# SCKLS

# 2016 Annual Plan and Tentative Budget

**2016 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

The South Central Kansas Library System 2016 Annual Plan and Tentative Budget have been prepared and authorized in accordance with the provisions of applicable Kansas statutes and state regulations. Reviewed and recommended by the South Central Kansas Library System Executive Committee on March 20, 2015 and approved by the South Central Kansas Library System Board on April 27, 2015. Pending submission by South Central Kansas Library System and approval by the State Library of Kansas Advisory Board, Topeka, June 19, 2015.

By

**Paul Hawkins,** SCKLS Director

**Barbara Lilyhorn,** Chair

SCKLS Executive Committee

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## 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 792,474.

2.  SCKLS has no contracting libraries and no non-taxing participating counties. Pratt and Kiowa are non-participating and non-taxing counties.

3.  See following page for a list of all 146 SCKLS participating member public, school district, academic, special  and outlet libraries.

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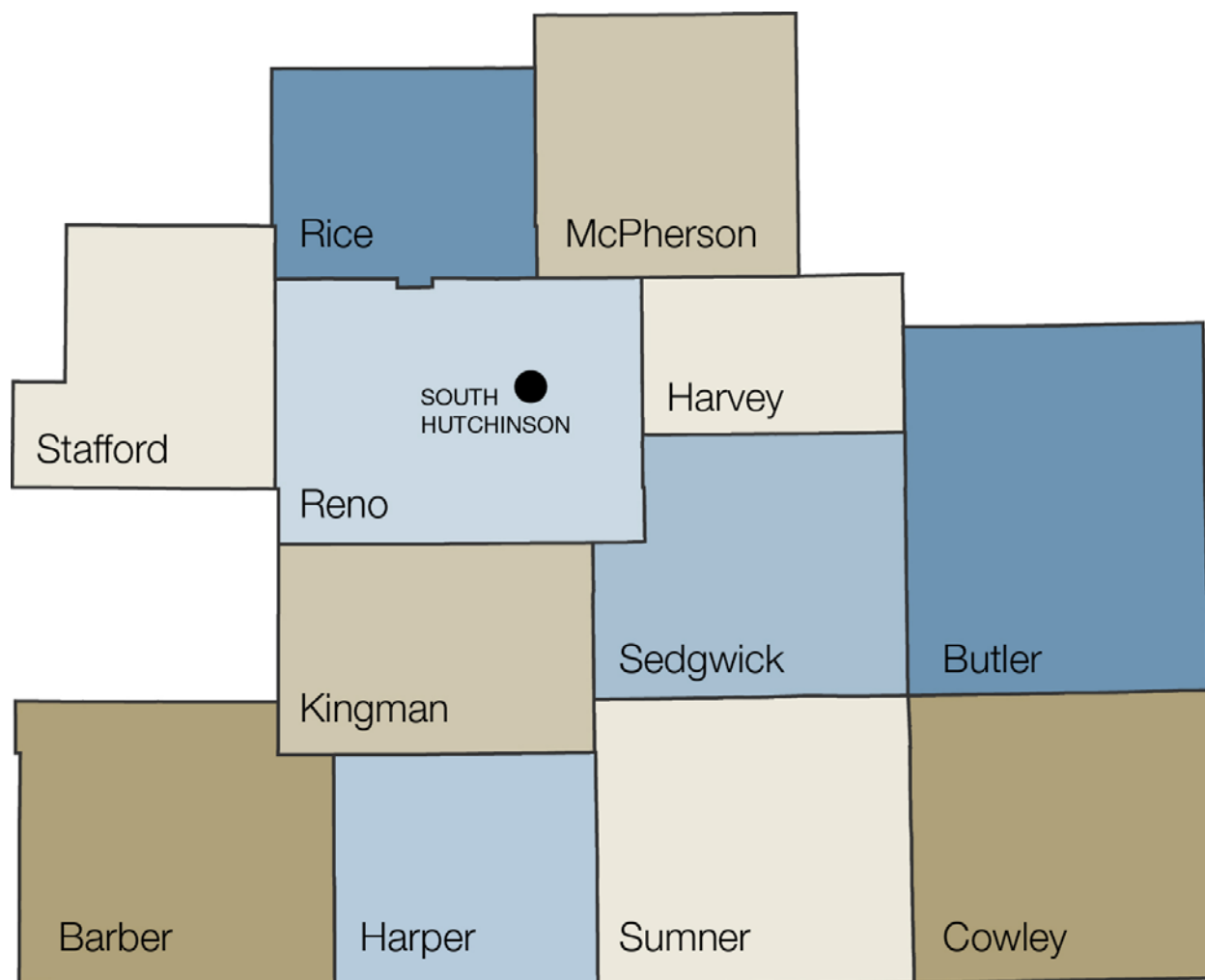
## PUBLIC (71)

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

## OUTLET (3)

| | |
|---|---|
| Langdon | Roxbury |
| Latham | |

## SCHOOL DISTRICT (55)

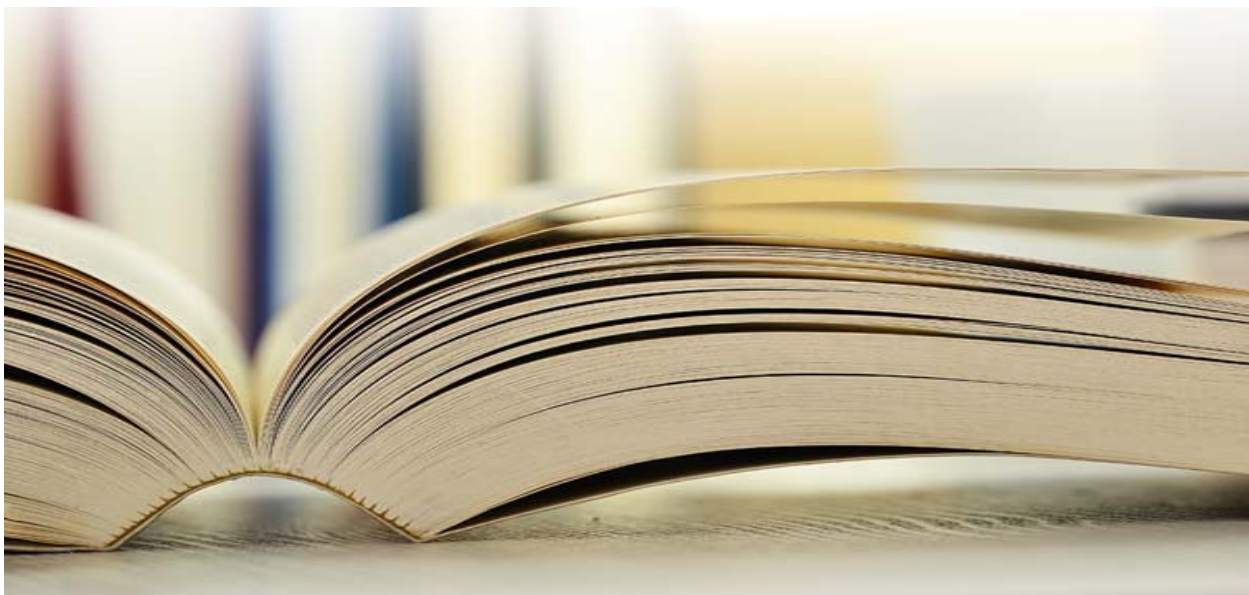| | |
|---|---|
| USD 267—Andale (Renwick) | USD 460—Hesston |
| USD 385—Andover | USD 308—Hutchinson |
| USD 361—Anthony-Harper | USD 448—Inman |
| USD 359—Argonia | USD 331—Kingman/Norwich |
| USD 470—Arkansas City | USD 255—Kiowa (South Barber) |
| USD 402—Augusta | USD 205—Leon |
| USD 313—Buhler | USD 400—Lindsborg (Smoky Valley) |
| USD 462—Burden (Central) | USD 444—Little River/Windom |
| 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 |

## ACADEMIC (14)

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

## SPECIAL (3)

El Dorado Correctional Facility –Central & North

Hutchinson Correctional Facility – Central & East

McConnell Air Force Base, Wichita

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## Section 1: Timeline

| SCKLS PLANNING AND BUDGETING TIMELINE | |
|---|---|
| **DECEMBER—JANUARY** | Update Five-Year Capital Improvement<br><br>Plan and make capital improvement transfer from general fund |
| **FEBRUARY—APRIL** | Solicit input from Executive Committee, Governor's Appointees, Staff & Member Libraries<br><br>Submit draft annual plan and tentative budget to Executive Committee for approval |
| **APRIL** | Submit draft annual plan and tentative budget to System Board for approval |
| **JUNE—JULY** | Submit Annual Plan and Tentative Budget to State Library Advisory Board, Topeka for review and authorization<br><br>Gather Motor Vehicle Tax estimates from county treasurers and assessed property valuation estimates from county clerks |
| **JULY** | Meet with auditor to prepare official certified budget |
| **AUGUST** | Publish budget and notice of budget hearing in newspaper of each taxing county<br><br>Hold budget hearing and adopt budget authorization resolution at Executive Committee meeting<br><br>Publish notice of vote publication in Reno County newspaper |
| **BY AUGUST 25** | Provide copies of published budget and notices of hearing, signed official certified budget and notice of vote publication to Reno County Clerk |

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## 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.

- 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.

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## Section 2: Services and Programs

- For interlibrary loan resources sharing grants, any individual member school library that provides at least 25 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.

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## Section 2: Services and Programs

## SCKLS CURRENT YEAR AND 2016 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 2016 Annual Plan and Tentative Budget are predicated on a funding scenario with no or minimal increase in total expenditures.**

### Mission Statement

SCKLS provides grants, consulting, continuing education and cost-effective support services to 143 member public, school district, academic, special libraries in 12 counties.

### Value Statement

SCKLS creates equity and allocates limited resources to serve its diverse public, school district, academic and special library members.
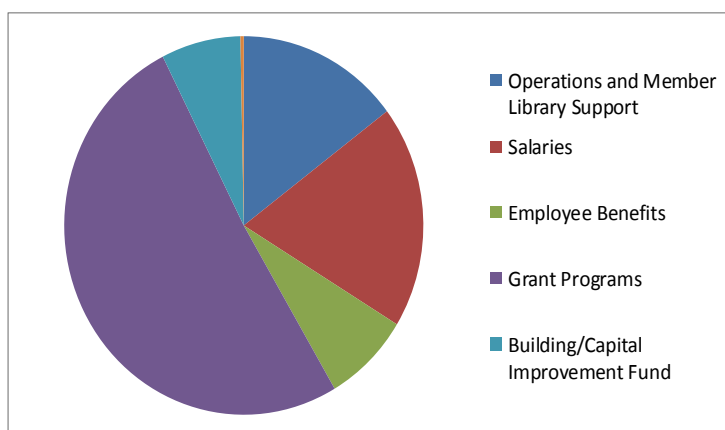
### Planning Assumptions

SCKLS resources of grants, services and staff are limited.  Necessarily, SCKLS must limit and prioritize its grants, services and staff in terms of its mission to provide grants, consulting, continuing education and cost-effective support service to its diverse 143 member public, school district, academic and special library members.

The current statewide funding scenario of limiting and/or reducing tax-supported government services (including library services) and uncertainty about a change in the governance structure for regional library systems may have a significant impact on the future of SCKLS to provide grants and services. Any future evaluation and planning process for of SCKLS grants and services must take into consideration measures of the values, costs and use of such grants and services.

### Proposed 2016 Major Goals

♦ **Reduce SCKLS Mill Rate if the 2016 Estimated Assessed Valuation Increases**

♦ **Develop and Implement Measures for the Value of SCKLS Grants and Services**

♦ **Develop and Implement Basic Library Technology Skills Training**

♦ **Support Adequate and Sustained Funding for Statewide Resource Sharing Services provided by the State Library of Kansas, Topeka**



- ■ Operations and Member Library Support
- ■ Salaries
- ■ Employee Benefits
- ■ Grant Programs
- ■ Building/Capital Improvement Fund

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## Section 2: Services and Programs—Current and 2016 Goals

**For 2015, goals include:**

1. Maintain Grants-in-aid for Public and Academic Libraries of $1,442,088.  (Accomplished)

2. Maintain Year Four E-Resources Grants at $70,000. (Accomplished)

3. Fund and Hire New Automation Services Coordinator Position. (Accomplished)

4. Develop A New Needs-based Program of Services for School Libraries . (Accomplished)

   Through its continuous improvement model, SCKLS practices ongoing efforts to improve grants and services to member libraries. These efforts seek incremental improvement over time to a higher standard or immediate improvement once a need and response have been identified.   Contact with member libraries in the delivery of grants and services and annual, regular and special evaluation methods assist SCKLS to make continuous improvements. Since 2008, nearly 50 major improvements in grants, services and staffing have occurred.  SCKLS provides grants and services that help meet the needs of its diverse membership. See **Section 7: 2014 Grants and Services Usage Data** for more information.

### 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:



| | | |
|---|---|---|
| **Katy Androski** | **2006** | **Hutchinson (KS) Correctional Facility Library** |
| **Jessica Wiens** | **2007** | **Manheim Germany Public Library** |
| **Elizabeth Rankin** | **2008** | **University of Central Missouri, Warrensburg** |
| **Marlene Meckenstock** | **2009** | **Maize (KS) USD 266 High School Library** |
| **Jessica Gagnon** | **2010** | **Friends University, Wichita (KS)** |
| **Anne Ethen** | **2010** | **Wichita (KS) Public Library** |
| **Daniel Pewewardy** | **2014** | **Wichita (KS) Public Library** |
| **Sarah Roth-Mullett** | **2014** | **Hesston (KS) Public Library** |

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## 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 organizational budget, governance, policy, financial and human resources duties necessary for efficient operation of SCKLS. Since 2008, SCKLS has been recognized each year 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 limited general library and library development consulting as well as limited specialized consulting in budget, governance, policy, funding, employment issues and building projects.  The Human Resources and Financial Specialist provides limited accounting information 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:** Limited consulting services and 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.



Limited technology support by phone, e-mail, remote desktop or on-site is available from technology staff.  Long-range planning and consulting services are available from the Director of Information Technology. Staff may also refer to third party technical resources and may 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.

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

**Staff and Resources:** Six full-time positions include one full-time Director of Information Technology; one full-time Technology Services Coordinator; one full-time Automation Services Coordinator and three full-time Technology Consultants. Online resources include the SCKLS website: www.sckls.info for access to various SCKLS training, tutorials, continuing education, Internet links, grant applications and other information. Electronic mail lists for public, school , academic member libraries are provided to further professional communications among SCKLS members. SCKLS offers one e-reader/tablet kit and demonstrations for member libraries who want to learn more about new technology.

**Service Guidelines:** SCKLS technology consultants provide limited 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 limited 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 limited expertise in the following areas: accounting, budget, governance, human resource issues, management, planning, evaluation, policies, collection development, programming, school and youth, technology and traditional and emerging library services.

**Staff and resources:** The Director, Director of Information Technology, Technology Services Coordinator, Automation Services Coordinator, Technology Consultants, CE Specialist, Outreach Services Specialist, Library Support Specialist , Human Resources and Financial Specialist and Youth and School Services Consultant are responsible for providing limited 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 and e-mail to discuss and schedule on-site assistance and meetings.

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# Section 2: Services and Programs—Continuing Education

## 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 on a variety of topics and in locations throughout the region.  Member libraries are encouraged to consult the list of customizable training programs available at the SCKLS website and schedule a date, time and location for any of the programs to be offered. Topics dealing with basic skills as well as trends and innovations in librarianship are covered.  New librarians receive an on-site orientation to SCKLS services from the Continuing Education Specialist or Youth and School Services Consultant.  The Director provides orientation and training for new public library trustees.  Staff provide additional training in their areas of expertise as requested. Annual SCKLS continuing education programs include the following:

- **Public Library Budget**
- **Summer Reading Program**
- **Technology Training**
- **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 three-fourths-time Continuing Education Specialist as well as SCKLS staff are responsible for development and implementation of the continuing education program and other training events.  The Continuing Education Specialist administers Continuing Education Reimbursement and 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 monitors the continuing education needs of member libraries and when appropriate, 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 libraries with specialized training needs should contact the CE Specialist at least 45—60 days in advance of a training request.

**Member responsibilities:** Library staff, trustees, Friends and volunteers are encouraged to request and participate in continuing education activities offered through SCKLS, online offerings and other vendors and sponsors.  The SCKLS CE Grant Reimbursement program supports member library training through non-SCKLS vendors and sponsors.  Member libraries are encouraged to use the Library Programming Grants for eligible programs and events at their libraries.  The primary source for CE information is a calendar of events and registration details available at the SCKLS website: www.sckls.info.  Paid training time by library employees is encouraged by SCKLS.

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## Section 2: Services and Programs—Facility

### 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.  Two of the meeting rooms have video conference capabilities. SCKLS member libraries and library-related groups are encouraged to use the SCKLS facilities free-of-charge for meetings and training.

**Staff and resources:**  The Human Resources and Financial Specialist and CE Specialist coordinate and schedule use of the meeting and training rooms.

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

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### 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.

The Foundation assists member libraries in several ways.  Member libraries may use the Foundation in grant applications that require a 501 (c) 3 sponsor.  SCKLF provides benefits in the form of free or discounted web-hosting and digital archiving for member libraries.  As a not-for-profit entity, SCKLF may be able to reduce costs for member libraries for major purchases from selected vendors.

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## 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 $1,442,088 for 2015, 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 I | 25,001 – 100,000 service population | $40,808 |
| Major Resource II | More than 100,000 service population | $66,462 |

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### 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 2015 funding total of $1,442,088 for grants-in-aid to public and academic libraries is proposed to be maintained for 2016. 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:

**Fall Back to Basics: Library Foundations**

**Focus on Service: Building a Patron-Oriented Library**

**Essential Technology: Putting Technology to Use**

**Keep Improving Your Library: Programming and 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. For 2016, SCKLS will be developing a basic technology skills training program for member libraries.

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## 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 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 limited interlibrary loan services and encourages resource sharing among all libraries. SCKLS offers training and support for the delivery of these services to member libraries. SCKLS provides grants-in-aid and resource sharing grants to SCKLS member public, academic, school and special libraries to assist in the partial reimbursement for 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 request interlibrary loan training from SCKLS.

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.

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## 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 limited loans of children's books, adult regular and large print fiction and non fiction books, 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 quarterly limited 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 were implemented in 2015.

**Member responsibilities:** Member libraries must complete an annual Rotating Collection Service Agreement. The agreement defines the service, conditions for use and conditions for delivery. Member libraries also agree to update an annual service profile.

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## Section 2: Services and Programs—Technical

### Technical Services

**Definition of service:** Services include limited assistance with cataloging records for library materials as well as discounts on selected supplies. Marc records are provided to member libraries using OCLC, the Online Computer Library Center. SCKLS may assist and advise member libraries with questions regarding acquisition, cataloging and processing of library materials. SCKLS may provide limited weeding assistance to member libraries.

**Staff and resources:** One full-time Library Support Specialist provides limited interlibrary loan and cataloging services. SCKLS provides access to OCLC. Selected staff may assist with weeding of library materials

**Service guidelines:** SCKLS provides limited technical services including assistance with cataloging records for library materials. 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. A member library has the primary responsibility for providing its technical services including the ordering, cataloging and processing of library materials. Deletion of bibliographic records from the Kansas Library Catalog is also a member library responsibility.

## DIGITAL LIBRARY INITIATIVE

In 2013 SCKLS began a Digital Library Initiative to assist member libraries in digitizing materials of local and unique historical interest and to make those records available online. The SCKLS Digital Library Initiative offers planning, training and funding for digitizing materials of historical interest, plus a hosting platform to provide online open access to the materials. The Kansas National Guard photograph here, dated 1886, is from the Sterling Public Library's Max Moxley Collection. For more information:

http://digitalsckls.info/

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## 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 aspects of service to children and young adults.  Consulting includes collection development such as book selection and weeding, training and the annual Summer Reading Program.  A Summer Reading Program Grant is available to eligible member libraries.  An annual program of services to school libraries was developed for 2015.

**Staff and resources:** SCKLS employs a full-time youth and school services' consultant to provide limited assistance in services to children and young adults.  A Summer Reading Program grant is available.

**Service guidelines:** SCKLS provides limited assistance to member libraries in the development and evaluation of programs for children and young adults, collection development, technology and training.  SCKLS organizes and facilitates the annual Summer Reading Program.

**Member responsibilities:** SCKLS member libraries are encouraged to participate in training activities and request assistance from the Youth and School Services Consultant Summer Reading Program Grants are available annually.

### 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.

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## Section 3: Staff

## System Staff

| Position | Staff | FTE |
|---|---|---|
| Director | Paul Hawkins | 1 |
| Human Resources and Financial Specialist | Mia Wilson | 1 |
| Director of Information Technology | Larry Papenfuss | 1 |
| Technology Services Coordinator | Stefanie Gostautas | 1 |
| Automation Services Coordinator | Lisa Sharbuagh | 1 |
| Technology Consultant | Sharon Barnes | 1 |
| Technology Consultant | Eric Swenson | 1 |
| Technology Consultant | Open | 1 |
| Youth and School Services Consultant | Robin Hargrave | 1 |
| Continuing Education Specialist | Jill Stern | .75 |
| Library Support Specialist | Katherine Goodenberger | 1 |
| Outreach Services Specialist | Nicole Penley | 1 |
| Library Intern | Open | .10 |
| Rotating Collections Van Driver | Leland Woodson | .10 |
| **Total Staff** | | **11.95** |

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## Section 3: Organization Chart

# SCKLS ORGANIZATION

```
            ┌──────────────────┐         ┌──────────────────┐
            │   SYSTEM BOARD    │ ─ ─ ─ ─ │    GOVERNOR'S     │
            └──────────────────┘         │    APPOINTEES     │
                     │                   └──────────────────┘
            ┌──────────────────┐
            │EXECUTIVE COMMITTEE│
            └──────────────────┘
                     │
            ┌──────────────────┐         ┌──────────────────┐
            │    DIRECTOR       │─────────│    INTERN (S)     │
            └──────────────────┘         └──────────────────┘
                     │
```

| HUMAN RESOURCES AND FINANCIAL SPECIALIST | CONTINUING EDUCATION SPECIALIST | DIRECTOR INFORMATION TECHNOLOGY |
|---|---|---|
| | YOUTH & SCHOOL SERVICES CONSULTANT | AUTOMATION SERVICES COORDINATOR |
| | LIBRARY SUPPORT SPECIALIST | TECHNOLOGY SERVICES COORDINATOR |
| | OUTREACH SERVICES SPECIALIST | TECHNOLOGY CONSULTANT |
| | ROTATING COLLECTIONS VAN DRIVER | TECHNOLOGY CONSULTANT |
| | | TECHNOLOGY CONSULTANT |

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## Section 4: Governor's Appointees

## GOVERNOR'S APPOINTEES (PENDING ACTION BY KANSAS LEGISLATURE)

### Barber County

**Lena Young**

8 NW Indian Road West

Medicine Lodge, KS 67104

Term Expiration Date: 6/30/2014

### Butler County

**Sylvia Epp**

13978 NW 86th Terrace

Whitewater, KS 67154

Term Expiration Date: 6/30/2014

### Cowley County

**Janet Whittington**

1306 61st Avenue

Douglass, KS 67039

Term Expiration Date: 6/30/2014

### Harper County

**Kim Bauer**

263 Northeast 150 Road

Harper, KS 67058

Term Expiration Date: 6/30/2014

### Harvey County

**Greta Hiebert**

204 East 24th Street

North Newton, KS 67117

Term Expiration Date: 6/30/2014

### Kingman County

**Judy DeWeese**

2656 SW 120th Avenue

Cunningham, KS 67035

Term Expiration Date: 6/30/2014

### McPherson County

**Melva Barlow**

213 1st Avenue

Inman, KS 67456

Term Expiration Date: 6/30/2014

### Reno County

**Barbara Lilyhorn**

9605 East Avenue G

Hutchinson, KS 67501

Term Expiration Date: 6/30/2014

### Rice County

**Donna Surprise**

616 South Purdy

Lyons, KS 67554

Term Expiration Date: 6/30/2014

### Sedgwick County

**Rita Sevart**

22015 West 29th Street North

Andale, KS 67001

Term Expiration Date: 6/30/2014

### Stafford County

**Gerry Hildebrand**

158 Northeast 80th Avenue

Stafford, KS 67578

Term Expiration Date: 6/30/2014

### Sumner County

**Judy Happy**

696 North Woodlawn

Belle Plaine, KS 67013

Term Expiration Date: 6/30/2014

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## Section 4: Executive Committee

### EXECUTIVE COMMITTEE 2015

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

**Gail Niles Stucky—Vice-chair**
Co-director, Bethel College Library
300 East 27th St.
North Newton, KS 67117
Work: 316-284-5361
gstucky@bethelks.edu
1st 4-year Term + Unexpired Term - Expires:  12/2017
At-large, Position II

**Jean Volk — Secretary / Treasurer**
Library Media Specialist, USD 312, Haven High School
400 East 5th
Haven, KS 67543
Work: 620-465-2649
jvolk@havenschools.com
1st 4-year + Unexpired Term - Expires:  12/2017
School District Libraries

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

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

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

**Jeff Roberson**
Board Member, Hutchinson Public Library
37 Circle Drive
Hutchinson, KS  67502
Home:  620-664-8173
jeffrey.roberson@gmail.com
Unexpired Term - Expires 12/2016
Major Resource I

**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

**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
1st 4-year Term -Term Expires: 12/2017
Service Center

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

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

**Dalene McDonald**
Director, Deets Library, Southwestern College
100 College Street, Winfield, KS  67156-2498
Work: 620-229-6225
dalene.mcdonald@sckans.edu
Unexpired Term - Expires: 12/2015
Two and Four Year Academic

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

**Cheney Public Library**
Work:  316-542-3331
cheneypubliclibrary@cheneyks.org
2nd 4-year Term - Expires:  12/2017
Service Center I

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## 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, but legislation is pending that may change the appointment authority and process.

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**

## Section 4: SCKLS Public Library Representatives

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

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## Section 4: SCKLS Public Library Representatives

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

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## Section 4: SCKLS School Library Representatives

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

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## Section 4: SCKLS School District Representatives

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

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## Section 4: SCKLS Academic and Special Library Representatives

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

| Institution | Representative | |
|---|---|---|
| **El Dorado Correctional Facility Central / North** | Jeff | Gauss |
| **Hutchinson Correctional Facility Central/East** | Kathryn | Androski |
| **McConnell Air Force Base Library** | Darla | Cooper |

**To be eligible for SCKLS grants and services, update contact information for
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## 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.

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## 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.

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# 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.

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**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.

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## 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.

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**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 month*s* 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.

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# 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.

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## Section 6: Proposed Tentative Budget

### SCKLS 2016 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, March 20, 2015
Review and approved by SCKLS System Board, April 27, 2015

| Budget Category | 2014 Actual | 2015 Budget | 2016 Proposed | 2015 / 2016 Difference | 2015 / 2016 % Change |
|---|---|---|---|---|---|
| Audit / Budget / Accounting | $22,982 | $25,500 | $25,500 | $0 | 0% |
| Rent | $78,251 | $81,000 | $81,000 | $0 | 0% |
| Insurance | $17,003 | $20,000 | $20,000 | $0 | 0% |
| Postage | $5,176 | $5,500 | $5,500 | $0 | 0% |
| Printing | $945 | $4,000 | $4,000 | $0 | 0% |
| Salaries | $458,890 | $606,625 | $633,875 | $27,250 | 4% |
| Employee Benefits | $133,982 | $259,339 | $259,339 | $0 | 0% |
| Supplies | $11,801 | $10,000 | $10,000 | $0 | 0% |
| Travel & CE for Staff | $20,902 | $42,000 | $42,000 | $0 | 0% |
| Member Library CE & Training | $22,334 | $28,000 | $28,000 | $0 | 0% |
| OCLC (Cataloging/ILL) | $12,597 | $15,000 | $15,000 | $0 | 0% |
| Grants-in-aid: Public & Academic | $1,322,088 | $1,442,088 | $1,442,088 | $0 | 0% |
| Grants-in-aid: Special Libraries | $20,203 | $30,000 | $30,000 | $0 | 0% |
| Grants-School Interlibrary Loan | $1,441 | $3,000 | $3,000 | $0 | 0% |
| Grants-Continuing Education | $47,564 | $45,000 | $45,000 | $0 | 0% |
| Grants-General Technology | $71,650 | $40,000 | $40,000 | $0 | 0% |
| Grants-Automation | $14,669 | $50,000 | $50,000 | $0 | 0% |
| Grants-E-Resources | $52,784 | $70,000 | $70,000 | $0 | 0% |
| Grants-Programming/Project | $11,514 | $7,500 | $7,500 | $0 | 0% |
| Grants--Summer Reading | $5,400 | $7,500 | $7,500 | $0 | 0% |
| Library Materials | $86,615 | $86,000 | $86,000 | $0 | 0% |
| Internet Services | $2,000 | $13,000 | $13,000 | $0 | 0% |
| Telephone | $12,256 | $21,500 | $21,500 | $0 | 0% |
| Contractual Services | $86,348 | $67,000 | $67,000 | $0 | 0% |
| Technology | $43,089 | $40,000 | $40,000 | $0 | 0% |
| Vehicle Expenses | $12,717 | $24,000 | $24,000 | $0 | 0% |
| Building Lease /Purchase | $35,072 | $35,072 | $35,072 | $0 | 0% |
| Capital Outlay | $53,714 | $21,750 | $21,750 | $0 | 0% |
| Transfer Capital Improve. Fund | $100,000 | $100,000 | $100,000 | $0 | 0% |
| Services Contingency | $94,436 | $115,581 | $86,617 | ($28,964) | -25% |
| NR Revitalization Rebates | $5,837 | $8,286 | $10,000 | $1,714 | 21% |
| **Totals** | **$2,864,260** | **$3,324,241** | **$3,324,241** | **$0** | **0.0%** |

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## Section 6: Budget Narrative

2016 SCKLS Tentative Budget Narrative

### Audit / Budget / Accounting                                   No change

**2014 Actual**          $ 22,982

**2015 Projected**       $ 25,500

**2016 Tentative**       $ 25,500

The firm of SJHL, McPherson annually audits SCKLS financial records and assists with the preparation of official budget documents. Monthly accounting and payroll services are provided by the Hutchinson firm of Adams, Brown, Beran and Ball.

### Rent                                                          No change

**2014 Actual**          $ 78,251

**2015 Projected**       $ 81,000

**2016 Tentative**       $ 81,000

SCKLS pays about $6,796 a month for rental of 13,400 square feet of space at its training facility and offices at 321 North Main Street, South Hutchinson.  Rent includes the cost of utilities.

### Insurance and Bonds                                           No change

**2014 Actual**          $ 17,003

**2015 Projected**       $ 20,000

**2016 Tentative**       $ 20,000

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

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## Section 6: Budget Narrative

### Postage                                                                    No change

**2014 Actual**          $ 5,176

**2015 Projected**       $ 5,500

**2016 Tentative**       $ 5,500

Includes standard business mailings and mailings of information resources to member libraries.
SCKLS relies on its website and list-servs to communicate with member libraries.

### Printing                                                                   No change

**2014 Actual**          $    945

**2015 Projected**       $ 3,500

**2016 Tentative**       $ 4,000

Includes costs for printing of materials to support continuing education programs and communications
to member libraries. State-aid supplemented this expense in 2014.

### Salaries                                                          Increase $27,250
### Benefits                                                                   No change

**2014 Actual**          $ 592,872 ($ 458,890 Salaries / $ 133,982 Benefits)

**2015 Projected**       $ 865,964 ($ 606,625 Salaries / $ 259,339 Benefits)

**2016 Tentative**       $ 893,214 ($633,875 Salaries / $ 259,339 Benefits)

SCKLS currently employs 10 full-time, 1 three-fourths-time and 1-10 hour per week staff in the
following positions: (1) Director, (2) Director of Information Technology, (3) Technology Services
Coordinator, (4) Automation Services Coordinator, (5) Technology Consultant Position I, (6)
Technology Consultant Position II, (7) Human Resources and Financial Specialist, (8) Library Support
Specialist, (9) Outreach Services Specialist; (10) Youth and School Services Consultant; one three-
fourths-time Continuing Education Specialist and one 10 hours per week Rotating Collections Service
Driver. Open positions include a Technology Consultant Position III and one-10 hours per week Intern.
In 2016, 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, longevity and optional wellness program benefits.

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# Section 6: Budget Narrative

## Supplies                                                                 No change

**2014 Actual**      $ 11,801

**2015 Projected**   $ 10,000

**2016 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

**2014 Actual**      $ 20,902

**2015 Projected**   $ 42,000

**2016 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

**2014 Actual**      $ 22,234

**2015 Projected**   $ 28,000

**2016 Tentative**   $ 28,000

Continuing education and training are 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 meet their training needs. Member libraries are encouraged to use online continuing education resources and to use the SCKLS Continuing Education Reimbursement Grant to help defray the costs of their individual training needs.

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# Section 6: Budget Narrative

## OCLC (Cataloging & Interlibrary Loan)                    No change

**2014 Actual**          $ 12,597

**2015 Projected**       $ 15,000

**2016 Tentative**       $ 15,000

Includes charges from the Online Computer Library Center (OCLC) for production of bibliographic records and other cataloging for member libraries as well as costs related to interlibrary loan requests for member libraries. The decrease in spending for 2016 reflects a renegotiated service plan with cost savings.

## Grants-in-aid: Public and Academic Libraries            No change

**2014 Actual**          $ 1,322,088

**2015 Projected**       $ 1,442,088

**2016 Tentative**       $ 1,442,088

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.  This line item accounted for 54% of General Fund expenditures in 2014.  Full funding for grants-in-aid has occurred and increased since 2009 while state-aid for public libraries has decreased more than 50% since 2008.

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

**2014 Actual**          $ 20,203

**2015 Projected**       $ 30,000

**2016 Tentative**       $ 30,000

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.

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## Section 6: Budget Narrative

### Grants-School Interlibrary Loan                                        No change

| | |
|---|---|
| **2014 Actual** | $    1,441 |
| **2015 Projected** | $    3,000 |
| **2016 Tentative** | $    3,000 |

School libraries that provided at least 25 or more interlibrary loans annually are eligible for an interlibrary loan  grant to partially reimburse their resource sharing.  In 2015, SCKLS lowered the minimum number of interlibrary loans to be eligible for this grant from 50 interlibrary loans to 25 interlibrary loans.

### Grants-Continuing Education                                        No change

| | |
|---|---|
| **2014 Actual** | $ 47,564 |
| **2015 Projected** | $ 45,000 |
| **2016 Tentative** | $ 45,000 |

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

### Grants—General Technology Matching                                        No change

| | |
|---|---|
| **2014 Actual** | $71,650 |
| **2015 Projected** | $ 40,000 |
| **2016 Tentative** | $ 40,000 |

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

### Grants--Automation Matching                                        No change

| | |
|---|---|
| **2014 Actual** | $ 14,669 |
| **2015 Projected** | $ 50,000 |
| **2016 Tentative** | $ 50,000 |

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

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## Section 6:  Budget Narrative

### Grants--E-Resources                                                      No change

**2014 Actual**           $ 52,784

**2015 Projected**        $ 70,000

**2016 Tentative**        $ 70,000

This grant program was created in 2011 and has been 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.


### Grants--Program and Project                                             No change

**2014 Actual**           $ 11,514

**2015 Projected**        $  7,500

**2016 Tentative**        $  7,500

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

**2014 Actual**           $ 5,400

**2015 Projected**        $ 7,500

**2016 Tentative**        $ 7,500

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.

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### Library Materials _____ No change

**2014 Actual**          $ 86,615

**2015 Projected**       $ 86,000

**2016 Tentative**       $ 86,000

Includes library materials purchased and processing charges for items  circulated through the Rotating Collections Service.  Includes costs for professional collection items available for member libraries.

### Internet Services _____ No change

**2014 Actual**          $  2,000

**2015 Projected**       $ 13,000

**2016 Tentative**       $ 13,000

Includes costs for 3 megabyte fiber and 15 megabyte cable access through Cox Communications to support Internet and video-conferencing.  State-aid supplemented this expense in 2014.

### Telephone Services _____ No change

**2014 Actual**          $ 12,256

**2015 Projected**       $ 21,500

**2016 Tentative**       $ 21,500

Includes costs, fees and technical support for local, long distance and toll-free services to communicate with member libraries as well costs for the five-year (2014 - 2019) lease of phone system.  State-aid supplemented this expense in 2014.

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## Section 6:  Budget Narrative

### Contractual Services                                             No change

**2014 Actual**          $ 86,348

**2015 Projected**       $ 67,000

**2016 Tentative**       $ 67,000

Contractual services include expenses for facility property management and maintenance, security, pest control, custodial services and memberships in library professional associations and various other services for SCKLS.  Member libraries are eligible for limited accounting and architectural professional services.  The 2014 variance is due to SCKLS purchasing a replacement vehicle using Contractual Services.

### Technology                                                       No change

**2014 Actual**          $ 43,089

**2015 Projected**       $ 40,000

**2016 Tentative**       $ 40,000

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.

### Vehicle Expense                                                  No change

**2014 Actual**          $ 12,717

**2015 Projected**       $ 24,000

**2016 Tentative**       $ 24,000

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

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## Section 6: Budget Narrative

### Building Lease/Purchase                                      No change

| | |
|---|---|
| **2014 Actual** | **$ 35,072** |
| **2015 Projected** | **$ 35,072** |
| **2016 Tentative** | **$ 35,072** |

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

### Capital Outlay                                              No change

| | |
|---|---|
| **2014 Actual** | **$ 53,714** |
| **2015 Projected** | **$ 21,750** |
| **2016 Tentative** | **$ 21,750** |

Capital Outlay expenses include lease costs for two photocopiers as well as other expenses associated with the SCKLS facility and its maintenance. The 2014 variance is due to SCKLS purchasing a replacement vehicle using Capital Outlay. Some expenses previously paid with Capital Outlay funds may be paid with Capital Improvement Funds in 2015.

### Transfer to Capital Improvement Fund                        No change

| | |
|---|---|
| **2014 Actual** | **$ 100,000** |
| **2015 Projected** | **$ 100,000** |
| **2016 Tentative** | **$ 100,000** |

The Capital Improvement Fund may be used for major improvements and maintenance to the SCKLS facility as well as the purchase of a replacement vehicle. 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.

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## Section 6: Budget Narrative

### Services Contingency                                        Decrease $28,964

**2014 Actual**          $ 94,436

**2015 Projected**       $ 115,581

**2016 Tentative**       $ 86,617

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 2014, $74,687 from Services Contingency increased the Grants-in-aid for Public and Academic Libraries.

### NR Neighborhood Revitalization Rebates                     Increase $1,714

**2014 Actual**          $   5,837

**2015 Projected**       $   8,286

**2016 Tentative**       $  10,000

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, SCKLS 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.

**SCKLS** South Central Kansas Library System

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

## 2016 SCKLS Proposed Operating Budget

| Budget Category | Central Administration | Automation Technology | Youth Services | Continuing Education | Extension Services | Technical Services | Grants-in-aid | Total |
|---|---|---|---|---|---|---|---|---|
| Audit & Budget & Accounting | $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 | $140,925 | $311,600 | $54,000 | $31,200 | $56,650 | $39,500 | $0 | $633,875 |
| Employee Benefits | $57,400 | $127,756 | $22,140 | $12,622 | $23,226 | $16,195 | $0 | $259,339 |
| Supplies | $10,000 | $0 | $0 | $0 | $0 | $0 | $0 | $10,000 |
| Travel & Staff CE | $0 | $0 | $0 | $42,000 | $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 | $1,442,088 | $1,442,088 |
| 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 | $86,617 | $0 | $0 | $0 | $0 | $0 | $0 | $86,617 |
| NR Neighborhood Revitalization Rebates | $10,000 | $0 | $0 | $0 | $0 | $0 | $0 | $10,000 |
| **Totals** | **$763,264** | **$439,356** | **$77,140** | **$115,822** | **$162,876** | **$70,695** | **$1,695,088** | **$3,324,241** |

**2016 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

## Section 6: Consolidated Budget

**2016 SCKLS Proposed Consolidated Budget**

| Budget Category | General Fund | Employee Benefits | State Aid | Total |
|---|---|---|---|---|
| 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 | $633,875 | $0 | $0 | $633,875 |
| Employee Benefits | $0 | $259,339 | $0 | $259,339 |
| 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 | $1,442,088 | $0 | $0 | $1,442,088 |
| 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 | $60,293 | $0 | $26,324 | $86,617 |
| NR Revitalization Rebates | $9,250 | $750 | $0 | $10,000 |
| **Totals** | **$3,005,563** | **$259,339** | **$51,824** | **$3,324,241** |

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## Section 6: Income / Resources

| Income | Actual 2014 | Projected 2015 | Proposed 2016 |
|---|---|---|---|
| SCKLS Tax - General Fund | $2,512,567 | $2,477,964 | $3,005,563 |
| SCKLS Tax - Employee Benefits Fund | $143,995 | $150,511 | $259,339 |
| State Grant-In-Aid Fund | $63,322 | $58,890 | $54,179 |
| Member Library Reimbursable Fund | $40,035 | $40,000 | $40,000 |
| Miscellaneous Grants Fund | $0 | $0 | $0 |
| Automation Consortium Fund | $101,785 | $64,000 | $76,000 |
| | | | |
| Balance Carried Forward - General Fund | $149,881 | $150,000 | $150,000 |
| BCF - Employee Benefit Fund | $129,450 | $122,365 | $122,365 |
| BCF - State Aid | $0 | $0 | $0 |
| BCF- Member Library Reimbursable Fund | $40,035 | $40,000 | $40,000 |
| BCF - Miscellaneous Grants Fund | $0 | $0 | $0 |
| BCF- Automation Consortium Fund | $101,785 | $34,895 | $46,895 |

**Resources**

| | Actual 2014 | Projected 2015 | Proposed 2016 |
|---|---|---|---|
| Transfer Capital Improvement Fund--Income | $100,000 | $100,000 | $100,000 |
| Capital Improvement Fund--Expenditures | $106,325 | $145,150 | $43,500 |
| BCF Capital Improvement Fund 12/31/Year | $583,890 | $678,390 | $670,890 |

**Proposed 2016 Expenditures (General + Employee Benefit + State-aid)**     **$3,324,241**

**2016 Total (Expenditures + Capital Improvements)**     **$3,995,131**

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## Section 7: 2014 Grant and Service Usage Data

The following information presents an overview of the various grants and services provided by SCKLS and their usage by member library type during 2014.

**Members (143)**

Public Libraries:  71

Public School District:  55

Academic:  14

Special: 3

Outlet:  3

**Grants**

The Grants-in-aid: Public and Academic Libraries accounted for 54% of 2014 General Fund Expenditures and Total Grant Programs accounted for 62% of 2014 General Fund Expenditures

**Grants-in-aid: Public and Academic Libraries**

2014 Total: $1,412,133

(69 Public and 14 Academic libraries)
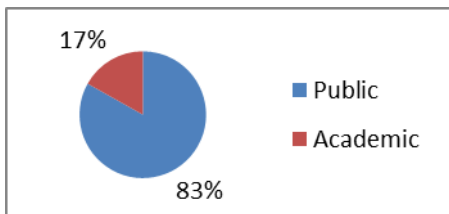


**Grants-in-aid:  Special**

2014 Total: $20,203

(3 Special libraries)

**Grants-in-aid: School**

2014 Total: $1,440

(5 School District)

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## Section 7: 2014 Grant and Service Usage Data
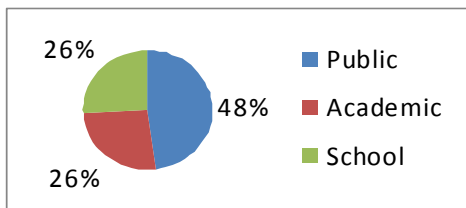
**Grants:  Technology**

2014 Total: $71,650

(44 Public, 10 School District, 4 Academic)
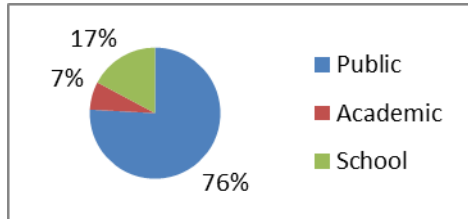


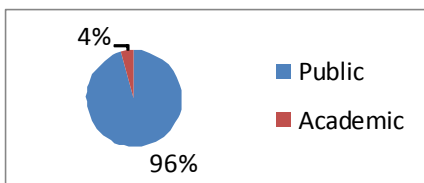**Grants:  E-Resources**

2014 Total: $52,783

(13 Public, 7 School District, 7 Academic)



**Grants:  Automation**

2014 Total:  $14,669

(22 Public, 1 Academic)



**Grants:  Continuing Education Reimbursement**

2014 Total: $47,564

(14 School District, 13 Public, 8 Academic, 2 Special)

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## Section 7: 2014 Grant and Service Usage Data

**Grants:   Program/Project**

2014 Total:  $11,514

(15 Public, 10 School District, 1 Academic, 1 Special)
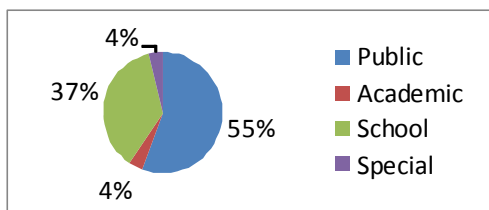


**Grants:  Summer Reading Program**

2014 Total: $5,400

(54 Public libraries)

**Grants:  Professional Services (Architectural)**

2014 Total: $2,496

(1 Public library)


**Consulting**

All staff began collecting some data in January 2015


**Continuing Education**

Total Attendance:  741

Onsite Events: 21

Offsite Events: 17

SCKLS Staff Presenters: 29

Non-SCKLS Staff Presenters: 7

(57 Public, 16 Academic, 10 School District, 2 Special)


**Support Services**

All staff began collecting data in January 2015

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Reno, Rice, Sedgwick, Stafford, and Sumner County Libraries

**SCKLS** South Central Kansas Library System

## Section 7: 2014 Grant and Service Usage Data

**South Central Kansas Automation Network (SCKAN)**

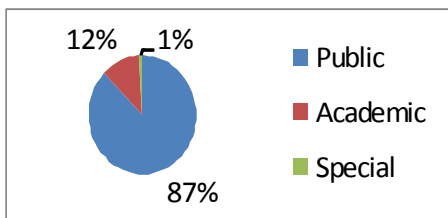Users:  66,174

Item Records:  590,298

Circulation:  756,709

(22 public, 1 academic library and SCKLS Facility)

**Rotating Collections**

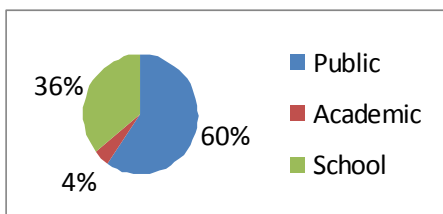Items Rotated:  92,705

 (69 Public, 9 Academic, 1 Special)

Items Processed for Rotating Collections: 3,484



**Interlibrary Loan and Cataloging**

Interlibrary Loans: 3,371 Requests

(ILL: 42 Public, 25 School District, 3 Academic)



Marc Records: 1,909 Items

(Cataloging: 20 Public, 2 School District, 2 Academic)

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## APPENDIX A: STATEWIDE AND REGIONAL MEDIA

## KTWU *SUNFLOWER JOURNEYS* EPISODE 2707

South Central Kansas Library System Staff contributed content on expanded library services to KTWU Public Television's **Sunflower Journeys** Episode 2707 "Public Libraries" which aired in November 2014. The episode explores the manner in which Kansas libraries and librarians are reinventing themselves in light of ongoing changes in information technology and media consumption. The episode is available online at: http://watch.ktwu.org/video/2365361922/

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## STATEWIDE AND REGIONAL MEDIA

South Central Kansas Library System Director Paul Hawkins contributed the following opinion column to the *Wichita Eagle* newspaper which was published on November 17, 2014 and also distributed at the Annual Wichita Area Library Association Legislative Luncheon held November 19, 2014 in Wichita.

The Wichita Eagle

# Libraries serve community needs

One of the myths about libraries is that the Internet has made them obsolete. In fact, technology has increased the resources available to even the smallest library. Online information hasn't led to big, empty spaces where the books used to be. Library space is increasingly used for computers and technology as well as study, meeting and program areas.

In our south-central region, there are a half dozen new public library building or renovation projects. If Kansans didn't believe in the future of libraries, they wouldn't be making investments such as those in the public libraries in Winfield and Mulvane. Another is under consideration in Wichita.

Libraries are changing by offering new resources and services that meet the unique needs of their communities. Libraries continue to add unusual items such as cake pans and fishing poles, as well as e-books, e-magazines and other digital content. Libraries offer computer training, book discussions and story hours.

Every Kansas library has books, but books come in a variety of formats. Print formats in public libraries include books with large-print type to make them easier to read; audiobooks that can be listened to; graphic novels, which are illustrated stories; and picture books for children who are learning to read. You can still visit your local library, but now that library likely also has a website with a wealth of online information accessible with your computer or smartphone.

Libraries are for use, and a measure of a good library is how well it is used. Last year, 1.6 million Kansans had public library cards and borrowed more than 26.2 million items. That data doesn't even encompass use of school and college libraries, which is also significant. The inter-library loan service was used to meet requests for items not locally available, providing 600,000 items to citizens and students.

Libraries have been part of community life in Kansas since the territorial period of the 1850s. In the state's smallest towns, the local library may serve as a free bookstore, Wi-Fi spot and go-to place. Libraries are a source for lifelong reading and learning.

You won't find the freedom to read, view or listen in the Bill of Rights, but those freedoms are essential, and libraries are a public expression of those freedoms.

**Paul Hawkins** is director of the South Central Kansas Library System, based in South Hutchinson.