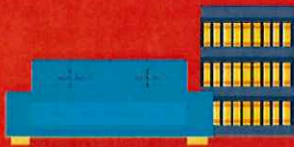




2017 Proposed Annual Plan and Tentative Budget



SOUTH CENTRAL KANSAS LIBRARY SYSTEM

321 North Main Street

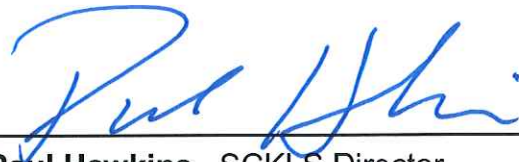
South Hutchinson, KS 67505

800-234-0529

www.sckls.info

The South Central Kansas Library System 2017 Annual Plan and Tentative Budget have been prepared and authorized in accordance with the provisions of applicable Kansas statutes and state regulations. This document was reviewed and recommended by the South Central Kansas Library System Executive Committee on May 20, 2016 and is pending final approval by the South Central Kansas Library System Board on August 12, 2016. Also pending is review and approval by the State Library of Kansas Advisory Board, Topeka on June 10, 2016.

By



Paul Hawkins, SCKLS Director

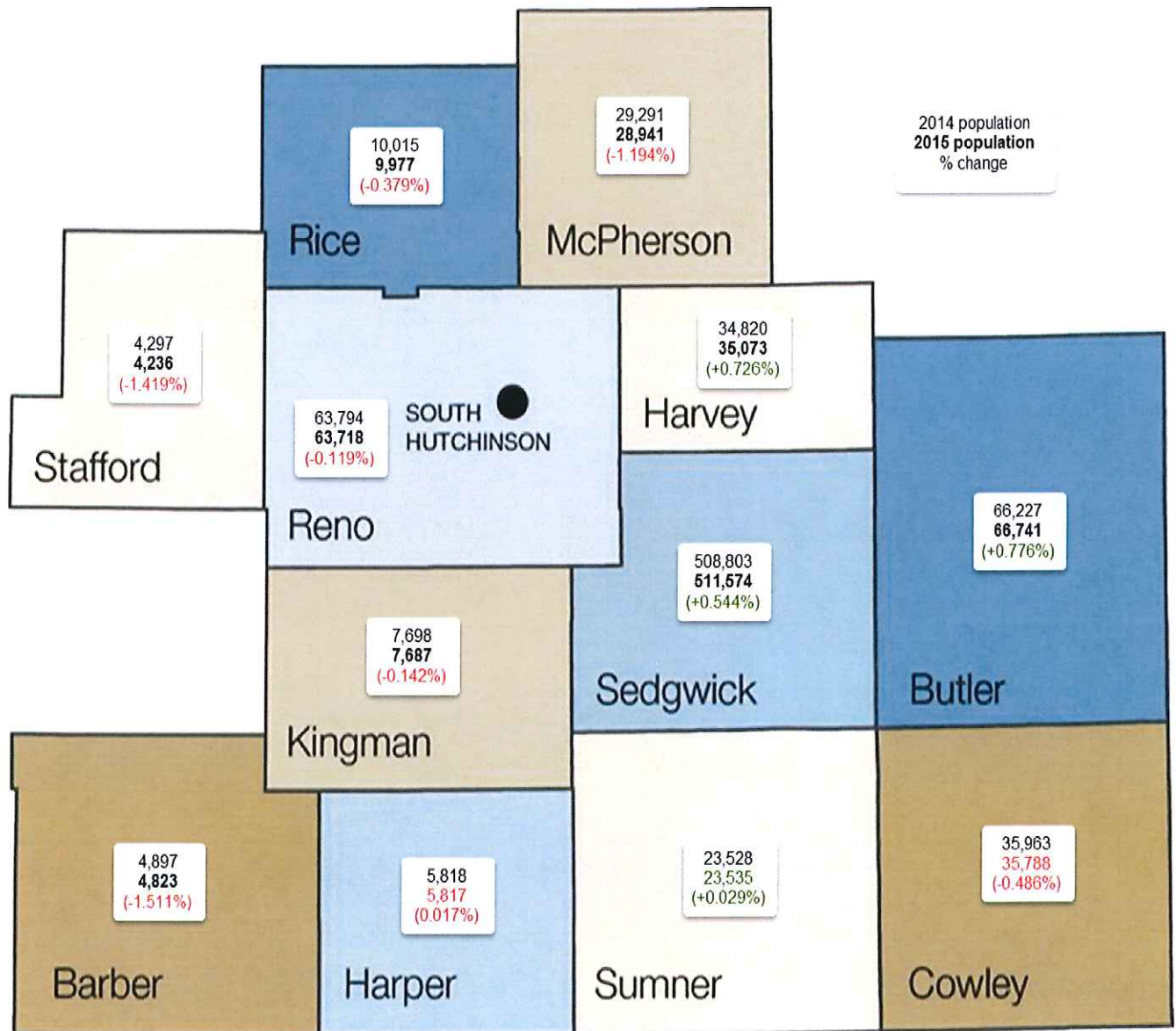


Steve Read, Chair

SCKLS Executive Committee

Overview:

1. SCKLS includes the taxing counties of Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner and has a service population of approximately 797,908 (U.S. Census 2015).
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 144 SCKLS participating member public, school district, academic, special and three outlet libraries.



PUBLIC (72)

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/Window
USD 369—Burrton	USD 405—Lyons
USD 360—Caldwell	USD 351—Macksville
USD 419—Canton	USD 266—Maize
USD 268—Cheney	USD 418—McPherson
USD 264—Clearwater	USD 254—Medicine (North Barber)
USD 356—Conway Springs	USD 423—Moundridge
USD 332—Cunningham (West Kingman Co.)	USD 263—Mulvane
USD 260—Derby	USD 309—Nickerson
USD 471—Dexter	USD 358—Oxford
USD 396—Douglass	USD 311—Pretty Prairie
USD 490—El Dorado	USD 492—Rosalia
USD 310—Fairfield	USD 394—Rose Hill
USD 265—Goddard	USD 439—Sedgwick
USD 440—Halstead/Bentley	USD 509—South Haven
USD 312—Haven	USD 349—Stafford
USD 261—Haysville	USD 376—Sterling

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

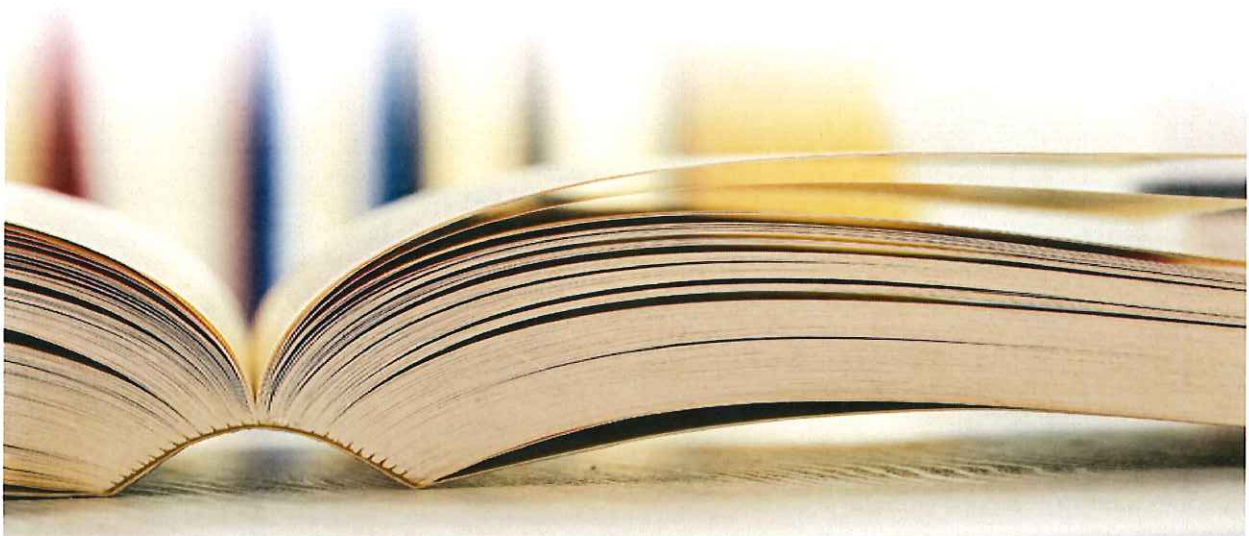
USD 463—Udall
USD 262—Valley Center
USD 353—Wellington
USD 206—Whitewater (Remington)
USD 259—Wichita
USD 465 Winfield

SPECIAL (3)

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

Section 1: Timeline

SCKLS PLANNING AND BUDGETING TIMELINE	
DECEMBER	Update Five-Year Capital Improvement Plan and make capital improvement transfer from general fund
JANUARY—FEBRUARY	<p>Compile grants and services usage data and prepare annual report</p> <p>Solicit input for upcoming year proposed annual plan and tentative budget from Executive Committee, System Board, Governor's Appointees, Member Libraries & Staff</p>
MAY	Submit draft proposed annual plan and tentative budget to Executive Committee for review and recommendation to System Board
JUNE	Submit Proposed Annual Plan and Tentative Budget to State Library Advisory Board, Topeka for review and approval
JULY—AUGUST	<p>Gather Motor Vehicle Tax estimates from county treasurers and assessed property valuation estimates from county clerks</p> <p>Prepare official certified budget</p> <p>Publish budget and notice of budget hearing in newspaper of each taxing county</p> <p>Hold budget hearing and adopt budget authorization resolution at Special System Board Meeting</p> <p>Publish notice of vote publication in Reno County newspaper</p>
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



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.

MEASURES OF VALUE

Tax support from property owners within the 12 county regional library system taxing district and outside of 72 established public library taxing districts provides SCKLS with annual funding. In 2015, SCKLS grants-in-aid funding facilitated access for 99,476 registered borrowers to 72 public and 14 academic SCKLS member libraries.

Additionally, grants-in-aid partially compensated member libraries for the interlibrary loan resource sharing of 62,523 items requested by citizens and students and not available at local libraries. More than 58% or almost \$1.7 million of the 2016 SCKLS General Fund income is budgeted to various grants program used by SCKLS member public, academic, school district and special libraries.

Member libraries benefit from expertise and assistance provided by 10 full-time and one half-time staff. Nine of the 11 staff positions require a master's level degree and all SCKLS staff have specialized knowledge and training. Since this expertise and assistance would not be available and affordable at all local libraries, SCKLS creates staffing efficiency for multiple member libraries and demonstrates stewardship in the use of limited tax resources.

In 2015, SCKLS staff provided 535 on-site service visits—primarily for technology support—to member libraries. Also in 2015, 44 training and continuing education programs were provided by SCKLS and attended by a total of 988 librarians. Support and training from SCKLS assists participating libraries provide and improve local library services.

SCKLS continues to develop additional measures of value for its grants and services. These measures of value help demonstrate that SCKLS is optimizing and sharing resources among participating member libraries for the benefit of Kansas citizens and students.

Section 2: Services and Programs

POLICY STATEMENTS

In January 2009, the Executive Committee authorized the following policy statements which serve as bases for the services and grants. 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 and automation matching grants, a member library may receive one grant a year.
- 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.
- Continuing Education events and programs are scheduled with consideration to audience, location, time, formats of presentation and other applicable factors to reach target audiences.
- 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 to the general public while school library members are not fully open and accessible to the general public. Special library members that are correctional facility libraries are eligible for the Rotating Collections Service because their service populations do not have direct access to other member libraries.

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 2014 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 and the 2017 Proposed Annual Plan and Tentative Budget are predicated on a funding scenario with an estimated 0.125% or \$4,181 increase in total expenditures based on organizational service needs.

Mission Statement

SCKLS provides grants, consulting, continuing education and cost-effective support services to 144 member public, school district, academic, special libraries and three outlets in 12 counties.

Value Statement

SCKLS facilitates equity and allocates limited resources to serve its diverse public, school district, academic and special library members.

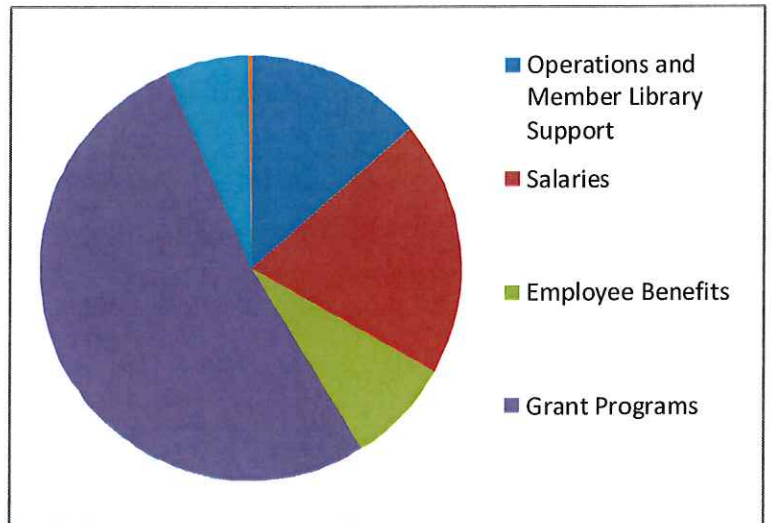
Planning Assumptions

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 144 member public, school district, academic and special library members.

The current statewide funding scenario of limiting and/or reducing tax-supported government services and including library services impacts SCKLS' ability to provide grants, services and staffing. Consequently, SCKLS uses a continuous improvement model to determine and implement changes and improvements to address needed changes in grants, services and staffing.

Proposed 2017 Major Goals

- ◆ **Increase the 2017 Proposed Budget on the Basis of Need, But Not Exceeding the Consumer Price Index of 0.125%**
- ◆ **Continue to Implement and Collect Measures of the Value of SCKLS Grants, Services and Staffing**
- ◆ **Support Adequate and Sustained Funding for Statewide Resource Sharing Services provided by the State Library of Kansas, Topeka**



Section 2: Services and Programs—Current and 2016 Goals

For 2016, goals include:

1. Maintain existing grants, services and staffing levels
2. Develop and Implement Measures for the Value of SCKLS Grants and Services
3. Implement Basic Library Technology Skills Training (Tech Talk and Flash)
4. Support Adequate and Sustained Funding for Statewide Resource Sharing Services provided by the State Library of Kansas, Topeka

Through its continuous improvement model, SCKLS practices ongoing efforts to improve grants and services to member libraries. In 2015, SCKLS made 28 significant changes or improvements to its grants, services and staff. Contact with member libraries in the delivery of grants and services as well as regular and special evaluation methods assist SCKLS to make continuous improvements. See **Section 7: 2015 Grants and Services Usage Data** for comparative details related to grants and services.

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 or former employment:



Katy Androski	2006 Hutchinson (KS) Correctional Facility Library
Jessica Wiens	2007 Manheim Germany Public Library
Elizabeth Rankin	2008 Liberal (KS) Public Library
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
Deborah Boyer	2015 Wichita (KS) Public Library
Sarah Patterson	2016 Hutchinson (KS) Public Schools

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 (HRFS) perform organizational budget, governance, policy, financial and human resources duties necessary for the 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, HRFS and a Technology Consultant 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 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. Planning and consulting services are available from the Director of Information Technology. Staff may also refer member libraries 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. The E-Book Grant Program will be discontinued after December 31, 2017 after having assisted more than 50 libraries establish collections of e-resources.

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 an 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 consulting.

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 issues and if needed, to schedule on-site assistance or meetings.



Section 2: Services and Programs—Continuing Education

Continuing Education Services and Grants

Definition of service: SCKLS member librarians, trustees, Friends and volunteers can attend a wide range of library and technology-related workshops and trainings. Trainings are offered at locations throughout the region as well through the SCKLS YouTube channel and other online methods. Topics dealing with basic library and technology skills as well as trends and innovations in library service are covered. New librarians receive an on-site orientation to SCKLS services. 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 Board Training**
- **Summer Reading Program Training**
- **Technology Training Programs (TechTalk & Flash)**
- **Quarterly Basic Library Skills (BLaST)**



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 half-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 staff training needs should contact the CE Specialist at least 45—60 days in advance of a staff 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 for library employees is encouraged by SCKLS.

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, a computer lab and a small digitization lab. 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.

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.

The South Central Kansas Library Foundation has helped secure additional grant funding for its member libraries through the Bill and Melinda Gates Foundation as well as Bank of West, Dollar General Stores, Central Kansas Community Foundation, Greater Newton Kansas Community Foundation, Monsanto Fund, Pamida Foundation, Shell Exploration and Production Company and the South Central Kansas Community Foundation. Contact the SCKLS Director for additional information or go to:

www.scklf.info



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 2016, partially compensates the 72 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 are eligible for grants based on resource sharing and other library services.

Three factors comprise the formula for the distribution of grants-in-aid to 72 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 I	1,001 – 2500 service population	\$ 4,736
Service Center II	2,501- 10,000 service population	\$ 6,770
Major Service Center I	10,001 – 25,000 service population	\$13,828
Major Service Center II	25,001 – 100,000 service population	\$40,808
Major Resource Center	More than 100,000 service population	\$66,462

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

Grants-in-Aid (Continued)

Each public and academic library is required to complete an annual eligibility form and grants-in-aid service contract. The 2016 funding total of \$1,442,088 for grants-in-aid to public and academic libraries is proposed to be maintained for 2017. 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

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 (1) Foundations of Library Service, (2) Building a User-Oriented Library, (3) Essential Technology and (4) Keep Improving Your Library.

BLaST 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.

In 2016, SCKLS began offering Tech Talk and FLASH, two new basic technology skills training programs for member libraries. Basic technology topics are covered in a series of four Tech Talk programs. Functional Library Applications and Software Help (FLASH) is a series of six trainings that prepare member librarians to better use

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.

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 provides the service. Deliveries of rotating collections are provided on a contractual basis through Henry Industries, Wichita, KS.

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 2016.

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.



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 support for digitizing materials of historical interest, plus a hosting platform to provide online open access to the materials.

The image at the right is from a video of interviews of local World War II veterans collected by the Caldwell Public library. For more information:

<http://digitalsckls.info/>



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. A Summer Reading Program Grant is available to eligible public library member libraries. An annual program of services to school libraries is offered.

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.

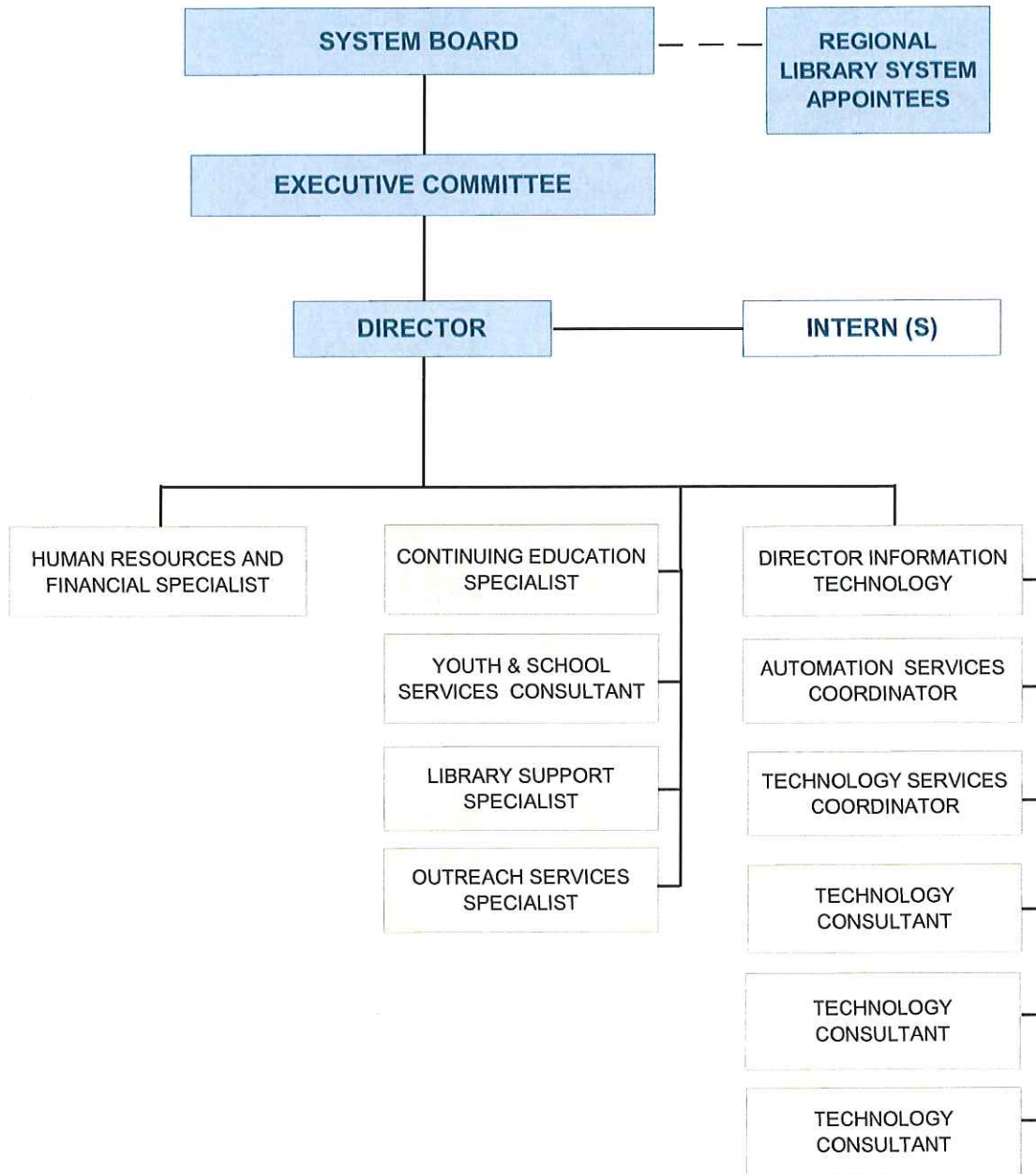
Section 3: Staff

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 Sharbaugh	1
Technology Consultant	Sharon Barnes	1
Technology Consultant	Robyn Bravi	1
Technology Consultant	Eric Swenson	1
Youth and School Services Consultant	Robin Hargrave	1
Continuing Education Specialist	Jill Stern	.50
Library Support Specialist	Katherine Goodenberger	1
Outreach Services Specialist	Nicole Penley	1
Library Intern	Sarah Patterson	.10
Total Staff		11.60

Section 3: Organization Chart

SCKLS ORGANIZATION



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

Cowley County

Janet Whittington

1306 61st Avenue

Douglass, KS 67039

Term Expiration Date: 6/30/2014

Harvey County

Greta Hiebert

204 East 24th Street

North Newton, KS 67117

Term Expiration Date: 6/30/2014

McPherson County

Melva Barlow

213 1st Avenue

Inman, KS 67456

Term Expiration Date: 6/30/2014

Rice County

Donna Surprise

616 South Purdy

Lyons, KS 67554

Term Expiration Date: 6/30/2014

Stafford County

Gerry Hildebrand

158 Northeast 80th Avenue

Stafford, KS 67578

Term Expiration Date: 6/30/2014

Butler County

Sylvia Epp

13978 NW 86th Terrace

Whitewater, KS 67154

Term Expiration Date: 6/30/2014

Harper County

Kim Bauer

263 Northeast 150 Road

Harper, KS 67058

Term Expiration Date: 6/30/2014

Kingman County

Judy DeWeese

2656 SW 120th Avenue

Cunningham, KS 67035

Term Expiration Date: 6/30/2014

Reno County

Barbara Lilyhorn

9605 East Avenue G

Hutchinson, KS 67501

Term Expiration Date: 6/30/2014

Sedgwick County

Rita Severt

22015 West 29th Street North

Andale, KS 67001

Term Expiration Date: 6/30/2014

Sumner County

Judy Happy

696 North Woodlawn

Belle Plaine, KS 67013

Term Expiration Date: 6/30/2014

Section 4: Executive Committee

EXECUTIVE COMMITTEE 2016

Steve Read—Chair

Director, McPherson Public Library
214 West Marlin
McPherson, KS 67460
Work: 620-245-2570
ptolemy@macpl.org

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

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

Jeff Roberson

Board Member, Hutchinson Public Library
37 Circle Drive
Hutchinson, KS 67502
Home: 620-664-8173
jeffrey.roberson@gmail.com

Eldon Younce

Director, Anthony Public Library
624 East Main Street
Anthony, KS 67003-2738
Work: 620-842-5344
anthonylib@gmail.com
1st 4-year Term -Term Expires: 12/2017

Barbara Lilyhorn

9605 East Avenue G
Hutchinson, KS 67501
Work: 620-694-2911
Wlilyhorn@sbcglobal.net
2nd 4-Year Term -Term Expires: 12/2014 (Pending State
Legislative Action)

Susan Woodard

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

Gail Niles Stucky—Vice-chair

Co-director, Bethel College Library
300 East 27th St.
North Newton, KS 67117
Work: 316-284-5361
gstucky@bethelks.edu

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

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

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

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

Dalene McDonald

Director, Deets Library, Southwestern College
100 College Street, Winfield, KS 67156-2498
Work: 620-229-6225
dalene.mcdonald@sckans.edu
1st 4-Year Term + Unexpired Term—Expires 12/2019
Two and Four Year Academic

Cheney Public Library

Work: 316-542-3331
cheneypubliclibrary@cheneyks.org
1st 4-year Term - Expires: 12/2017
Service Center II

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

Section 4: SCKLS Public Library Representatives

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

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

Section 4: SCKLS School District Representatives

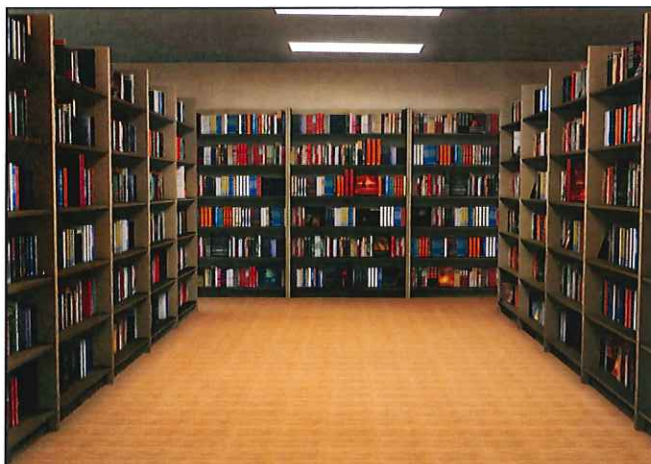
USD	City	Representative	
331	Kingman/Norwich	<i>Roberta</i>	<i>Kobbe</i>
255	Kiowa (S. Barber Co.)	<i>Jill</i>	<i>Daughetee</i>
205	Leon	<i>Lori</i>	<i>Kohls</i>
400	Lindsborg (Smoky Valley)	<i>Kate</i>	<i>Littich</i>
444	Little River/Windom	<i>Sheena</i>	<i>Bruce</i>
405	Lyons	<i>Donna</i>	<i>Surprise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

Section 4: SCKLS Academic and Special Library Representatives

Institution	Library Name	Representative
Bethany College	Wallerstedt Library	<i>Denise Carson</i>
Bethel College	Bethel College Library	<i>Barbara Thiesen</i>
Butler Community College	L W Nixon Library	<i>Micaela Ayers</i>
Central Christian College of Kansas	Briner Library	<i>Bev Kelley</i>
Cowley Co Community College	Renn Memorial Library	<i>Rhoda MacLaughlin</i>
Friends University	Edmund Stanley Library	<i>Max Burson</i>
Hesston College	Mary Miller Library	<i>Margaret Wiebe</i>
Hutchinson Community College	JFK Library	<i>Not Designated</i>
McPherson College	Miller Library	<i>Mary Hester</i>
Newman University	Ryan Library	<i>Steve Hammerski</i>
Southwestern College	Deets Library	<i>Dalene McDonald</i>
Sterling College	Mabee Library	<i>Not Designated</i>
Wichita State University	University Libraries	<i>Nan Myers</i>
Wichita Area Technical College	Library	<i>Rita Severt</i>

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

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



Section 5: Bylaws

BYLAWS

South Central Kansas Library System

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

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

Article I

Name

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

Article II

Authority and Purpose

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

Article III

Membership

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

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

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

Section 5: Bylaws

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

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

Article IV

Governing Body

Section 1. The governing body of the system shall be the System Board. The board shall consist of one representative or an alternate appointed by the Trustees or institutional administrators of each participating library. In addition, there shall be one representative from each participating county appointed by the Governor to represent territory not within the district or any participating library, but within the tax district of the system. The board shall also consist of the Executive Committee.

Section 2. Each library representative is eligible to serve on the System Board until the officers of the participating library, college, university or school district appoint a replacement. The name of each member library's representative and alternate shall be communicated to the System Director by June 1 of each year. The Governor's appointees are eligible to serve until the Governor appoints a replacement.

Section 3. As specified in K.S.A. 75-2550, the System Board shall have authority to 1) operate a system of library service to and for participating libraries; 2) purchase service from a participating library for the benefit of the system; 3) contribute to or receive and utilize any gifts to the system; 4) contract with participating libraries; 5) contract with any other system board; and 6) employ a System Director and such other persons as the System Board may find necessary. The System Board shall have authority to pass upon the policies and philosophy of operation of the system as set by the Executive Committee, adopt the annual budget and program of services, elect the Executive Committee, and to delegate in these bylaws to the Executive Committee such powers and duties as the Board may deem appropriate, subject to any restriction imposed by law.

Section 5: Bylaws

Article V

Executive Committee

Section 1. As specified in K.S.A. 75-2550a, the Executive Committee shall have authority to set policy, perform legal functions, hire a System Director, and conduct system business on a month-to-month basis between meetings of the system board. To that end, the Executive Committee is hereby delegated those powers, enumerated in Article 4, Section 3, with the exception of power to adopt budget, which power is reserved exclusively to the System Board. The Executive Committee is specifically authorized on behalf of the board to act upon applications for system membership.

Section 2. The Executive Committee shall consist of a total of 13 members. It will include one representative from each of the following interest areas: 1) Governor's Appointees, 2) School district libraries, 3) Gateway public libraries, 4) Linking public libraries, 5) Service Center I public libraries, 6) Service Center II public libraries, 7) Major Service Center I public libraries, 8) Major Service Center II public libraries, 9) Major Resource Center public libraries, 10) Two or four year college libraries, and (11) Regents University libraries. Two At-large members shall be elected by the System Board. With the exception of Governor's Appointees and At-large members, a member of the Executive Committee shall be a current member of a public library board, an employee of a member public library or an institutionally designated representative of a member academic, school district or special library in the interest area the member represents. The two At-large members may be citizens who shall reside within the boundaries of the System and are interested in improving library services. To promote diversity and equitable representation on the Executive Committee, an Executive Committee member shall be affiliated with only one member library. Affiliation is defined as being employed by, serving on the board of directors of or belonging to the Friends group of a member library.

Section 3. The standard term of office for an elected member of the Executive Committee shall be four years with a maximum of two consecutive four-year terms. A member appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term. In the event of a vacancy, the Chair may fill the position by appointment, which will be in effect for the remaining term of the vacated position. In the case of a vacancy from an interest area in which there is only one member library, appointment will be made by the Chair of the Executive Committee in consultation with the respective member library and with the approval of the Executive Committee. In the case of an Executive Committee member who is also a member of a local public library board, the Executive Committee member's term of office on the Executive Committee shall end in December of the year in which such Executive Committee member's term of office on a local public library board expires. To avoid a potential conflict of interest no individual employed by the Hutchinson Public Library prior to January 1, 2005 nor current nor former employee of SCKLS shall be eligible to serve on the Executive Committee.

Section 5: Bylaws

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

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

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

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

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

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

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

Article VI

Ethical Standards

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

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

Section 5: Bylaws

ARTICLE VII

Standing Committees

Section 1. The System Executive Committee shall serve as the budget committee. The System Director shall present a recommended budget and plan of operation to the Executive Committee. The Executive Committee shall then evaluate and recommend the budget to the System Board for approval at the April meeting.

Section 2. Such other committees, standing or special, shall be appointed by the Chair, as the System Executive Committee shall from time to time deem necessary.

Article VIII

System Board Meetings

Section 1. Regular meetings of the System Board will be held in April and October or at the call of the Chair. The April meeting shall be the annual meeting for operations and for the transaction of other business. The October meeting shall be the regular meeting for elections to the Executive Committee, as well as for transaction of other business. Information concerning business items will be available to all System Board members at least one month in advance of the meetings.

Section 2. Each member of the System Board, or his alternate, shall have one vote in the governance of the System at System Board meetings. A mail ballot may be used, when approved by the System Board or Executive Committee.

Section 3. State law (K.S.A. 75-4317 and 75-4318) specifies that all meetings of the System Board shall be open to the public. The designated system board member or a duly appointed alternate (as provided for in Article IV, Section 1) from each participating institution and representatives appointed by the Governor shall be eligible to vote in the proceedings of the Board.

Section 4. A majority of qualified representatives present at any legally called meeting of the System Board shall constitute a quorum.

Article IX

Executive Committee Meetings

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

Section 2. Special meetings shall be called at any time by the Chair or at the written request of a majority of Executive Committee members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Executive Committee at least two days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

Article X

Election

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

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

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

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

Article XI

Reimbursement

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

Article XII

South Central Kansas Library Foundation

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

Article XIII

Bylaws Amendment

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

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

Section 3. Proposed amendments, specifying changes, must be mailed to all System representatives at least one month prior to the meeting at which the amendments are to be brought before the System Board.

Article XIV

Parliamentary Procedure

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

Section 6: Proposed Tentative Budget

SCKLS 2017 Proposed Tentative Budget

Pending review and recommendation by SCKLS Executive Committee, May 18,
Pending review and final approval by SCKLS System Board, August 12, 2016

Budget Category	2015 Actual	2016 Budget	2017 Proposed	2016 / 2017 Difference	2016 / 2017 % Change
Audit / Budget / Accounting	\$22,634	\$25,500	\$25,500	\$0	0%
(Rent) / Utilities	\$81,556	\$81,000	\$81,000	\$0	0%
Insurance	\$15,510	\$20,000	\$24,000	\$4,000	20%
Postage	\$3,870	\$5,500	\$5,500	\$0	0%
Printing	\$4,160	\$4,000	\$4,000	\$0	0%
Salaries	\$575,377	\$633,875	\$652,383	\$18,508	3%
Employee Benefits	\$185,738	\$257,228	\$259,339	\$2,111	1%
Supplies	\$6,650	\$10,000	\$10,000	\$0	0%
Travel & CE for Staff	\$38,213	\$42,000	\$42,000	\$0	0%
Professional Resources	\$0	\$13,162	\$13,500	\$338	3%
Member Library CE & Training	\$42,072	\$28,000	\$32,000	\$4,000	14%
OCLC (Cataloging/ILL)	\$13,136	\$15,000	\$15,000	\$0	0%
Grants-in-aid: Public & Academic	\$1,442,088	\$1,442,088	\$1,442,088	\$0	0%
Grants-in-aid: Special Libraries	\$22,327	\$30,000	\$30,000	\$0	0%
Grants-School Interlibrary Loan	\$1,295	\$3,000	\$3,000	\$0	0%
Grants-Continuing Education	\$28,805	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$49,775	\$40,000	\$60,000	\$20,000	50%
Grants-Automation	\$9,930	\$50,000	\$30,000	(\$20,000)	-40%
Grants-E-Resources	\$45,790	\$70,000	\$70,000	\$0	0%
Grants-Programming/Project	\$9,742	\$7,500	\$7,500	\$0	0%
Grants--Summer Reading	\$6,400	\$7,500	\$7,500	\$0	0%
Library Materials	\$99,309	\$86,000	\$90,000	\$4,000	5%
Internet Services	\$6,000	\$13,000	\$0	(\$13,000)	-100%
(Telephone) / Telecommunications	\$20,428	\$21,500	\$27,000	\$5,500	26%
Contractual Services	\$81,504	\$67,000	\$86,000	\$19,000	28%
Technology	\$47,105	\$40,000	\$42,000	\$2,000	5%
Vehicle Expenses	\$9,622	\$24,000	\$24,000	\$0	0%
Building Lease /Purchase	\$35,071	\$35,072	\$0	(\$35,072)	-100%
Capital Outlay	\$7,838	\$21,750	\$21,750	\$0	0%
Transfer Capital Improvement Fund	\$150,000	\$100,000	\$100,000	\$0	0%
Services Contingency	\$3,683	\$86,617	\$79,413	(\$7,204)	-8%
NR Neighborhood Revital. Rebates	\$8,286	\$10,724	\$10,724	\$0	0%
Totals	\$3,073,914	\$3,336,016	\$3,340,197	\$4,181	0.125%

Section 6: Budget Narrative

2017 SCKLS Tentative Budget Narrative

Audit / Budget / Accounting No change

2015 Actual	\$ 22,634
2016 Projected	\$ 25,500
2017 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) / Utilities No change

2015 Actual	\$ 81,556
2016 Projected	\$ 81,000
2017 Tentative	\$ 81,000

SCKLS will conclude a building lease-purchase agreement in January 2017 and utilities and other maintenance costs will begin to be paid from this line item. SCKLS paid 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 included the cost of utilities.

Insurance and Bonds Increase \$4,000

2015 Actual	\$ 15,510
2016 Projected	\$ 20,000
2017 Tentative	\$ 24,000

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. With the conclusion of a building lease-purchase agreement in January 2017, additional building insurance costs will begin to be paid from this line item.

Section 6: Budget Narrative

Postage **No change**

2015 Actual	\$ 3,870
2016 Projected	\$ 5,500
2017 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**

2015 Actual	\$ 4,160
2016 Projected	\$ 4,000
2017 Tentative	\$ 4,000

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

Salaries **Increase \$18,508**

Benefits **Increase \$2,111**

2015 Actual	\$ 761,115 (\$ 575,377 Salaries / \$ 185,738 Benefits)
2016 Projected	\$ 891,163 (\$ 633,875 Salaries / \$ 257,228 Benefits)
2017 Tentative	\$ 911,722 (\$652,383 Salaries / \$ 259,339 Benefits)

SCKLS currently employs 11 full-time, one half-time and one 8 hours 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) Technology Consultant Position III, (8) Human Resources and Financial Specialist, (9) Library Support Specialist, (10) Outreach Services Specialist; (11) Youth and School Services Consultant; one half-time Continuing Education Specialist and one 8 hours per week intern. In 2017, individual staff may be eligible for an 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.

Section 6: Budget Narrative

Supplies

No change

2015 Actual	\$ 6,650
2016 Projected	\$ 10,000
2017 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

2015 Actual	\$ 38,213
2016 Projected	\$ 42,000
2017 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.

Professional Development Resources

Increase \$338

2015 Actual	\$ 0
2016 Projected	\$ 13,162
2017 Tentative	\$ 13,500

SCKLS staff may purchase professional development resources including specialized books, supplies and other items that are used in developing and providing training and assistance for member libraries. These resources may be housed in staff offices, added to the circulating Professional Collection or provided to participants in training sessions. Previously these expenses were charged to multiple line items including Member Library CE and Training, Supplies, Library Materials; Professional Collection and others. Line item also includes memberships in library professional associations.

Section 6: Budget Narrative

Member Library Continuing Education & Training Increase \$4,000

2015 Actual	\$ 42,072
2016 Projected	\$ 28,000
2017 Tentative	\$ 32,000

Continuing education and training are services of SCKLS. Costs associated with continuing education includes presenters, meeting rooms and hospitality. SCKLS can only meet limited continuing education and training needs of member libraries. Consequently, member libraries are also encouraged to use continuing education programs and training from other sources and to use the SCKLS Continuing Education Reimbursement Grant to help defray the costs of their individual training needs.

OCLC (Cataloging & Interlibrary Loan) No change

2015 Actual	\$ 13,136
2016 Projected	\$ 15,000
2017 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.

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

2015 Actual	\$ 1,442,088
2016 Projected	\$ 1,442,088
2017 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 nearly 49% of General Fund expenditures in 2016. 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.

Section 6: Budget Narrative

Grants-in-aid: Special Libraries

No change

2015 Actual	\$ 22,327
2016 Projected	\$ 30,000
2017 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.

Grants-School Interlibrary Loan

No change

2015 Actual	\$ 1,295
2016 Projected	\$ 3,000
2017 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

2015 Actual	\$ 28,805
2016 Projected	\$ 45,000
2017 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.

Section 6: Budget Narrative

Grants—General Technology Matching Increase \$20,000

2015 Actual	\$ 49,775
2016 Projected	\$ 40,000
2017 Tentative	\$ 60,000

Member libraries are eligible for a matching grant up to \$2,500 for any general technology hardware or software as specified by grant guidelines. The increased use of technology grants has been addressed by the reallocation of \$20,000 from the Automation Matching Grants line item.

Grants--Automation Matching Decrease \$20,000

2015 Actual	\$ 9,930
2016 Projected	\$ 50,000
2017 Tentative	\$ 30,000

Member libraries are eligible for up to a \$10,000 matching grant for various automation-related expenses as specified in grant guidelines. The decreased use of automation grants has allowed the reallocation of \$20,000 to the Technology Matching Grants line item. Automation grant guidelines for 2017 will be revised to encourage greater use by member libraries.

Grants--E-Resources No change

2015 Actual	\$ 45,790
2016 Projected	\$ 70,000
2017 Tentative	\$ 70,000

This grant program was created in 2011 to encourage member libraries to develop new e-book and e-magazine resources. Member libraries will be eligible for a reimbursement of up to \$3,000 for the costs of e-resources they purchase for their users in 2017. This grant program will be discontinued in 2018 after having assisted more than 50 libraries establish collections of e-resources.

Section 6: Budget Narrative

Grants--Program and Project

No change

2015 Actual	\$ 9,724
2016 Projected	\$ 7,500
2017 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

2015 Actual	\$ 6,400
2016 Projected	\$ 7,500
2017 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.

Library Materials

Increase \$4,000

2015 Actual	\$ 99,309
2016 Projected	\$ 86,000
2017 Tentative	\$ 90,000

Includes library materials purchased and processing charges for items circulated through the Rotating Collections Service.

Section 6: Budget Narrative

Internet Services

2015 Actual	\$ 6,000
2016 Projected	\$ 13,000
2017 Tentative	\$ 0

Includes costs for 3 megabyte fiber and 15 megabyte cable access through Cox Communications to support Internet and video-conferencing. In 2017, this line item will be combined with Telephone Services and will be identified as Telecommunications Services.

(Telephone) / Telecommunications Services **Increase \$5,500**

2015 Actual	\$ 20,428
2016 Projected	\$ 21,500
2017 Tentative	\$ 27,500

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. In 2017, this line item will incorporate Internet Services with Telephone Services and will be identified as Telecommunications Services.

Contractual Services **Increase \$19,000**

2015 Actual	\$ 81,504
2016 Projected	\$ 67,000
2017 Tentative	\$ 86,000

Contractual services include expenses for repairs, security, pest control, custodial, legal and various other services for SCKLS. Member libraries are eligible for limited accounting and architectural professional services with are paid within this line item.

Section 6: Budget Narrative

Technology **Increase \$2,000**

2015 Actual	\$ 47,105
2016 Projected	\$ 40,000
2017 Tentative	\$ 42,000

Includes costs for the purchase, repair, upgrade, maintenance and licensing and support services for 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**

2015 Actual	\$ 9,622
2016 Projected	\$ 24,000
2017 Tentative	\$ 24,000

This line item covers fuel costs, maintenance and repairs for six automobiles used by staff to provide service to member libraries. Budgeted amount reflects full staffing.

Building Lease/Purchase

2015 Actual	\$ 35,071
2016 Projected	\$ 35,072
2017 Tentative	\$ 0

SCKLS will conclude a multi-year lease-purchase agreement for its training facility and offices at 321 North Main Street, South Hutchinson. SCKLS will own the building beginning in 2017. Currently, commercial office space in the Hutchinson area rents between \$1,200 - \$1,300 a square foot. Since 2005, the cost of leasing space at the SCKLS building at 321 North Main in South Hutchinson has averaged \$777 a square foot.

Section 6: Budget Narrative

Capital Outlay No change

2015 Actual	\$ 7,838
2016 Projected	\$ 21,750
2017 Tentative	\$ 21,750

This line item includes various expenses associated with the SCKLS facility including equipment and furnishings as well as the replacement of such items as needed.

Transfer to Capital Improvement Fund No change

2015 Actual	\$ 150,000
2016 Projected	\$ 100,000
2017 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.

Services Contingency Decrease \$7,204

2015 Actual	\$ 3,683
2016 Projected	\$ 86,617
2017 Tentative	\$ 79,413

Unbudgeted or unanticipated expenditures for new SCKLS and statewide services as well as service transitions may be paid from this line item. In 2015, \$50,000 of the unexpended balance of this line item was included in the annual transfer to the Capitol Improvement Fund. In 2016, \$9,500 is allocated to pay for the new Rotating Collections Service delivery contract with Henry Industries, Wichita.

NR Neighborhood Revitalization Rebates

No change

2015 Actual	\$ 8,286
2016 Projected	\$ 10,724
2017 Tentative	\$ 10,724

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.



2017 SCKLS Proposed Operating Budget

Budget Category	Central Administration		Automation Technology	Youth Services	Continuing Education	Extension Services	Technical Services	Grants-in-aid	Total
	Administration	Technology							
Audit & Budget & Accounting (Rent) / Utilities	\$25,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,500
Insurance	\$81,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81,000
Postage	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
Printing	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
Printing	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000
Salaries	\$153,903	\$325,690	\$63,628	\$18,018	\$50,000	\$41,144	\$0	\$0	\$652,383
Employee Benefits	\$57,400	\$127,756	\$22,140	\$12,622	\$23,226	\$16,195	\$0	\$0	\$259,339
Supplies	\$10,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Travel & Staff CE	\$0	\$0	\$0	\$42,000	\$0	\$0	\$0	\$0	\$42,000
Professional Resources	\$0	\$0	\$0	\$13,500	\$0	\$0	\$0	\$0	\$13,500
Member Library CE & Training	\$0	\$0	\$0	\$32,000	\$0	\$0	\$0	\$0	\$32,000
OCLC (Cataloging/ILL)	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0	\$0	\$15,000
Grants-in-aid: Public & Academic	\$0	\$0	\$0	\$0	\$0	\$0	\$1,442,088	\$0	\$1,442,088
Grants-in-aid: Special Libraries	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
Grants-School Interlibrary Loan	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$3,000
Grants-Continuing Education	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$0	\$45,000
Grants-General Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$0	\$60,000
Grants-Automation	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0	\$30,000
Grants-E-Resources	\$0	\$0	\$0	\$0	\$0	\$0	\$70,000	\$0	\$70,000
Grants-Programming/Project	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Grants-Summer Reading	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$0	\$7,500
Library Materials	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$90,000
Internet Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
(Telephone) / Telecommunications	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,000
Contractual Services	\$86,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$86,000
Technology	\$42,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,000
Vehicle Expenses	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
Building Lease/Purchase	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay	\$21,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$21,750
Transfer Capital Improve. Fund	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Services Contingency	\$79,413	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$79,413
NR Neighborhood Revital. Rebates	\$10,724	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,724
Totals	\$752,190	\$453,446	\$85,768	\$118,140	\$163,226	\$72,339	\$1,695,088	\$3,340,197	

Section 6: Consolidated Budget

2017 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	\$24,000	\$0	\$0	\$24,000
Postage	\$5,500	\$0	\$0	\$5,500
Printing	\$4,000	\$0	\$0	\$4,000
Salaries	\$652,383	\$0	\$0	\$652,383
Employee Benefits	\$0	\$259,339	\$0	\$259,339
Supplies	\$10,000	\$0	\$0	\$10,000
Travel & Staff CE	\$42,000	\$0	\$0	\$42,000
Professional Resources	\$0	\$0	\$13,500	\$13,500
Member Library CE & Training	\$32,000	\$0	\$0	\$32,000
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	\$60,000	\$0	\$0	\$60,000
Grants-Automation	\$30,000	\$0	\$0	\$30,000
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	\$90,000	\$0	\$0	\$90,000
Internet Services	\$0	\$0	\$0	\$0
(Telephone) / Telecommunications	\$27,000	\$0	\$0	\$27,000
Contractual Services	\$86,000	\$0	\$0	\$86,000
Technology	\$42,000	\$0	\$0	\$42,000
Vehicle Expenses	\$24,000	\$0	\$0	\$24,000
Building Lease/Purchase	\$0	\$0	\$0	\$0
Capital Outlay	\$21,750	\$0	\$0	\$21,750
Transfer Capital Improvement	\$100,000	\$0	\$0	\$100,000
Services Contingency	\$79,413	\$0	\$12,824	\$79,413
NR Neighborhood Revital. Rebates	\$10,195	\$529	\$0	\$10,724
Totals	\$3,005,563	\$259,339	\$51,824	\$3,340,197

Section 6: Income / Resources

Income	Actual 2015	Projected 2016	Proposed 2017
SCKLS Tax - General Fund	\$2,711,765	\$3,013,273	\$3,080,058
SCKLS Tax - Employee Benefits Fund	\$153,883	\$257,228	\$259,339
State Grant-In-Aid Fund	\$59,485	\$56,251	\$51,824
Member Library Reimbursable Fund	\$62,779	\$40,000	\$40,000
Miscellaneous Grants Fund	\$0	\$0	\$0
Automation Consortium Fund	\$53,168	\$65,000	\$77,000
Balance Carried Forward - General Fund	\$1,344	\$127,614	\$127,614
BCF - Employee Benefit Fund	\$97,747	\$107,914	\$107,914
BCF - State Aid	\$0	\$0	\$0
BCF- Member Library Reimbursable Fund	\$33,949	\$40,000	\$40,000
BCF - Miscellaneous Grants Fund	\$0	\$0	\$0
BCF- Automation Consortium Fund	\$57,604	\$50,000	\$50,000

Resources

Transfer Capital Improvement Fund--	\$150,000	\$100,000	\$100,000
Capital Improvement Fund--Expenditures	\$6,082	\$25,000	\$65,000
BCF Capital Improvement Fund 12/31/Year	\$728,588	\$803,588	\$838,588

Proposed 2017 Expenditures (General + Employee Benefit + State-aid)	\$3,340,197
2017 Total (Expenditures + Capital Improvements)	\$4,178,785

Section 7: 2015 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 (144)

Public Libraries: 72

Public School District: 55

Academic: 14

Special: 3

Outlet: 3

Total Grants Program

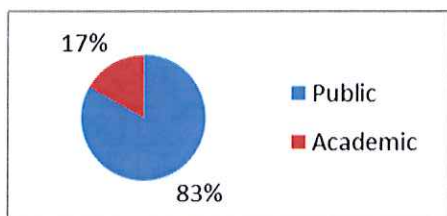
In 2014, the Total Grants Program accounted for 56% of General Fund Expenditures. In 2015, the Total Grants Program accounted for nearly 58% of General Fund Expenditures.

Grants-in-aid: Public and Academic Libraries

2015 Total: \$1,442,088

2014 Total: \$1,442,088

(69 Public and 14 Academic libraries)



Grants-in-aid: Special Libraries

2015 Total: \$22,327

2014 Total: \$20,203

(3 Special libraries: 2 State Correctional; 1 Military)

Grants-in-aid: School Interlibrary Loan

2015 Total: \$1,295

2014 Total: \$1,440

(6 School District)

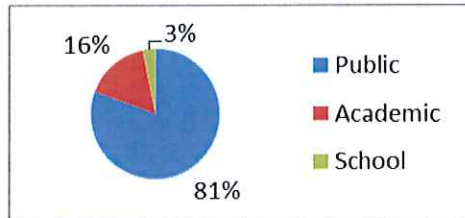
Section 7: 2015 Grant and Service Usage Data

Grants: Technology

2015 Total: \$49,775

2014 Total: \$71,650

(26 Public, 5 School District, 1 Academic)

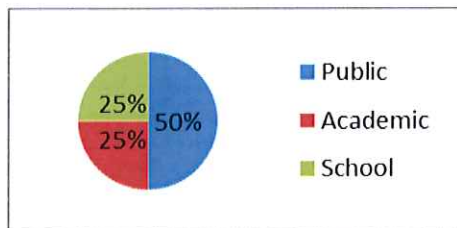


Grants: E-Resources

2015 Total: \$45,790

2014 Total: \$52,783

(10 Public, 5 School District, 5 Academic)



Grants: Automation

2015 Total: \$9,930

2014 Total: \$14,669

(1 Public)

Grants: Continuing Education Reimbursement

2015 Total: \$28,780

2014 Total: \$47,564

(16 School District, 6 Public, 7 Academic, 1 Special)

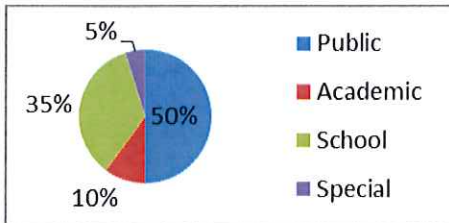
Section 7: 2015 Grant and Service Usage Data

Grants: Program/Project

2015 Total: \$9,742

2014 Total: \$11,514

(10 Public, 7 School District, 2 Academic, 1 Special)



Grants: Summer Reading Program

2015 Total: \$6,400

2014 Total: \$5,400

(64 Public libraries)

Grants: School Library MakerSpace

2015 Total: \$5,400

2014 Total: N/A

Grants: Professional Services (Architectural)

2015 Total: \$2,500

2014 Total: \$2,496

(1 Public library)

Continuing Education Events

2015 Total Attendance: 988

2014 Total Attendance: 741

2015 Onsite Events: 21

2014 Onsite Events: 21

2015 Offsite Events: 19

2014 Offsite Events: 17

2015 SCKLS Staff Presenters: 53

2014 SCKLS Staff Presenters: 38

2015 Non-SCKLS Presenters: 43

2014 Non-SCKLS Presenters: 7

(60 Public, 12 Academic, 24 School District, 2 Special)

Section 7: 2015 Grant and Service Usage Data

South Central Kansas Automation Network (SCKAN)

2015 Registered Users: 67,796

2014 Registered Users: 66,174

2015 Item Records: 606,169

2014 Item Records: 590,298

2015 Circulation: 732,108

2014 Circulation: 756,709

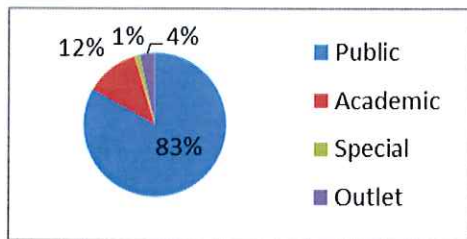
(22 public, 1 academic library and SCKLS Facility)

Rotating Collections

2015 Items Rotated: 88,538

2014 Items Rotated: 92,705

(64 Public, 10 Academic, 1 Special, 3 Outlet)

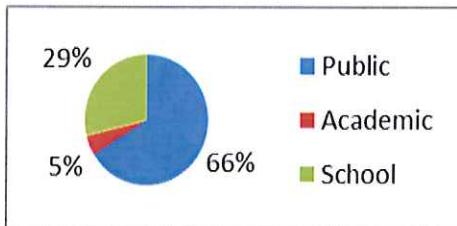


Interlibrary Loan and Cataloging

2015 Interlibrary Loans Requests: 3,203

2014 Interlibrary Loan Requests: 3,371

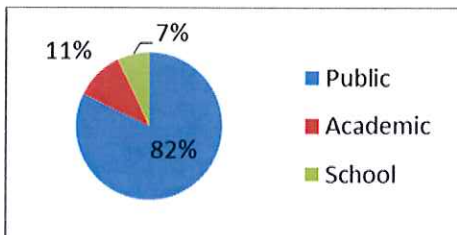
(ILL: 39 Public, 17 School District, 3 Academic)



2015 Marc Records: 1,876

2014 Marc Records: 1,909 Items

(Cataloging: 23 Public, 3 School District, 2 Academic)



APPENDIX A: REGIONAL MEDIA

KAKE TV, WICHITA NEWS

South Central Kansas Library System Director Paul Hawkins was interviewed by KAKE TV, Wichita about Kansas House Bill 2719 which would have defunded regional library systems and public libraries. The archived news segment which aired Sunday, March 13, 2016 is available online at: <http://www.kake.com/home/headlines/House-bill-jeopardizes-over-100-Kansas-libraries-371925642.html>. The Kansas House Committee on Taxation later approved amendments which removed libraries from the bill.

