

# SCKLS

## South Central Kansas Library System 2020 PROPOSED ANNUAL PLAN AND TENTATIVE BUDGET

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

**Credits**

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The South Central Kansas Library System 2020 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 17, 2019.

This document was submitted for review and approval by the State Library of Kansas Board, Topeka, Kansas on June 14, 2019. On August 16, 2019 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 2020 SCKLS Official Budget.

By



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**Paul Hawkins, Director**



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**Steve Read, Chair**

Executive Committee and System Board

**2020**  
**Annual Plan and Budget**

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

**SCKLS** South Central Kansas Library System

300 SW 10<sup>th</sup> Ave.  
Rm 312-N  
Topeka, KS 66612-1593

Eric Norris, State Librarian



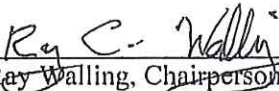
State Library of Kansas

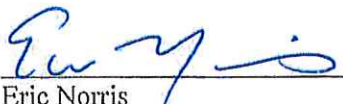
phone: 785-296-3296  
fax: 785-368-7291  
www.kslib.info

Laura Kelly, Governor

June 14, 2019

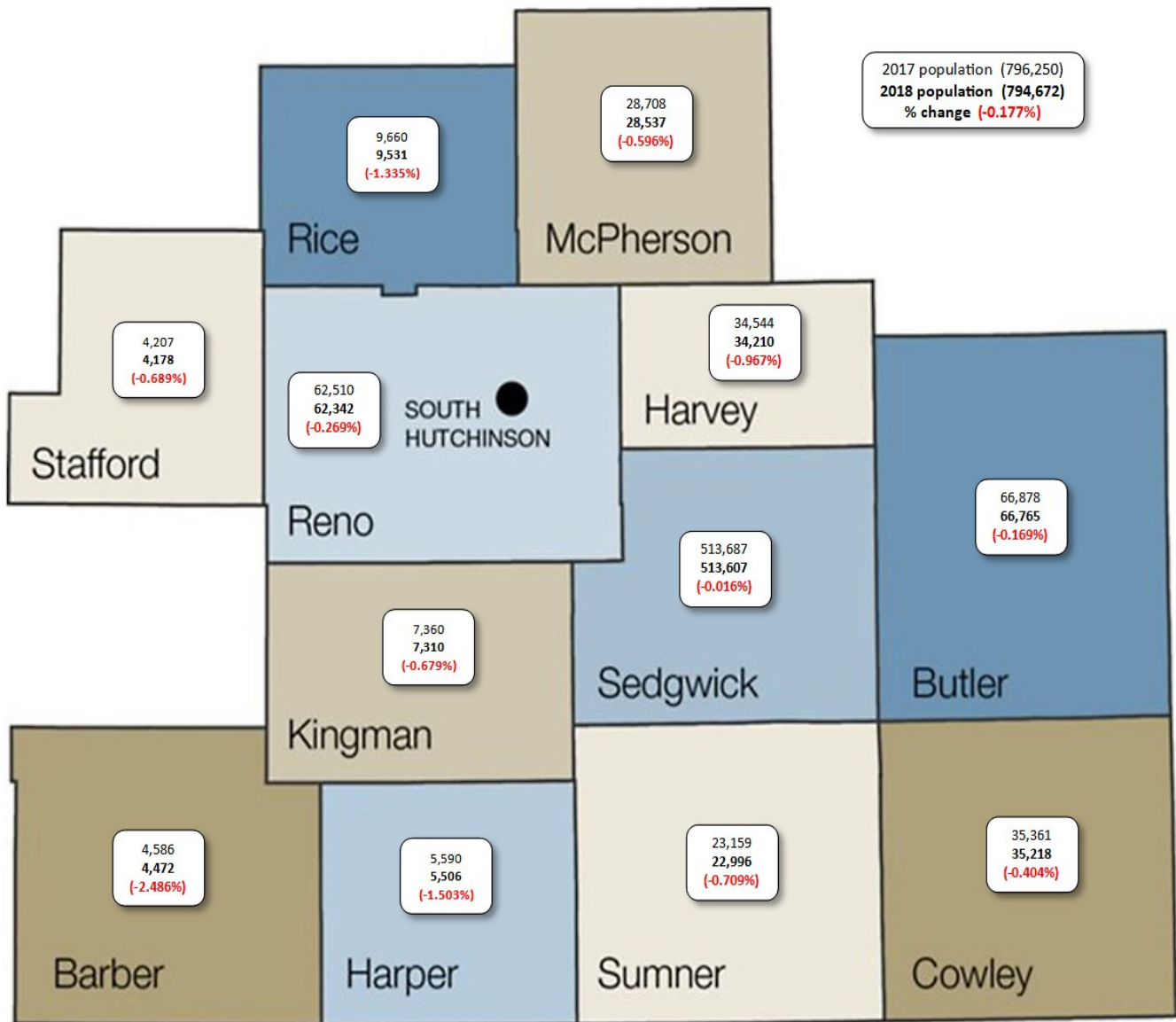
The South Central Kansas Library System's Plan of Service for 2020, in accordance with the provisions of K.S.A. 75-2552 and the Kansas Administrative Regulations promulgated thereunder, was reviewed and approved by the State Library of Kansas Board, on this 14th day of June, 2019.

  
Ray Walling, Chairperson  
State Library of Kansas Board

  
Eric Norris  
State Librarian of Kansas

### Overview:

- 1. SCKLS includes the taxing counties of Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner and has a service population of approximately 794,672 (U.S. Census 2018 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 145 SCKLS participating member public, school district, academic and special libraries.



**PUBLIC (72)**

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

**SCHOOL DISTRICT (56)**

USD 267—Andale (Renwick)	USD 460—Hesston
USD 385—Andover	USD 308—Hutchinson
USD 361—Anthony-Harper	USD 448—Inman
USD 359—Argonia	USD 331—Kingman/Norwich
USD 470—Arkansas City	USD 255—Kiowa (South Barber)
USD 402—Augusta	USD 205—Leon
USD 313—Buhler	USD 400—Lindsborg (Smoky Valley)
USD 462—Burden (Central)	USD 444—Little River/Window
USD 369—Burrton	USD 405—Lyons
USD 360—Caldwell	USD 351—Macksville
USD 419—Canton	USD 266—Maize
USD 268—Cheney	USD 418—McPherson
USD 264—Clearwater	USD 254—Medicine (North Barber)
USD 356—Conway Springs	USD 423—Moundridge
USD 332—Cunningham (West Kingman Co.)	USD 263—Mulvane
USD 260—Derby	USD 373—Newton
USD 471—Dexter	USD 309—Nickerson
USD 396—Douglass	USD 358—Oxford
USD 490—El Dorado	USD 311—Pretty Prairie
USD 310—Fairfield	USD 492—Rosalia
USD 265—Goddard	USD 394—Rose Hill
USD 440—Halstead/Bentley	USD 439—Sedgwick
USD 312—Haven	USD 509—South Haven
USD 261—Haysville	USD 349—Stafford
	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)**

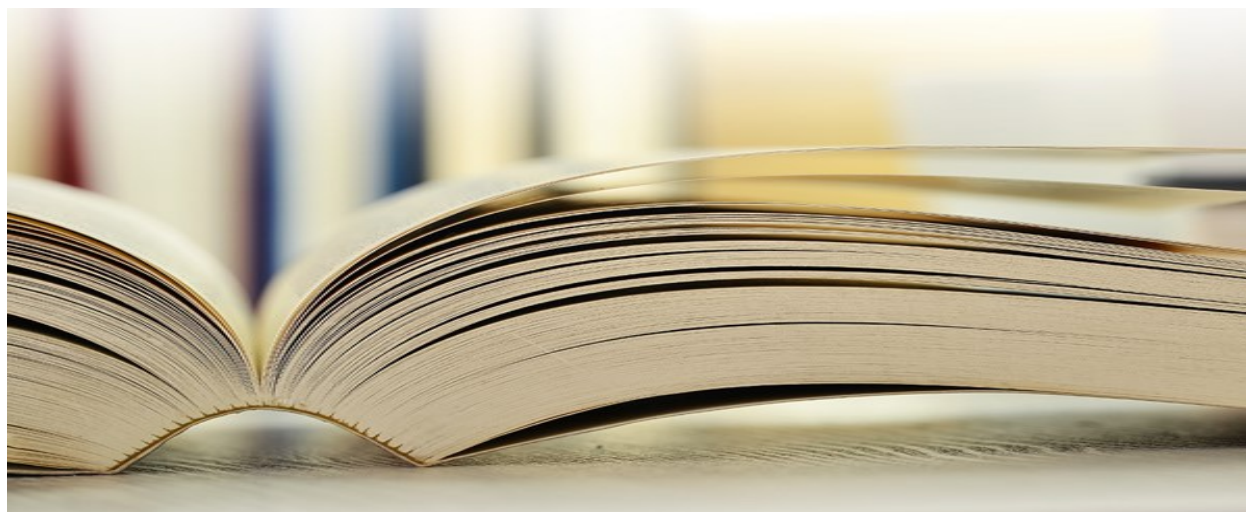
Bethany College
Bethel College
Butler Community College
Central Christian College of Kansas
Cowley Co. Comm. College
Friends University
Hesston College
Hutchinson Comm. College
McPherson College
Newman University
Southwestern College
Sterling College
WSU Tech
Wichita State University

**SPECIAL (3)**

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

## Section 1: Timeline

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




## Section I: Overview

### MEASURES OF VALUE

In 2017, SCKLS began using a customized version of Salesforce.org software to record and report grants and services it provides to member libraries. The purpose of the annual SCKLS Value of Services Statement (shown below) 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 145 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, public board members, college and school administrators and others. The total value of SCKLS Grants and Service in 2018 was \$3,576,595.



**2018 SCKLS Value of Services Statement**

Library Name: Anthony Public Library

**Cataloging Services**

Date	Number of Records	Cataloging
Total Cataloging Services Value: \$0		

**Continuing Education Services**

Date	CE Event
2018-02-28	2018 Summer Reading Program
2018-05-01	Print, Site and Legal: Using Images On and Off Web
2018-06-18	Children's Story Time Workshop

Total Continuing Education Services Value: \$550

**Grants**

Award Date	Grant
2018-02-14	General Technology Grant
2018-04-09	Grants-in-Aid
2018-10-18	Summer Reading Grant

Total Grants Awarded: \$12,768

**Interlibrary Loan Services**

Request Month/Year	Request Method	BILL Fee	Number of
Total Interlibrary Loan Services Value: \$0			

**Rotating Collection Services**

Date	Audios	Books	Rotating Audio Fee	Rotating Bk
March 2018	50	300	\$50.00	\$24.00
July 2018	50	300	\$50.00	\$24.00
October 2018	50	300	\$50.00	\$24.00

Total Rotating Collection Services Value: \$30,000

**On-Site Support Services**

Date	Service Category	Service Rate	Duration
2018-03-05	Technology Support	\$60.00	6.00 Hour
2018-03-05	Technology Support	\$60.00	6.00 Hour
2018-03-05	Technology Support	\$60.00	6.00 Hour
2018-03-19	Technology Support	\$60.00	2.00 Hour
2018-04-14	Technology Support	\$60.00	2.50 Hour
2018-05-30	Technology Consulting	\$100.00	4.00 Hour
2018-05-30	Technology Support	\$60.00	6.00 Hour
2018-05-30	Technology Support	\$60.00	4.00 Hour
2018-07-05	Technology Training	\$60.00	7.00 Hour
2018-12-17	Automation Training	\$60.00	1.00 Hour

Total Technology On-Site Support Services Value: \$2,850  
Total Other On-Site Support Services Value: \$0

**Phone, Email, and Proposal Support Services**

Date	Service Category	Service Rate	Duration of Service	Service Cost
2018-04-26	Technology Support	\$40.00	30 Minutes	\$20.00
2018-06-12	Technology Support	\$40.00	15 Minutes	\$10.00
2018-07-04	Technology Support	\$40.00	36 Minutes	\$60.00
2018-12-17	Technology Support	\$40.00	30 Minutes	\$20.00

Total Technology Phone, Email, and Proposal Support Services Value: \$110  
Total Other Phone, Email, and Proposal Support Services Value: \$0

**Other Services**

2018 Digital Library Initiative Hosting Services Value: \$0  
2018 SCKLS Services Value: \$0  
2018 SCKLS Wordpress Website Hosting Services Value: \$0  
2018 SCKLS Website and Online Information Services Value: \$500  
2018 Summer Reading Program Services Value: \$500

**2018 Total Services Value: \$47,318**

South Central Kansas Library System  
Paul Hawkins, Director  
321 North Main Street - South Hutchinson, KS 67505  
Phone: Toll Free: (800) 234-0829 -- Fax: (620) 663-8797



### MEASURES OF VALUE (CONTINUED)

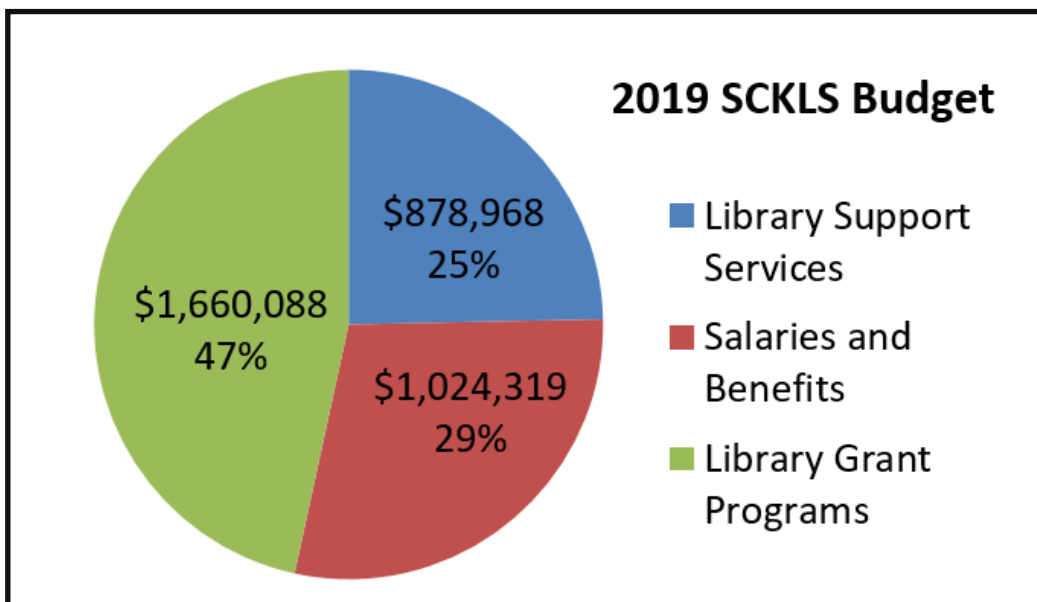
Tax support from property owners within the 12 county regional library system taxing district and outside of 72 established public library taxing districts provides SCKLS with annual funding. In 2018, SCKLS grants-in-aid funding facilitated access for 105,362 registered borrowers to 72 public and 14 academic SCKLS member libraries.

Additionally, grants-in-aid partially compensated member libraries for the interlibrary loan resource sharing of 52,920 items requested by citizens and students and not available at local libraries. More than 47% or nearly \$1.7 million of the 2019 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 408 on-site service visits to member libraries of which 332 were for technology support. Also in 2018, 41 training and continuing education programs were provided by SCKLS and attended by a total of 656 librarians. Support and training from SCKLS assists participating libraries in providing and improving local library services.

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



## PERFORMANCE OUTCOMES MEASURES

In February 2019, SCKLS officially adopted nine performance outcome measures and formalized a performance-based management system. The nine performance outcome measures (See **Appendix A**) include:

- **Cataloging and Interlibrary Loan Services**
- **Continuing Education Services**
- **Grants**
- **Rotating Collections Services**
- **On-site Support Services**
- **Phone, Email and Proposal Services**
- **Other Support Services**
- **SCKLS Tax District Registered Users at Member Libraries**
- **Interlibrary Loan Resource Sharing by Member Libraries**

SCKLS has developed a methodology for determining the annual cost values for grants and services and utilizes an on-going process of record-keeping, reporting, evaluation, goal-setting and budgeting. This performance-based management system allows SCKLS to further demonstrate accountability in terms of the grants and services it provides. While performance outcomes measures are not intended to reflect all services nor the value of all services provided by SCKLS to member libraries, the measures nevertheless inform decisions related to future organizational planning and budgeting.

## FREE BASIC LIBRARY SERVICE

During 2018, the SCKLS Executive Committee developed the policy statement “Free Basic Library Service and Considerations for Member Libraries”. The guidelines (See **Appendix B**) became effective January 1, 2019. The purpose of the policy is to clarify requirements relative to SCKLS membership and local member library authority.

Free basic library service is defined as (1) the initial issuance and renewal of a library card; (2) borrowing privileges for any item in a member library’s circulating collection; (3) provision of interlibrary loan services; (4) access to library programs; and (5) access to the Internet and public computers. In addition the policy restricts the use of SCKLS funds for costs associated with services or programs for which a local member library charges fees.

## LONG RANGE PLAN

SCKLS is currently implementing recommendations from its 2017 assessment and planning process. Areas of recommendation in the long range plan include Grants-in-aid, Other Grants, Technology Support, Automation, Staffing and Continuing Education.

Overall the evaluation of SCKLS from member libraries in the 2017 online assessment was exceptionally positive. Nearly 85% of the 86 member library respondents indicated the level of their overall satisfaction with SCKLS grants, services and staff was “very satisfied”. The remaining 15% or 13 respondents indicated “satisfied”.

## LONG RANGE PLAN (CONTINUED)

One survey response which summarized overall satisfaction read: “Grants-in-aid are extremely valuable in helping provide quality service to our library users. I greatly enjoy the workshops that are provided... SCKLS is a very important resource that makes excellent service possible at my library.”

Another example of how SCKLS and its member libraries respond to the changing needs of their communities is illustrated in a recent study and planning process. **Public Library Quarterly**, a national professional journal, published “Change in Libraries: Direction for the Future” in March 2019. The article describes the results of two surveys and a study process conducted from 2014 - 2019. Information and observations are presented from SCKLS member librarians who identify seven key areas for development.

The seven areas are the library's 1) relationship with its community, (2) accessibility and services, (3) technology, (4) e-readers and digital collections, (5) physical space, (6) staffing, and (7) funding. In addition, two general themes—re-purposing of existing physical space and the increased growth of the virtual library—are identified.

As evidenced by its continuous planning and evaluation, Annual Value of Services Statements and Performance Outcome Measures, SCKLS demonstrates its commitment to addressing the ongoing and changing needs of all its member libraries.

### “TOPICS AND TRENDS” INFORMATION WEBCASTS

Since 2015, the South Central Kansas Library System has produced a 30– 45 minute 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. Since 2018 “Topics and Trends” has also featured a segment

about a member library. The webcasts are archived and available for viewing at the convenience of member libraries. The information webcast has an average audience of 00 viewers.



## 2020 Annual Plan and Budget

### 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.

### MISSION STATEMENT

SCKLS provides grants, consulting, continuing education and cost-effective support services to 145 member public, school district, academic, special libraries in 12 counties.

### VALUE STATEMENT

SCKLS provides south central Kansas citizens and students access to member libraries 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 prioritizes and limits its annual plan and budget in support of its mission to provide grants, consulting, continuing education and cost-effective support service to its 145 member public, school district, academic and special library members. SCKLS uses an on-going process of record-keeping, reporting, evaluation, goal-setting and budgeting. This performance-based management system offers a continuous improvement model to determine and implement changes and improvements to address changing needs.

### 2020 ANNUAL PLAN AND BUDGET

Generally, SCKLS continues to limit its tax support and the 2020 Annual Plan and Budget are based on adequate funding correlated to organizational service needs with an estimated 1.5% or \$53,410 increase in total expenditures. Budget documents along with a narrative detailing line item expenditures are presented on pages 42-53.

## Section 2: Services and Programs

### SCKLS AND SCHOOL LIBRARY REDESIGN

The Kansas State Department of Education (KSDE) continues its initiative to reassess what students need to be successful and what services schools should be providing. As Kansas education changes, school libraries can play an integral part in student success. Building upon its April 2018 “School Redesign and My Library” program which was themed around five presentations about how libraries support student success, SCKLS gathered data and produced a one-hour webinar.

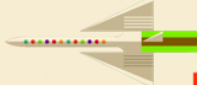
The “Kansans Can--School Library Redesign Survey Results” webinar aired May 9, 2019 and spotlighted valuable information from surveys and meetings with representatives of nine SCKLS school districts involved in school redesign. The archived webinar is available at: (add link when available)

Among the school library redesign topics explored were:

- Relationship evolution with school personnel
- Library staff roles and responsibilities
- Physical space, including seating, technology, collection size, etc.
- Print, digital, STEM and inclusive resources
- Instruction, including information and digital/media literacy, digital citizenship, project-based learning, etc.
- Integration of Kansans Can Redesign Project outcomes
- Programming emphasis in terms of reading and STEM programs, special interest clubs, library open hours, research and public speaking

Among SCKLS grant programs that support member school libraries are School Library Redesign, Makerspace, Science Technology Engineering and Math (STEM), Technology, Automation, Programming, and Continuing Education.

## SCKLS SCHOOL LIBRARY REDESIGN SURVEY RESULTS


May 9, 2019

EXPLORE NEW LIBRARY FRONTIERS WITH THE

### SOUTH CENTRAL KANSAS LIBRARY SYSTEM

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BARBER / BUTLER / COWLEY / HARPER  
HARVEY / KINGMAN / MCPHERSON / RENO  
RICE / SEDGWICK / STAFFORD / SUMNER
FOR 50 YEARS
ESTABLISHED 1967

## 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.



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

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.

**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](http://www.sckls.info) for access to various SCKLS training, tutorials, continuing education, Internet links, grant applications and other information. Electronic mail lists for public, school, academic member libraries are provided to further 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.

## Section 2: Services and Programs—Continuing Education



**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.

### Continuing Education Services and Grants

**Definition of service:** SCKLS member librarians can attend a wide range of library and technology-related workshops and trainings. Trainings are offered at locations throughout the region and as webinars. 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.

Staff may provide additional and limited training in their areas of expertise. In 2019, SCKLS offered more than 50 continuing education programs including public library governance, customer service, basic book repair and preservation and technology. To encourage participation in continuing education activities other than those offered by SCKLS, Continuing Education Reimbursement Grants of up to \$750 per member librarian to 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.



## Section 2: Services and Programs—Continuing Education

**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. In order for SCKLS to develop customized group training events, member libraries with staff training needs should contact the Training Specialist at least 45 days in advance of the desired date of the event. SCKLS is not responsible for providing primary training for any member library nor does SCKLS provide remedial training.

**Member responsibilities:** Library staff are encouraged to request and participate in continuing education activities offered through SCKLS as well as make use of online offerings, other training providers and sponsors. The SCKLS CE Grant Reimbursement program supports member library training through non-SCKLS training providers and sponsors. The primary source for CE information is a calendar of events and registration details available at the SCKLS website: [www.sckls.info](http://www.sckls.info). Paid training time for library employees is encouraged by SCKLS.

### 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 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, the South Central Kansas Community Foundation and Walmart Foundation. Contact the SCKLS Director for additional information or go to: [www.scklf.info](http://www.scklf.info)



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

### Grants-in-Aid

**Definition of service:** Funding for services and programs of the South Central Kansas Library System comes from a tax on all property outside of established public library districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties. The SCKLS Grant-in-Aid program, which totals \$1,442,088 for 2019, 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
Major Resource Center	More than 100,000 service population	\$66,462

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

### Grants-in-Aid (Continued)

Each public and academic library is required to complete an annual eligibility form and grants-in-aid service contract. The 2019 funding total of \$1,442,088 for grants-in-aid to public and academic libraries is proposed to be maintained for 2020. 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 and comply with the Free Basic Library Service Policy. Each public and academic library is required to complete an annual eligibility form and grants-in-aid service contract. Members are responsible for using funds subject to an annual contract and other guidelines.

#### 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:



<b>Katy Androski</b>	<b>2006 Hutchinson (KS) Correctional Facility Library</b>
<b>Jessica Wiens</b>	<b>2007 Manheim Germany Public Library</b>
<b>Elizabeth Rankin</b>	<b>2008 Liberal (KS) Public Library</b>
<b>Marlene Meckenstock</b>	<b>2009 Maize (KS) USD 266 High School Library</b>
<b>Jessica Gagnon</b>	<b>2010 Friends University, Wichita (KS)</b>
<b>Anne Ethen</b>	<b>2010 Wichita (KS) Public Library</b>
<b>Daniel Pewewardy</b>	<b>2014 Wichita (KS) Public Library</b>
<b>Sarah Roth-Mullett</b>	<b>2014 Hesston (KS) Public Library</b>
<b>Deborah Boyer</b>	<b>2015 Wichita (KS) Public Library</b>

## Section 2: Services and Programs—Interlibrary Loan

### Interlibrary Loan

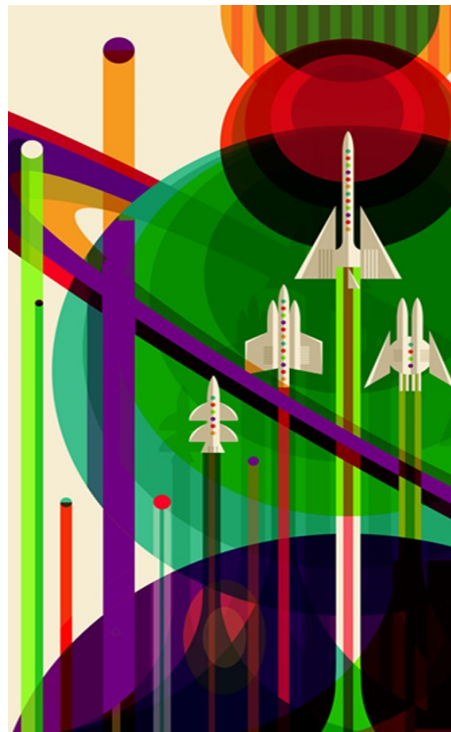
**Definition of service:** Interlibrary loan is the state and nation-wide sharing of library materials. As a condition for SCKLS membership, participating libraries agree to “permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable 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 may request interlibrary loan training from SCKLS.

Member libraries are encouraged to know and follow state and national ILL protocols and applicable policies and procedures for interlibrary loan service. Member libraries may not use non-courier participation as a basis for the denial of ILL services.



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

### Rotating Collections Service

**Definition of service:** Three times a year, the Rotating Collections Service selects and provides public 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, academic and special member libraries. The number of rotating items available to each participating library is limited and preference in the number of items loaned is given to smaller libraries. School library members are not eligible for the service. Eligible libraries must complete an annual service renewal process and contract.

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



## Section 2: Services and Programs—Cataloging Services

### Cataloging Services

**Definition of service:** Services include limited assistance with cataloging records for library materials. MARC records 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.

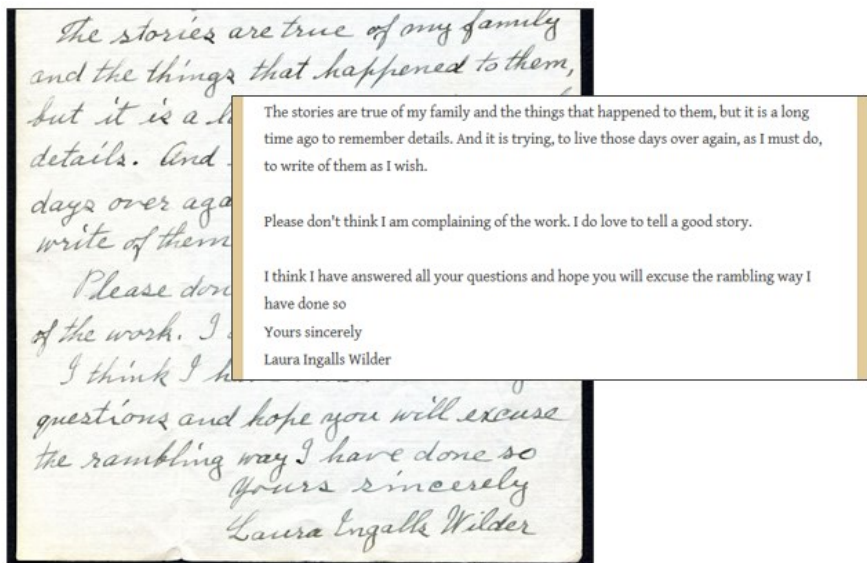
**Member responsibilities:** Member libraries may use the limited cataloging services of SCKLS, their own technical services or other service providers and vendors. A member library has the primary responsibility for providing its technical services including the ordering, cataloging and processing of 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 (DLI) 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 letter on the right is from Laura Ingalls Wilder correspondence of the Winfield Public Library. For more information:

<http://digitalsckls.info/>



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

### Youth and School Services

**Definition of service:** A full-time consultant is available to assist public and school 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 and other grants programs are 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 Library Reading Program. 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 temporarily discontinue service and notify them when such service has been reinstated.

## Section 3: Staff

### System Staff

Position	Staff	FTE
Director	Paul Hawkins	1
Human Resources and Financial Specialist	Mia Wilson	1
Director of Information Technology	Larry Papenfuss	1
Technology 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-Bader	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	Megan Rinehart	.10
Library Intern	Open	.10
<b>Total Staff</b>		<b>12.00</b>



2020

Annual Plan and Budget

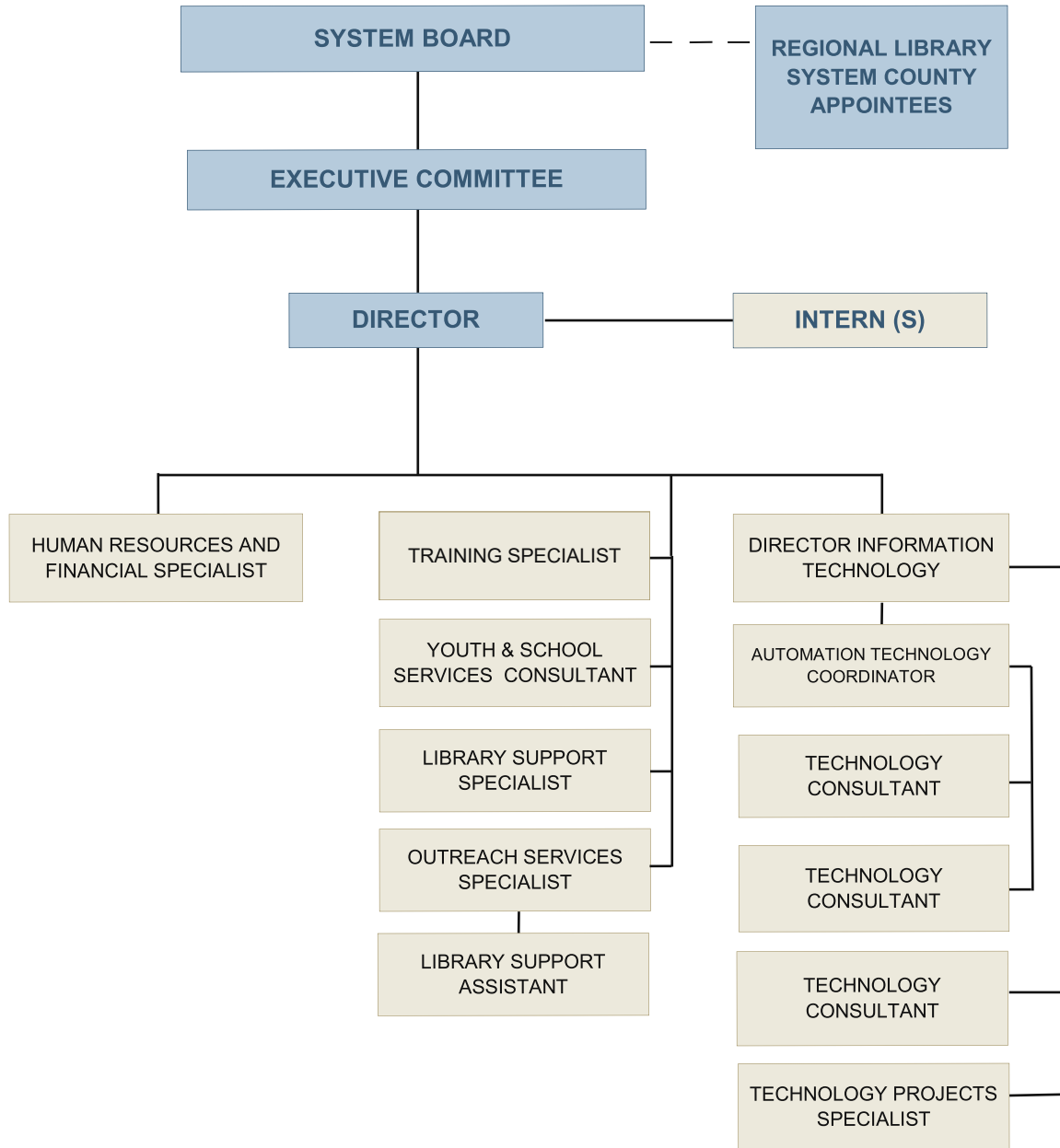
Serving Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson,  
Reno, Rice, Sedgwick, Stafford, and Sumner County Libraries

**SCKLS** South Central Kansas Library System



### Section 3: Organization Chart

## SCKLS ORGANIZATION



## Section 4: County Appointees

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

#### Barber County

**Open**

#### Butler County

**Sylvia Epp**

13978 NW 86th Terrace

Whitewater, KS 67154

#### Cowley County

**Janet Whittington**

1306 61st Avenue

Douglass, KS 67039

#### Harper County

**Kim Bauer**

263 Northeast 150 Road

Harper, KS 67058

#### Harvey County

**Greta Hiebert**

204 East 24th Street

North Newton, KS 67117

#### Kingman County

**Judy DeWeese**

2656 SW 120th Avenue

Cunningham, KS 67035

#### McPherson County

**Melva Barlow**

213 1st Avenue

Inman, KS 67456

#### Reno County

**Barbara Lilyhorn**

9605 East Avenue G

Hutchinson, KS 67501

#### Rice County

**Donna Surprise**

616 South Purdy

Lyons, KS 67554

#### Sedgwick County

**Rita Severt**

22015 West 29th Street North

Andale, KS 67001

#### Stafford County

**Gerry Hildebrand**

158 Northeast 80th Avenue

Stafford, KS 67578

#### Sumner County

**Judy Happy**

696 North Woodlawn

Belle Plaine, KS 67013

## Section 4: Executive Committee

### EXECUTIVE COMMITTEE 2019

#### 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

#### 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  
711 West 2nd St North  
Wichita, KS 67203  
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

## 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 recommends the proposed annual plan of service and tentative 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 August Special System Board Meeting for the Annual Budget held the third Friday each August and if needed any April or October Semi-annual Business Meetings. The following pages identify System Board representatives. **To be eligible for SCKLS grants and services, update contact information for your System Board Representative at [directory@sckls.info](mailto:directory@sckls.info)**

## Section 4: SCKLS Public Library Representatives

<b>City</b>	<b>Public Library</b>	<b>Representative</b>	
<b>Andale</b>	Andale District Library	<i>Lisa</i>	<i>Galbraith</i>
<b>Andover</b>	Andover Public Library	<i>Tom</i>	<i>Taylor</i>
<b>Anthony</b>	Anthony Public Library	<i>Eldon</i>	<i>Younce</i>
<b>Argonia</b>	Dixon Township Library	<i>Kim</i>	<i>Dunn</i>
<b>Arkansas City</b>	Arkansas City Public Library	<i>Mendy</i>	<i>Pfannenstiel</i>
<b>Arlington</b>	Arlington City Library	<i>Ginger</i>	<i>Stiggins</i>
<b>Attica</b>	Attica City Library	<i>Rayedene</i>	<i>Hughes</i>
<b>Augusta</b>	Augusta Public Library	<i>Lisa</i>	<i>Daniels</i>
<b>Belle Plaine</b>	Belle Plaine City Library	<i>Loree</i>	<i>Hisken</i>
<b>Buhler</b>	Buhler Public Library	<i>Pam</i>	<i>Fast</i>
<b>Burrton</b>	Ruth Dole Memorial Library	<i>Rhonda</i>	<i>Corwin</i>
<b>Bushton</b>	Farmer Township Community Library	<i>Bill</i>	<i>Johnson</i>
<b>Caldwell</b>	Caldwell Carnegie Library	<i>Lisa</i>	<i>Moreland</i>
<b>Canton</b>	Canton Township Carnegie Library	<i>Kim</i>	<i>Witt</i>
<b>Cheney</b>	Cheney Public Library	<i>Susan</i>	<i>Woodard</i>
<b>Clearwater</b>	Clearwater Public Library	<i>Tina</i>	<i>Welch</i>
<b>Colwich</b>	Colwich Community Library	<i>Joanna</i>	<i>Kraus</i>
<b>Conway Springs</b>	Conway Springs City Library	<i>Marsha</i>	<i>Holloway</i>
<b>Cunningham</b>	Cunningham Public Library	<i>Kerri</i>	<i>Steffen</i>
<b>Derby</b>	Derby Public Library	<i>Eric</i>	<i>Gustafson</i>
<b>Douglass</b>	Douglass Public Library	<i>Cina</i>	<i>Shirley</i>
<b>El Dorado</b>	Bradford Memorial Library	<i>Kristi</i>	<i>Jacobs</i>
<b>Garden Plain</b>	Garden Plain Community Library	<i>Joyce</i>	<i>Loehr</i>
<b>Geneseo</b>	Geneseo Public Library	<i>Shirley</i>	<i>Caruthers</i>
<b>Goddard</b>	Goddard Public Library	<i>April</i>	<i>Hernandez</i>
<b>Halstead</b>	Halstead Public Library	<i>Joleen</i>	<i>Ross</i>
<b>Hardtner</b>	Hardtner Public Library	<i>Susan</i>	<i>Cruz</i>
<b>Harper</b>	Harper Public Library	<i>Debra</i>	<i>Olds</i>
<b>Haven</b>	Haven Public Library	<i>Trudy</i>	<i>Littlestar</i>
<b>Haysville</b>	Haysville Community Library	<i>Ken</i>	<i>Bell</i>
<b>Hesston</b>	Hesston Public Library	<i>Melissa</i>	<i>Carlson</i>
<b>Hutchinson</b>	Hutchinson Public Library	<i>Gregg</i>	<i>Wamsley</i>
<b>Inman</b>	Inman Public Library	<i>Donna</i>	<i>Sallee</i>
<b>Kingman</b>	Kingman Carnegie Library	<i>Gee Gee</i>	<i>Helm</i>
<b>Kiowa</b>	Kiowa Public Library	<i>Gayle</i>	<i>Bowden</i>
<b>Leon</b>	Leon Public Library	<i>Barbara</i>	<i>Templin</i>

## Section 4: SCKLS Public Library Representatives

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

**Section 4: SCKLS School Library Representatives**

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



**Section 4: SCKLS School District Representatives**

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

## Section 4: SCKLS Academic and Special Library Representatives

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

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

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



## Section 5: Bylaws

### BYLAWS

#### South Central Kansas Library System

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

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

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.

## Section 5: Bylaws

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

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

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

### Article IV

#### Governing Body

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

## Section 5: Bylaws

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.

## Section 5: Bylaws

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.

## Section 5: Bylaws

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.

## Section 5: Bylaws

### Article VII

#### Standing Committees

Section 1. The System Executive Committee shall serve as the budget committee. The System Director shall present a 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 his alternate, shall have one vote in the governance of the System at System Board meetings. A mail ballot may be used, when approved by the System Board or Executive Committee.

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

### 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



## Section 5: Bylaws

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.

### 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.

## Section 5: Bylaws

### 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.

### Article XIV

#### Parliamentary Procedure

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

## Section 6: Proposed Tentative Budget

### SCKLS 2020 Proposed Tentative Budget

Reviewed and recommended by SCKLS Executive Committee, May 17, 2019

Note: Final budget adopted by SCKLS System Board, August 16, 2019

	2018	2019	2020	2019 / 2020	2019 / 2020
Budget Category	Actual	Budget	Proposed	Difference	% Change
Audit / Budget / Accounting	\$24,801	\$29,000	\$29,500	\$500	2%
Utilities	\$15,004	\$17,000	\$17,000	\$0	0%
Insurance	\$33,190	\$33,000	\$36,500	\$3,500	11%
Postage	\$4,309	\$5,500	\$5,500	\$0	0%
Printing	\$6,136	\$8,500	\$8,500	\$0	0%
Salaries	\$677,581	\$733,601	\$755,355	\$21,754	3%
Employee Benefits	\$202,122	\$290,718	\$299,439	\$8,721	3%
Supplies	\$3,803	\$16,000	\$16,000	\$0	0%
Travel & CE for Staff	\$22,504	\$42,000	\$42,000	\$0	0%
Professional Development Resources	\$14,693	\$17,250	\$17,250	\$0	0%
Member Library CE & Training	\$27,267	\$30,750	\$34,000	\$3,250	11%
OCLC (Cataloging/ILL)	\$14,531	\$15,000	\$16,500	\$1,500	10%
Grants-in-aid: Public & Academic	\$1,442,088	\$1,442,088	\$1,442,088	\$0	0%
Grants-in-aid: Special Libraries	\$19,312	\$30,000	\$30,000	\$0	0%
Grants-School	\$2,031	\$13,000	\$13,000	\$0	0%
Grants-Continuing Education	\$45,531	\$45,000	\$45,000	\$0	0%
Grants-General Technology	\$59,733	\$60,000	\$60,000	\$0	0%
Grants-Automation	\$29,477	\$30,000	\$30,000	\$0	0%
Grants-Transform	\$0	\$25,000	\$25,000	\$0	0%
Grants-Programming/Project	\$6,722	\$7,500	\$7,500	\$0	0%
Grants--Summer Reading	\$7,200	\$7,500	\$7,500	\$0	0%
Rotating Collections	\$96,292	\$121,000	\$125,000	\$4,000	3%
Telecommunications	\$24,401	\$33,000	\$36,000	\$3,000	9%
Contractual Services	\$66,784	\$80,000	\$80,000	\$0	0%
Technology	\$37,552	\$42,000	\$42,000	\$0	0%
Vehicle Expenses	\$7,440	\$10,000	\$10,000	\$0	0%
Capital Outlay	\$0	\$50,000	\$50,000	\$0	0%
Transfer Capital Improvement Fund	\$150,000	\$100,000	\$100,000	\$0	0%
Services Contingency	\$63,566	\$51,815	\$59,000	\$7,185	14%
Cash Balance Forward	\$69,267	\$177,153	\$177,153	\$0	0%
<b>Totals</b>	<b>\$3,173,337</b>	<b>\$3,563,375</b>	<b>\$3,616,785</b>	<b>\$53,410</b>	<b>1.50%</b>

**Section 6: Budget Narrative****Audit / Budget / Accounting Increase \$500**

<b>2018 Actual</b>	<b>\$ 24,801</b>
<b>2019 Projected</b>	<b>\$ 29,000</b>
<b>2020 Tentative</b>	<b>\$ 29,500</b>

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

**Utilities No change**

<b>2018 Actual</b>	<b>\$ 15,004</b>
<b>2019 Projected</b>	<b>\$ 17,000</b>
<b>2020 Tentative</b>	<b>\$ 17,000</b>

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

**Insurance and Bonds Increase \$3,500**

<b>2018 Actual</b>	<b>\$ 33,190</b>
<b>2019 Projected</b>	<b>\$ 33,000</b>
<b>2020 Tentative</b>	<b>\$ 36,500</b>

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

**Postage No change**

<b>2018 Actual</b>	<b>\$ 4,409</b>
<b>2019 Projected</b>	<b>\$ 5,500</b>
<b>2020 Tentative</b>	<b>\$ 5,500</b>

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.

## Section 6: Budget Narrative

### Printing

**No change**

<b>2018 Actual</b>	<b>\$ 6,136</b>
<b>2019 Projected</b>	<b>\$ 8,500</b>
<b>2020 Tentative</b>	<b>\$ 8,500</b>

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

### Salaries

**Increase \$21,754**

### Benefits

**Increase \$ 8,721**

<b>2018 Actual</b>	<b>\$ 879,703 (\$ 677,581 Salaries / \$ 202,122 Benefits)</b>
<b>2019 Projected</b>	<b>\$1,024,319 (\$ 733,601 Salaries / \$ 290,718 Benefits)</b>
<b>2020 Tentative</b>	<b>\$1,054,794 (\$755,355 Salaries / \$ 299,439 Benefits)</b>

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 2020, 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 an optional wellness program and retirement savings benefits.

### Supplies

**No Change**

<b>2018 Actual</b>	<b>\$ 3,803</b>
<b>2019 Projected</b>	<b>\$ 16,000</b>
<b>2020 Tentative</b>	<b>\$ 16,000</b>

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. Variance between 2018 and 2019 costs is due to payment of associated supplies from other line items.

## Section 6: Budget Narrative

### Travel and Staff Continuing Education

**No change****2018 Actual**            **\$ 20,089****2019 Projected**       **\$ 42,000****2020 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****2018 Actual**            **\$ 14,693****2019 Projected**       **\$ 17,250****2020 Tentative**       **\$ 17,250**

SCKLS staff may purchase professional development resources including specialized books, supplies and other items that are used in developing and providing training and assistance to 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

**Increase \$3,250****2018 Actual**            **\$ 27,267****2019 Projected**       **\$ 30,750****2020 Tentative**       **\$ 34,000**

Continuing education and training are services of SCKLS. Costs associated with continuing education and paid from this line item includes presenters, meeting rooms and hospitality and the annual cooperative Summer Library Reading Program. 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.

## Section 6: Budget Narrative

### OCLC (Cataloging & Interlibrary Loan)

**Increase \$1,500**

**2018 Actual**                 **\$ 14,531**

**2019 Projected**           **\$ 15,000**

**2020 Tentative**           **\$ 16,500**

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**

**2018 Actual**                 **\$ 1,442,088**

**2019 Projected**           **\$ 1,442,088**

**2020 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**

**2018 Actual**                 **\$ 19,312**

**2019 Projected**           **\$ 30,000**

**2020 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.

## Section 6: Budget Narrative

### Grants-School

**No change**

<b>2018 Actual</b>	<b>\$ 2,031</b>
<b>2019 Projected</b>	<b>\$ 13,000</b>
<b>2020 Tentative</b>	<b>\$ 13,000</b>

For 2019 and following years, this line item incorporates various grant programs for school libraries including Interlibrary Loan Resource Sharing, Makerspace and School Library Redesign which formerly were funded using other associated line items.

### Grants-Continuing Education

**No change**

<b>2018 Actual</b>	<b>\$ 45,531</b>
<b>2019 Projected</b>	<b>\$ 45,000</b>
<b>2020 Tentative</b>	<b>\$ 45,000</b>

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**

<b>2018 Actual</b>	<b>\$ 59,733</b>
<b>2019 Projected</b>	<b>\$ 60,000</b>
<b>2020 Tentative</b>	<b>\$ 60,000</b>

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

### Grants--Automation Matching

**No change**

<b>2018 Actual</b>	<b>\$ 29,477</b>
<b>2019 Projected</b>	<b>\$ 30,000</b>
<b>2020 Tentative</b>	<b>\$ 30,000</b>

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.



## Section 6: Budget Narrative

### Grants--Libraries Transform

**No change**

<b>2018 Actual</b>	<b>\$ 0</b>
<b>2019 Projected</b>	<b>\$ 25,000</b>
<b>2020 Tentative</b>	<b>\$ 25,000</b>

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**

<b>2018 Actual</b>	<b>\$ 6,722</b>
<b>2019 Projected</b>	<b>\$ 7,500</b>
<b>2020 Tentative</b>	<b>\$ 7,500</b>

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

### Grants--Summer Reading Program

**No change**

<b>2018 Actual</b>	<b>\$ 7,200</b>
<b>2019 Projected</b>	<b>\$ 7,500</b>
<b>2020 Tentative</b>	<b>\$ 7,500</b>

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

### Rotating Collections

**Increase \$4,000**

<b>2018 Actual</b>	<b>\$ 96,292</b>
<b>2019 Projected</b>	<b>\$121,000</b>
<b>2020 Tentative</b>	<b>\$125,000</b>

Includes popular library materials purchased and other charges for items provided to member libraries and circulated through the Rotating Collections Service. Also include annual delivery costs paid to Metro Courier, Wichita.

## Section 6: Budget Narrative

### Telecommunications Services

**Increase \$3,000****2018 Actual \$ 24,401****2019 Projected \$ 33,000****2020 Tentative \$ 36,000**

Includes costs for gigabit fiber Internet primary network and Wi-Fi as well as leased phone system with local, long distance and toll-free service.

### Contractual Services

**No change****2018 Actual \$ 66,784****2019 Projected \$ 80,000****2020 Tentative \$ 80,000**

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****2018 Actual \$ 37,552****2019 Projected \$ 42,000****2020 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 website hosting and training events registration and calendar.

### Vehicle Expense

**No change****2018 Actual \$ 7,440****2019 Projected \$ 10,000****2020 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.

## Section 6: Budget Narrative

### Transfer to Capital Improvement Fund

**No change**

<b>2018 Actual</b>	<b>\$ 150,000</b>
<b>2019 Projected</b>	<b>\$ 100,000</b>
<b>2020 Tentative</b>	<b>\$ 100,000</b>

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. Major roof replacement and exterior building maintenance occurred in 2019.

### Services Contingency

**Increase \$7,185**

<b>2018 Actual</b>	<b>\$ 63,566</b>
<b>2019 Projected</b>	<b>\$ 51,815</b>
<b>2020 Tentative</b>	<b>\$ 59,000</b>

Unbudgeted or unanticipated expenditures for SCKLS as well as cost associated with service transitions may be paid from this line item.

### Cash Balance Forward

**No change**

<b>2018 Actual</b>	<b>\$ 69,267</b>
<b>2019 Projected</b>	<b>\$ 177,153</b>
<b>2020 Tentative</b>	<b>\$ 177,153</b>

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

**SCKLS 2020 Proposed Operating Budget**

Budget Category	Central Administration		Automation Technology	Youth Services	Continuing Education	Extension Services	Technical Services	Grants-in-aid	Total
Audit & Budget & Accounting	\$29,500		\$0	\$0	\$0	\$0	\$0	\$0	\$29,500
Utilities	\$17,000		\$0	\$0	\$0	\$0	\$0	\$0	\$17,000
Insurance	\$36,500		\$0	\$0	\$0	\$0	\$0	\$0	\$36,500
Postage	\$5,500		\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
Printing	\$8,500		\$0	\$0	\$0	\$0	\$0	\$0	\$8,500
Salaries	\$163,261		\$376,781	\$65,966	\$46,604	\$56,139	\$46,604	\$0	\$755,355
Employee Benefits	\$65,429		\$146,399	\$26,470	\$19,270	\$22,601	\$19,270	\$0	\$299,439
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	\$17,250	\$0	\$0	\$0	\$17,250
Member Library CE & Training	\$0		\$0	\$0	\$34,000	\$0	\$0	\$0	\$34,000
OCLC (Cataloging/ILL)	\$0		\$0	\$0	\$0	\$0	\$16,500	\$0	\$16,500
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	\$0		\$0	\$0	\$0	\$0	\$0	\$13,000	\$13,000
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-Transform	\$0		\$0	\$0	\$0	\$0	\$0	\$25,000	\$25,000
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
Rotating Collections	\$0		\$0	\$0	\$0	\$125,000	\$0	\$0	\$125,000
Telecommunications	\$36,000		\$0	\$0	\$0	\$0	\$0	\$0	\$36,000
Contractual Services	\$80,000		\$0	\$0	\$0	\$0	\$0	\$0	\$80,000
Technology	\$42,000		\$0	\$0	\$0	\$0	\$0	\$0	\$42,000
Vehicle Expenses	\$10,000		\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Capital Outlay	\$50,000		\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
Transfer Capital Improve. Fund	\$100,000		\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Services Contingency	\$59,000		\$0	\$0	\$0	\$0	\$0	\$0	\$59,000
Cash Balance Forward	\$177,153		\$0	\$0	\$0	\$0	\$0	\$0	\$177,153
<b>Totals</b>	<b>\$895,843</b>		<b>\$523,180</b>	<b>\$92,436</b>	<b>\$159,124</b>	<b>\$203,740</b>	<b>\$82,374</b>	<b>\$1,660,088</b>	<b>\$3,616,785</b>

## Section 6: Consolidated Budget

<b>SCKLS Proposed 2020 Budget Category</b>	<b>General Fund</b>	<b>Employee Benefits</b>	<b>State Aid</b>	<b>Total</b>
Audit & Budget & Accounting	\$29,500	\$0	\$0	\$29,500
Utilities	\$17,000	\$0	\$0	\$17,000
Insurance	\$36,500	\$0	\$0	\$36,500
Postage	\$5,500	\$0	\$0	\$5,500
Printing	\$8,500	\$0	\$0	\$8,500
Salaries	\$755,355	\$0	\$0	\$755,355
Employee Benefits	\$0	\$299,439	\$0	\$299,439
Supplies	\$16,000	\$0	\$0	\$16,000
Travel & Staff CE	\$42,000	\$0	\$0	\$42,000
Professional Resources	\$17,250	\$0	\$0	\$17,250
Member Library CE & Training	\$0	\$0	\$34,000	\$34,000
OCLC (Cataloging & ILL)	\$0	\$0	\$16,500	\$16,500
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	\$13,000	\$0	\$0	\$13,000
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-Transform	\$25,000	\$0	\$0	\$25,000
Grants-Programming/Project	\$7,500	\$0	\$0	\$7,500
Grants-Summer Reading	\$7,500	\$0	\$0	\$7,500
Rotating Collections	\$125,000	\$0	\$0	\$125,000
Telecommunications	\$36,000	\$0	\$0	\$36,000
Contractual Services	\$80,000	\$0	\$0	\$80,000
Technology	\$42,000	\$0	\$0	\$42,000
Vehicle Expenses	\$10,000	\$0	\$0	\$10,000
Capital Outlay	\$50,000	\$0	\$0	\$50,000
Transfer Capital Improvement	\$100,000	\$0	\$0	\$100,000
Services Contingency	\$59,000	\$0	\$0	\$59,000
Cash Balance Forward	\$177,153	\$0	\$0	\$177,153
<b>Totals</b>	<b>\$3,266,846</b>	<b>\$299,439</b>	<b>\$50,500</b>	<b>\$3,616,785</b>

## Section 6: Income / Resources

Income	Actual 2018	Projected 2019	Proposed 2020
SCKLS Tax - General Fund	\$2,987,180	\$2,844,087	\$2,886,748
SCKLS Tax - Employee Benefits Fund	\$204,263	\$199,282	\$202,227
State Grant-In-Aid Fund	\$50,789	\$50,631	\$50,500
Member Library Reimbursable Fund	\$92,501	\$100,000	\$100,000
Miscellaneous Grants Fund	\$0	\$0	\$0
Automation Consortium Fund	\$110,387	\$127,637	\$0
Balance Carried Forward - General Fund	\$150,551	\$177,153	\$177,153
BCF - Employee Benefit Fund	\$2,141	\$20,000	\$20,000
BCF - State Aid	\$0	\$0	\$0
BCF- Member Library Reimbursable Fund	\$12,169	\$35,000	\$35,000
BCF - Miscellaneous Grants Fund	\$0	\$0	\$0
BCF- Automation Consortium Fund	\$110,387	\$127,637	\$0

### Resources

Transfer Capital Improvement Fund-- Income	\$150,000	\$100,000	\$100,000
Capital Improvement Fund--Expenditures	\$14,263	\$222,025	\$55,000
BCF Capital Improvement Fund 12/31/ Year	\$882,745	\$760,720	\$755,720

**Proposed 2019 Expenditures (General + Employee Benefit + State-aid)**

**\$3,616,785**

**2019 Total (Expenditures + Capital Improvements)**

**\$4,377,505**



**APPENDIX A: PERFORMANCE OUTCOME MEASURES**

**South Central Kansas Library System  
Performance Outcome Measures  
February 2019**

The calendar year 2018 serves as the base year for performance measures for the nine categories of services and grants listed below. SCKLS records, reports, evaluates and implements strategies for improving organizational performance.

**1. Cataloging and Interlibrary Loan Services**

A request from a member library to provide a cataloging record. A request from a member library on behalf of a citizen or student for the interlibrary loan (borrowing) of a book, photocopy or other library item from another library.

**Performance Measures:**

**Total Annual Number of Cataloging Records Provided to Member Libraries**

2018—Cataloging Services	\$7,605	1521 cataloging records
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**Total Annual Number of Interlibrary Loan Requests Filled for Member Libraries**

2018—Interlibrary Loan Services	\$12,230	2,446 ILL requests
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**Factors Impacting Outcomes**

Number of cataloging and interlibrary loan requests received from member libraries.

**2. Continuing Education Services**

Attendance or online participation by a member librarian or public library board member in a formal group library training or information program. To be considered a formal training, the event must have participation of at least 4 persons.

**Performance Measure:**

**Total Annual Number of Member Librarians Participating in Continuing Education Trainings**

2018—Continuing Education Events	\$41,100	656 member librarian attendees
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**Factors Impacting Outcomes**

Local authorization and support by member libraries for their staff to attend or participate in trainings. Number and topics of training offered by SCKLS.

**3. Grants**

A member library may be eligible, apply for and be awarded the following grants subject to each grant’s guidelines.

- Automation Grant
- Continuing Education Grant
- General Technology Grant
- Grants-in-Aid
- Libraries Transform Grant
- Professional Services: Architectural and Accounting Grants
- Program/Project Grant
- School Interlibrary Loan Grant
- School Makerspace Grant
- School Redesign Grant
- Special Library Grant
- Summer Reading Program Grant

**Performance Measure:**

**Total Annual Numbers of Grants Awarded to Member Libraries and Librarians**

2018—Grants Awarded	\$1,587,625	366 grants awarded
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**Factors Impacting Outcomes**

Total amounts of grant funds available.  
Member libraries and librarians meeting grant eligibility requirements.

**4. Rotating Collection Services**

Purchase, processing, handling, delivery and loan to a member library of new and popular print and audio books for three periods of four months each.

**Performance Measure:**

**Total Annual Number of Rotating Collections Items Provided to Member Libraries**

2018—Rotating Collection Services	\$1,655,875	60,067 items rotated
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**Factors Impacting Outcomes**

Number of member libraries meeting Rotating Collections deliveries as scheduled.

**5. On-Site Support Services**

On-site travel and service to provide technology support or for other service support to a member library including individualized consulting or training.

**Performance Measure:**

**Total Annual Number of Hours in On-site Technology Support Services at**

2018—Other On Site Support Services	\$23,175	376 hours
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**Member Libraries**

2018—Technology On Site Support Services	\$82,341	1,227 hours
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**Total Annual Number of Hours in On-site Support Services at Member Libraries**

**Factors Impacting Outcomes**

Use by member libraries of phone, email and proposal support services in lieu of on-site support services.

**6. Phone, Email and Proposal Support Services**

Support to a member library provided by SCKLS in the form of phone, e-mail, research, written or other communications. Phone and e-mail services that occur in periods of less than 15 minutes are not recorded.

**Performance Measure:**

**Total Annual Number of Hours in Phone, E-mail, Research, Written or Other Communications for Technology and Other Support Services to Member Libraries**

2018—Phone, Email and Proposal Support Services	\$15,644	355 hours
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**Factors Impacting Outcomes**

Use by member libraries of on-site technology and other support services in lieu of phone, email and proposal support services.

**7. Other Support Services**

Depending on need and eligibility, a member library may use the following services for which SCKLS assigns an annual direct cost value to the member library of at least \$500.

- Digital Library Initiative Hosting Service
- SCKAN Service
- SCKLS WordPress Website Hosting Service
- SCKLS Website and Online Information Service
- Summer Reading Program Service

**Performance Measure:**

**Total Annual Value of Each Support Service to Member Libraries**

SCKAN Support Services	\$11,500	23 libraries
SCKLS Website and Online Information Services	\$73,500	145 libraries
SCKLS Wordpress Hosting Services	\$22,000	44 libraries
Summer Reading Program Services	\$36,000	72 libraries
SCKLS Digital Library Initiative	\$8,000	16 libraries

**Factors Impacting Outcomes**

Use by member libraries of each support service.

**8. SCKLS Tax District Registered Users at SCKLS Public and Academic Member Libraries**

**Performance Measure:**

**Total Annual Number of Persons in SCKLS Tax District Registered Borrowers at Member Libraries**

2018—Persons in SCKLS Tax District Registered as Borrowers at Member Libraries	92,684	88 libraries
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**Factors Impacting Outcomes**

Use of a public or academic library by individuals who are not residents of a public library tax district or not students enrolled at an academic institution.

**9. Total Annual Number of Interlibrary Loan Resource Sharing by Member Libraries**

**Performance Measure:**

Total Annual Number of Interlibrary Loan Resources Sharing by Member Libraries

2018—Number of Interlibrary Loan Resource Sharing by Member Libraries	61,809	65 libraries
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**Factors Impacting Outcomes**

Use by individuals of member libraries' interlibrary loan resource sharing.

## APPENDIX B: FREE BASIC LIBRARY SERVICE

### Free Basic Library Service and Considerations for SCKLS Member Libraries

#### Regional Library System

Kansas law (KSA 75-2547) establishes the purposes of a regional system which include “in cooperation with local libraries to provide adequate library services to all citizens of the state...” and to ...”extend library service to persons not having the same at this time”. To these purposes, local library membership in the South Central Kansas Library System (SCKLS) is further set forth in Kansas statutes and regulations and in applicable SCKLS policies. Applicable statutes, regulations and policies include the following:

Membership Eligibility Policy: <https://sckls.info/DocumentCenter/View/823>

Membership Eligibility Standards: <https://sckls.info/DocumentCenter/View/822>

Membership Petition: <https://sckls.info/DocumentCenter/View/1215>

In its Petition and Resolution for Admission, a SCKLS member library agrees to:

“... permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules; and to file assurance of compliance with the federal civil rights act of 1964 and file continuing assurances as required...”

”The condition to “... permit any citizen of the territory comprising the system to borrow materials or receive services without charge, subject to reasonable library rules...” is further codified in Kansas Administrative Regulation (KAR) 54-1-8 by authority of the State Library of Kansas, Topeka. Areas outside of established public library taxing districts in Barber, Butler, Cowley, Harper, Harvey, Kingman, McPherson, Reno, Rice, Sedgwick, Stafford and Sumner counties comprise the service territory of the SCKLS system.

The provision “... to file assurance of compliance with the federal civil rights act of 1964 and file continuing assurances as required...” should be understood in the context and policy of a member library’s agreement not to discriminate. Non-discrimination means that a member library is required to provide equal access to library services to all citizens of the twelve county service region and the member library must not discriminate in its provision of library services on the basis of age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, status as a veteran or any other qualification addressed in law.

#### Local Authority

The authority to determine reasonable library rules relative to “free basic library service” is reserved to each SCKLS member library. Kansas Statutes Annotated 12-1227 Use of library; rules and regulations applies to public libraries and reads in part:

“Every library established under, or governed by the provisions of this act shall be free to the use of the inhabitants of the municipality in which located, subject always to such reasonable rules and regulations as the library board may adopt, and said board may exclude from the use of said library any and all persons who shall willfully violate such rules. The library board may extend the use and privilege of such library

## APPENDIX B: FREE BASIC LIBRARY SERVICE (CONTINUED)

to nonresidents of the municipality and may make exchanges of books with any other library upon such terms and conditions as said board may from time to time by its regulations prescribe.

Among the factors for consideration in defining and regulating access are a member library's responsibility to determine the equitable allocation of its limited resources as well as compliance with vendor licensing or other contractually-mandated terms and conditions for use of local services or programs.

Nevertheless, when a public library becomes a member of SCKLS the option in KSA 12-1227 to "...extend the use and privilege of such library to nonresidents of the municipality..." is void and the service requirement identified in KAR 54-1-8 to "... permit any citizen of the territory comprising the system [SCKLS] to borrow materials or receive services without charge, subject to reasonable library rules..." is substituted.

SCKLS defines free basic library service as follows:

1. Initial issuance and renewal of a library card
2. Borrowing privileges for any item in a member library's circulating collection
3. Provision of interlibrary loan services
4. Access to library programs
5. Access to the Internet and public computers

### Fees for Service

The following considerations are intended for use between SCKLS and its member libraries. Consequently, SCKLS may not be used as a basis of authority in a grievance claim between an individual library user and a member library. Equal and equitable service means that a SCKLS member library acknowledges its responsibility to ensure access which is non-discriminatory on the basis of age, education, ethnicity, language, income, physical limitations or geographic barriers.

Funding for SCKLS derives from public tax-support and SCKLS funds shall not be used to pay costs associated with services or programs for which a local member library charges fees. A member library will be subject to loss of funding from SCKLS when the member library uses SCKLS funds to pay for costs associated with services or programs for which the member library charges.

SCKLS opposes the charging of user fees for basic library service. Charging fees for the use of library collections, services, programs or facilities that were purchased with public funds raises barriers to access. Such fees effectively abridge or deny access because they reinforce inequalities among users based on their ability and willingness to pay. Member libraries considering user fees are encouraged to consult with SCKLS for background and guidance prior to any decision.

Whenever a SCKLS member public library determines to charge user fees, applicable library policy and procedure must be non-discriminatory. Fees for basic library service should be examined for their potential barriers to access. Library staff should be trained to address concerns or complaints from users regarding fees. Users should have and be informed of a library appeal process to further address any grievance.