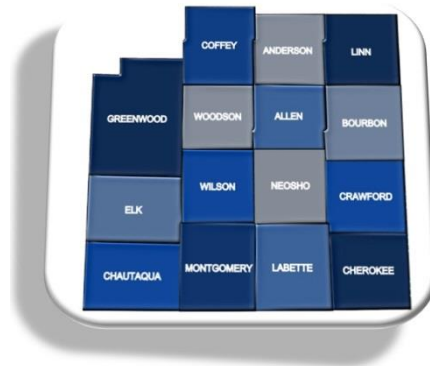# Southeast Kansas Library System

System Plan for 2021

Approved by the Executive Board
5-18-20

Part 1: Description of Southeast Kansas Library System

The Southeast Kansas Library System (SEKLS) comprises 15 counties, as shown in the map below. The population of the region is 203,747.

SEKLS has 103 member libraries and one contracting public library. Membership is held by:

54 public libraries
41 school districts (including one private school system)
7 academic libraries
1 special library

SEKLS is headquartered in the Iola Public Library. Office space is rented from the library, and two positions are shared positions. Both the Director and Administrative Assistant work 2/3 time for SEKLS and 1/3 time for the public library.   There are 17 employees with an FTE of 14.6.

As provided by law, the SEKLS board contains representatives of all member libraries and appointees by the county commission of each taxing county, representing the area which levies the system tax. This makes a 117-member full board. Actual responsibilities other than approving the annual budget are delegated, as also provided by law, to an Executive Board. The SEKLS Executive Board consists of nine members, including three public library representatives representing various sizes of communities, two school library representatives, one academic or special library representative, one county appointee, and one additional member and a president, both elected at large from any category of membership. The current board is:

Connie Mitchell, Eureka	President
Shaila Creitz, Erie	Vice President
Kindra Holland, Erie	Secretary
Bev Clarkson, Pittsburg	Treasurer
Jennifer Gum-Fowler, Kincaid	
Robie Martin, Parsons	
Susan Messer, Fort Scott	
Sidna Small, Neodesha	
Scotty Zollars, Parsons	

Part 2: System Programs

Consulting (General consulting)

SEKLs provides individualized consulting on a range of topics to staff and trustees of member libraries.   There is a full-time Consultant, and the Director also provides consulting services.

Continuing Education

SEKLS typically offers 20-25 continuing education (CE) events annually with some oriented towards each type of library (public, school, and academic).   This includes two signature events, an in-service day held at Westminster Woods campground near Fredonia and our Annual Meeting and Continuing Education Day in Iola. Some of our training has been recorded and made available on Youtube.

In 2020, the COVID-19 pandemic has caused us to cancel or delay much of our planned continuing education. We quickly added some virtual continuing education events, including Database Researching for Librarians and To Weed or Repair?   However, it's likely that 2020 will see fewer CE offerings than usual, but we hope to return to normal in 2021.

SEKLS provides the opportunity for Continuing Education Implementation Projects. Under this program, attendees at workshops may receive additional CE credit if they implement improvements or programs in their libraries after attending a qualifying workshop.

Grants

Grant programs include

- Allocations (extended service grants for public libraries)
- Academic/school extended service grants for qualifying libraries
- Continuing education
- Programming
- Materials delivery (courier and postage)
- Competitive: the focus varies, following a 4-year cycle. For 2020, it will be an Equipment/Technology Grant. For 2021, it will be a Collection Development Grant.
- Dream grant (for projects falling largely outside any of the existing competitive grant programs)

Except for the first two, the grants are available to all types of libraries.

Allocations consist of a base grant for each library, with the ability to increase the grant by up to 95% above that amount by meeting certain criteria. For 2021, we will increase our base grant for most libraries from $3800 plus 85¢ per capita to $3850 plus 85¢ per capita. There will be no change in the criteria for increasing the amount above base.   However, we will reevaluate this late in 2020, and likely adjust downward the number of continuing education hours required to receive the full amount possible under that criterion, due to fewer hours being offered during much of the year.

The amount of the Academic/School Extended Service grant is determined by two factors: the FTE enrollment of the institution and the percent of circulation to persons who are not students or employees of the parent institution, called *extended service circulation* for the purpose of this grant. Interlibrary loans made to other libraries may be included in calculating

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extended service circulation. To be eligible for the academic/school extended service grant a library must:

- Be open to the public during most hours it is open to students of the institution
- Have a collection of materials
- Have a full-time librarian

Miscellaneous

SEKLS began an Excellence Awards program in 2018.

The Excellence Awards recognize exemplary library service or support of libraries in southeast Kansas. Categories for awards are:

- Library
- Library Director
- Library Staff
- Trustee
- Supporter
- Rookie of the Year
- Special Projects
- Distinguished Service

No more than five awards are given in any year; fewer may be given. Any staff member, trustee, or supporter affiliated with an SEKLS library may make a nomination, including for their own library. Awards carry a $1,000 cash award to the library, a trophy for the winner, and the winner's name attached to a traveling plaque. Four Excellence Awards were given in 2018 and two in 2019. Two award winners for 2020 will be announced shortly.

Resource Sharing

The Resource Sharing Department handles interlibrary loans and purchases for Digital Book eLending. The department orders purchases made from both the SEKLS budget and the pooled contributions of member libraries. SEKLS highly encourages public libraries to contribute money for Digital Books eLending, but only about 40% do so.

SEKLS contributes $30,000 annually for Hoopla service, distributed by a formula into library accounts. The formula is $100 per library, with the remainder of the $30,000 allocated per capita, except that libraries showing little or no usage will have their some or all of their portion re-allocated to the remaining libraries. The exact working out of this is still a work in progress.

Rotation Books

About 8 times per year, a selection of books is rotated to 60 sites served by Rotation.

SEKnFind

SEKnFind is a service offering a shared regional integrated library system (ILS) using Koha open source software. SEKnFind was inaugurated in November 2008 with 8 members. There are currently 47 members (46 public libraries and one community college). There is one remaining public library which has not automated and four already-automated libraries on systems which do not meet state standards for resource sharing and are not preparing to do that

in the near future. The remaining libraries have been reluctant to automate or migrate to a new system.

SEKLS pays for two adjunct services to the SEKnFind catalog. NoveList Select provides reader's advisory read-alike suggestions when viewing an item in the catalog. LibraryAware provides various ways of promoting books and library services, including displaying book covers on library web sites and newsletters about books in various subjects, genres, or age levels.

Special Needs Services

SEKLS serves as a regional outreach center for the Kansas Talking Books Service. In addition, the system maintains several special needs collections.

Technical Services/Cataloging

Primary services in this area include management of the bibliographic database for SEKnFind, doing original cataloging for SEKnFind members, and consulting, assisting, and training libraries with cataloging. SEKLS maintains an online SEKnFind Cataloging Manual. A Cataloging Roundtable meets twice annually. This department also repairs and polishes discs and does laminating for member libraries.

Technology Services

Technology consultants assist libraries in acquiring and using computers and other technology, help with computer problems, etc. Most public libraries are visited at least quarterly and other libraries upon request.

SEKLS maintains technology standards for libraries to use as a guide when evaluating old or purchasing new equipment. We have in place technology competencies to identify baseline expectations for what library staff should be able to do. One of the visits of Technology Service staff members each year includes a discussion of the Internet bandwidth standards from the Kansas Public Library Standards, how the library does in meeting the standard, and options for obtaining higher speed connections.

SEKLS continues to add new devices to our SEKLS sample collection.

Youth Services

A Youth Services Consultant assists libraries in improving children's programs, collections, and services, and visits public and school libraries upon a regular basis. We provide information on school library impact research to superintendents. Each year we identify districts with new superintendents and make visits to them.

We recently began a school library book project, intended to improve the generally abysmal state of school library collections resulting from very low collection budgets. In 2020, we purchased seven titles in each of four age/grade levels, then distributed them to all 40 school districts in the SEKLS region. For the 2020-2021 school year, we plan to distribute a list of selected titles and allow districts to choose which ones they will receive.

Part 3: Long-Range Plan

SOUTHEAST KANSAS LIBRARY SYSTEM
LONG-RANGE PLAN
2019 Revision

Consulting

SEKLS will explore ways to encourage and support libraries with community outreach. At a minimum, the topic will be addressed in continuing education offerings.

Continuing education

SEKLS will continue to place an emphasis on recording and archiving training. This may include recordings of live face-to-face training and made-for-YouTube training videos. Where relevant, handouts such as PowerPoint slides provided at face-to-face training sessions may also be made available on the web.

More emphasis will be placed on training for school librarians. This may include more face-to-face training, providing Zoom training, and archived video. SEKLS will also place links to webinars of quality and relevance to school librarians on the web site.

One or more continuing education offerings will be about community outreach. This may include possibilities for community outreach, how to develop outreach projects, and collaboration with other community organizations (Meals on Wheels, health departments, day care centers, preschools, assisted living homes, etc.)

Grants

SEKLS will periodically offer showcases of grant projects funded by SEKLS grants at such venues as the Annual Meeting and the annual In-Service Day.

Resource Sharing

SEKLS will continue subsidizing HooplaDigital service. It's anticipated that this will come in the form of a monthly contribution deposited into individual libraries' Hoopla accounts, but that may be adapted if some other method is believed to be more suitable to how Hoopla works.

Rotation

No change is anticipated.

SEKnFind

SEKLS will produce new, and review and update existing, educational materials for patrons and library staff.

Talking Books/Special Needs

Greater library staff awareness of Talking Books and Special Needs collections will be addressed by providing more training sessions at such venues as the Annual Meeting and In-Service Day, as well as by increasing visits to libraries. The training and visits will especially emphasize the need to be aware of patrons who may be ready for Talking Books service, making applications available in libraries, making sure staff know how to help patrons apply for the

service, the ability to have a demonstration Talking Books machine provided to the library, and what kinds of items are available in Special Needs collections.

Technical Services/Cataloging
No changes are anticipated.

Technology Services
Technology Services staff will develop a web-based question submission procedure for technology questions (that is, "how-to" type questions, as opposed to requests for tech support). Some of the questions and answers or directions will be added to the SEKLS web site.

Youth Services
A virtual showcase of school library facilities and best or promising practices will be developed.

If the Storytime Community of Practice currently being tried in the Crawford County area proves worthwhile, Community of Practice opportunities will be organized with libraries which express interest in developing, further developing, or revising story time programming.

Worthwhile information relating to youth services, such as storytime practices and early literacy, will be repackaged for use with SEKLS children's librarians or other audiences.

SEKLS will explore options for helping improve school library book collections. This may include incentive grant programs. If such grants are extended to schools with no licensed professional, the Youth Services Consultant will assist with selection of materials.

6 x 6 early literacy kits will be reorganized into smaller kits with added books and information that identifies suggested age range and usage (infant, toddler, preschooler and storytime, passive, active program).

Suggested purchasing lists for children's materials will be curated and made available on the SEKLS Youth Services page. This page will also include tips on collection development.

Other
SEKLS will participate in Recollections Kansas, a digitization initiative originating with the Northeast Kansas Library System. SEKLS staff will train member libraries how to digitize materials for this project.

The Executive Board will begin to plan for a transition upon the Director's retirement. This will include discussion of how to cooperate with the Iola Public Library board in the hiring of a new director and possibly making a preliminary plan so that the board is ready to proceed with minimal delay when a planned retirement date is announced.

Adopted by the Executive Board 8-12-19

Part 4: Budget

	2020 adopted	2020 projected	2021 proposed
Balance carried forward	112,427	194,203	194,394
Revenues			
Contract--Coffey County	11,827	11,827	11,818
Materials replacement grant	2,200	3,000	3,000
Miscellaneous	300	300	100
State Aid	50,225	50,225	40,000
Talking Books grant	14,043	14,043	14,043
Tax receipts	1,819,525	1,819,525	1,803,581
Total revenue	1,898,120	1,898,920	1,872,542
Funds available (balance carried forward + revenues)	2,010,547	2,093,123	2,066,936
Expenditures			
Academic/school extended service grants	15,500	15,500	15,500
Accounting/Audit/Budget	14,000	15,800	16,000
Allocations	521,000	517,449	522,000
Automation/catalog	26,000	26,000	26,000
Building & grounds payments	9,500	9,500	9,000
Competitive grants	35,000	35,000	35,000
Computer software and services	5,000	8,500	8,500
Continuing education grants	6,500	6,500	4,500
Courier	7,050	5,525	6,525
Dream grants	8,000	8,000	8,000
Employee benefits: Insurance	143,000	130,000	140,000
Employee benefits: KPERS	61,839	61,655	67,046
Employee benefits: Payroll taxes	50,756	50,609	53,535
Employee benefits: Unemployment	650	650	700
Employee benefits: Workers' comp.	1,500	1,500	1,500
Equipment lease & maintenance	4,500	4,500	4,500
Equipment replacement	14,000	14,000	14,000
Insurance	8,000	7,758	8,000
Legal services	300	300	300
Materials delivery grants	76,000	76,000	76,000
Materials replacement distributions	2,200	3,600	3,000

Materials: Audio	3,000	2,800	2,800
Materials: Books	52,000	52,000	52,000
Materials: DVD	2,500	2,400	2,400
Materials: Downloadable audio	6,000	6,000	6,000
Materials: Ebooks	6,000	6,000	6,000
Materials: Miscellaneous	1,800	1,800	1,800
Materials: Streaming/other electronic	30,000	30,000	30,000
Miscellaneous	10,000	10,000	16,000
OCLC	6,500	7,500	7,500
Postage	5,000	5,000	5,000
Programming grants	2,500	2,500	2,500
Rent	22,230	22,230	22,230
Salaries	663,472	661,553	700,000
School library book project		15,000	12,000
Service development	45,000	30,000	30,000
Supplies	14,000	14,000	14,000
Telephone	2,800	2,800	2,800
Travel and professional development	20,000	18,000	20,000
Vehicle expense	10,500	9,800	10,500
	1,913,597	1,897,729	1,963,136
Transfer to capital improvement fund	1,000	1,000	1,000
	1,914,597	1,898,729	1,964,36
Year-end balance	95,950	194,394	102,800