SCKLS

2019 Proposed Annual Plan and Tentative Budget

South Central Kansas Library System
sckls.info

Barber - Butler - Cowley - Harper - Harvey
Kingman - McPherson - Reno - Rice
Sedgwick - Stafford - Sumner

2019
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SCKLS South Central Kansas Library System

The South Central Kansas Library System 2019 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, Kansas on May 18, 2018.

This document was submitted for review and approval by the State Library of Kansas Board, Topeka, Kansas on June 8, 2018. On August 10, 2018 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 to authorize the 2019 SCKLS Official Budget.

By

Paul Hawkins, Director

Steve Read, Chair

Executive Committee and System Board

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SCKLS South Central Kansas Library System

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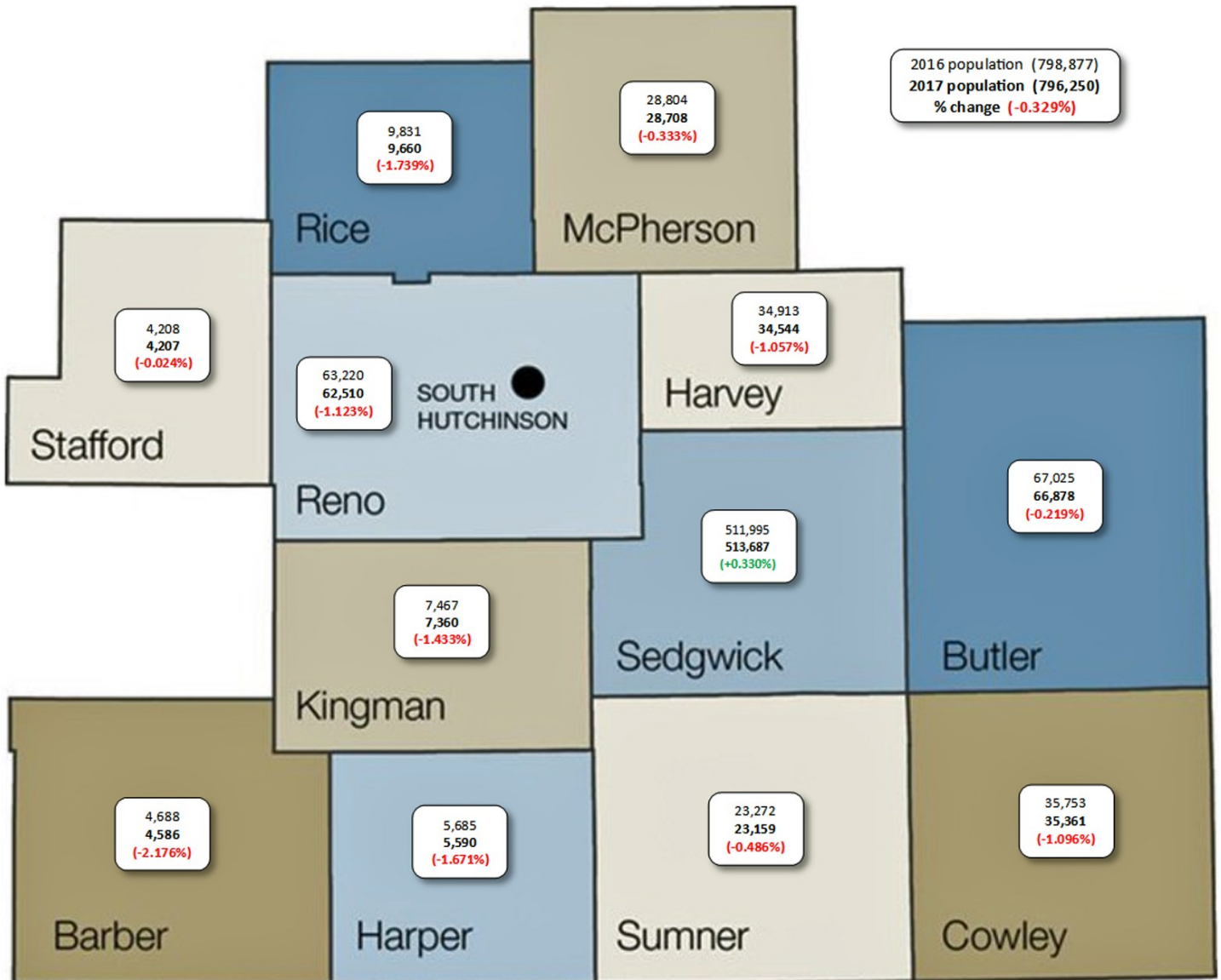
Governor Jeff Colyer, M.D.

June 8, 2018

The South Central Kansas Library System's Plan of Service for 2019, in accordance with the provisions of K.S.A. 75-2552 and the Kansas Administrative Regulations promulgated thereunder, was reviewed and approved by the State Library of Kansas Board, on this 8th day of June, 2018.

Amy Gilliland, Chairperson
State Library of Kansas Board

Eric Norris
State Librarian of Kansas

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Overview:

1. SCKLS includes the taxing counties of Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner and has a service population of approximately 796,250 (U.S. Census 2017 Estimate).

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 and special libraries.

2016 population (798,877)
2017 population (796,250)
% change (-0.329%)

Rice
9,831
9,660
(-1.739%)

McPherson
28,804
28,708
(-0.333%)

Stafford
4,208
4,207
(-0.024%)

Reno
63,220
62,510
(-1.123%)

SOUTH
HUTCHINSON

Harvey
34,913
34,544
(-1.057%)

Butler
67,025
66,878
(-0.219%)

Kingman
7,467
7,360
(-1.433%)

Sedgwick
511,995
513,687
(+0.330%)

Barber
4,688
4,586
(-2.176%)

Harper
5,685
5,590
(-1.671%)

Sumner
23,272
23,159
(-0.486%)

Cowley
35,753
35,361
(-1.096%)

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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

SCHOOL DISTRICT (55)

USD 267—Andale (Renwick)	USD 460—Hesston
USD 385—Andover	USD 308—Hutchinson
USD 361—Anthony-Harper	USD 448—Inman
USD 359—Argonia	USD 331—Kingman/Norwich
USD 470—Arkansas City	USD 255—Kiowa (South Barber)
USD 402—Augusta	USD 205—Leon
USD 313—Buhler	USD 400—Lindsborg (Smoky Valley)
USD 462—Burden (Central)	USD 444—Little River/Windom
USD 369—Burrton	USD 405—Lyons
USD 360—Caldwell	USD 351—Macksville
USD 419—Canton	USD 266—Maize
USD 268—Cheney	USD 418—McPherson
USD 264—Clearwater	USD 254—Medicine (North Barber)
USD 356—Conway Springs	USD 423—Moundridge
USD 332—Cunningham (West Kingman Co.)	USD 263—Mulvane
USD 260—Derby	USD 309—Nickerson
USD 471—Dexter	USD 358—Oxford
USD 396—Douglass	USD 311—Pretty Prairie
USD 490—El Dorado	USD 492—Rosalia
USD 310—Fairfield	USD 394—Rose Hill
USD 265—Goddard	USD 439—Sedgwick
USD 440—Halstead/Bentley	USD 509—South Haven
USD 312—Haven	USD 349—Stafford
USD 261—Haysville	USD 376—Sterling
	USD 375—Towanda (Circle)
	USD 463—Udall
	USD 262—Valley Center
	USD 353—Wellington
	USD 206—Whitewater (Remington)
	USD 259—Wichita
	USD 465 Winfield

ACADEMIC (14)

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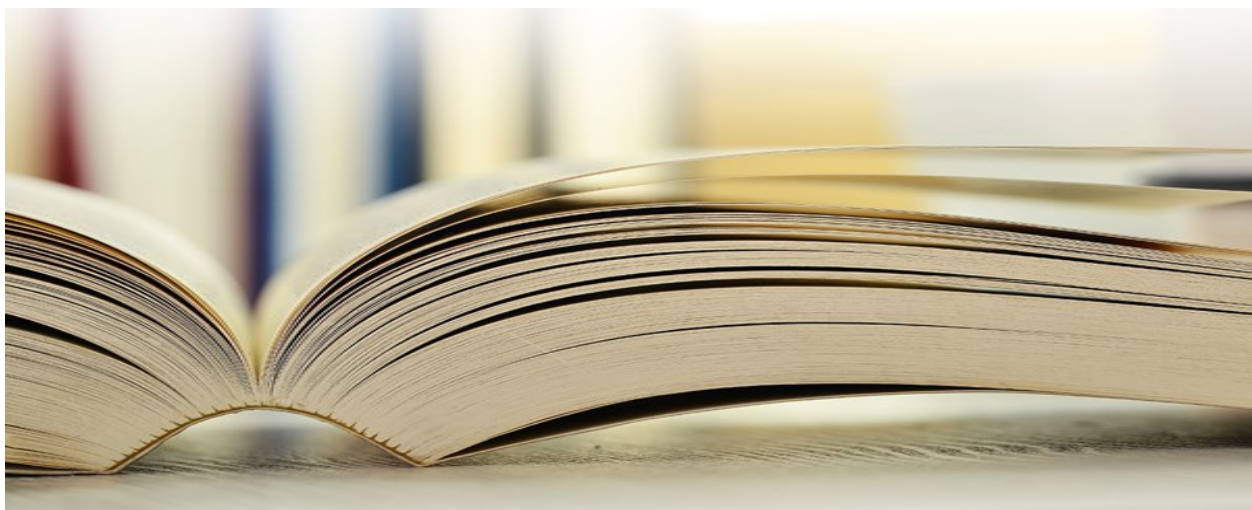Sterling College
WSU Tech
Wichita State University

SPECIAL (3)

El Dorado Correctional Facility –Central & North

Hutchinson Correctional Facility – Central & East

McConnell Air Force Base, Wichita

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Section 1: Timeline

SCKLS PLANNING AND BUDGETING TIMELINE	
DECEMBER	Update Five-Year Capital Improvement Plan and authorize capital improvement transfer from General Fund
JANUARY—APRIL	Compile grants and services usage data and prepare annual report Solicit input for upcoming year proposed annual plan and tentative budget from Executive Committee, System Board, County Appointees, Member Libraries & Staff
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 Board, Topeka for review and approval
JUNE—AUGUST	Gather Motor Vehicle Tax estimates from county treasurers and assessed property valuation estimates from county clerks Prepare official certified budget Publish budget and notice of budget hearing in newspaper of each taxing county Hold budget hearing and adopt budget authorization at Special System Board Meeting
BY AUGUST 25	Provide copies of published budget and notices of hearing, signed official certified budget to Reno County Clerk

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Introduction

MEASURES OF VALUE: SALESFORCE.ORG

In 2017, SCKLS began using a customized version of Salesforce.org, a customer relations management platform, to record and report grants and services it provides to member libraries. The purpose of the annual SCKLS Value of Services Statement is to make available to each member library a record and report of the value of services and grants it received from SCKLS. The South Central Kansas Library System (SCKLS) provides the majority of its grants and services to 144 public, school district, academic and special member libraries at no charge.

In most instances, these specialized grants and services are not available from commercial vendors. In instances in which services are available from a commercial vendor, the costs of such services would still be greater than the costs of the same services from SCKLS. The methodology for calculating individual service costs is based primarily on direct costs such as SCKLS staff time and access to vendor services or materials required to provide the services. Indirect costs related to the SCKLS organizational infrastructure are not factored into the costs of services and grants identified in the Service Statement definitions.

SCKLS encourages each member library to share the value of SCKLS with its community including public board members, college and school administrators and others. The total value of SCKLS Grants and Service in 2017 was $3,660,554.

SCKLS

2017 SCKLS Value of Services Statement

Library Name: Cheney Public Library

Cataloging Services

Date	Number of Records	Cataloging Fee
2017-01-12	10	$5.00
2017-01-27	8	$5.00
2017-02-07	4	$5.00
2017-02-07	4	$5.00
2017-02-17	2	$5.00
2017-02-17	2	$5.00
2017-02-24	3	$5.00
2017-02-24	3	$5.00
2017-03-03	11	$5.00
2017-04-07	15	$5.00
2017-04-18	1	$5.00
2017-04-18	4	$5.00
2017-04-26	14	$5.00
2017-05-01	5	$5.00
2017-05-23	9	$5.00
2017-05-31	5	$5.00
2017-06-08	3	$5.00
2017-06-15	4	$5.00
2017-06-20	2	$5.00
2017-06-30	9	$5.00
2017-07-07	2	$5.00
2017-08-04	13	$5.00
2017-08-07	1	$5.00
2017-09-05	4	$5.00
2017-10-17	14	$5.00
2017-11-03	7	$5.00
2017-11-14	2	$5.00
2017-11-22	10	$5.00
2017-11-27	1	$5.00
2017-12-19	1	$5.00
2017-12-31	1	$5.00
2017-12-31	4	$5.00

Total Cataloging Services Costs: $890

Continuing Education Services

Date	CE Event	Event Fee	Numb Atten
2017-10-30	Semi-annual Mtg/Creating a Social Media Policy	$50.00	1

Total Continuing Education Costs: $50

Grants

Award Date	Grant	
2017-03-17	Grants-in-Aid_Base	$
2017-03-17	Grants-in-Aid: Interlibrary Loan	$
2017-03-17	Grants-in-Aid: Out of District Borrowers	$
2017-05-15	General Technology Grant	$

Total Grants Awarded: $11,806

Interlibrary Loan Services

Request Month/Year	Request Method	ILL Fee	Number of Request

Total Interlibrary Loan Services Costs: $0

Rotating Collection Services

Date	Audios	Books	Rotating Audio Fee	Rotating Book Fee	
March 2017	15	235	$50.00	$25.00	$
June 2017	15	235	$50.00	$25.00	$
October 2017	15	235	$50.00	$25.00	$

Total Rotating Collection Services Costs: $19,875

On-Site Support Services

Date	Service Category	Service Rate	Duration of Service	Service Cost
2017-08-09	Technology Consulting	$100.00	0.50 Hours	$50.00
2017-11-20	Technology Support	$60.00	3.50 Hours	$210.00
2017-10-02	Automation Support	$60.00	1.50 Hours	$90.00

Total Technology On-Site Support Service Costs: $350
Total Other On-Site Support Service Costs: $0

Phone, Email, and Proposal Support Services

Date	Service Category	Service Rate	Duration of Service	Service Cost
2017-10-23	Technology Support	$40.00	15	$10.00

Total Technology Phone, Email, and Proposal Support Service Costs: $10
Total Other Phone, Email, and Proposal Support Service Costs: $0

Other Services

2017 Digital Library Initiative Hosting Service Costs: $0
2017 SCKAN Service Costs: $500
2017 SCKLS Wordpress Website Hosting Service Costs: $500
2017 SCKLS Website and Online Information Service Costs: $500
2017 Summer Reading Program Service Costs: $500

2017 Total Services Value: $34,981

South Central Kansas Library System
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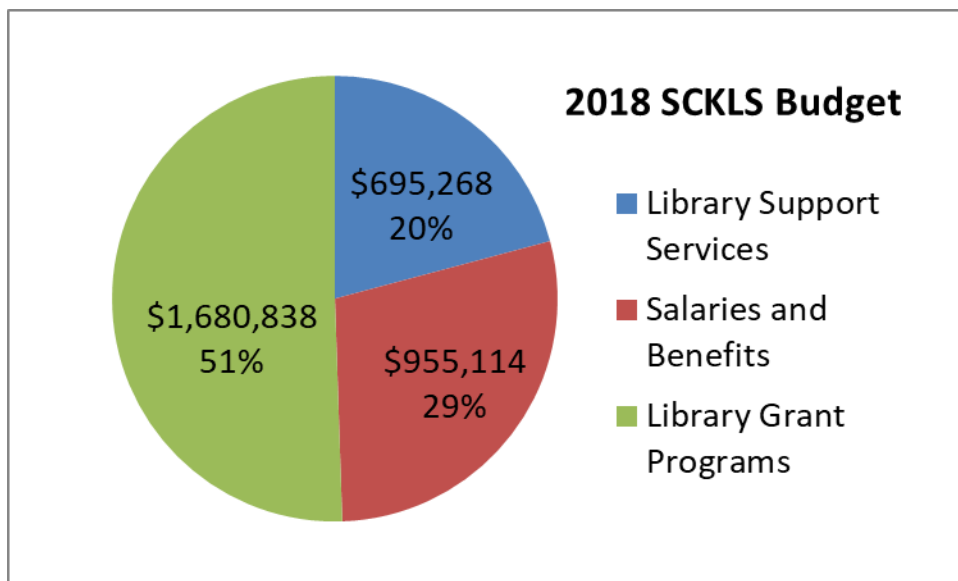
MEASURES OF VALUE (CONTINUED)

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 2017, SCKLS grants-in-aid funding facilitated access for 92,684 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. More than 51% or nearly $1.7 million of the 2018 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 staff. Nine 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 2018, SCKLS staff provided more nearly 300 on-site service visits to member libraries of which 239 were for technology support. Also in 2018, 43 training and continuing education programs were provided by SCKLS and attended by a total of 505 librarians. Support and training from SCKLS assists participating libraries provide and improve local library services.

SCKLS continues to implement 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.

2018 SCKLS Budget

- $695,268 20% — Library Support Services
- $955,114 29% — Salaries and Benefits
- $1,680,838 51% — Library Grant Programs

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2017 Long Range Plan

ASSESSMENT AND PLANNING PROCESS

In 2017 and as part of its 50th anniversary year of service to member libraries, the South Central Kansas Library System conducted an assessment and planning process. 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% of respondents said they were "satisfied." 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.*"

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

LONG RANGE PLAN RECOMMENDATIONS

Based on the assessment and planning process, the following summarized recommendations for long range planning were authorized by the SCKLS Executive Committee in November 2017:

Grants-in-aid. No additional changes in the grants-in-aid program are currently recommended. In terms of the next 3 – 5 years the grants-in-aid program may need to increase as up to 5 eligible libraries increase in population and qualify for an increase in their base grant.

Other Grants. No additional and immediate changes in Other Grants are recommended, but a new "Libraries Transform" grant is recommended to be developed by July 1, 2018. The purpose of the annual "Libraries Transform" grant will be to provide a matching grant of up to $25,000 to assist a member public, academic, school or special library in funding a plan of change to meet the needs of its community.

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Long range Planning recommendations (continued)

Technology Support. Continued use of the technology support service model in which (1) member libraries have primary responsibility for their technologies, (2) SCKLS provides technology support services and solutions, and (3) SCKLS offers basic technology skills training for member libraries..

SCKAN. The current five-year contract for the South Central Kansas Automation Network (SCKAN) with Innovative Interfaces, Inc./Polaris will end in 2020. Consideration and planning for affordable and useful automations systems will continue to be a focus.

Staffing. A formal staff succession plan will be developed. Job descriptions for all existing staff positions will be updated and additional written procedures related to job responsibilities for each position should be developed. Continued cross-training of library support positions is recommended.

Continuing Education. Beginning in 2018, SCKLS will rebrand the majority of its more than 25 basic library and technology skills training offerings under the new title: "Library Talks".

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.

Presenters for the April 30, 2018 SCKLS "School Redesign and My Library" program. Left to right: Amanda Harrison, USD 418 McPherson; Jennifer McCulley, McPherson Public Library; Gail Becker, USD 259 Wichita; Britten Kuckelman, WSU Tech; Amy Brownlee, USD 376 Sterling; and Brad Neuenswander, Deputy Commissioner, Kansas State Department of Education, Topeka.

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Section 2: Services and Programs

LIBRARIANS AND LIBRARIES SUPPORT STUDENT SUCCESS

Sixty school, public and academic librarians participated in the "School Redesign and My Library" program organized by the South Central Kansas Library System and held April 30, 2018 in Wichita. The theme of the five presentations was that libraries support student success and how school, public and academic librarians are engaged in Kansas school redesign projects.

Speakers included Brad Neuenswander, Deputy Commissioner, Kansas Department of Education, Topeka; Amanda Harrison, Librarian, Unified School District (USD) 418, McPherson Public Schools; Jennifer McCulley, Youth Services Librarian, McPherson Public Library; Amy Brownlee, District Librarian, USD 376, Sterling Public Schools; Gail Becker, Supervisor, Library Media and Textbook Services, USD 259, Wichita Public Schools, and Britten Kuckelman, Director of Academic Support and Information Services, Wichita Area Technical College/WSU Tech.

"The goal is that Kansas leads the world in the success of each student" said Neuenswander whose job responsibilities include supervision of the statewide school redesign initiative. He noted five indicators of student success which are (1) Social and Emotional Growth, (2) Kindergarten Readiness, (3) Individual Plans of Study, (4) High School Graduation and (5) Postsecondary Success.

McPherson librarians Amanda Harrison and Jennifer McCulley talked about school and public library partnerships that support Kindergarten Readiness. School librarian Amy Brownlee presented a Digital Citizenship curriculum used by the Sterling Public Schools. Gail Becker, who coordinates more than 100 libraries in the Wichita school district, presented library and information standards for K – 12 students. Physical redesign of a library and resources that promote Postsecondary Success were covered by technical college librarian Britten Kuckelman.

SCKLS grant programs that support member school libraries include Makerspace, Science Technology Engineering and Math (STEM), Technology, Automation, Programming and Continuing Education. The SCKLS webinar of the "School Redesign and My Library" program is available at: http://sckls.info/index.aspx?NID=261

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Section 2: Services and Programs

SCKLS Mission Statement

The mission of the South Central Kansas Library System is to assist member libraries to provide excellent service to their communities. SCKLS provides grants, consulting, continuing education and cost-effective support services to its 144 member public, academic, school district and special libraries in 12 counties.

SCKLS General Goals

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.

SCKLS 2019 year and current year goals

Generally, SCKLS continues to limit its tax support and the 2019 Annual Plan and Budget are based on adequate funding correlated to organizational service needs with an estimated 1.4% or $46,769 increase in total expenditures.

Value Statement

SCKLS provides library access to south central Kansas citizens and students 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 prioritize and limit 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.

Proposed 2019 Major Goals

♦ **(1) Continue to analyze and implement Saleforce.org data to provide additional measures of costs and values of SCKLS grants and services.**

Salesforce.org allows SCKLS to track and report the costs and values of grants and services it provides to each member library as well as use such data in analyzing and implementing organizational performance.

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Section 2: Services and Programs

SCKLS 2019 YEAR AND CURRENT YEAR GOALS (CONTINUED)

♦ **(2) Continue to develop and implement performance-based budgeting.**

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

♦ **(3) Continue to promote awareness and increase SCKLS taxpayer access to member libraries through marketing and information.**

SCKLS will 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 Long Range Plan.**

Recommendations from the 2017 Long Range Plan provide goals for future SCKLS grants, services and staffing.

For current year 2018, goals include (1) Analyze and implement Saleforce.org data to provide measures of costs and values of SCKLS grants and services, (2) Develop and implement performance-based budgeting, (3) Promote awareness and increase taxpayer access to SCKLS member libraries through marketing and awareness, and (4) Develop and implement recommendations from the 2017 Long Range Plan.

"TOPICS AND TRENDS" INFORMATION WEBCASTS

Since 2015, the South Central Kansas Library System has produced a information webcast each January and July called "Topics and Trends". "Topics and Trends" offers listeners an update on what SCKLS does and is doing on behalf of its member libraries.

"Topics and Trends" is archived and available for viewing at the convenience of member libraries. The information webcast has an average audience of 100 viewers.

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Section 2: Services and Programs

PROGRAM OF SERVICES AND GRANTS TO MEMBER LIBRARIES

Administrative Services and Grants

Definition of service: The Director and Human Resources and Financial Specialist (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 Program for member public, academic and special libraries is 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 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, policies, planning, 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 and Automation 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.

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Section 2: Services and Programs—Technology (continued)

Staff and Resources: Five full-time and one half-time positions include the Director of Information Technology; Automation and Technology Services Coordinator, three Technology Consultants and one Technology Projects Specialist. 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, Automation and Technology Services Coordinator, Technology Consultants, Technology Projects Specialist, 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 and with other specialists 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 autonomous in their own decision-making regarding their local library services.

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Section 2: Services and Programs—Continuing Education

Continuing Education Services and Grants

Definition of service: SCKLS member librarians, trustees, Friends and volunteers can attend 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 may request 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. The annual SCKLS continuing education programs of more than 25 trainings includes the following:

- **Public Library Board Training**
- **Summer Reading Program Training**
- **Technology Training Programs (Library Talks Series)**
- **Basic Library Skills Training (BLaST Series)**
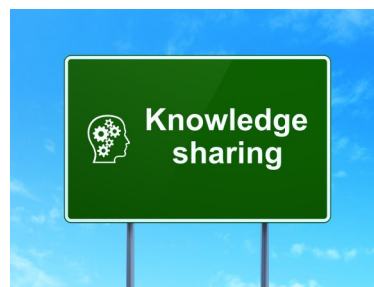
To encourage participation in continuing education activities other than those offered by SCKLS, Continuing Education Reimbursement Grants of up to $750 per member librarian, trustee or Friend per year help pay registration and tuition costs. Eligibility for the program is open to all member libraries 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 through interlibrary loan.

Service guidelines: SCKLS fosters a culture of continuous learning. SCKLS monitors the continuing education needs of member libraries and develops programs or refers member librarians to resources 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. In order for SCKLS to develop customized training events, member libraries with specialized staff training needs should contact the Training Specialist at least 45 days in advance of the desired date of the event.

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. 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

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Serving Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson,
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SCKLS South Central Kansas Library System

Section 2: Services and Programs—Facility

SCKLS.

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. 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

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SOUTH CENTRAL KANSAS LIBRARY FOUNDATION (SCKLF)

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

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

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

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SCKLS South Central Kansas Library System

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 2018, 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 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 in part on their service population and resource sharing.

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

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SCKLS South Central Kansas Library System

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 2018 funding total of $1,442,088 for grants-in-aid to public and academic libraries is proposed to be maintained for 2019. 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,

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

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SCKLS South Central Kansas Library System

Section 2: Services and Programs—Interlibrary Loan
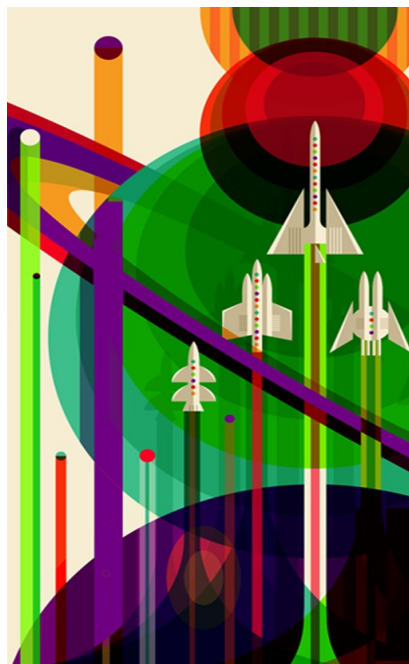
Interlibrary Loan

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. 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.

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SCKLS South Central Kansas Library System

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 and academic 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 and academic member libraries. A compact disc cleaner/repair machine and book repair machine are available by appointment for member libraries to use at SCKLS.

Staff and resources: One full-time Outreach Services Specialist and one part-time Library Support Assistant 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 and academic 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. No special libraries currently use 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.

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SCKLS South Central Kansas Library System

Section 2: Services and Programs—Cataloging Services

Cataloging Services

Definition of service: Services include limited assistance with cataloging records for library materials. MARC records may be 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 of the Canton Township Carnegie Library. For more information:

http://digitalsckls.info/

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SCKLS South Central Kansas Library System

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 offers an annual SCKLS Orientation for school librarians. SCKLS regularly posts useful information to its public and school library listservs.

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 in which grants or services may be reinstated. The Director will inform the Executive Committee of any decision to temporary discontinue service and notify them when such service has been reinstated.
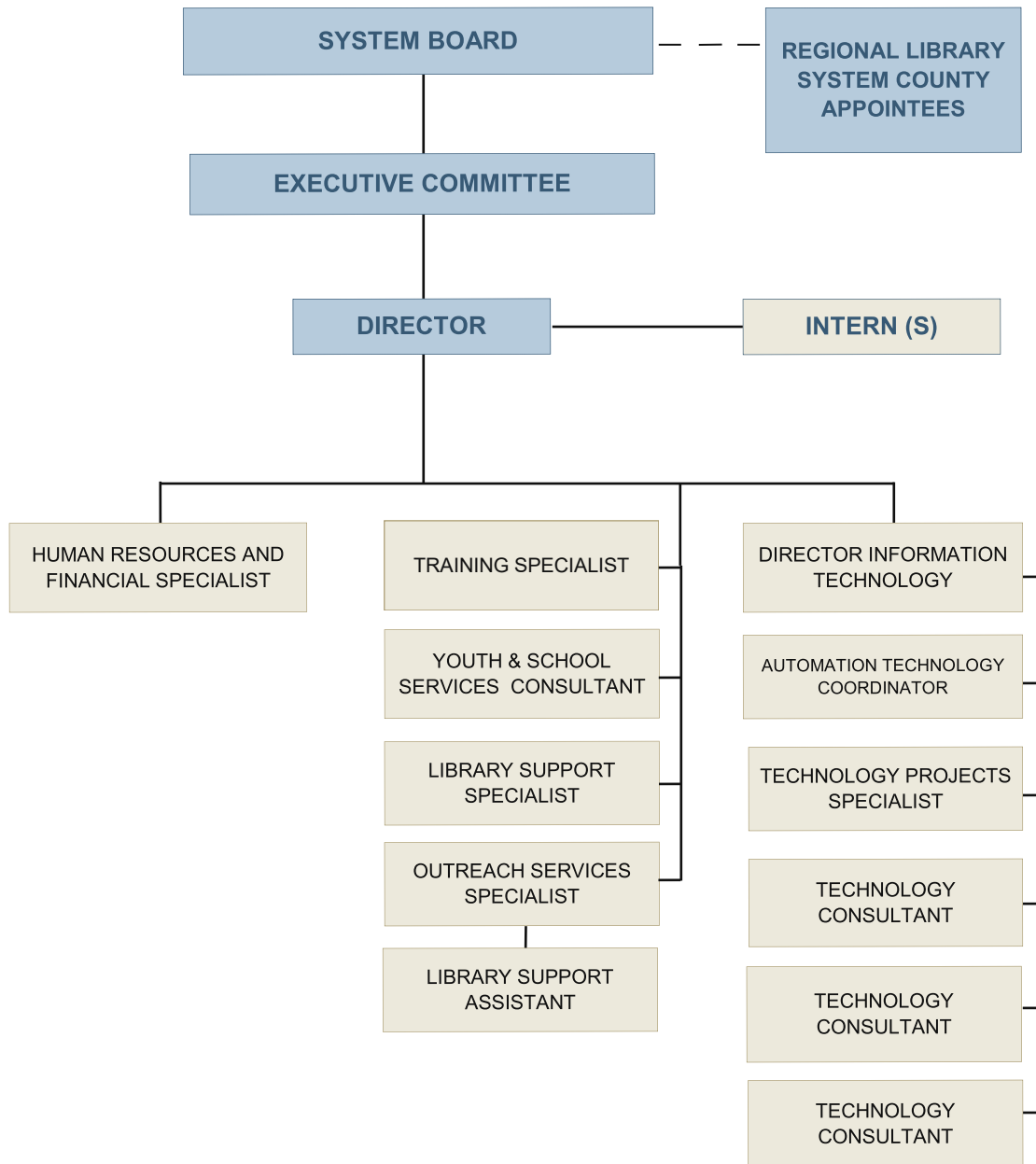
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SCKLS South Central Kansas Library System

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 Projects Specialist	Stefanie Gostautas	.20
Automation/Technology 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	Katherine Hughes	1
Library Support Specialist	Katherine Williams	1
Outreach Services Specialist	Nicole Penley	1
Library Support Assistant	Kathleen Leid	.10
Library Intern	Open	.10
Total Staff		**12.00**

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SCKLS South Central Kansas Library System

Section 3: Organization Chart

SCKLS ORGANIZATION

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

SCKLS South Central Kansas Library System

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 Sevart
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

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SCKLS South Central Kansas Library System

Section 4: Executive Committee

EXECUTIVE COMMITTEE 2018

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
1st 4-Year Term + Unexpired Term - Expires: 12/2021
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
2nd 4-year Term -Term Expires: 12/2021
Service Center I

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

Susan Woodard — Secretary/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
2nd 4-year Term + Unexpired Term - Expires: 12/2021
At-large, Position II

Kristin Sen
1631 Tiara Pines Court
Derby, KS 67037
2nd 4-Year Term + Unexpired Term - Expires: 12/2021
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

Kerri Steffen
Director, Cunningham Public Library
105 North Main
Cunningham, KS 67035
1st 4-Year Term - Expires: 12/2021
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
Unexpired Term—Expires 12/2019
Two and Four Year Academic

Cheney Public Library
2nd 4-year Term - Expires: 12/2021
Service Center II

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SCKLS South Central Kansas Library System

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 are not subject to term limits for reappointment. County Appointees 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**

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SCKLS South Central Kansas Library System

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	Susan	Cruz
Harper	Harper Public Library	Debra	Olds
Haven	Haven Public Library	Trudy	Littlestar
Haysville	Haysville Community Library	Ken	Bell
Hesston	Hesston Public Library	Libby	Albers
Hutchinson	Hutchinson Public Library	Gregg	Wamsley
Inman	Inman Public Library	Donna	Sallee
Kingman	Kingman Carnegie Library	Gee Gee	Helm
Kiowa	Kiowa Public Library	Gayle	Bowden
Leon	Leon Public Library	Barbara	Templin

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SCKLS South Central Kansas Library System

Section 4: SCKLS Public Library Representatives

City	Public Library	Representative	
Lindsborg	Lindsborg Community Library	Suzanna	Swenson
Little River	Little River Community Library	Not	Designated
Lyons	Lyons Public Library	Becky	McBeth
Macksville	Macksville City Library	Jody	Suiter
Marquette	Marquette Community Library	Brenda	Graham
McPherson	McPherson Public Library	Steve	Read
Medicine Lodge	Lincoln Library	April	Hernandez
Moundridge	Moundridge Public Library	Jill	Stern
Mount Hope	Mount Hope Public Library	Sandra	West
Mulvane	Mulvane Public Library	Shanna	Smith
Newton	Newton Public Library	Beverley	Buller
Nickerson	Nickerson Public Library	Karen	Lovelock
Norwich	Norwich Public Library	Candace	Perkins
Oxford	Oxford Public Library	Nancy	Storlein
Park City	Park City Community Public Library	Len	Warren
Partridge	Partridge Public Library	Margo	Garton
Potwin	Potwin Public Library	Tanya	Tabor
Pretty Prairie	Pretty Prairie Public Library	Angie	Brace
Rose Hill	Rose Hill Public Library	Cindy	Maxey
St. John	Ida Long Goodman Memorial Library	Laura	Davis
Sedgwick	Lillian Tear Library	Cathy	Medlin
South Haven	South Haven Township Library	Not	Designated
Stafford	Nora E Larabee Memorial Library	Denise	Dickson
Sterling	Sterling Free Public Library	Amy	Gard
Sylvia	Sylvia Public Library	Cheryl	Eisenhour
Towanda	Towanda Public Library	Cole	Everhart
Turon	Turon Community Library	Not	Designated
Udall	Udall Public Library	Bertha	Rhoads
Valley Center	Edna Buschow Memorial Library	Janice	Sharp
Viola	Viola Township Library	Jeanna	Bender
Walton	Walton Community Library	Not	Designated
Wellington	Wellington Public Library	Jo	Plumb
Whitewater	Whitewater Memorial Library	Jean	Thiessen
Wichita	Wichita Public Library	Katie	Menon
Winfield	Winfield Public Library	Joan	Cales
Zenda	Zenda Public Library	Delia	Swingle

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SCKLS South Central Kansas Library System

Section 4: SCKLS School Library Representatives

USD	City	Representative	
267	Andale (Renwick)	Not	Designated
385	Andover	Sandy	Reed
361	Anthony-Harper	Adria	Kasel
359	Argonia	Eddie	Tracey
470	Arkansas City	Cathy	Wilcox
402	Augusta	Megan	Vittitow
313	Buhler	Trisha	Burgey
462	Burden (Central)	Shirley	Douglas
369	Burrton	Karen	Critchfield
360	Caldwell	Stacy	Ropp
419	Canton	Jessica	Bowman
268	Cheney	Carla	Ewy
264	Clearwater	Judy	Kramer
356	Conway Springs	Sara	Kitch
332	Cunningham (W. Kingman Co.)	Jerree	Fitzsimmons
260	Derby	Christy	Root
471	Dexter	K C	Colvin
396	Douglass	Rashelle	Leivian
490	El Dorado	Judy	Rohr-Smith
310	Fairfield	Not	Designated
265	Goddard	Mary	Kloefkorn
440	Halstead/Bentley	Joell	Matlack
312	Haven	Jean	Volk
261	Haysville	Shelley	Davis
460	Hesston	Rachel	Yoder
308	Hutchinson	Denise	Neighbors
448	Inman	Jann	Glidewell

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Section 4: SCKLS School District Representatives

USD	City	Representative	
331	Kingman/Norwich	Roberta	Kobbe
255	Kiowa (S. Barber Co.)	Jill	Daughetee
205	Leon	Lori	Kohls
400	Lindsborg (Smoky Valley)	Kate	Littich
444	Little River/Windom	Sheena	Bruce
405	Lyons	Karen	Crow
351	Macksville	Nelda	Satterlee
266	Maize	Jill	Bourne
418	McPherson	Wendy	Morris
254	Medicine Lodge (N. Barber Co.)	Not	Designated
423	Moundridge	Vania	Winsor
263	Mulvane	Debbie	White
309	Nickerson	Karla	Hawver
358	Oxford	Renee	Sanchez
311	Pretty Prairie	Carmon	Unruh
492	Rosalia	Sharon	McClure
394	Rose Hill	Not	Designated
439	Sedgwick	Dee Ann	Merhoff
509	South Haven	Not	Designated
349	Stafford	Gerry	Hildebrand
376	Sterling	Amy	Brownlee
375	Towanda (Circle)	Cindy	Pfeiffer
463	Udall	Not	Designated
262	Valley Center	Julie	Sirignano
353	Wellington	Sarah	House
206	Whitewater	Kris	Janzen
259	Wichita	Gail	Becker
465	Winfield	Tabitha	Hogan

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Section 4: SCKLS Academic and Special Library Representatives

Institution	Library Name	Representative	
Bethany College	Wallerstedt Library	*Denise*	*Carson*
Bethel College	Bethel College Library	*Barbara*	*Thiesen*
Butler Community College	L W Nixon Library	*Micaela*	*Ayers*
Central Christian College of Kansas	Briner Library	*Bev*	*Kelley*
Cowley Co Community College	Renn Memorial Library	*Rhoda*	*MacLaughlin*
Friends University	Edmund Stanley Library	*Anne*	*Crane*
Hesston College	Mary Miller Library	*Margaret*	*Wiebe*
Hutchinson Community College	JFK Library	*Not*	*Designated*
McPherson College	Miller Library	*Mary*	*Hester*
Newman University	Ryan Library	*Steve*	*Hammerski*
Southwestern College	Deets Library	*Marjorie*	*Snyder*
Sterling College	Mabee Library	*Laurel*	*Watney*
Wichita State University	University Libraries	*Kathy*	*Downes*
WSU Tech	Library	*Britten*	*Kuckelman*

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

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

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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
Revised: South Central Kansas Library System Board, October 30, 2017

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 75-2547, 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, regulations of the State Library of Kansas Board and SCKLS Membership Eligibility Policy.

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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 member library. In addition, there shall be one representative from within the taxing district of the regional library system appointed by the board of county commissioners of each county that is part of the regional library system to represent territory not within the district or any participating library, but within the tax district of the system. The System Board shall also consist of the Executive Committee.

Section 2. County Appointees shall serve terms of four years with six of the twelve county representatives first appointed by January 1, 2019 and the remaining six by January 1, 2020. Terms of office shall commence January 1 following the year of appointment and expire December 31 four years thereafter. Upon the expiration of the original four year terms, County Appointees may be reappointed or their successors appointed for a term of four years by the board of county commissioners for each county. A County Appointee serves until reappointed or a successor is named by the board of county commissioners for the county. No person who has been appointed for two consecutive four-year terms as a County Appointee to the System Board shall be eligible for further appointment until one year after the expiration of their second term. Governor's Appointees prior to July 1, 2017 continue to serve as County Appointees until reappointed or their successor is named by the board of county commissioners for the county.

Section 3. 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.

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Section 4. 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 adopt the annual budget, elect the Executive Committee, and to delegate in these bylaws to the Executive Committee such powers and duties as the Board may deem appropriate, subject to any restriction imposed by law.

Article V

Executive Committee

Section 1. As specified in K.S.A. 75-2550a, the Executive Committee shall have authority to set policy, perform legal functions, hire a System Director, and conduct system business on a month-to-month basis between meetings of the system board. To that end, the Executive Committee is hereby delegated those powers, enumerated in Article 4, Section 4, 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 position from each of the following interest areas: 1) County 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 County 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 of the interest area. 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.

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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. No person who has been appointed for two consecutive four-year terms as a County Appointee to the System Board shall be eligible for further appointment until one year after the expiration of the second term. 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 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. Officers of the Executive Committee shall serve as officers of the System Board. 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.

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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. Executive Committee members shall comply with applicable state and federal laws and System policies. Executive Committee members shall not use their position to gain unwarranted privileges, advantages or information for themselves or others. Executive Committee members shall not interfere with the management responsibilities of the System Director or the management of System staff.

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 3. The Executive Committee shall have authority to address violations of ethical standards, misconduct or failure to perform duties by any member of the Executive Committee or System Board. A member of the Executive Committee or System Board shall be removed upon a majority vote of the Executive Committee at any time for the following reasons: 1. Misconduct in office; 2. Failure to perform duties as prescribed; 3. For such good and sufficient cause deemed injurious to the System and its purposes. Notice of removal from the Executive Committee and an opportunity to submit a written response to the cause(s) for removal shall be provided to the member of the Executive Committee or System Board for whom removal is being considered.

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Article VII

Standing Committees

 Section 1. The System Executive Committee shall serve as the budget committee. The System Director shall present a tentative budget and plan of operation to the Executive Committee for approval by June 1 each year. The Executive Committee shall then evaluate and recommend the budget to the System Board for adoption at the August 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 for the transaction of business will be held in April, August and October or at the call of the Chair. The August meeting shall be for authorization of the annual budget. 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 ten days in advance of the meetings.

 Section 2. Each member of the System Board, or duly appointed 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 board of county commissioners of each county that is part of the regional library system shall be eligible to vote in the proceedings of the System Board.

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

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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 two days 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 board of county commissioners of each county that is part of the regional library system shall be solicited by the System Director.

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

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

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Section 6: Proposed Tentative Budget

SCKLS 2019 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, May 18, 2018
Note: Final budget adopted by SCKLS System Board, August 10, 2018

Budget Category	2017 Actual	2018 Budget	2019 Proposed	2018 / 2019 Difference	2018 / 2019 % Change
Audit / Budget / Accounting	$23,427	$26,000	$26,000	$0	0%
Utilities	$13,494	$15,000	$15,000	$0	0%
Insurance	$30,794	$32,000	$32,000	$0	0%
Postage	$4,438	$5,500	$5,500	$0	0%
Printing	$5,033	$5,000	$5,000	$0	0%
Salaries	$634,490	$678,873	$703,601	$24,728	4%
Employee Benefits	$188,057	$276,241	$292,041	$15,800	6%
Supplies	$16,000	$15,000	$16,000	$1,000	7%
Travel & CE for Staff	$20,089	$42,000	$42,000	$0	0%
Professional Development Resources	$5,605	$13,500	$13,500	$0	0%
Member Library CE & Training	$19,335	$30,750	$30,750	$0	0%
OCLC (Cataloging/ILL)	$13,544	$15,000	$15,000	$0	0%
Grants-in-aid: Public & Academic	$1,442,088	$1,442,088	$1,442,088	$0	0%
Grants-in-aid: Special Libraries	$22,377	$30,000	$30,000	$0	0%
Grants-School Interlibrary Loan	$1,946	$3,000	$4,000	$1,000	33%
Grants-Continuing Education	$34,266	$45,000	$45,000	$0	0%
Grants-General Technology	$60,335	$60,000	$60,000	$0	0%
Grants-Automation	$30,022	$30,000	$30,000	$0	0%
Grants-Transform	$0	$0	$25,000	$25,000	0%
Grants-Programming/Project	$8,860	$7,500	$7,500	$0	0%
Grants--Summer Reading	$6,900	$7,500	$7,500	$0	0%
Rotating Collections	$85,172	$103,000	$105,000	$2,000	2%
Telecommunications	$26,286	$27,000	$27,000	$0	0%
Contractual Services	$61,156	$86,000	$86,000	$0	0%
Technology	$38,432	$42,000	$42,000	$0	0%
Vehicle Expenses	$8,409	$10,000	$10,000	$0	0%
Transfer Capital Improvement Fund	$75,000	$100,000	$100,000	$0	0%
Services Contingency	$24,949	$114,001	$90,509	($23,492)	-21%
Cash Balance Forward	$145,357	$69,267	$70,000	$733	1%
Totals	**$3,045,861**	**$3,331,220**	**$3,377,989**	**$46,769**	**1.4%**

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Audit / Budget / Accounting   No change

2017 Actual $ 23,427

2018 Projected $ 26,000

2019 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

2017 Actual $ 13,494

2018 Projected $ 15,000

2019 Tentative $ 15,000

Payment of monthly utilities for the SCKLS Training Facility and Offices occurs from this line item.

Insurance and Bonds   No change

2017 Actual $ 30,794

2018 Projected $ 32,000

2019 Tentative $ 32,000

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.

Postage   No change

2017 Actual $ 4,438

2018 Projected $ 5,500

2019 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.

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Printing   No change

2017 Actual	$ 5,003
2018 Projected	$ 5,000
2019 Tentative	$ 5,000

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

Salaries   Increase $24,728
Benefits   Increase $15,800

2017 Actual	$ 822,547 ($ 634,490 Salaries / $ 188,057 Benefits)
2018 Projected	$ 955,114 ($ 678,873 Salaries / $ 276,241 Benefits)
2019 Tentative	$ 995,642 ($703,601 Salaries / $ 292,041 Benefits)

SCKLS currently budgets for the following positions: Director, Director of Information Technology, Automation and Technology Services Coordinator, Technology Projects Specialist, Technology Consultant Position I, Technology Consultant Position II, Technology Consultant Position III, Human Resources and Financial Specialist, Library Support Specialist, Outreach Services Specialist, Youth and School Services Consultant, Training Specialist and Library Support Assistant. In 2019, 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.

Supplies   Increase $1,000

2017 Actual	$ 16,000
2018 Projected	$ 15,000
2019 Tentative	$ 16,000

Includes standard office and work items used by SCKLS staff to provide service to member libraries as well as custodial supplies for the SCKLS Training Facility and Offices.

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Travel and Staff Continuing Education   No change

2017 Actual $ 20,089

2018 Projected $ 42,000

2019 Tentative $ 42,000

SCKLS staff travel on a daily basis to provide expertise and assistance to member libraries. They may also attend in-state or national library training programs or participate in continuing education through various online 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

2017 Actual $ 5,605

2018 Projected $ 13,500

2019 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 yo member libraries. These resources may be housed in staff offices, added to the circulating Professional Collection or provided to participants in training sessions.

Member Library Continuing Education & Training   No change

2017 Actual $ 19,335

2018 Projected $ 30,750

2019 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.

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OCLC (Cataloging & Interlibrary Loan)   No change

2017 Actual $ 13,544

2018 Projected $ 15,000

2019 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

2017 Actual $ 1,440,047

2018 Projected $ 1,442,088

2019 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.

Grants-in-aid: Special Libraries   No change

2017 Actual $ 22,377

2018 Projected $ 30,000

2019 Tentative $ 30,000

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

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Grants-School Interlibrary Loan   Increase $1,000

2017 Actual $ 1,946

2018 Projected $ 3,000

2019 Tentative $ 4,000

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. The rate of reimbursement per item loaned will increase in 2019.

Grants-Continuing Education   No change

2017 Actual $ 34,266

2018 Projected $ 45,000

2019 Tentative $ 45,000

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

Grants—General Technology Matching   No change

2017 Actual $ 60,335

2018 Projected $ 60,000

2019 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

2017 Actual $ 30,022

2018 Projected $ 30,000

2019 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.

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Grants--Libraries Transform   New

2017 Actual $ 0

2018 Projected $ 25,000

2019 Tentative $ 25,000

A new grant program that will first be awarded in November 2018. The purpose of the "Libraries Transform" matching grant of up to $25,000 is to assist a member public, academic, school or special library in funding a plan of change to meet the needs of its community.

Grants--Program and Project   No change

2017 Actual $ 8,860

2018 Projected $ 7,500

2019 Tentative $ 7,500

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

Grants--Summer Reading Program   No change

2017 Actual $ 6,900

2018 Projected $ 7,500

2019 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 .

Rotating Collections   Increase $2,000

2017 Actual $ 85,146

2018 Projected $103,000

2019 Tentative $105,000

Includes library materials purchased and other charges for items circulated through the Rotating Collections Service. Also include annual delivery costs which began in 2018 and paid to Metro Courier, Wichita.

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Section 6: Budget Narrative

Telecommunications Services   No change

2017 Actual $ 26,286

2018 Projected $ 27,000

2019 Tentative $ 27,000

Includes costs cable access through Cox Communications to support telecommunications. Also 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.

Contractual Services   No change

2017 Actual $ 61,156

2018 Projected $ 86,000

2019 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

2017 Actual $ 38,432

2018 Projected $ 42,000

2019 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.

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SCKLS South Central Kansas Library System

Section 6: Budget Narrative

Vehicle Expense   No change

2017 Actual $ 8,409

2018 Projected $ 10,000

2019 Tentative $ 10,000

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.

Transfer to Capital Improvement Fund   No change

2017 Actual $ 0

2018 Projected $ 100,000

2019 Tentative $ 100,000

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 includes for the annual accrual of funds for a roof replacement and repairs planned for 2020.

Services Contingency   Decrease $23,492

2017 Actual $ 24,949

2018 Projected $ 114,001

2019 Tentative $ 90,509

Unbudgeted or unanticipated expenditures for SCKLS or for service transitions may be paid from this line item. In 2018, the new up to $25,000 "Libraries Transform" grant will be paid from this line item.

Cash Balance Forward   Decrease $733

2017 Actual $ 145,357

2018 Projected $ 69,267

2019 Tentative $ 70,000

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.

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SCKLS 2019 Proposed Operating Budget

Budget Category	Central Administration	Automation Technology	Youth Services	Continuing Education	Extension Services	Technical Services	Grants-in-aid	Total
Audit & Budget & Accounting	$26,000	$0	$0	$0	$0	$0	$0	$26,000
Utilities	$15,000	$0	$0	$0	$0	$0	$0	$15,000
Insurance	$32,000	$0	$0	$0	$0	$0	$0	$32,000
Postage	$5,500	$0	$0	$0	$0	$0	$0	$5,500
Printing	$5,000	$0	$0	$0	$0	$0	$0	$5,000
Salaries	$152,812	$351,559	$61,538	$43,086	$51,520	$43,086	$0	$703,601
Employee Benefits	$64,197	$143,006	$25,854	$18,654	$21,676	$18,654	$0	$292,041
Supplies	$16,000	$0	$0	$0	$0	$0	$0	$16,000
Travel & Staff CE	$0	$0	$0	$42,000	$0	$0	$0	$42,000
Professional Resources	$0	$0	$0	$13,500	$0	$0	$0	$13,500
Member Library CE & Training	$0	$0	$0	$30,750	$0	$0	$0	$30,750
OCLC (Cataloging/ILL)	$0	$0	$0	$0	$0	$15,000	$0	$15,000
Grants-in-aid: Public & Academic	$0	$0	$0	$0	$0	$0	$1,442,088	$1,442,088
Grants-in-aid: Special Libraries	$0	$0	$0	$0	$0	$0	$30,000	$30,000
Grants-School Interlibrary Loan	$0	$0	$0	$0	$0	$0	$4,000	$4,000
Grants-Continuing Education	$0	$0	$0	$0	$0	$0	$45,000	$45,000
Grants-General Technology	$0	$0	$0	$0	$0	$0	$60,000	$60,000
Grants-Automation	$0	$0	$0	$0	$0	$0	$30,000	$30,000
Grants-Programming/Project	$0	$0	$0	$0	$0	$0	$7,500	$7,500
Grants-Summer Reading	$0	$0	$0	$0	$0	$0	$7,500	$7,500
Grants-Transform	$0	$0	$0	$0	$0	$0	$25,000	$25,000
Rotating Collections	$0	$0	$0	$0	$105,000	$0	$0	$105,000
Telecommunications	$27,000	$0	$0	$0	$0	$0	$0	$27,000
Contractual Services	$86,000	$0	$0	$0	$0	$0	$0	$86,000
Technology	$42,000	$0	$0	$0	$0	$0	$0	$42,000
Vehicle Expenses	$10,000	$0	$0	$0	$0	$0	$0	$10,000
Transfer Capital Improve. Fund	$100,000	$0	$0	$0	$0	$0	$0	$100,000
Services Contingency	$90,509	$0	$0	$0	$0	$0	$0	$90,509
Cash Balance Forward	$70,000	$0	$0	$0	$0	$0	$0	$70,000
Totals	**$742,018**	**$494,565**	**$87,392**	**$147,990**	**$178,196**	**$76,740**	**$1,651,088**	**$3,377,989**

**2019
Annual Plan and Budget**

Serving Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson,
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SCKLS South Central Kansas Library System

Section 6: Consolidated Budget

SCKLS 2019 Proposed Consolidated Budget

Budget Category	General Fund	Employee Benefits	State Aid	Total
Audit & Budget & Accounting	$26,000	$0	$0	$26,000
Utilities	$15,000	$0	$0	$15,000
Insurance	$32,000	$0	$0	$32,000
Postage	$5,500	$0	$0	$5,500
Printing	$5,000	$0	$0	$5,000
Salaries	$703,601	$0	$0	$703,601
Employee Benefits	$0	$292,041	$0	$292,041
Supplies	$0	$0	$16,000	$16,000
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	$15,000	$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	$4,000	$0	$0	$4,000
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	$3,750	$0	$3,750	$7,500
Grants-Transform	$25,000	$0	$0	$25,000
Rotating Collections	$105,000	$0	$0	$105,000
Telecommunications	$27,000	$0	$0	$27,000
Contractual Services	$86,000	$0	$0	$86,000
Technology	$42,000	$0	$0	$42,000
Vehicle Expenses	$10,000	$0	$0	$10,000
Transfer Capital Improvement Fund	$100,000	$0	$0	$100,000
Services Contingency	$90,509	$0	$0	$90,509
Cash Balance Forward	$70,000	$0	$0	$70,000
Totals	**$3,052,698**	**$292,041**	**$48,250**	**$3,377,989**

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

SCKLS South Central Kansas Library System

Section 6: Income / Resources

Income	Actual 2017	Projected 2018	Proposed 2019
SCKLS Tax - General Fund	$2,850,161	$3,009,174	$3,052,698
SCKLS Tax - Employee Benefits Fund	$192,920	$208,946	$292,041
State Grant-In-Aid Fund	$53,463	$50,789	$46,769
Member Library Reimbursable Fund	$119,783	$100,000	$100,000
Miscellaneous Grants Fund	$0	$0	$0
Automation Consortium Fund	$92,403	$110,403	$128,403
Balance Carried Forward - General Fund	$139,657	$70,000	$70,000
BCF - Employee Benefit Fund	$62,063	$20,000	$20,000
BCF - State Aid	$0	$0	$0
BCF- Member Library Reimbursable Fund	$23,420	$25,000	$25,000
BCF - Miscellaneous Grants Fund	$0	$0	$0
BCF- Automation Consortium Fund	$92,403	$110,403	$128,403

Resources

	Actual 2017	Projected 2018	Proposed 2019
Transfer Capital Improvement Fund-- Income	$75,000	$100,000	$100,000
Capital Improvement Fund--Expenditures	$26,350	$25,000	$65,000
BCF Capital Improvement Fund 12/31/Year	$742,594	$817,594	$852,594

Proposed 2019 Expenditures (General + Employee Benefit + State-aid)   **$3,377,989**
2019 Total (Expenditures + Capital Improvements)   **$4,195,583**

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SCKLS South Central Kansas Library System

APPENDIX A: GRANTS-IN-AID SERVICE CONTRACT SAMPLE

South Central Kansas Library System

2018 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, 2018; and

Second grant-in-aid payment in the amount of $_____ prior to September 30, 2018

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 16, 2018.

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, 2018.

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**

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SCKLS South Central Kansas Library System

APPENDIX B: SCKLS AND PUBLIC LIBRARY TAX UNIT MAPS SAMPLE

Kansas library law (KSA 75-2550) provides that areas outside an established public library tax district are taxed for library services under a regional system of cooperating libraries. The following county map illustrates areas within a public library tax district and areas within the SCKLS regional library system tax district. Maps for Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties are available at: http://sckls.info/index.aspx?NID=253

Mill levy rates for each public library tax unit and the SCKLS regional library system tax unit are compiled by each county and available at the Kansas Department of Administration, Municipal Services website: http://www.admin.ks.gov/offices/chief-financial-officer/municipal-services/county-tax-levy-sheets To determine whether an individual parcel of property is within a public library taxing district or the regional library system taxing district please contact your county clerk's office.

Sedgwick County KS

Legend
Public Library
SCKLS Regional Library

Library Tax Levy			
Name	2017 Levy	Name	2017 Levy
Sherman Twp	1.576	Haysville	5.250
Cheney	4.505	Mt. Hope	4.305
Morton Twp	0.212	Greeley Twp	1.477
Clearwater	4.780	Mulvane	5.007
Colwich	3.076	Park City	3.246
Union Twp	0.821	Valley Center	4.399
Derby	4.616	Viola Twp	0.542
Garden Plain	4.166	Wichita	*0.000
Goddard	2.969		
		SCKLS	1.253