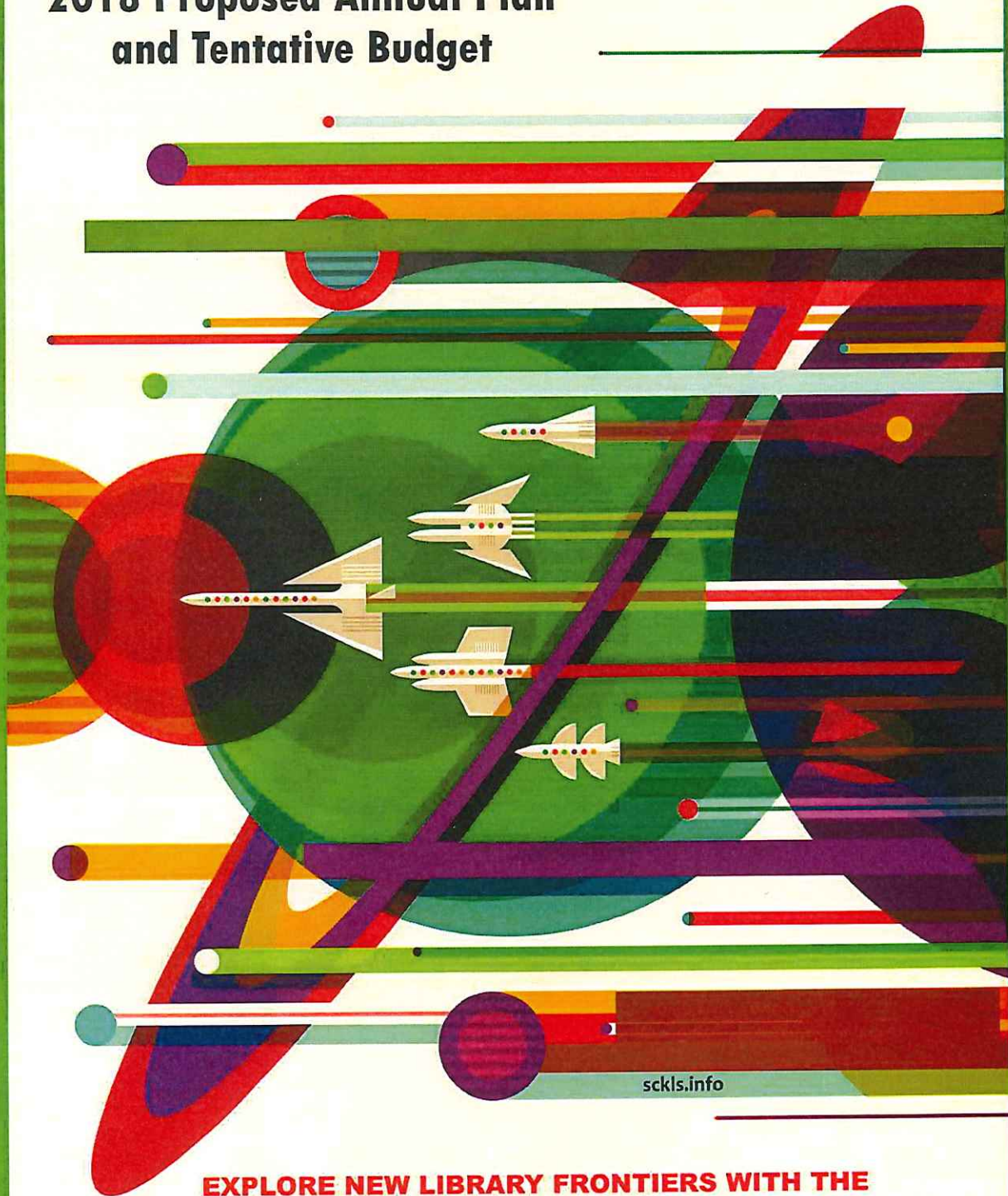


2018 Proposed Annual Plan and Tentative Budget



sckls.info

EXPLORE NEW LIBRARY FRONTIERS WITH THE SOUTH CENTRAL KANSAS LIBRARY SYSTEM

BARBER / BUTLER / COWLEY / HARPER
HARVEY / KINGMAN / MCPHERSON / RENO
RICE / SEDGWICK / STAFFORD / SUMNER

FOR 50 YEARS

ESTABLISHED 1967

Courtesy NASA/JPL-Caltech. Original image downloaded from <http://www.jpl.nasa.gov/visions-of-the-future/> on 10/12/2016.

The South Central Kansas Library System 2018 Annual Plan and 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 Executive Committee of the South Central Kansas Library System in South Hutchinson on May 19, 2017.

This document was submitted for review and approval by the State Library of Kansas Advisory Board, Topeka on June 30, 2017. On August 11, 2017 and in accordance with the required public notice and public hearing, the South Central Kansas Library System Board will meet in Clearwater, Kansas and vote on authorizing the 2018 SCKLS Official Budget.

By



Paul Hawkins, Director



Steve Read, Chair

Executive Committee and System Board

2018
Annual Plan and Budget

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

SCKLS South Central Kansas Library System

300 SW 10th Ave.
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Topeka, KS 66612-1593



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www.kslib.info

Joanne Budler, State Librarian


State Library of Kansas

Sam Brownback, Governor

June 30, 2017

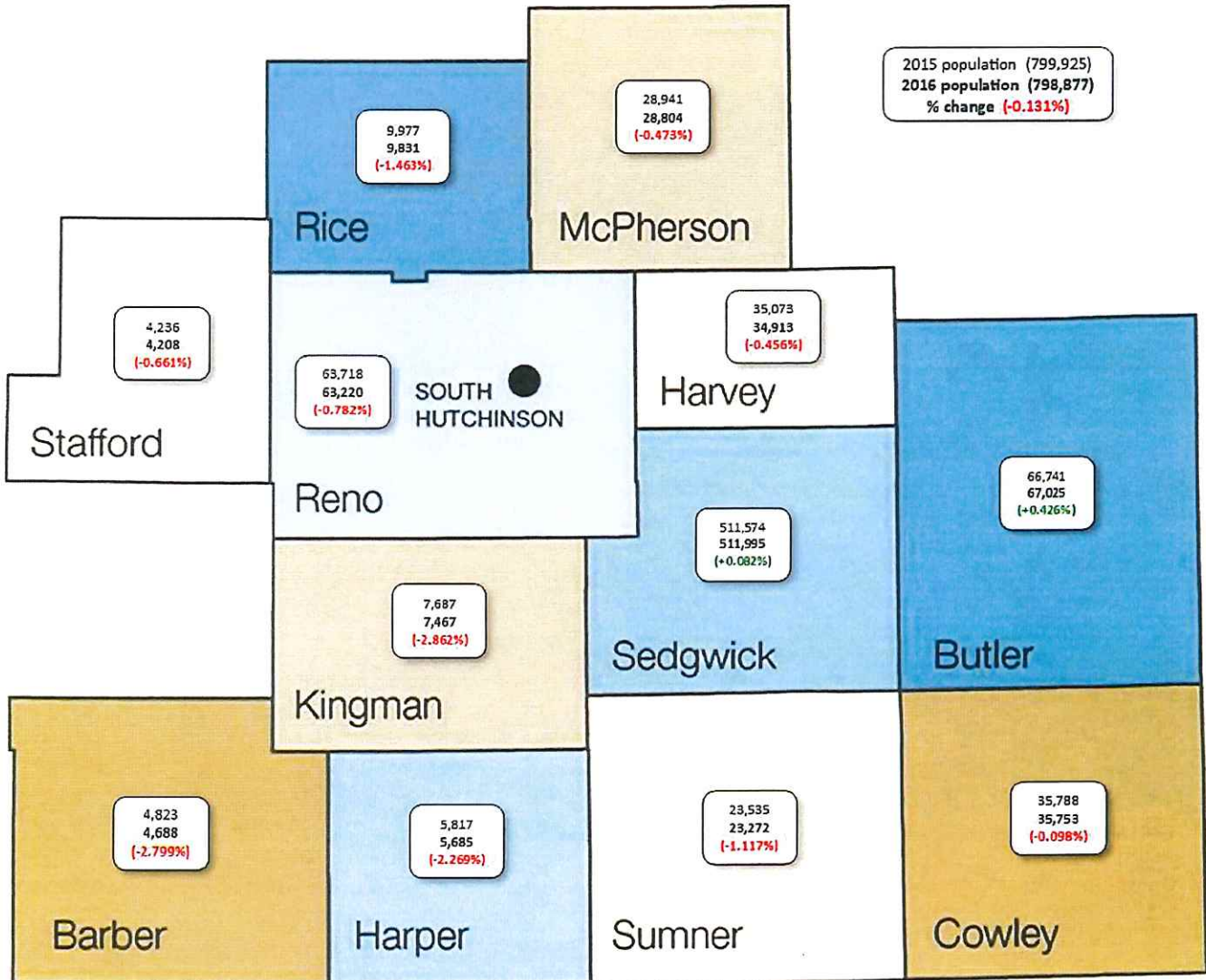
The South Central Kansas Library System's Plan of Service and Budget for 2018, in accordance with the provisions of K.S.A. 75-2552 and the Kansas Administrative Regulations promulgated thereunder, were reviewed and approved by the State Library of Kansas Board, on this 30th day of June, 2017.


Jennifer Schroeder, Chairperson
State Library of Kansas Board


Joanne Budler
State Librarian of Kansas

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 798,877 (U.S. Census 2016).
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 service 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

Preface

50TH ANNIVERSARY YEAR OF SERVICE

The South Central Kansas Library System recognized its 50th Anniversary Year of Service to member libraries and citizens and students in 2017. The beginning of SCKLS is officially dated by the State of Kansas, State Library Advisory Commission's approval of a resolution for establishment that occurred on June 17, 1967. During 2017, SCKLS used its anniversary as an opportunity to conduct an assessment process that included an online survey of member libraries that will later be incorporated into a planning report and recommendations. In addition, a brief overview of the regional library system's history was presented as part of the April 24, 2017 SCKLS Semi-annual Meeting held in Wichita.

In examining the historical start of the regional library system, Paul Hawkins, SCKLS Director, noted the importance of three values: **equality, local control and no mandatory features**. In the early 1960s, an estimated 300,000 rural Kansans did not have access to local library services. Differences in the levels of resources, services and staffing between public libraries in communities with larger populations and those in communities with smaller populations existed. The mandated statutory purposes for regional library systems was to create equality of access through "adequate library services to all citizens of the state" and "to extend library service to persons not having [local library services]".

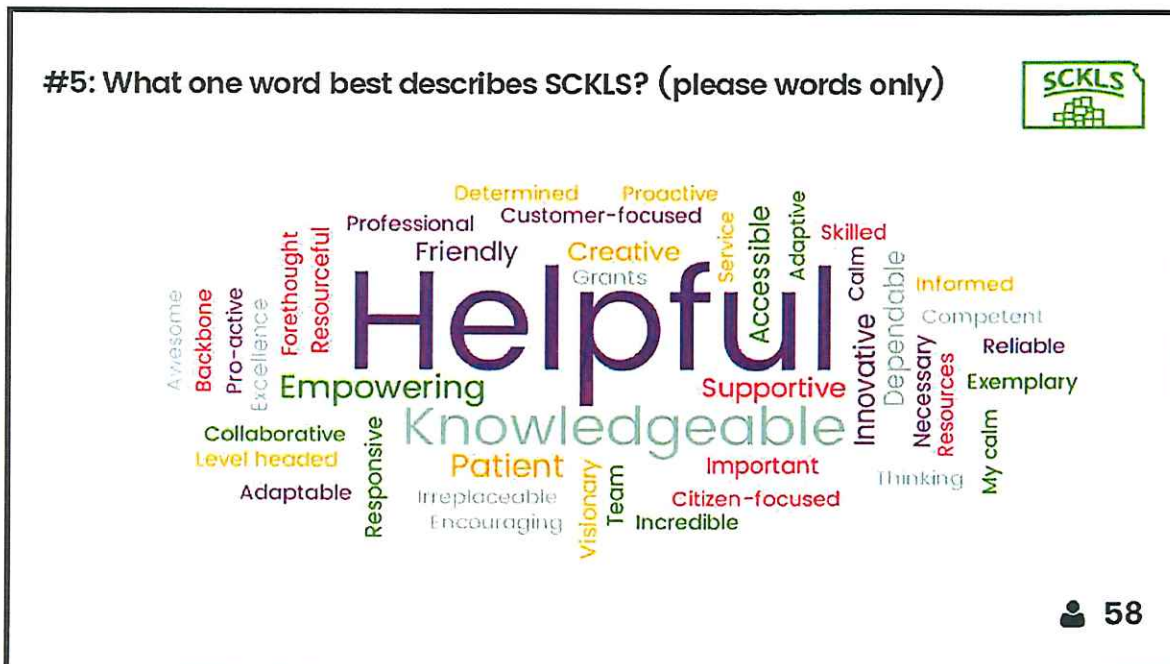
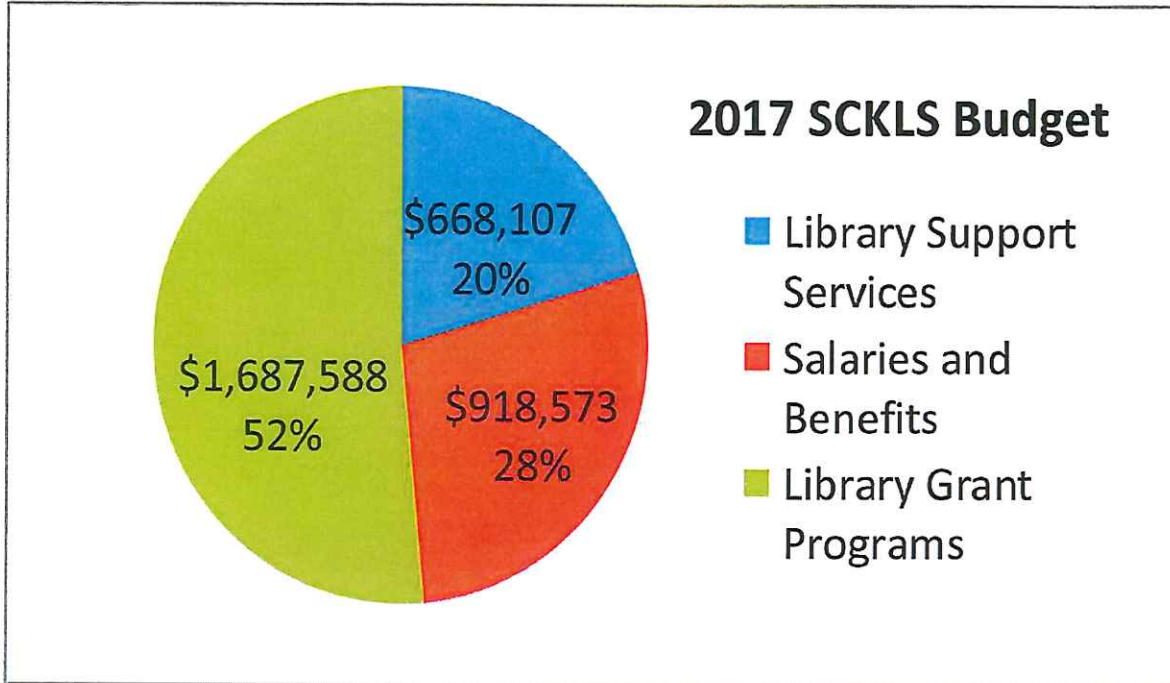
Local control was evidenced in that a regional library system would provide services and expertise not available and not affordable to a local library, but without the local library giving up its local control or authority. According to Hawkins, "Fifty years later, SCKLS continues to advise, but only the local member library has the authority to decide what best meets the needs of its community. SCKLS reserves authority over member libraries only in areas in which SCKLS provides grants and services to the member library."

No mandatory features means that the laws establishing regional library systems did not obligate a regional library system to provide specific services and grants. Instead, an annual plan of service was required and that allows for services and grants to change to meet the changing needs of member libraries. Of the ten services and grants included in one of the earliest SCKLS annual plans, only five continue to be provided but in a different form that they were originally offered. The development and changes in library technology have created an important and ongoing role for SCKLS.

When surveyed in April 2017, nearly 85% of member libraries responding indicated they were "very satisfied" with SCKLS grants, services and staff. All of the remaining 15% respondents said they were "satisfied." See Appendix B for Assessment and Planning Survey summaries. A survey respondent wrote: *"Overall, I am highly satisfied with SCKLS grants, services and staff. Grants-in-aid are extremely valuable in helping provide quality service to our library users. I greatly enjoy the workshops that are provided... Automation at my library would not be possible if not for...[SCKLS]. SCKLS is a very important resource that makes excellent service possible at my library."*

Preface

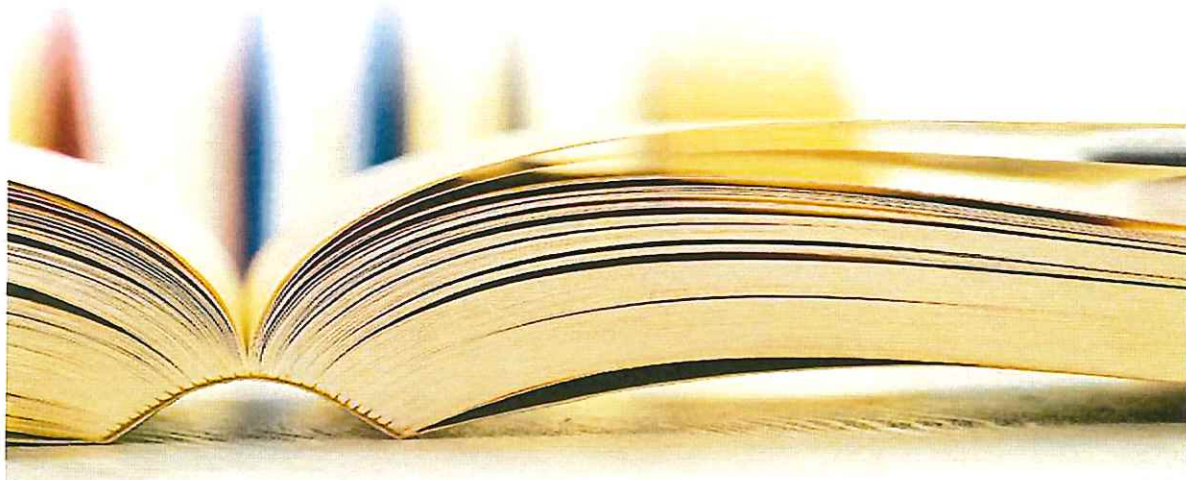
MEASURES OF VALUE



Source: SCKLS Member Library Assessment and Planning Meeting, April 24, 2017

Section 1: Timeline

SCKLS PLANNING AND BUDGETING TIMELINE	
DECEMBER	Update Five-Year Capital Improvement Plan and if recommended make capital improvement transfer from General Fund
JANUARY—APRIL	<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, County Appointees, Member Libraries & Staff</p>
MAY	Submit draft Proposed Annual Plan and Tentative Budget to Executive Committee for review and recommendation
JUNE	Submit Proposed Annual Plan and Tentative Budget to State Library Advisory Board, Topeka for review and approval
JUNE—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 at Special System Board Meeting</p>
BY AUGUST 25	Provide copies of published budget and notices of hearing, signed official certified budget to Reno County Clerk



Section 2: Services and Programs

SCKLS MISSION STATEMENT

The mission of the South Central Kansas Library System is to assist member libraries to provide excellent service to their communities. SCKLS provides grants, consulting, continuing education and cost-effective support services to its 144 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 2016, SCKLS grants-in-aid funding facilitated access for 92,604 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 61,809 items requested by citizens and students and not available at local libraries. Nearly 52% or almost \$1.7 million of the 2017 SCKLS Budget is distributed through various grants used by SCKLS member public, academic, school district and special libraries.

Member libraries benefit from expertise and assistance provided by 12 full-time staff. Ten of the 12 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 member libraries and demonstrates stewardship in the use of limited tax resources.

In 2016, SCKLS staff provided 531 on-site service visits to member libraries of which 320 were for technology support. Also in 2016, 72 training and continuing education programs were provided by SCKLS and attended by a total of 1,309 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 through participating member libraries for the benefit of Kansas citizens and students.

Section 2: Services and Programs

SCKLS CURRENT YEAR AND 2017 YEAR GOALS

Generally, SCKLS continues to limit its tax support and the 2018 Annual Plan and Budget are based on adequate funding with an estimated 1.3% or \$20,675 increase in total expenditures tied to 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 144 member public, school district, academic and special library members. SCKLS uses a continuous improvement model to determine and implement changes and improvements to address changing needs in its grants, services and staffing.

Proposed 2018 Major Goals

- ◆ **(1) Develop and implement Salesforce.org to provide additional measures of costs and values of SCKLS grants and services.**

Salesforce.org is a software program that allows SCKLS to track and report the costs and values of grants and services it provides to each member library.

- ◆ **(2) Develop and implement performance-based budgeting**

Performance-based budgeting is the practice of allocating resources to achieve specific objectives and measured results.

- ◆ **(3) Promote awareness and increase SCKLS taxpayer access to member libraries**

SCKLS should promote awareness and access on behalf of regional library system taxpayers to the services of member libraries.

- ◆ **(4) Develop and implement recommendations from the 2017 Assessment and Planning Survey and Meeting of SCKLS member libraries.**

Information from the April 2017 Assessment and Planning survey and meeting will provide guidance for future SCKLS grants, services and staffing.

Section 2: Services and Programs—Current Year 2017

For current year 2017, goals include:

1. Develop and implement measures for the costs and values of SCKLS Grants and Services.
2. Support Adequate and Sustained Funding for Statewide Resource Sharing Services provided by the State Library of Kansas, Topeka.
3. Facilitate the appointment process at the county commission level for SCKLS System Board representatives.

As evidenced by its continuous planning and evaluation, surveys of member libraries and annual goal setting, SCKLS demonstrates its commitment to addressing the ongoing and changing needs of all its member libraries.

INTERN PROGRAM

The South Central Kansas Library System has offered a paid internship program since 2006. The program is designed to assist the intern in developing library experience. Interns work with SCKLS staff and with member libraries in the twelve-county SCKLS service area. The following lists SCKLS interns, the year of their internship and current 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
	2017 (Open)

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.

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 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 and Automation.

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.

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 new library services.

Staff and resources: The Director, Director of Information Technology, Technology Services Coordinator, Automation Services Coordinator, Technology Consultants, Training 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. While SCKLS may advise, member libraries are responsible for their own decision-making and determining their local library services.



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 Series)**
- **Quarterly Basic Library Skills (BLaST)**
- **Book Repair**



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

Staff and resources: A full-time Training Specialist as well as SCKLS staff are responsible for development and implementation of the continuing education program and other training events. The Training 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 Training Specialist at least 45 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 apply for a Programming/Project Grant 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 Training Specialist coordinate and schedule use of the meeting and training rooms and the computer and digitization labs.

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

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 2017, 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 grants-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.

Four 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,
- a supplemental grant calculated on the number of interlibrary loans provided to other libraries, and
- the amount of local tax support budgeted for your library



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 2017 funding total of \$1,442,088 for grants-in-aid to public and academic libraries is proposed to be maintained for 2018. 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 “permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules (K.A.R. 54-1-8). Member libraries agree to update or remove inactive borrower registration records every four years. Each public and academic library is required to complete an annual eligibility form and grants-in-aid service contract. 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 and TECHNOLOGY 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) Service Standards, (2) Leadership, (3) Community-Oriented Libraries and (4) Library Technologies.

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 2017, SCKLS began offering TechTalks, a monthly series of basic technology skills training programs. TechTalks provide librarians with the opportunity to learn and develop new skills related to their job duties in providing library services.

Section 2: Services and Programs—Interlibrary Loan

Interlibrary Loan

Definition of service: Interlibrary loan is the state and nation-wide sharing of library materials. As a condition for SCKLS membership, participating libraries agree to “permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules (K.A.R. 54-1-8). 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. If needed, 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: Three times a year, 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 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 Metro Courier, Wichita, KS.

Service guidelines: Three times a year, SCKLS will provide a 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 and contract.

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—Cataloging Services

Cataloging Services

Definition of service: Services include limited assistance with cataloging records for library materials. 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 cataloging services. SCKLS provides OCLC bibliographic records and original cataloging. 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 cataloging services.

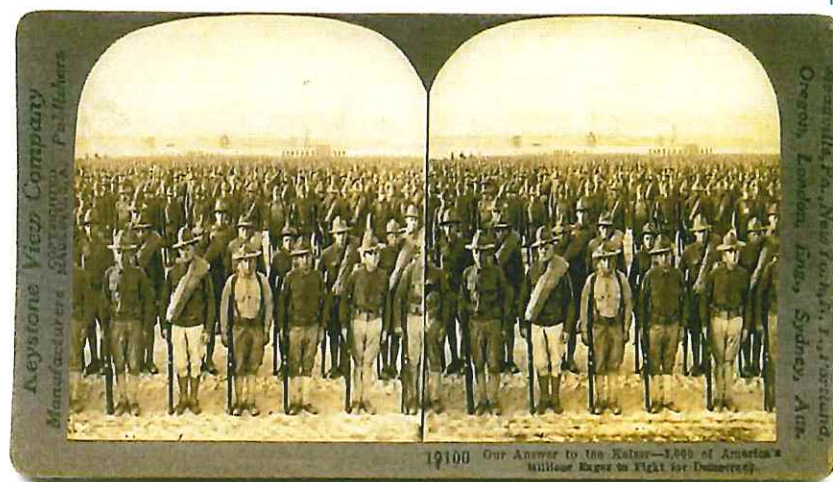
Member responsibilities: Member libraries may use the limited cataloging services of SCKLS, their own technical services or other service providers and vendors. A member library has the primary responsibility for providing its technical services including the ordering, cataloging and processing of library 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 three-dimensional stereographic image on the right is from a World War I collection at the Canton Township Carnegie 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. The position provides limited assistance to member libraries that provide services and programming 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 and annual Services Orientation for School Libraries.

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 an issue and the requested resolution as well as determine any required documentation and a reasonable amount of time for the grants or services to be reinstated. The Director will inform the Executive Committee of any decision to temporarily discontinue service and notify them when service has been reinstated.

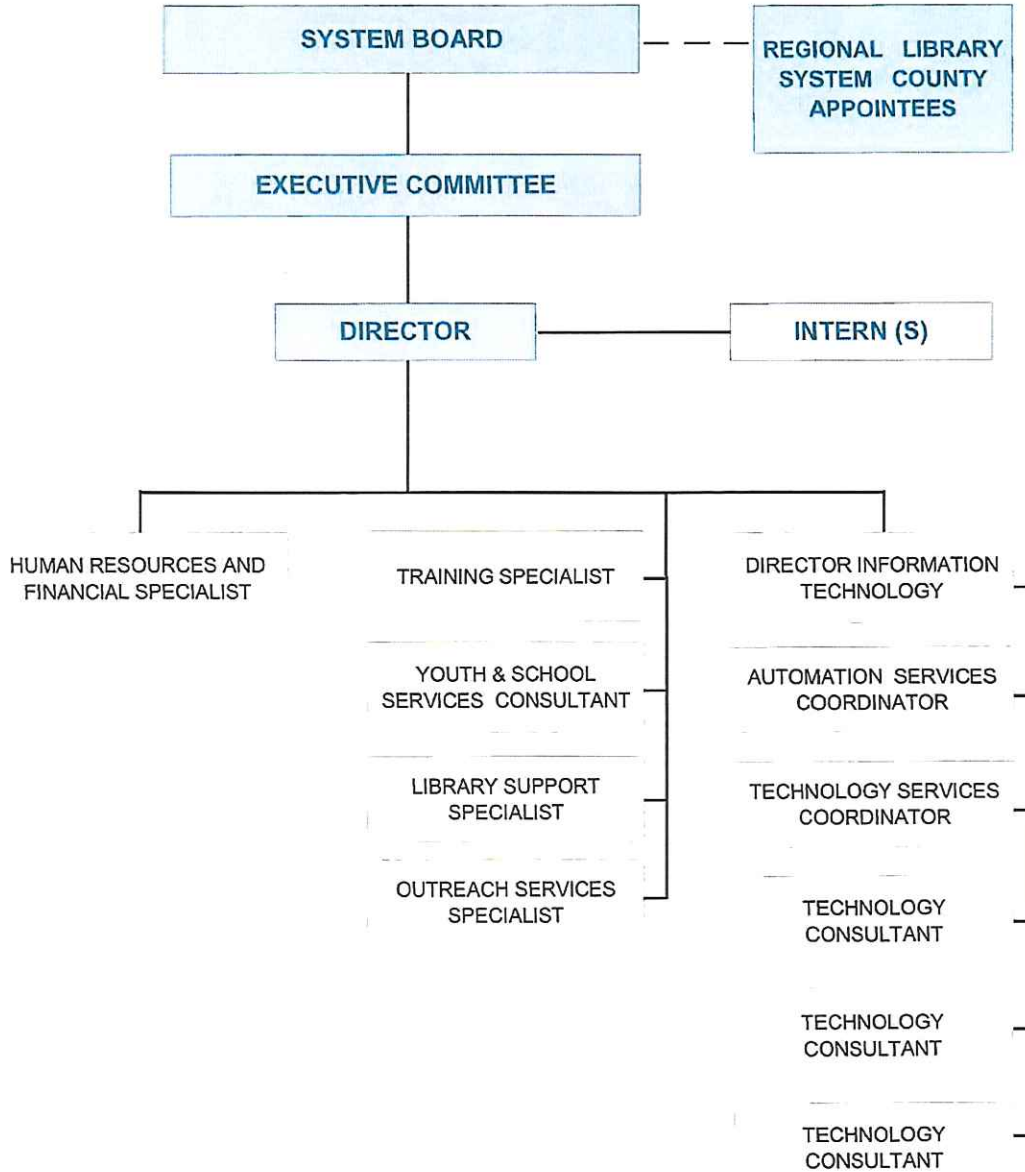
Section 3: Staff

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	Tamia Taylor	1
Youth and School Services Consultant	Robin Hargrave	1
Training Specialist	Open	1
Library Support Specialist	Katherine Williams	1
Outreach Services Specialist	Nicole Penley	1
Library Intern	Open	.10
Total Staff		12.10

Section 3: Organization Chart

SCKLS ORGANIZATION



Section 4: County Appointees

COUNTY APPOINTEES (PENDING REAPPOINTMENT OR REPLACEMENT BY RESPECTIVE COUNTY COMMISSION)

Barber County

Lena Young

8 NW Indian Road West
Medicine Lodge, KS 67104

Butler County

Sylvia Epp

13978 NW 86th Terrace
Whitewater, KS 67154

Cowley County

Janet Whittington

1306 61st Avenue
Douglass, KS 67039

Harper County

Kim Bauer

263 Northeast 150 Road
Harper, KS 67058

Harvey County

Greta Hiebert

204 East 24th Street
North Newton, KS 67117

Kingman County

Judy DeWeese

2656 SW 120th Avenue
Cunningham, KS 67035

McPherson County

Melva Barlow

213 1st Avenue
Inman, KS 67456

Reno County

Barbara Lilyhorn

9605 East Avenue G
Hutchinson, KS 67501

Rice County

Donna Surprise

616 South Purdy
Lyons, KS 67554

Sedgwick County

Rita Severt

22015 West 29th Street North
Andale, KS 67001

Stafford County

Gerry Hildebrand

158 Northeast 80th Avenue
Stafford, KS 67578

Sumner County

Judy Happy

696 North Woodlawn
Belle Plaine, KS 67013

Section 4: Executive Committee

EXECUTIVE COMMITTEE 2017

Steve Read—Chair

Director, McPherson Public Library
214 West Marlin
McPherson, KS 67460
2nd 4-Year Term - Unexpired Term - Expires: 12/2020
Major Service Center I

Gail Becker

Supervisor - Library Media & Textbook Services
USD #259 Wichita Public Schools Service Center
3850 North Hydraulic, Wichita KS 67219
Unexpired Term - Expires: 12/2017
School District Libraries

Jean Thiessen

Director
Whitewater Memorial Library
118 East Topeka
Whitewater, KS 67154
1st 4-year Term - Expires: 12/2020
Linking Public

Jeff Roberson

Board Member, Hutchinson Public Library
37 Circle Drive
Hutchinson, KS 67502
1st 4-Year Term + Unexpired Term - Expires 12/2020
Major Service Center II

Eldon Younce

Director, Anthony Public Library
624 East Main Street
Anthony, KS 67003-2738
1st 4-year Term -Term Expires: 12/2017
Service Center I

Barbara Lilyhorn

9605 East Avenue G
Hutchinson, KS 67501
2nd 4-Year Term
(Pending County Commission Action)
County Appointee

Susan Woodard —Treasurer

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
1st 4-year Term + Unexpired Term - Expires: 12/2017
At-large, Position II

Kristin Sen

1631 Tiara Pines Court
Derby, KS 67037
1st Four-Year Term + Unexpired Term - Expires: 12/2017
At-large, Position I

Kathy Downes

Dean of Libraries
Wichita State University Libraries
1845 Fairmount P.O. Box 68
Wichita, KS 67260-0068
1st 4-year Term - Expires: 12/2020
Regents Academic

Jane Lee

Board Member, Partridge Public Library
PO Box 126
Partridge, KS 67566-0126
1st 4-Year Term + Unexpired term - Expires: 12/2017
Gateway Public

Katherine Menon

Wichita Public Library
223 South Main
Wichita, KS 67202
2nd 4-year Term - Expires: 12/2020
Major Resource Center

Marjorie Snyder

Director, Deets Library, Southwestern College
100 College Street
Winfield, KS 67156-2498
1st 4-Year Term + Unexpired Term—Expires 12/2019
Two and Four Year Academic

Cheney Public Library

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

Section 4: SCKLS System Board of Representatives

SCKLS System Board

In accordance with Kansas Statutes Annotated 79-2550(a), 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 County Appointee from each of the twelve counties in the SCKLS service area.



Each SCKLS member library designates its representative to the System Board and the representative is eligible to serve 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. County Appointees are named by their respective County Commission, serve a four-year term of office and serve until they are reappointed or their replacement named.

The System Board has the authority to adopt the annual plan of service and annual budget. The System Board elects the Executive Committee and delegates to the Executive Committee such powers and duties as the board may deem appropriate subject to any restriction imposed by law. The Executive Committee recommend the annual plan of service and annual budget.

A System Board Representative is eligible to receive official SCKLS communications related to System Board matters and is to vote on the annual plan of service, annual budget and election of Executive Committee members. 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 as well as the August Special System Board Meeting for the Annual Budget held the second Friday each August.

The following pages identify System Board representatives. **To be eligible for SCKLS grants and services, update contact information for your System Board Representative, at directory@sckls.info**

Section 4: SCKLS Public Library Representatives

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

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

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/Window	<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>Not</i>	<i>Desingated</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>Anne Crane</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>Marjorie Snyder</i>
Sterling College	Mabee Library	<i>Laurel Watney</i>
Wichita State University	University Libraries	<i>Kathy Downes</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

Note: SCKLS Bylaws are currently being revised to reflect changes in the appointment authority for county representatives to the regional library system board. Revisions will be voted upon by the System Board at the October 30, 2017 Semi-annual Meeting.

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 5: Bylaws

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

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

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

Article IV

Governing Body

Section 1. The governing body of the system shall be the System Board. The board shall consist of one representative or an alternate appointed by the Trustees or institutional administrators of each participating 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 2018 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, May 19, 2017

Note: Final budget adopted by SCKLS System Board, August 11, 2017

Budget Category	2016 Actual	2017 Budget	2018 Proposed	2017 / 2018 Difference	2017 / 2018 % Change
Audit / Budget / Accounting	\$25,247	\$25,500	\$26,000	\$500	2%
Utilities	\$82,026	\$81,000	\$81,000	\$0	0%
Insurance	\$18,658	\$24,000	\$24,000	\$0	0%
Postage	\$3,627	\$5,500	\$5,500	\$0	0%
Printing	\$4,620	\$4,000	\$4,250	\$250	6%
Salaries	\$619,571	\$652,383	\$678,873	\$26,490	4%
Employee Benefits	\$178,878	\$266,190	\$276,190	\$10,000	4%
Supplies	\$5,555	\$10,000	\$12,324	\$2,324	23%
Travel & CE for Staff	\$26,625	\$42,000	\$42,000	\$0	0%
Professional Resources	\$2,573	\$13,500	\$13,500	\$0	0%
Member Library CE & Training	\$14,421	\$30,750	\$30,750	\$0	0%
OCLC (Cataloging/ILL)	\$0	\$15,000	\$15,000	\$0	0%
Grants-in-aid: Public & Academic	\$1,440,047	\$1,442,088	\$1,442,088	\$0	0%
Grants-in-aid: Special Libraries	\$22,000	\$30,000	\$30,000	\$0	0%
Grants-School Interlibrary Loan	\$2,639	\$3,000	\$3,000	\$0	0%
Grants-Continuing Education	\$38,971	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$66,401	\$60,000	\$60,000	\$0	0%
Grants-Automation	\$1,143	\$30,000	\$30,000	\$0	0%
Grants-E-Books	\$51,513	\$70,000	\$0	(\$70,000)	-100%
Grants-Programming/Project	\$7,369	\$7,500	\$7,500	\$0	0%
Grants--Summer Reading	\$6,800	\$7,500	\$7,500	\$0	0%
Library Materials	\$78,146	\$90,000	\$90,000	\$0	0%
Telecommunications	\$25,901	\$27,000	\$27,000	\$0	0%
Contractual Services	\$50,375	\$86,000	\$86,000	\$0	0%
Technology	\$33,825	\$42,000	\$42,000	\$0	0%
Vehicle Expenses	\$5,062	\$20,000	\$20,000	\$0	0%
Building Lease/Purchase	\$35,071	\$0	\$0	\$0	0%
Capital Outlay	\$7,196	\$0	\$0	\$0	0%
Transfer Capital Improvement	\$0	\$50,000	\$50,000	\$0	0%
Services Contingency	\$46,803	\$20,824	\$76,150	\$55,326	266%
Cash Balance Forward	\$65,771	\$126,996	\$145,357	\$18,361	14%
Totals	\$2,966,834	\$3,327,731	\$3,370,982	\$43,251	1.3%

Section 6: Budget Narrative

2018 SCKLS Tentative Budget Narrative

Audit / Budget / Accounting **Increase \$500**

2016 Actual	\$ 25,247
2017 Projected	\$ 25,500
2018 Tentative	\$ 26,000

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.

Utilities **No change**

2016 Actual	\$ 82,026
2017 Projected	\$ 81,000
2018 Tentative	\$ 81,000

SCKLS concluded a building lease-purchase agreement in December 2016 and payment for utilities and other maintenance costs occur from this line item.

Insurance and Bonds **No change**

2016 Actual	\$ 18,658
2017 Projected	\$ 24,000
2018 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 December 2016, additional building insurance costs will be paid from this line item.

Section 6: Budget Narrative

Postage **No change**

2016 Actual	\$ 3,627
2017 Projected	\$ 5,500
2018 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 **Increase \$250**

2016 Actual	\$ 4,620
2017 Projected	\$ 4,000
2018 Tentative	\$ 4,250

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

Salaries **Increase \$26,490**

Benefits **Increase \$10,000**

2016 Actual	\$ 798,449 (\$ 619,571 Salaries / \$ 178,878 Benefits)
2017 Projected	\$ 918,573 (\$ 652,383 Salaries / \$ 266,190 Benefits)
2018 Tentative	\$ 955,063 (\$678,873 Salaries / \$ 276,190 Benefits)

SCKLS currently budgets for 12 full-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; (12) Training Specialist and one 8 hours per week intern. In 2018, 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 Increase \$2,324

2016 Actual	\$ 5,555
2017 Projected	\$ 10,000
2018 Tentative	\$ 12,324

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

2016 Actual	\$ 26,625
2017 Projected	\$ 42,000
2018 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 No change

2016 Actual	\$ 2,573
2017 Projected	\$ 13,500
2018 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.

Section 6: Budget Narrative

Member Library Continuing Education & Training No change

2016 Actual	\$ 14,421
2017 Projected	\$ 30,750
2018 Tentative	\$ 30,750

Continuing education and training are services of SCKLS. Costs associated with continuing education includes presenters, meeting rooms and hospitality. SCKLS provides basic training to meet the service and technology needs of member libraries. Member libraries are also encouraged to use continuing education programs and training from other providers and to use the SCKLS Continuing Education Reimbursement Grant to help defray the costs of their individual training needs. Additional 2016 costs were supplemented by state-aid.

OCLC (Cataloging & Interlibrary Loan) No change

2016 Actual	\$ 0
2017 Projected	\$ 15,000
2018 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

2016 Actual	\$ 1,440,047
2017 Projected	\$ 1,442,088
2018 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 51% of General Fund expenditures in 2017.

Section 6: Budget Narrative

Grants-in-aid: Special Libraries

No change

2016 Actual	\$ 22,000
2017 Projected	\$ 30,000
2018 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

2016 Actual	\$ 2,639
2017 Projected	\$ 3,000
2018 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.

Grants-Continuing Education

No change

2016 Actual	\$ 38,971
2017 Projected	\$ 45,000
2018 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 No change

2016 Actual	\$ 66,401
2017 Projected	\$ 60,000
2018 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.

Grants--Automation Matching No change

2016 Actual	\$ 1,143
2017 Projected	\$ 30,000
2018 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. Automation grant guidelines for 2017 were revised to encourage greater use by member libraries.

Grants--Program and Project No change

2016 Actual	\$ 7,369
2017 Projected	\$ 7,500
2018 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.

Section 6: Budget Narrative

Grants--Summer Reading Program No change

2016 Actual	\$ 6,800
2017 Projected	\$ 7,500
2018 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 No change

2016 Actual	\$ 78,146
2017 Projected	\$ 90,000
2018 Tentative	\$ 90,000

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

Telecommunications Services No change

2016 Actual	\$ 25,901
2017 Projected	\$ 27,000
2018 Tentative	\$ 27,000

Includes costs for 3 megabyte fiber and 15 megabyte cable access through Cox Communications to support Internet and web-conferencing. 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.

Section 6: Budget Narrative

Contractual Services No change

2016 Actual	\$ 50,375
2017 Projected	\$ 86,000
2018 Tentative	\$ 86,000

Contractual services include expenses for security, pest control, legal and administrative services for SCKLS. Member public libraries are eligible for limited accounting and architectural professional services paid within this line item.

Technology No change

2016 Actual	\$ 33,825
2017 Projected	\$ 42,000
2018 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

2016 Actual	\$ 5,062
2017 Projected	\$ 20,000
2018 Tentative	\$ 20,000

This line item covers fuel costs, maintenance and repairs for six automobiles used by staff to provide service to member libraries. SCKLS has reduced vehicle expenses through the use of remote technology support.

Section 6: Budget Narrative

Transfer to Capital Improvement Fund No change

2016 Actual	\$ 0
2017 Projected	\$ 50,000
2018 Tentative	\$ 50,000

The Capital Improvement Fund may be used for major and other improvements and maintenance to the SCKLS facility as well as the purchase of replacement vehicles. 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 planned for 2019.

Services Contingency Increase \$55,326

2016 Actual	\$ 46,803
2017 Projected	\$ 20,824
2018 Tentative	\$ 76,150

Unbudgeted or unanticipated expenditures for SCKLS or for service transitions may be paid from this line item.

Cash Balance Forward Increase \$7,204

2016 Actual	\$ 65,771
2017 Projected	\$ 126,996
2018 Tentative	\$ 145,357

Cash Balance Forward allows for SCKLS to pay for operating expenses at the beginning of each year and until General and Employee Benefit Fund tax income is first received at the end of January.

SCKLS 2018 Proposed Operating Budget

Budget Category	Central		Automation Technology	Youth Services	Continuing Education	Extension Services	Technical Services	Grants- in-aid	Total
	Administration	Administration							
Audit & Budget & Accounting	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,000
Utilities	\$81,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$81,000
Insurance	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,000
Postage	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
Printing	\$4,250	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,250
Salaries	\$149,926	\$331,037	\$61,000	\$50,910	\$43,000	\$43,000	\$0	\$0	\$678,873
Employee Benefits	\$61,289	\$135,739	\$24,400	\$20,362	\$17,200	\$17,200	\$0	\$0	\$276,190
Supplies	\$12,324	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,324
Travel & Staff CE	\$0	\$0	\$0	\$0	\$42,000	\$0	\$0	\$0	\$42,000
Professional Resources	\$0	\$0	\$0	\$0	\$13,500	\$0	\$0	\$0	\$13,500
Member Library CE & Training	\$0	\$0	\$0	\$0	\$30,750	\$0	\$0	\$0	\$30,750
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	\$0	\$1,442,088	\$1,442,088
Grants-in-aid: Special Libraries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Grants-School Interlibrary Loan	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$3,000
Grants-Continuing Education	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000
Grants-General Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,000	\$60,000
Grants-Automation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$30,000
Grants-Programming/Project	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$7,500
Grants-Summer Reading	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500	\$7,500
Library Materials	\$0	\$0	\$0	\$90,000	\$0	\$0	\$0	\$0	\$90,000
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	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000
Transfer Capital Improve. Fund	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Services Contingency	\$76,150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$76,150
Cash Balance Forward	\$145,357	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$145,357
Totals	\$810,796	\$466,776	\$85,400	\$161,272	\$146,450	\$75,200	\$1,625,088	\$3,370,982	

Section 6: Consolidated Budget

SCKLS 2018 Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	\$0	\$0	\$26,000	\$26,000
Utilities	\$81,000	\$0	\$0	\$81,000
Insurance	\$24,000	\$0	\$0	\$24,000
Postage	\$5,500	\$0	\$0	\$5,500
Printing	\$4,250	\$0	\$0	\$4,250
Salaries	\$678,873	\$0	\$0	\$678,873
Employee Benefits	\$0	\$276,190	\$0	\$276,190
Supplies	\$0	\$0	\$12,324	\$12,324
Travel & Staff CE	\$42,000	\$0	\$0	\$42,000
Professional Resources	\$0	\$0	\$13,500	\$13,500
Member Library CE & Training	\$30,750	\$0	\$0	\$30,750
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-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
Telecommunications	\$27,000	\$0	\$0	\$27,000
Contractual Services	\$86,000	\$0	\$0	\$86,000
Technology	\$42,000	\$0	\$0	\$42,000
Vehicle Expenses	\$20,000	\$0	\$0	\$20,000
Transfer Capital Improvement	\$50,000	\$0	\$0	\$50,000
Services Contingency	\$76,150	\$0	\$0	\$76,150
Cash Balance Forward	\$145,357	\$0	\$0	\$145,357
Totals	\$3,042,968	\$276,190	\$51,824	\$3,370,982

Section 6: Income / Resources

Income	Actual 2016	Projected 2017	Proposed 2018
SCKLS Tax - General Fund	\$2,637,479	\$2,887,060	\$2,924,591
SCKLS Tax - Employee Benefits Fund	\$138,483	\$194,913	\$197,446
State Grant-In-Aid Fund	\$56,251	\$51,824	\$51,824
Member Library Reimbursable Fund	\$119,783	\$40,000	\$40,000
Miscellaneous Grants Fund	\$0	\$0	\$0
Automation Consortium Fund	\$54,029	\$65,000	\$77,000
Balance Carried Forward - General Fund	\$8,571	\$125,357	\$125,357
BCF - Employee Benefit Fund	\$57,200	\$20,000	\$20,000
BCF - State Aid	\$0	\$0	\$0
BCF- Member Library Reimbursable Fund	\$15,686	\$40,000	\$40,000
BCF - Miscellaneous Grants Fund	\$0	\$0	\$0
BCF- Automation Consortium Fund	\$75,027	\$75,000	\$75,000

Resources

Transfer Capital Improvement Fund--Income	\$0	\$50,000	\$50,000
Capital Improvement Fund--Expenditures	\$26,350	\$53,000	\$65,000
BCF Capital Improvement Fund 12/31/Year	\$703,319	\$700,319	\$685,319

Proposed 2018 Expenditures (General + Employee Benefit + State-aid) \$3,370,982
2018 Total (Expenditures + Capital Improvements) \$4,071,301



Section 7: 2016 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 2016.

Members (144)

Public Libraries: 72

Public School District: 55

Academic: 14

Special: 3

Outlet: 3

Total Grants Program

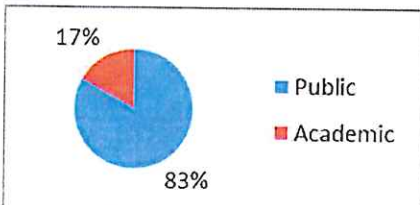
In 2016, the Total Grants Program accounted for 55% of the SCKLS General and Employee Benefits Fund Budget. In 2017, the Total Grants Program accounted for nearly 52% of General and Employee Benefits Fund Budget.

Grants-in-aid: Public and Academic Libraries

2016 Total: \$1,440,047

2015 Total: \$1,442,088

(69 Public and 14 Academic libraries)



Grants-in-aid: Special Libraries

2016 Total: \$22,002

2015 Total: \$22,327

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

Grants-in-aid: School Interlibrary Loan

2016 Total: \$2,639

2015 Total: \$1,295

(6 School District)

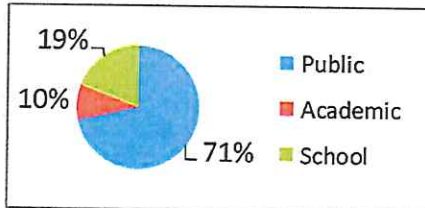
Section 7: 2016 Grant and Service Usage Data

Grants: Technology

2016 Total: \$66,392

2015 Total: \$49,775

(42 Total: 30 Public, 8 School District and 4 Academic)

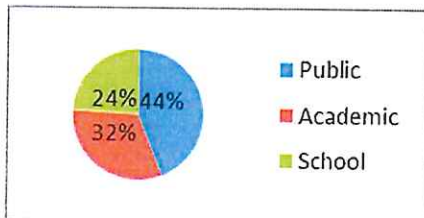


Grants: E-Resources

2016 Total: \$54,513

2015 Total: \$45,790

(25 Total: 11 Public, 6 School District and 8 Academic)



Grants: Automation

2016 Total: \$1,143

2015 Total: \$9,930

(1 Public)

Grants: Continuing Education Reimbursement

2016 Total: \$38,971

2015 Total: \$28,780

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

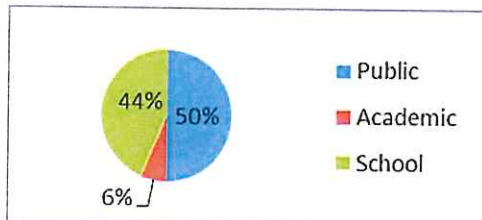
Section 7: 2016 Grant and Service Usage Data

Grants: Program/Project

2016 Total: \$7,369

2015 Total: \$9,742

(16 Total: 8 Public, 1 School District and 7 Academic)



Grants: Summer Reading Program

2016 Total: \$6,800

2015 Total: \$6,400

(68 Public libraries)

Grants: School Library MakerSpace

2016 Total: \$4,500

2015 Total: \$5,400

(10 School Districts)

Continuing Education Events

2016 Total Attendance: 1,309

2015 Total Attendance: 988

2016 Onsite Events: 51

2015 Onsite Events: 21

2016 Offsite Events: 21

2015 Offsite Events: 19

2016 SCKLS Staff Presenters: 61

2015 SCKLS Staff Presenters: 53

2016 Non-SCKLS Presenters: 11

2015 Non-SCKLS Presenters: 43

(863 Public, 135 School District, 45 Academic, 29 Public Library Board and 228 Other)

Section 7: 2016 Grant and Service Usage Data

South Central Kansas Automation Network (SCKAN)

2016 Registered Users: 75,165

2015 Registered Users: 67,796

2016 Item Records: 605,381

2015 Item Records: 606,169

2016 Circulation: 718,448

2015 Circulation: 732,108

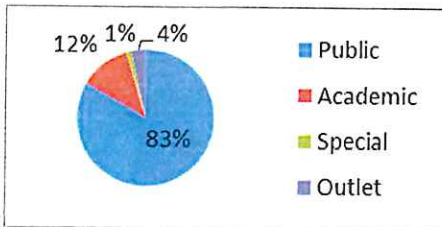
(22 public, 1 academic library and SCKLS Service Center)

Rotating Collections

2016 Items Rotated: 79,378

2015 Items Rotated: 88,538

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

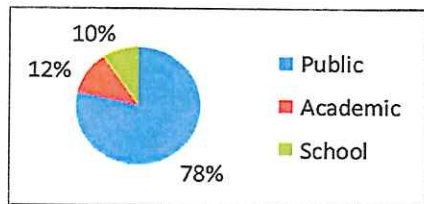


Interlibrary Loan and Cataloging

2016 Interlibrary Loans Requests: 2,679

2015 Interlibrary Loan Requests: 3,203

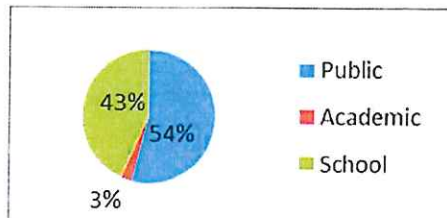
(ILL: 106 Public, 13 School District, 16 Academic)



2016 Marc Records: 1,484

2015 Marc Records: 1,876 Items

(Cataloging: 20 Public, 1 School District, 16 Academic)



Section 7: 2016 Grant and Service Usage Data

Online Services

2016 SCKLS Website Views: 39,293

2016 SCKLS YouTube Views: 271

2016 Topics & Trends Webinar Views: 149

2016 TeamViewer Remote Technology
Support: 191 Libraries

2015 SCKLS Website Views: N/A

2015 SCKLS YouTube Views: N/A

2015 Topics & Trends Webinar Views: N/A

2015 TeamViewer Remote Technology
Support: N/A

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APPENDIX A: GRANTS-IN-AID SERVICE CONTRACT SAMPLE

South Central Kansas Library System

2017 Grants-in-aid Service Contract

This contract is between the South Central Kansas Library System, referred to as SCKLS, and the _____, a participating member library in the SCKLS regional system of cooperating libraries and in accordance with Kansas Statutes Annotated 75-2547 through 75-2552.

The purpose of this contract is for SCKLS in cooperation with participating member libraries to provide adequate library services to all citizens of the south central region which includes the following counties-- Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner--and to extend library service to persons not having library service through a local and legally established public library.

In accordance with Kansas Administration Regulation 54-1-18, the participating member library agrees to the provision for free service and to permit any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules during the period from January 1, 2017 to December 31, 2017.

In exchange for the participating member library providing free service and permitting any citizen of the territory comprising SCKLS to borrow materials or receive services without charge and subject to reasonable library rules, SCKLS agrees to provide the participating member library:

One grant-in-aid payment in the amount of \$_____ upon receipt of this signed service contract and prior to July 1, 2017; and

Second grant-in-aid payment in the amount of \$_____ prior to September 30, 2017

Additional conditions of this grants-in-aid contract shall include the following:

The annual grants-in-aid eligibility form shall be completed by the participating member library and received by SCKLS by March 17, 2017.

Grants-in-aid funds must be used by the participating member library for library purposes only, with no administrative fees allowed, and funds shall be expended, encumbered or transferred within one-year of December 31, 2017.

If sufficient annual tax funds are not received by SCKLS, this contract shall be void and any grants-in-aid payment obligation terminated.

By signing this contract, the representative of the _____ certifies that such person is duly authorized to execute this contract on behalf of the participating member library and the participating member library agrees to the above provisions.

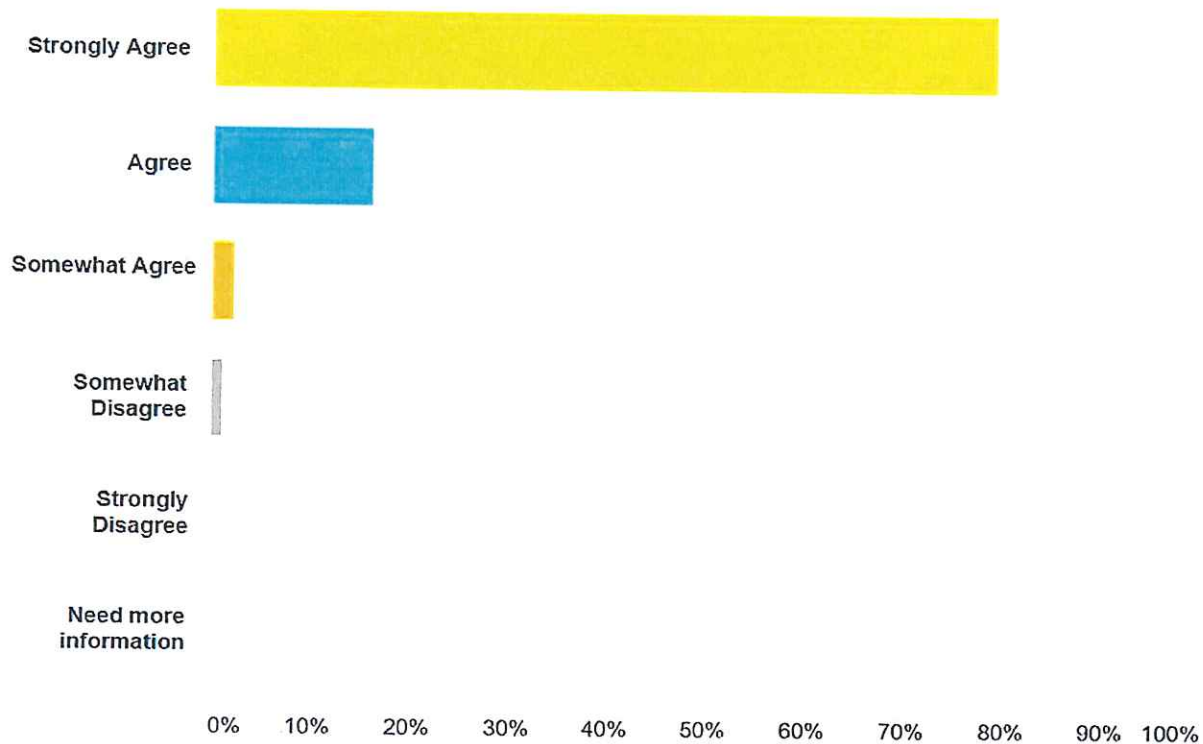
Participating Member Library

South Central Kansas Library System

**APPENDIX B: ASSESSMENT & PLANNING SURVEY
SELECTED QUESTIONS (APRIL 2017)**

The mandated purposes for regional library systems are: (1) to provide adequate library services to all citizens of the state through the regional systems of cooperating libraries..., (2) by use of joint planning and financing of library services to improve existing service, (3) to utilize such federal aid funds as may be available, (4) and, to extend library service to persons not having [local library services] at this time”.

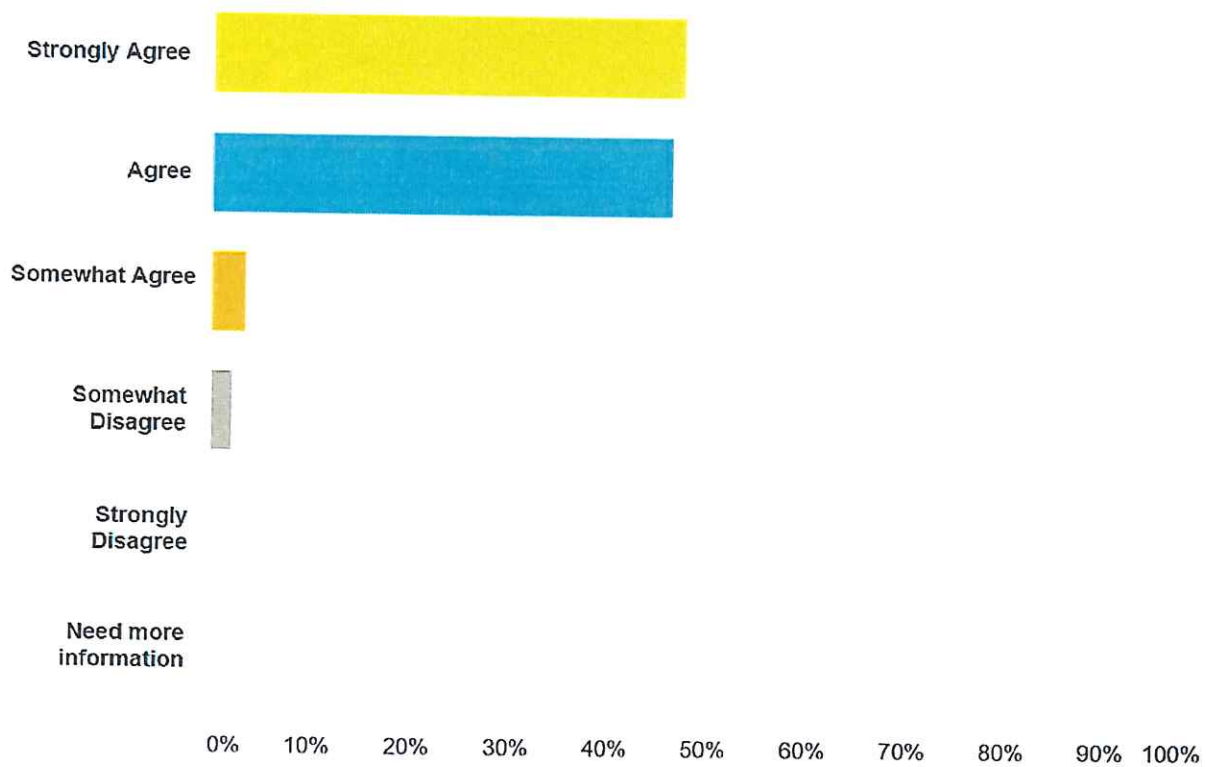
1. Do you agree that the South Central Kansas Library System fulfills the above four legal purposes?



Answer Choices	Responses	
Strongly Agree	79.07%	68
Agree	16.28%	14
Somewhat Agree	2.33%	2
Somewhat Disagree	1.16%	1
Strongly Disagree	0.00%	0
Need more information	1.16%	1
Total		86

**APPENDIX B: ASSESSMENT & PLANNING SURVEY
SELECTED QUESTIONS (APRIL 2017)**

**Do you agree that you have the information
you need to explain your library's
relationship with SCKLS to citizens, local
officials and administrators?**

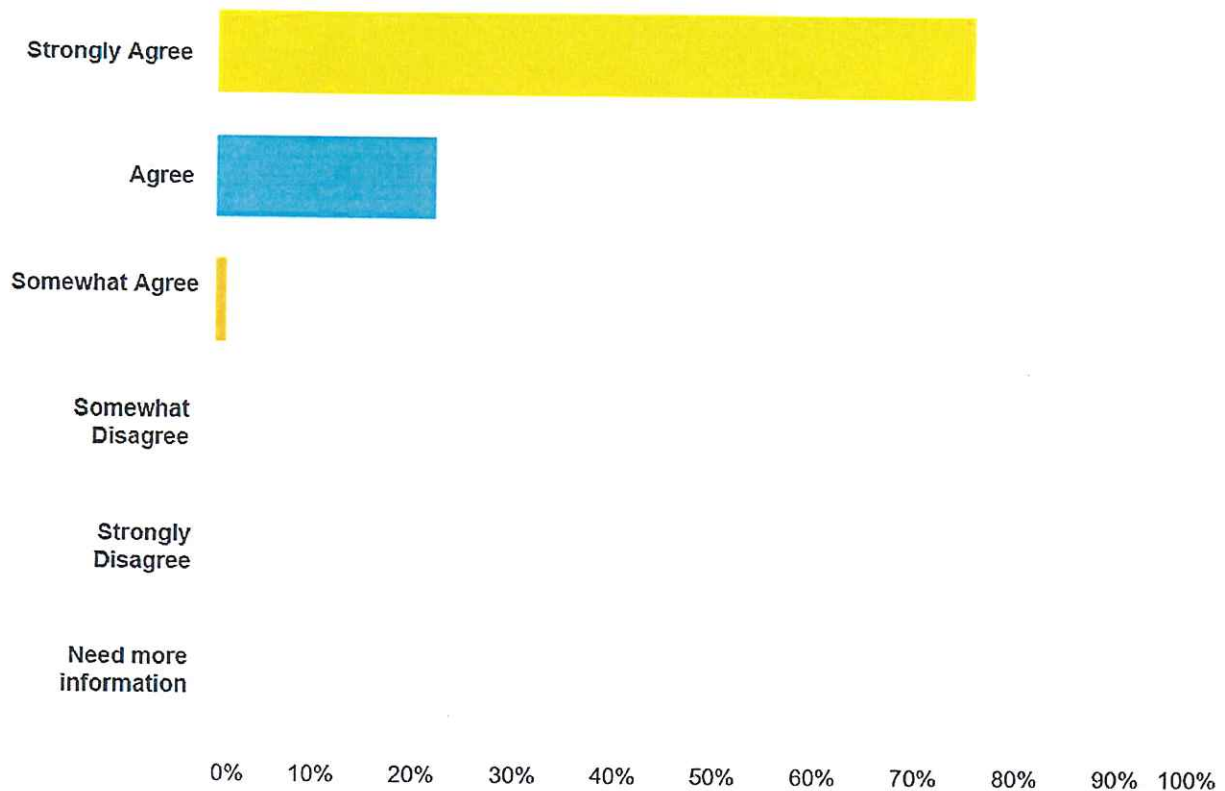


Answer Choices	Responses	
Strongly Agree	47.67%	41
Agree	46.51%	40
Somewhat Agree	3.49%	3
Somewhat Disagree	2.33%	2
Strongly Disagree	0.00%	0
Need more information	0.00%	0
Total		86

**APPENDIX B: ASSESSMENT & PLANNING SURVEY
SELECTED QUESTIONS (APRIL 2017)**

The South Central Kansas Library System is comprised of 144 member libraries including 72 public, 55 school district, 14 academic and 3 special libraries. SCKLS Policy states “Whenever possible new SCKLS grants and services should potentially benefit all types of member libraries.”

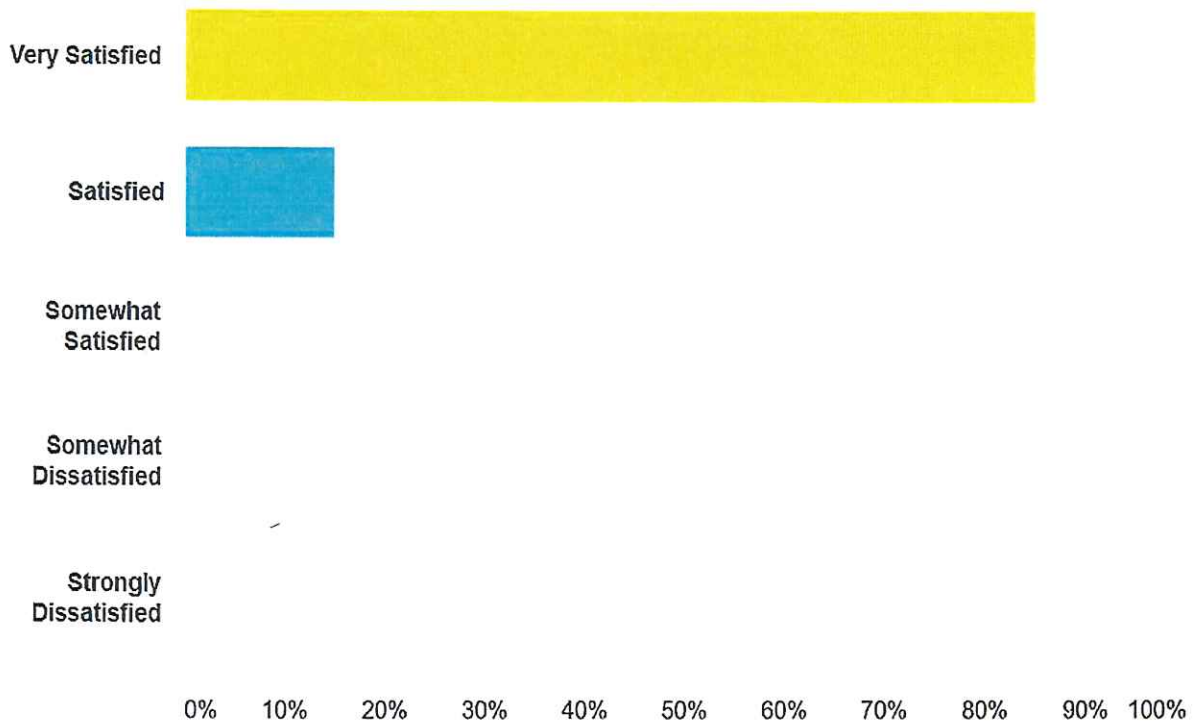
Do you agree that existing South Central Kansas Library System grants and services benefit public, school district, academic and special libraries?



Answer Choices	Responses	
Strongly Agree	75.58%	65
Agree	22.09%	19
Somewhat Agree	1.16%	1
Somewhat Disagree	0.00%	0
Strongly Disagree	0.00%	0
Need more information	1.16%	1
Total		86

**APPENDIX B: ASSESSMENT & PLANNING SURVEY
SELECTED QUESTIONS (APRIL 2017)**

**What is the level of your overall satisfaction
with SCKLS grants, services and staff?**



Answer Choices	Responses	
Very Satisfied	84.88%	73
Satisfied	15.12%	13
Somewhat Satisfied	0.00%	0
Somewhat Dissatisfied	0.00%	0
Strongly Dissatisfied	0.00%	0
Total		86