (Renwick)	USD 460—Hesston
USD 385—Andover	USD 308—Hutchinson
USD 361—Anthony-Harper	USD 448—Inman
USD 359—Argonia	USD 331—Kingman/Norwich
USD 470—Arkansas City	USD 255—Kiowa (South Barber)
USD 402—Augusta	USD 205—Leon
USD 313—Buhler	USD 400—Lindsborg (Smoky Valley)
USD 462—Burden (Central)	USD 444—Little River/Window
USD 369—Burrton	USD 405—Lyons
USD 360—Caldwell	USD 351—Macksville
USD 419—Canton	USD 266—Maize
USD 268—Cheney	USD 418—McPherson
USD 264—Clearwater	USD 254—Medicine (North Barber)
USD 356—Conway Springs	USD 423—Moundridge
USD 332—Cunningham (West Kingman Co.)	USD 263—Mulvane
USD 260—Derby	USD 309—Nickerson
USD 471—Dexter	USD 358—Oxford
USD 396—Douglass	USD 311—Pretty Prairie
USD 490—El Dorado	USD 492—Rosalia
USD 310—Fairfield	USD 394—Rose Hill
USD 265—Goddard	USD 439—Sedgwick
USD 440—Halstead/Bentley	USD 509—South Haven
USD 312—Haven	USD 349—Stafford
USD 261—Haysville	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
<b>ACADEMIC (14)</b>	
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 Technical College	
Wichita State University	
<b>SPECIAL (3)</b>	
El Dorado Correctional Facility – Central & North	
Hutchinson Correctional Facility – Central & East	
McConnell Air Force Base, Wichita	

## Section 1: Timeline

<b>SCKLS PLANNING AND BUDGETING TIMELINE</b>	
<b>DECEMBER—JANUARY</b>	Update Five-Year Capital Improvement  Plan and make capital improvement transfer from general fund
<b>FEBRUARY—APRIL</b>	Solicit input from Executive Committee, Governor's Appointees, Staff & Member Libraries  Submit draft annual plan and tentative budget to Executive Committee for approval
<b>APRIL</b>	Submit draft annual plan and tentative budget to System Board for approval
<b>JUNE—JULY</b>	Gather Motor Vehicle Tax estimates from county treasurers and assessed property valuation estimates from county clerks
<b>JULY</b>	Meet with auditor to prepare official certified budget
<b>AUGUST</b>	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
<b>BY AUGUST 25</b>	Provide copy of published budget and notice of hearing, budget authorization resolution and signed official certified budget to Reno County Clerk



## Section 2: Services 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 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.

## Section 2: Services and Programs

- 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 and accessible to the general public more than school and special library members.
- Public and academic library members are eligible for the Rotating Collections Service because they are open and accessible more to the general public than school library members. Special library members are eligible for the Rotating Collections Service because they do not constitute a major demand on the limited resources of the service.
- 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 2% 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.



## Section 2: Services and Programs

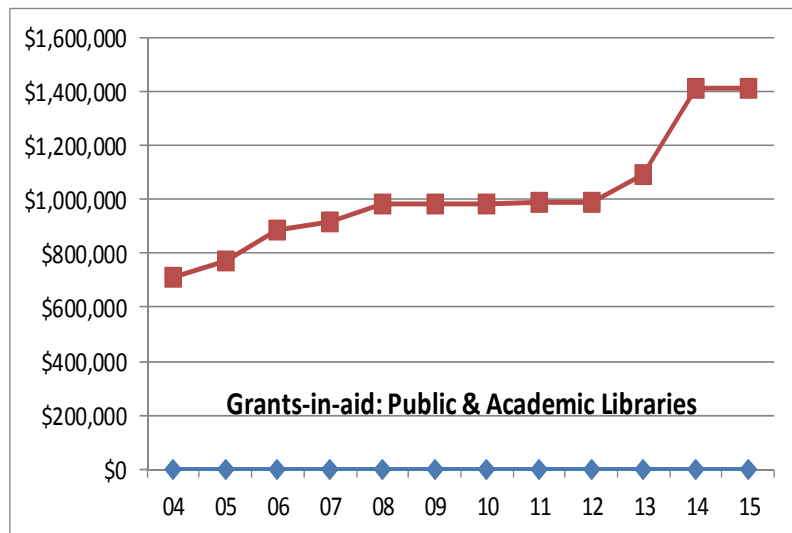
### SCKLS CURRENT YEAR AND 2015 YEAR GOALS

The organizational focus of the South Central Kansas Library System for the period from 2004 to 2008 included establishing a new service identity and mission along with 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. Generally SCKLS continues to limit its tax support. **The 2015 Annual Plan and Tentative Budget are predicated on a funding scenario for 2015 with a negligible \$1,183 increase in total expenditures.**

**Major goals for 2015 are as follows:**

**1. Maintain Grants-in-aid for Public and Academic Libraries of \$1,412,088.**

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 maintains the total amount of grants-in-aid funding available to partially compensate public and academic libraries members for those services.



**2. Maintain Year Four E-Resources Grants at \$70,000.**

Since 2012, E-Books Grants have assisted member public, academic and school and special libraries to determine e-book vendors and purchase e-books that meet their local needs. The grants will be renamed and expanded to include e-magazines as well as e-books.

**3. Fund New Automation Services Coordinator Position.**

Three automation systems—Polaris, Follett Destiny and Companion Corporation Alexandria—comprise 73% of use by member libraries that are automated. This new position with a salary range based on experience between \$46,000 - \$59,000 would provide support and coordination for the three major automation systems that member libraries use.

**4. Develop A New Needs-based Program of Services for School Libraries**

With the planned hiring of a new Youth and School Services Consultant by July 1, 2014, SCKLS will begin to develop a program of services to meet the needs of its 55 school district library members.



## Section 2: Services and Programs—Current and 2015 Goals

### For 2014, goals include:

1. Increase General Fund Grants-in-aid for Public and Academic Libraries by \$238,640 to \$1,412,088 (Accomplished);
2. Providing \$70,000 Year Three Funding for SCKLS E-Book Grants (Accomplished); and
3. Implement recommendations from the February 2012 School Library Services and Public Library Youth Services Surveys (In process).



Currently, SCKLS is in the process of evaluating staffing needs and conducting hiring processes the following three open positions: Youth and School Services Consultant, Technology Consultant: Training and Support; and Member Services Coordinator.

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](http://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.

### INTERN PROGRAM

The South Central Kansas Library System has offered a paid internship program since 2006. The program is designed to assist the intern in developing library experience. Interns work with SCKLS staff and with member libraries in the twelve-county SCKLS service area. The following lists SCKLS interns, the year of their internship and current employment:

<b>Katy Androski</b>	<b>2006 Hutchinson (KS) Correctional Facility Library</b>
<b>Jessica Wiens</b>	<b>2007 Manheim Germany Public Library</b>
<b>Elizabeth Rankin</b>	<b>2008 University of Central Missouri, Warrensburg</b>
<b>Marlene Meckenstock</b>	<b>2009 Maize (KS) USD 266 High School Library</b>
<b>Jessica Gagnon</b>	<b>2010 Friends University, Wichita (KS)</b>
<b>Anne Ethen</b>	<b>2010 Wichita (KS) Public Library</b>
<b>Daniel Pewewardy</b>	<b>2014 Wichita (KS) Public Library</b>

## Section 2: Services and Programs

### PROGRAM OF SERVICES AND GRANTS TO MEMBER LIBRARIES

#### Administrative Services and Grants

**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, 2011, 2012 and 2013 SCKLS was recognized with exemplary audits. The SCKLS Grants-in-aid programs for member public, academic 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 provides referrals and authorizes professional services to assist member libraries in the areas of library 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, funding, employment issues and building projects. The Human Resources and Financial Specialist provides limited consulting in accounting and general information in the area of human resources.

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

#### Technology Services and Grants

**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, planning, policies, Internet, electronic information services including e-readers, hardware/software, website development, digitization and basic computer and network troubleshooting. The South Central Kansas Automation Network (SCKAN) consortium provides cost-savings and resource-sharing for 24 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.



## Section 2: Services and Programs—Technology (continued)

**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](http://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/tablet 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 ordering 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. Member libraries are responsible for providing the primary support for their library technology.

### 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 and School Services Consultant are responsible for providing services to member libraries. SCKLS staff 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 Services and Grants

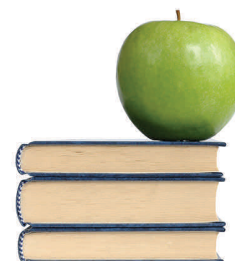
**Definition of service:** SCKLS member librarians, trustees, Friends and volunteers can attend or schedule a wide range of workshops and training programs. Workshops are offered each year on a variety of topics and in locations throughout the region. Member libraries are

## Section 2: Services and Programs—Continuing Education

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 Budget**
- **Summer Reading Program**
- **Technology**
- **Quarterly Basic Skills (BLaST)**
- **Book Repair**

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:** A full-time Member Library Services Coordinator 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](http://www.sckls.info). Paid training time by library employees is encouraged by SCKLS.

### Facility Services

**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.

## Section 2: Services and Programs—Facility

**Staff and resources:** The Human Resources and Financial Specialists coordinates 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.

### SOUTH CENTRAL KANSAS LIBRARY FOUNDATION (SCKLF)

The South Central Kansas Library Foundation (SCKLF) is an Internal Revenue Service (IRS) recognized 501 (c) 3 not-for-profit organization established in 2006. The mission of SCKLF is to enhance and sustain library services throughout the SCKLS region.

In 2013, SCKLS facilitated a \$5,000 donation to six member public libraries and the City of Langdon . The outlet library at the City of Langdon and the public libraries in Arlington, Nickerson, Harper, Anthony, Kiowa and Sterling each received a \$714 grant to purchase books. The previous communities were chosen as grant recipients by Shell because of recent drilling projects in their vicinity. Eldon Younce, Director of the Anthony Public Library and Katherine Goodenberger, SCKLS Library Support Specialist are shown with a check from SCKLF and Shell Oil Company.



## Section 2: Services and Programs—Grants-in-Aid

### Grants-in-Aid

**Definition of service:** 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 \$1,412,088 for 2014, partially compensates the 71 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 resource sharing and library services since 2008.

Three factors comprise the formula for the distribution of grants-in-aid to 71 public and 14 eligible academic member libraries:

- a base grant calculated from the population of the library's service area
- a supplemental grant calculated on the basis of the number of registered borrowers outside the library's taxing district or academic institution, and
- a supplemental grant calculated on the number of interlibrary loans provided to other libraries.



**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

## Section 2: Services and Programs—Grants-in-Aid

### Grants-in-Aid (Continued)

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. The 2014 funding total of \$1,412,088 for grants-in-aid to public and academic libraries is proposed to be maintained for 2015. Other programs include the School Interlibrary Loan Grants and the Special Libraries. Grants-in-aid.

**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.

### **BASIC LIBRARY SKILLS TRAINING (BLaST)**

In 2006 the annual "Basic Library Skills Training" (BLaST) was established. BLaST is a quarterly day-long training created to improve library services for the users of public, academic, school and special libraries. BLaST is designed to address the needs of the multi-type SCKLS membership and its participants include staff from all types of libraries as well as public library board members.

Themes for the quarterly BLaST sessions are:

**Back to Basics: Basic Library Information & What It Is All About**

**Build on Traditions: Basic Customer Service & Tools to Help**

**Essential Technology Know-How: Basic Technology & Putting It to Use**

**Keep Improving Your Library: Basic Library Programming & Services**

Sessions are held September, December, March and June and taught by SCKLS staff who have familiarity and knowledge from working with member libraries and who can provide individualized follow-up to questions and issues. Moreover, SCKLS customizes and revises content and sessions on a yearly basis to reflect member needs and library trends. BLaST training allows participants an important opportunity to learn and network.

## Section 2: Services and Programs—Interlibrary Loan

### 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.



## Section 2: Services and Programs—Rotating Collections Service

### Rotating Collections Service

**Definition of service:** Quarterly, the Rotating Collections Service selects and provides public, academic and special member libraries with loans of children's books, adult regular and large print fiction and 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 supplement the collections of public, academic and special member libraries. The number of rotating items available to each participating library is limited and preference in the number of items loaned is given to smaller libraries. School library members are not eligible for the service. Eligible libraries must complete an annual service renewal process. New limits on the number of rotating items available to each participating library will be implemented for 2015.

**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.

## Section 2: Services and Programs—Technical

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

### DIGITAL LIBRARIES INITIATIVE

In 2013 SCKLS began a Digital Libraries Initiative to assist member libraries in digitizing materials of local and unique historical interest and to make those records available online. The SCKLS Digital Libraries Initiative offers planning, training and funding for digitizing materials of historical interest, plus a hosting platform to provide online open access to the materials. Eligible materials and information are those which relate to the history of the library; its local community; Kansas; or have significant and unique cultural value. The State Library of Kansas, Topeka awarded SCKLS a \$39,936 Library Service and Technology Act (LSTA) grant in 2014 to expand the project to 14 libraries. The three-dimensional stereographic image here is from a World War I collection at the Canton Township Carnegie Library.



## Section 2: Services and Programs—Youth and School

### Youth and School Services

**Definition of service:** A full-time consultant is available to assist member libraries 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. An annual program of services to school libraries will be developed for 2015.



**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. Summer Reading Program Grants are available annually. 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.

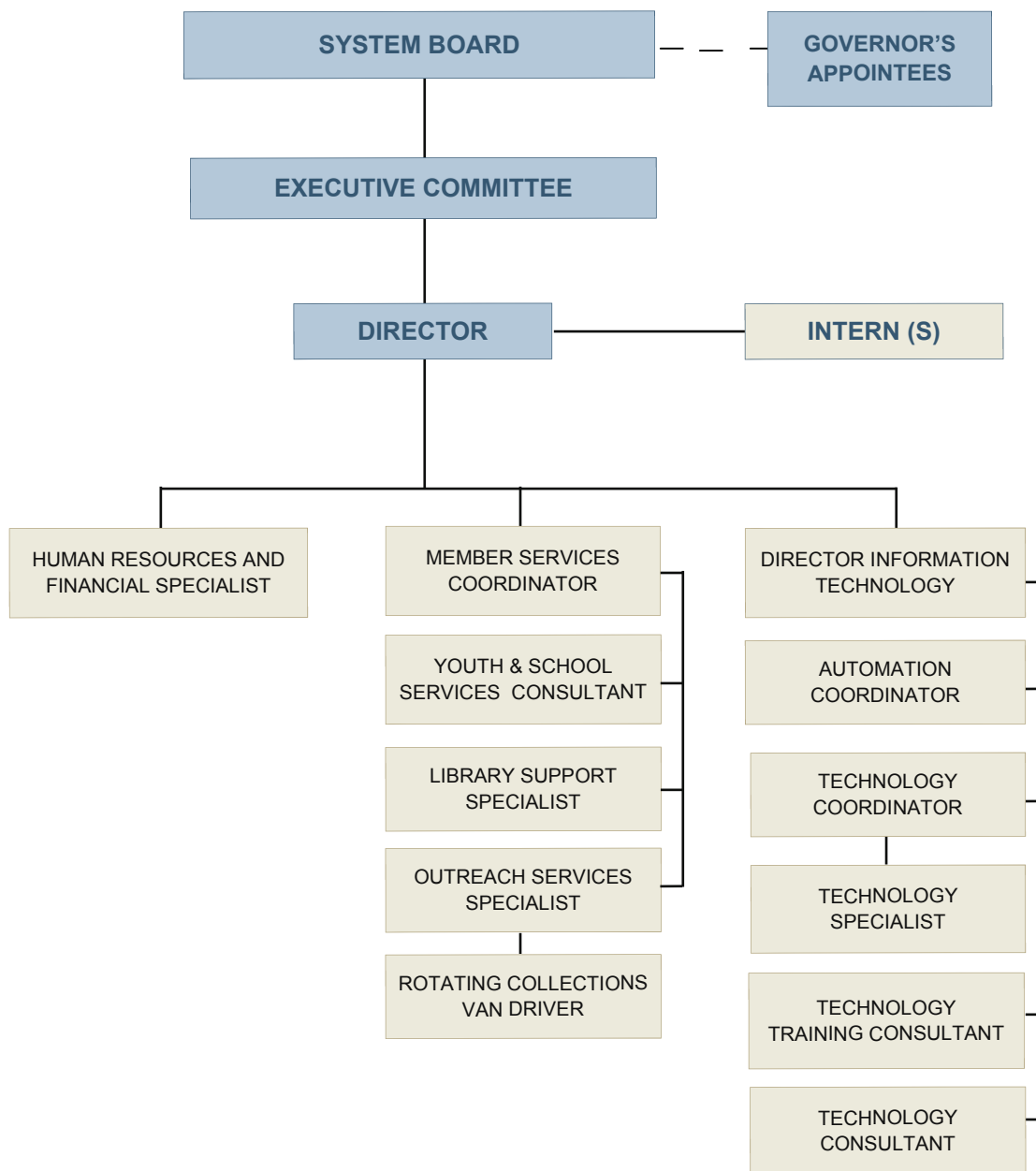
## Section 3: Staff

### System Staff

<b>Position</b>	<b>Staff</b>	<b>FTE</b>
Director	Paul Hawkins	1
Human Resources and Financial Specialist	Mia Wilson	1
Director of Information Technology	Larry Papenfuss	1
Technology Services Coordinator	Stefanie Gostautas	1
Technology Consultant	Sharon Barnes	1
Technology Training Consultant	Open	1
Technology Specialist	Open	1
Youth Services Consultant	Open	1
Automation Services Coordinator	Proposed	1
Member Library Services Coordinator	Open	1
Library Support Specialist	Katherine Goodenberger	1
Outreach Services Specialist	Nicole Penley	1
Library Intern	Open	.10
Rotating Collections Van Driver	Leland Woodson	.10
<b>Total Staff</b>		<b>12.20</b>

## Section 3: Organization Chart

### SCKLS ORGANIZATION



## Section 4: 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

## Section 4: Executive Committee

### EXECUTIVE COMMITTEE 2014

**Barbara Lilyhorn — Chair**

9605 East Avenue G  
Hutchinson, KS 67501  
Work (620) 694-2911  
[Barbara.Lilyhorn@renogov.org](mailto: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](mailto:jvolk@havenschools.com)  
1st 4-year + Unexpired Term - Expires: 12/2017  
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](mailto:pprairie@btsskynebt.net)  
1st 4-year Term - Expires: 12/2016  
Linking Public

**Jeff Roberson**

Board Member, Hutchinson Public Library  
37 Circle Drive  
Hutchinson, KS 67502  
Home: 620-664-8173  
[jeffrey.roberson@gmail.com](mailto:jeffrey.roberson@gmail.com)  
Unexpired Term - Expires 12/2016  
Major Service Center II

**Eldon Younce**

Director, Anthony Public Library  
624 East Main Street  
Anthony, KS 67003-2738  
Work: 620-842-5344  
Home: 620-842-5364  
[anthonylib@gmail.com](mailto:anthonylib@gmail.com)  
1st 4-year Term - Term Expires: 12/2017  
Service Center I

**Steve Read**

Director, McPherson Public Library  
214 West Marlin  
McPherson, KS 67460  
Work: 620-245-2570  
[ptolemy@macpl.org](mailto:ptolemy@macpl.org)  
1st 4-Year Term - Unexpired 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](mailto:gstucky@bethelks.edu)  
1st 4-year Term + Unexpired Term - Expires: 12/2017  
At-large, Position II

**Kristin Sen**

1631 Tiara Pines Court  
Derby, KS 67037  
Home: 316-619-8131  
[kristinmsen@yahoo.com](mailto:kristinmsen@yahoo.com)  
1st Four-Year Term + Unexpired Term - Expires:  
12/2017  
At-large, Position I

**Nan Myers**

Associate Professor Emeritus  
Wichita State University Libraries  
1845 Fairmount P.O. Box 68  
Wichita, KS 67260-0068  
Work: 316-978-5130  
[nan.myers@wichita.edu](mailto: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: 12/2017  
Gateway Public

**Katherine Menon**

Wichita Public Library  
223 South Main  
Wichita, KS 67202  
Work: 316-261-8530  
[kmenon@wichita.gov](mailto:kmenon@wichita.gov)  
1st 4-year 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](mailto:kellyr@hutchcc.edu)  
1st 4-year Term - Expires: 12/2015  
Two and Four Year Academic

**Cheney Public Library**

Work: 316-542-3331  
[cheneypubliclibrary@cheneyks.org](mailto:cheneypubliclibrary@cheneyks.org)  
2nd 4-year Term - Expires: 12/2017  
Service Center I

## Section 4: SCKLS System Board of 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.

A 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](mailto:directory@sckls.info)**



## Section 4: SCKLS Public Library Representatives

<b>City</b>	<b>Public Library</b>	<b>Representative</b>	
<b>Andale</b>	Andale District Library	<i>Lisa</i>	<i>Galbraith</i>
<b>Andover</b>	Andover Public Library	<i>Tom</i>	<i>Taylor</i>
<b>Anthony</b>	Anthony Public Library	<i>Eldon</i>	<i>Younce</i>
<b>Argonia</b>	Dixon Township Library	<i>Tammy</i>	<i>Dresser</i>
<b>Arkansas City</b>	Arkansas City Public Library	<i>Not</i>	<i>Designated</i>
<b>Arlington</b>	Arlington City Library	<i>Ginger</i>	<i>Stiggins</i>
<b>Attica</b>	Attica City Library	<i>Rayedene</i>	<i>Hughes</i>
<b>Augusta</b>	Augusta Public Library	<i>Lynne</i>	<i>Holloway</i>
<b>Belle Plaine</b>	Belle Plaine City Library	<i>Loree</i>	<i>Hisken</i>
<b>Buhler</b>	Buhler Public Library	<i>Pam</i>	<i>Fast</i>
<b>Burrton</b>	Ruth Dole Memorial Library	<i>Rhonda</i>	<i>Corwin</i>
<b>Bushton</b>	Farmer Township Community Library	<i>Bill</i>	<i>Johnson</i>
<b>Caldwell</b>	Caldwell Carnegie Library	<i>Jean</i>	<i>Ward</i>
<b>Canton</b>	Canton Township Carnegie Library	<i>Doris</i>	<i>Evans</i>
<b>Cheney</b>	Cheney Public Library	<i>Susan</i>	<i>Woodard</i>
<b>Clearwater</b>	Clearwater Public Library	<i>Sue</i>	<i>Koenig</i>
<b>Colwich</b>	Colwich Community Library	<i>Joanna</i>	<i>Kraus</i>
<b>Conway Springs</b>	Conway Springs City Library	<i>Marsha</i>	<i>Holloway</i>
<b>Cunningham</b>	Cunningham Public Library	<i>Kerri</i>	<i>Steffen</i>
<b>Derby</b>	Derby Public Library	<i>Eric</i>	<i>Gustafson</i>
<b>Douglass</b>	Douglass Public Library	<i>Polly</i>	<i>Bloom</i>
<b>El Dorado</b>	Bradford Memorial Library	<i>Kristi</i>	<i>Jacobs</i>
<b>Garden Plain</b>	Garden Plain Community Library	<i>Joyce</i>	<i>Loehr</i>
<b>Geneseo</b>	Geneseo Public Library	<i>Shirley</i>	<i>Caruthers</i>
<b>Goddard</b>	Goddard Public Library	<i>Kendra</i>	<i>Mork</i>
<b>Halstead</b>	Halstead Public Library	<i>Joleen</i>	<i>Ross</i>
<b>Hardtner</b>	Hardtner Public Library	<i>Joy</i>	<i>Helmer</i>
<b>Harper</b>	Harper Public Library	<i>Tina</i>	<i>Welch</i>
<b>Haven</b>	Haven Public Library	<i>Trudy</i>	<i>Littlestar</i>
<b>Haysville</b>	Haysville Community Library	<i>Betty</i>	<i>Cattrell</i>
<b>Hesston</b>	Hesston Public Library	<i>Libby</i>	<i>Albers</i>
<b>Hutchinson</b>	Hutchinson Public Library	<i>Gregg</i>	<i>Wamsley</i>
<b>Inman</b>	Inman Public Library	<i>Donna</i>	<i>Sallee</i>
<b>Kingman</b>	Kingman Carnegie Library	<i>Gee Gee</i>	<i>Helm</i>
<b>Kiowa</b>	Kiowa Public Library	<i>Gayle</i>	<i>Bowden</i>
<b>Leon</b>	Leon Public Library	<i>Barbara</i>	<i>Templin</i>

## Section 4: SCKLS Public Library Representatives

<b>City</b>	<b>Public Library</b>	<b>Representative</b>	
<b>Lindsborg</b>	Lindsborg Community Library	<i>Gavin</i>	<i>Doughty</i>
<b>Little River</b>	Little River Community Library	<i>Not</i>	<i>Designated</i>
<b>Lyons</b>	Lyons Public Library	<i>Becky</i>	<i>McBeth</i>
<b>Macksville</b>	Macksville City Library	<i>Jody</i>	<i>Suiter</i>
<b>Marquette</b>	Marquette Community Library	<i>Verma</i>	<i>James</i>
<b>McPherson</b>	McPherson Public Library	<i>Steve</i>	<i>Read</i>
<b>Medicine Lodge</b>	Lincoln Library	<i>Dean</i>	<i>Stucky</i>
<b>Moundridge</b>	Moundridge Public Library	<i>Connie</i>	<i>Olson</i>
<b>Mount Hope</b>	Mount Hope Public Library	<i>Sandra</i>	<i>West</i>
<b>Mulvane</b>	Mulvane Public Library	<i>Janet</i>	<i>Allard</i>
<b>Newton</b>	Newton Public Library	<i>Karen</i>	<i>Farrell</i>
<b>Nickerson</b>	Nickerson Public Library	<i>Amy</i>	<i>Boyea</i>
<b>Norwich</b>	Norwich Public Library	<i>Candace</i>	<i>Perkins</i>
<b>Oxford</b>	Oxford Public Library	<i>Nancy</i>	<i>Storlein</i>
<b>Park City</b>	Park City Community Public Library	<i>Len</i>	<i>Warren</i>
<b>Partridge</b>	Partridge Public Library	<i>Margo</i>	<i>Garton</i>
<b>Potwin</b>	Potwin Public Library	<i>Not</i>	<i>Designated</i>
<b>Pretty Prairie</b>	Pretty Prairie Public Library	<i>Patti</i>	<i>Brace</i>
<b>Rose Hill</b>	Rose Hill Public Library	<i>Cindy</i>	<i>Maxey</i>
<b>St. John</b>	Ida Long Goodman Memorial Library	<i>Christie</i>	<i>Snyder</i>
<b>Sedgwick</b>	Lillian Tear Library	<i>Tyler</i>	<i>Reimer</i>
<b>South Haven</b>	South Haven Township Library	<i>Tonia</i>	<i>Cliffman</i>
<b>Stafford</b>	Nora E Larabee Memorial Library	<i>Dixie</i>	<i>Osborn</i>
<b>Sterling</b>	Sterling Free Public Library	<i>Shirley</i>	<i>Kenyon</i>
<b>Sylvia</b>	Sylvia Public Library	<i>Cheryl</i>	<i>Eisenhour</i>
<b>Towanda</b>	Towanda Public Library	<i>Rachel</i>	<i>Ayers</i>
<b>Turon</b>	Turon Community Library	<i>Sharon</i>	<i>Nitzsche</i>
<b>Udall</b>	Udall Public Library	<i>Bertha</i>	<i>Rhoads</i>
<b>Valley Center</b>	Edna Buschow Memorial Library	<i>Janice</i>	<i>Sharp</i>
<b>Viola</b>	Viola Township Library	<i>Jeanna</i>	<i>Bender</i>
<b>Walton</b>	Walton Community Library	<i>Carmen</i>	<i>South</i>
<b>Wellington</b>	Wellington Public Library	<i>Sara</i>	<i>Dixon</i>
<b>Whitewater</b>	Whitewater Memorial Library	<i>Jean</i>	<i>Thiessen</i>
<b>Wichita</b>	Wichita Public Library	<i>Deb</i>	<i>Simpson</i>
<b>Winfield</b>	Winfield Public Library	<i>Joan</i>	<i>Cales</i>
<b>Zenda</b>	Zenda Public Library	<i>Delia</i>	<i>Swingle</i>

## Section 4: SCKLS School Library Representatives

<b>USD</b>	<b>City</b>	<b>Representative</b>	
<b>267</b>	<b>Andale (Renwick)</b>	<i>Loretta</i>	<i>Sadler</i>
<b>385</b>	<b>Andover</b>	<i>Suzanne</i>	<i>Eastman</i>
<b>361</b>	<b>Anthony-Harper</b>	<i>Kim</i>	<i>Bauer</i>
<b>359</b>	<b>Argonia</b>	<i>Pat</i>	<i>Conklin</i>
<b>470</b>	<b>Arkansas City</b>	<i>Cathy</i>	<i>Wilcox</i>
<b>402</b>	<b>Augusta</b>	<i>Megan</i>	<i>Kohlman</i>
<b>313</b>	<b>Buhler</b>	<i>Vicky</i>	<i>Richardson</i>
<b>462</b>	<b>Burden (Central)</b>	<i>Shirley</i>	<i>Douglas</i>
<b>369</b>	<b>Burrton</b>	<i>Not</i>	<i>Designated</i>
<b>360</b>	<b>Caldwell</b>	<i>Stacy</i>	<i>Ropp</i>
<b>419</b>	<b>Canton</b>	<i>Jessica</i>	<i>Bowman</i>
<b>268</b>	<b>Cheney</b>	<i>Carla</i>	<i>Ewy</i>
<b>264</b>	<b>Clearwater</b>	<i>Judy</i>	<i>Kramer</i>
<b>356</b>	<b>Conway Springs</b>	<i>Sara</i>	<i>Kitch</i>
<b>332</b>	<b>Cunningham (W. Kingman Co.)</b>	<i>Jerree</i>	<i>Fitzsimmons</i>
<b>260</b>	<b>Derby</b>	<i>Anita</i>	<i>Brozik</i>
<b>471</b>	<b>Dexter</b>	<i>K C</i>	<i>Colvin</i>
<b>396</b>	<b>Douglass</b>	<i>Rashelle</i>	<i>Leivian</i>
<b>490</b>	<b>El Dorado</b>	<i>Judy</i>	<i>Rohr-Smith</i>
<b>310</b>	<b>Fairfield</b>	<i>Megan</i>	<i>Hansen</i>
<b>265</b>	<b>Goddard</b>	<i>Desiree</i>	<i>Moore</i>
<b>440</b>	<b>Halstead/Bentley</b>	<i>Mary</i>	<i>Raple</i>
<b>312</b>	<b>Haven</b>	<i>Jean</i>	<i>Volk</i>
<b>261</b>	<b>Haysville</b>	<i>Tambra</i>	<i>Owens</i>
<b>460</b>	<b>Hesston</b>	<i>Rachel</i>	<i>Yoder</i>
<b>308</b>	<b>Hutchinson</b>	<i>Denise</i>	<i>Neighbors</i>
<b>448</b>	<b>Inman</b>	<i>Cheryl</i>	<i>Rife</i>

## Section 4: SCKLS School District Representatives

<b>USD</b>	<b>City</b>	<b>Representative</b>	
<b>331</b>	<b>Kingman/Norwich</b>	<i>Roberta</i>	<i>Kobbe</i>
<b>255</b>	<b>Kiowa (S. Barber Co.)</b>	<i>Jill</i>	<i>Daughetee</i>
<b>205</b>	<b>Leon</b>	<i>Lori</i>	<i>Kohls</i>
<b>400</b>	<b>Lindsborg (Smoky Valley)</b>	<i>Kate</i>	<i>Littich</i>
<b>444</b>	<b>Little River/Windom</b>	<i>Sheena</i>	<i>Bruce</i>
<b>405</b>	<b>Lyons</b>	<i>Donna</i>	<i>Surprise</i>
<b>351</b>	<b>Macksville</b>	<i>Nelda</i>	<i>Satterlee</i>
<b>266</b>	<b>Maize</b>	<i>Marlene</i>	<i>Meckenstock</i>
<b>418</b>	<b>McPherson</b>	<i>Wendy</i>	<i>Morris</i>
<b>254</b>	<b>Medicine Lodge (N. Barber Co.)</b>	<i>Barbara</i>	<i>Keltner</i>
<b>423</b>	<b>Moundridge</b>	<i>Vania</i>	<i>Winsor</i>
<b>263</b>	<b>Mulvane</b>	<i>Debbie</i>	<i>White</i>
<b>309</b>	<b>Nickerson</b>	<i>Karla</i>	<i>Hawver</i>
<b>358</b>	<b>Oxford</b>	<i>Renee</i>	<i>Sanchez</i>
<b>311</b>	<b>Pretty Prairie</b>	<i>Edna Ruth</i>	<i>Kemp</i>
<b>492</b>	<b>Rosalia</b>	<i>Sharon</i>	<i>McClure</i>
<b>394</b>	<b>Rose Hill</b>	<i>Angela</i>	<i>Boese</i>
<b>439</b>	<b>Sedgwick</b>	<i>Dee Ann</i>	<i>Merhoff</i>
<b>509</b>	<b>South Haven</b>	<i>Donna</i>	<i>Mathews</i>
<b>349</b>	<b>Stafford</b>	<i>Gerry</i>	<i>Hildebrand</i>
<b>376</b>	<b>Sterling</b>	<i>Amy</i>	<i>Brownlee</i>
<b>375</b>	<b>Towanda (Circle)</b>	<i>Cindy</i>	<i>Pfeiffer</i>
<b>463</b>	<b>Udall</b>	<i>Don</i>	<i>Klein</i>
<b>262</b>	<b>Valley Center</b>	<i>Kristen</i>	<i>Curtiss</i>
<b>353</b>	<b>Wellington</b>	<i>Sarah</i>	<i>House</i>
<b>206</b>	<b>Whitewater</b>	<i>Pam</i>	<i>Harber</i>
<b>259</b>	<b>Wichita</b>	<i>Janet</i>	<i>Fowler</i>
<b>465</b>	<b>Winfield</b>	<i>Ruth</i>	<i>McCauley</i>

## Section 4: SCKLS Academic and Special Library Representatives

<b>Institution</b>	<b>Library Name</b>	<b>Representative</b>	
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>Bev</i>	<i>Kelley</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	<i>Robert</i>	<i>Kelly</i>
McPherson College	Miller Library	<i>Mary</i>	<i>Hester</i>
Newman University	Ryan Library	<i>Joe</i>	<i>Forte</i>
Southwestern College	Deets Library	<i>Dalene</i>	<i>McDonald</i>
Sterling College	Mabee Library	<i>Not</i>	<i>Designated</i>
Wichita State University	University Libraries	<i>Nan</i>	<i>Myers</i>
Wichita Area Technical College	Library	<i>Rita</i>	<i>Sevart</i>

<b>Institution</b>	<b>Representative</b>	
El Dorado Correctional Facility Central / North	<i>Jeff</i>	<i>Gauss</i>
Hutchinson Correctional Facility Central/East	<i>Kathryn</i>	<i>Androski</i>
McConnell Air Force Base Library	<i>Darla</i>	<i>Cooper</i>

To be eligible for SCKLS grants and services, update contact information for your System Board Representative, at [directory@sckls.info](mailto:directory@sckls.info)



## Section 5: Bylaws

### BYLAWS

#### South Central Kansas Library System

Adopted: South Central Kansas Library System Board, October 27, 2008

Revised: South Central Kansas Library System Board, October 28, 2013

#### 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 5: Bylaws

**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 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.

## Section 5: Bylaws

### 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 public libraries, 4) Linking public libraries, 5) Service Center I public libraries, 6) Service Center II public libraries, 7) Major Service Center I public libraries, 8) Major Service Center II public libraries, 9) Major Resource Center public 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. To promote diversity and equitable representation on the Executive Committee, an Executive Committee member shall be affiliated with only one member library. Affiliation is defined as being employed by, serving on the board of directors of or belonging to the Friends group of a member library.

**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. To avoid a potential conflict of interest no individual employed by the Hutchinson Public Library prior to January 1, 2005 nor current nor former employee of SCKLS shall be eligible to serve on the Executive Committee.



## Section 5: Bylaws

**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.

## Section 5: 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.

## **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.

## Section 6: Proposed Tentative Budget

Budget Category	2013 Actual	2014 Budget	2015 Proposed	2014 / 2015 Difference	2014 / 2015 % Change
Audit / Budget / Accounting	\$22,192	\$24,500	\$25,500	\$1,000	4%
Rent	\$76,680	\$79,000	\$81,000	\$2,000	3%
Insurance	\$18,146	\$19,000	\$20,000	\$1,000	5%
Postage	\$4,249	\$5,500	\$5,500	\$0	0%
Printing	\$3,837	\$3,500	\$4,000	\$500	14%
Salaries	\$463,677	\$569,098	\$606,625	\$37,527	7%
Employee Benefits	\$142,984	\$248,696	\$258,310	\$9,614	4%
Supplies	\$7,706	\$10,000	\$10,000	\$0	0%
Travel & CE for Staff	\$26,921	\$42,000	\$42,000	\$0	0%
Member Library CE & Training	\$20,248	\$28,000	\$28,000	\$0	0%
OCLC (Cataloging/ILL)	\$0	\$30,000	\$15,000	(\$15,000)	-50%
Grants-in-aid: Public & Academic	\$1,092,478	\$1,322,088	\$1,412,088	\$90,000	7%
Grants-in-aid: Special Libraries	\$22,680	\$30,000	\$30,000	\$0	0%
Grants-School Interlibrary Loan	\$2,554	\$3,000	\$3,000	\$0	0%
Grants-Continuing Education	\$34,362	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$40,000	\$40,000	\$40,000	\$0	0%
Grants-Automation	\$50,155	\$50,000	\$50,000	\$0	0%
Grants-E-Resources	\$0	\$70,000	\$70,000	\$0	0%
Grants-Programming/Project	\$4,661	\$7,500	\$7,500	\$0	0%
Grants--Summer Reading	\$6,400	\$7,500	\$7,500	\$0	0%
Library Materials	\$86,218	\$83,000	\$86,000	\$3,000	4%
Internet Services	\$9,000	\$13,000	\$13,000	\$0	0%
Telephone	\$11,872	\$14,000	\$21,500	\$7,500	54%
Contractual Services	\$61,185	\$67,000	\$67,000	\$0	0%
Technology	\$28,762	\$40,000	\$40,000	\$0	0%
Vehicle Expenses	\$15,330	\$24,000	\$24,000	\$0	0%
Building Lease /Purchase	\$35,072	\$35,072	\$35,072	\$0	0%
Capital Outlay	\$61,736	\$43,500	\$21,750	(\$21,750)	-50%
Transfer Capital Improvement Fund	\$240,000	\$100,000	\$100,000	\$0	0%
Services Contingency	\$67,614	\$90,000	\$35,000	(\$55,000)	-61%
NR Rebates Contingency	\$0	\$60,000	\$0	(\$60,000)	-100%
NR Rebates	\$0	\$9,208	\$10,000	\$792	9%
<b>Totals</b>	<b>\$2,706,719</b>	<b>\$3,213,162</b>	<b>\$3,214,345</b>	<b>\$1,183</b>	<b>0.0%</b>

## Section 6: Budget Narrative

### 2015 SCKLS Tentative Budget Narrative

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

<b>2013 Actual</b>	<b>\$ 22,192</b>
<b>2014 Projected</b>	<b>\$ 24,500</b>
<b>2015 Tentative</b>	<b>\$ 25,500</b>

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 Increase \$2,000

<b>2013 Actual</b>	<b>\$ 76,680</b>
<b>2014 Projected</b>	<b>\$ 79,000</b>
<b>2015 Tentative</b>	<b>\$ 81,000</b>

SCKLS pays about \$6,521 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 \$1,000

<b>2013 Actual</b>	<b>\$ 18,146</b>
<b>2014 Projected</b>	<b>\$ 19,000</b>
<b>2015 Tentative</b>	<b>\$ 20,000</b>

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

## **Section 6: Budget Narrative**

### **Postage**

**No change**

<b>2013 Actual</b>	<b>\$ 4,249</b>
<b>2014 Projected</b>	<b>\$ 5,500</b>
<b>2015 Tentative</b>	<b>\$ 5,500</b>

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 \$500**

<b>2013 Actual</b>	<b>\$ 3,837</b>
<b>2014 Projected</b>	<b>\$ 3,500</b>
<b>2015 Tentative</b>	<b>\$ 4,000</b>

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

### **Salaries**

**Increase \$37,527**

### **Benefits**

**Increase \$ 9,614**

<b>2013 Actual</b>	<b>\$ 606,661 (\$ 463,677 Salaries / \$ 142,984 Benefits)</b>
<b>2014 Projected</b>	<b>\$ 817,794 (\$ 569,098 Salaries / \$ 248,696 Benefits)</b>
<b>2015 Tentative</b>	<b>\$ 864,935 (\$606,625 Salaries / \$ 258,310 Benefits)</b>

SCKLS currently employs 8 full-time, 1 temporary full-time and 2-10 hours per week staff in the following positions: (1) Director, (2) Director of Information Technology, (3) Technology Services Coordinator, (4) Technology Consultant, (5) Technology Specialist, (6) Human Resources and Financial Specialist, (7) Library Support Specialist, (8) Outreach Services Specialist; one Temporary Rotating Collections Service Specialist; one-10 hours per week Rotating Collections Service Driver; and one-10 hours per week Intern. In 2015, 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, health reimbursement and optional wellness program benefits. For 2015, a new Automation Services Coordinator position is proposed with a salary range based on experience between \$46,000 - \$59,000. The Automation Services Coordinator would provide support and coordination for the three major automation systems—Polaris, Follett Destiny and Companion Corporation Alexandria—which are used by 73% of automated member libraries.

## Section 6: Budget Narrative

### Supplies

**No change**

2013 Actual           \$ 7,076

2014 Projected       \$ 10,000

2015 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.

### Travel and Staff Continuing Education

**No change**

2013 Actual           \$ 26,921

2014 Projected       \$ 42,000

2015 Tentative       \$ 42,000

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. Budgeted amount reflects full staffing.

### Member Library Continuing Education & Training

**No change**

2013 Actual           \$ 20,248

2014 Projected       \$ 28,000

2015 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.



## Section 6: Budget Narrative

### OCLC (Cataloging & Interlibrary Loan) Decrease \$15,000

<b>2013 Actual</b>	<b>\$ 0</b>
<b>2014 Projected</b>	<b>\$ 30,000</b>
<b>2015 Tentative</b>	<b>\$ 15,000</b>

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. No spending occurred in 2013 due to funds on account with OCLC and the decrease in spending for 2015 reflects renegotiated service plan with cost savings.

### Grants-in-aid: Public and Academic Libraries Increase \$90,000

<b>2013 Actual</b>	<b>\$ 1,092,478</b>
<b>2014 Projected</b>	<b>\$ 1,322,088</b>
<b>2015 Tentative</b>	<b>\$ 1,412,088</b>

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. In February 2014 the SCKLS Executive Committee authorized a special \$238,640 increase for 2014 due to the estimated 50% decrease in state-aid to public libraries since 2008 and for any local costs to implement the new state Children's Internet Protection Act (CIPA).

### Grants-in-aid: Special Libraries No change

<b>2013 Actual</b>	<b>\$ 22,680</b>
<b>2014 Projected</b>	<b>\$ 30,000</b>
<b>2015 Tentative</b>	<b>\$ 30,000</b>

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.

## Section 6: Budget Narrative

### Grants-School Interlibrary Loan

**No change**

<b>2013 Actual</b>	<b>\$ 2,554</b>
<b>2014 Projected</b>	<b>\$ 3,000</b>
<b>2015 Tentative</b>	<b>\$ 3,000</b>

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.

### Grants-Continuing Education

**No change**

<b>2013 Actual</b>	<b>\$ 34,362</b>
<b>2014 Projected</b>	<b>\$ 45,000</b>
<b>2015 Tentative</b>	<b>\$ 45,000</b>

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**

<b>2013 Actual</b>	<b>\$ 40,000</b>
<b>2014 Projected</b>	<b>\$ 40,000</b>
<b>2015 Tentative</b>	<b>\$ 40,000</b>

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**

<b>2013 Actual</b>	<b>\$ 50,155</b>
<b>2014 Projected</b>	<b>\$ 50,000</b>
<b>2015 Tentative</b>	<b>\$ 50,000</b>

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.

## **Section 6: Budget Narrative**

### **Grants--E-Resources**

**No change**

<b>2013 Actual</b>	<b>\$ 0</b>
<b>2014 Projected</b>	<b>\$ 70,000</b>
<b>2015 Tentative</b>	<b>\$ 70,000</b>

This grant program was created in 2011 and will be expanded to include e-magazines. Member libraries are eligible for an annual reimbursement of up to \$3,000 for the costs of e-resources they purchase for their users. In 2013, \$67,614 in e-book grants were funded using the Services Contingency line item.

### **Grants--Program and Project**

**No change**

<b>2013 Actual</b>	<b>\$ 4,661</b>
<b>2014 Projected</b>	<b>\$ 7,500</b>
<b>2015 Tentative</b>	<b>\$ 7,500</b>

Subject to grant guidelines, special program and project grants offer one grant per year for interested public, academic, school or special libraries.

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

**No change**

<b>2013 Actual</b>	<b>\$ 6,400</b>
<b>2014 Projected</b>	<b>\$ 7,500</b>
<b>2015 Tentative</b>	<b>\$ 7,500</b>

Annual program materials, training and grants for the Summer Reading Program for youths and adults are provided to participating libraries and service outlets. Each participant library that provides an annual Summer Reading Program is eligible for a grant of \$100 to help defray costs associated with their program.

## Section 6: Budget Narrative

### Library Materials

**Increase \$3,000**

<b>2013 Actual</b>	<b>\$ 86,218</b>
<b>2014 Projected</b>	<b>\$ 83,000</b>
<b>2015 Tentative</b>	<b>\$ 86,000</b>

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 available for member libraries. Increase due to higher costs for library materials.

### Internet Services

**No change**

<b>2013 Actual</b>	<b>\$ 9,000</b>
<b>2014 Projected</b>	<b>\$ 13,000</b>
<b>2015 Tentative</b>	<b>\$ 13,000</b>

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 Services

**Increase \$7,500**

<b>2013 Actual</b>	<b>\$ 11,872</b>
<b>2014 Projected</b>	<b>\$ 14,000</b>
<b>2015 Tentative</b>	<b>\$ 21,500</b>

Includes costs, fees and technical support for local, long distance and toll-free services to communicate with member libraries as well costs for new five-year lease of phone system. Obsolete phone system was replaced in 2013 and increase in costs are also due to the dissolution of Kan-ed and loss of Kan-ed subsidy.

## Section 6: Budget Narrative

### Contractual Services

No change

<b>2013 Actual</b>	<b>\$ 61,185</b>
<b>2014 Projected</b>	<b>\$ 67,000</b>
<b>2015 Tentative</b>	<b>\$ 67,000</b>

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 accounting and architectural services.

### Technology

No change

<b>2013 Actual</b>	<b>\$ 28,762</b>
<b>2014 Projected</b>	<b>\$ 40,000</b>
<b>2015 Tentative</b>	<b>\$ 40,000</b>

Includes costs for the purchase, repair, upgrade, maintenance and licensing of the telecommunications network, computers and other technology. Also included in these costs are the SCKLS website management through ePowered Schools and events calendar through Evanced Solutions. Budgeted amount reflects anticipated increase in ePowered Schools contract and other technology services.

### Vehicle Expense

No change

<b>2013 Actual</b>	<b>\$ 15,330</b>
<b>2014 Projected</b>	<b>\$ 24,000</b>
<b>2015 Tentative</b>	<b>\$ 24,000</b>

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. Budgeted amount reflects full staffing.

## Section 6: Budget Narrative

### Building Lease/Purchase No change

<b>2013 Actual</b>	<b>\$ 35,072</b>
<b>2014 Projected</b>	<b>\$ 35,072</b>
<b>2015 Tentative</b>	<b>\$ 35,072</b>

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 Decrease \$21,750

<b>2013 Actual</b>	<b>\$ 61,736</b>
<b>2014 Projected</b>	<b>\$ 43,500</b>
<b>2015 Tentative</b>	<b>\$ 21,750</b>

Capital Outlay expenses include lease costs for two photocopiers as well as other expenses associated with the SCKLS facility and its maintenance. The 2013 variance is due to SCKLS purchasing a replacement vehicle using Capital Outlay funds and miscellaneous income from an insurance settlement for hail damage to vehicles in 2013. Reduction due to some capital outlay expenses being paid from Capital Improvement Fund in 2015.

### Transfer to Capital Improvement Fund No change

<b>2013 Actual</b>	<b>\$ 240,000</b>
<b>2014 Projected</b>	<b>\$ 100,000</b>
<b>2015 Tentative</b>	<b>\$ 100,000</b>

The Capital Improvement Fund may be used for the purchase of a replacement vehicle as well as 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 funds for a roof replacement and repairs that are planned for 2018. The amount of transfer in 2013 was to offset an estimated \$225,000 in parking lot replacements occurring in 2013-2014. In addition, the amount of transfer in 2013 was due to unanticipated and unbudgeted income from a Library Service and Technology Act (LSTA) in the amount of \$53,432 which created savings in Salaries line item.

## Section 6: Budget Narrative

### Services Contingency Decrease \$55,000

<b>2013 Actual</b>	<b>\$ 67,614</b>
<b>2014 Projected</b>	<b>\$ 90,000</b>
<b>2015 Tentative</b>	<b>\$ 35,000</b>

Unbudgeted or unanticipated expenditures for new SCKLS and statewide services as well as service transitions may be paid from this line item. In 2013, \$67,614 in e-book grants were funded using the Services Contingency line item. In February 2014, the Executive Committee authorized the reallocation of \$90,000 from Services Contingency to the Grants-in-aid for Public and Academic Libraries. Reduction for 2015 will provide partial funding for new Automation Services Coordinator position

### NR Neighborhood Revitalization Rebates Contingency Decrease \$60,000

<b>2013 Actual</b>	<b>\$ 0</b>
<b>2014 Projected</b>	<b>\$ 60,000</b>
<b>2015 Tentative</b>	<b>\$ 0</b>

To address the possibility of unbudgeted Neighborhood Revitalization Rebates, SCKLS created a Rebates Contingency line item in 2013. The line item will be eliminated in 2015 since SCKLS has been able to better estimate the costs of its participation in six Neighborhood Revitalization districts in six counties. For more information see below.

### NR Neighborhood Revitalization Rebates Increase \$792

<b>2013 Actual</b>	<b>\$ 9,208</b>
<b>2014 Projected</b>	<b>\$ 9,208</b>
<b>2015 Tentative</b>	<b>\$ 10,000</b>

In accordance with a change in Kansas law in 2010, SCKLS began budgeting for estimated Neighborhood Revitalization Rebates. 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 means 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.

**2015 Annual Plan and  
Tentative Budget**

Serving Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson,  
Reno, Rice, Sedgwick, Stafford, and Sumner County Libraries

**SCKLS**

South Central Kansas Library System

Budget Category	Central		Youth Services	Continuing Education	Extension Services	Technical Services	Grants- in-aid	Total
	Administration	Automation Technology						
Audit & Budget & Accounting	\$25,500	\$0	\$0	\$0	\$0	\$0	\$0	\$25,500
Rent	\$81,000	\$0	\$0	\$0	\$0	\$0	\$0	\$81,000
Insurance	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Postage	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
Printing	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
Salaries	\$145,453	\$275,777	\$51,000	\$52,250	\$43,771	\$38,374	\$0	\$606,625
Employee Benefits	\$59,377	\$94,880	\$34,956	\$29,138	\$24,748	\$15,211	\$0	\$258,310
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	\$15,000	\$0	\$15,000
Grants-in-aid: Public & Academic	\$0	\$0	\$0	\$0	\$0	\$0	\$1,412,088	\$1,412,088
Grants-in-aid: Special Libraries	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
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-Resources	\$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	\$1,000	\$2,000	\$83,000	\$0	\$0	\$86,000
Internet Services	\$13,000	\$0	\$0	\$0	\$0	\$0	\$0	\$13,000
Telephone	\$21,500	\$0	\$0	\$0	\$0	\$0	\$0	\$21,500
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	\$21,750	\$0	\$0	\$0	\$0	\$0	\$0	\$21,750
Transfer Capital Improve. Fund	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Services Contingency	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000
NR Rebates Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
NR Rebates	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Totals</b>	<b>\$760,152</b>	<b>\$370,657</b>	<b>\$86,956</b>	<b>\$111,388</b>	<b>\$151,519</b>	<b>\$68,585</b>	<b>\$1,665,088</b>	<b>\$3,214,345</b>



## Section 6: Consolidated Budget

<b>Budget Category</b>	<b>General Fund</b>	<b>Employee Benefits</b>	<b>State Aid</b>	<b>Total</b>
Audit & Budget & Accounting	\$0	\$0	\$25,500	\$25,500
Rent	\$81,000	\$0	\$0	\$81,000
Insurance	\$20,000	\$0	\$0	\$20,000
Postage	\$5,500	\$0	\$0	\$5,500
Printing	\$4,000	\$0	\$0	\$4,000
Salaries	\$606,625	\$0	\$0	\$606,625
Employee Benefits	\$0	\$258,310	\$0	\$258,310
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)	\$15,000	\$0	\$0	\$15,000
Grants-in-Aid: Public & Academic	\$1,412,088	\$0	\$0	\$1,412,088
Grants-in-Aid: Special Libraries	\$30,000	\$0	\$0	\$30,000
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-Resources	\$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	\$86,000	\$0	\$0	\$86,000
Internet Services	\$13,000	\$0	\$0	\$13,000
Telephone	\$21,500	\$0	\$0	\$21,500
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	\$21,750	\$0	\$0	\$21,750
Transfer Capital Improvement Fund	\$100,000	\$0	\$0	\$100,000
Services Contingency	\$1,610	\$0	\$33,390	\$35,000
NR Rebates Contingency	\$0	\$0	\$0	\$0
NR Rebates	\$9,500	\$500	\$0	\$10,000
<b>Totals</b>	<b>\$2,896,645</b>	<b>\$258,810</b>	<b>\$58,890</b>	<b>\$3,214,345</b>

## Section 6: Income / Resources

Income / Resources	Actual 2013	Projected 2014	Proposed 2015
SCKLS Tax - General Fund	\$2,432,910	\$2,960,777	\$2,895,645
SCKLS Tax - Employee Benefits Fund	\$140,188	\$248,696	\$258,810
State Grant-In-Aid Fund	\$70,543	\$63,322	\$58,890
Member Library Reimbursable Fund	\$5,081	\$40,000	\$40,000
Miscellaneous Grants Fund	\$53,432	\$39,936	\$0
Automation Consortium Fund	\$51,931	\$64,000	\$76,000
Balance Carried Forward - General Fund	\$356,682	\$396,970	\$396,970
BCF - Employee Benefit Fund	\$119,436	\$122,365	\$122,365
BCF - State Aid	\$0	\$0	\$0
BCF- Member Library Reimbursable Fund	\$32,041	\$40,000	\$40,000
BCF - Miscellaneous Grants Fund	\$0	\$0	\$0
BCF- Automation Consortium Fund	\$40,947	\$34,895	\$46,895
Transfer Capital Improvement Fund--Income	\$240,000	\$100,000	\$100,000
Capital Improvement Fund--Expenditures	\$118,432	\$145,150	\$43,500
BCF Capital Improvement Fund 12/31/13	\$589,957	\$572,307	\$546,307
<b>Proposed 2015 Expenditures (General + Employee Benefit + State-aid)</b>			<b>\$3,213,345</b>
<b>2015 Total (Expenditures + Capital Improvements)</b>			<b>\$3,785,652</b>