

**Central Kansas Library System: Proposed Strategic
Plan 2021**

Approved May 20, 2020



About

Vision

CKLS provides leadership, information, and vision for our library communities to keep pace in an ever-changing world.

Mission

Improve library service where it exists and provide service where it does not exist.

The Central Kansas Library System (CKLS) is a regional network of cooperating libraries, established by K.S.A. 75-2547, serving 17 counties with a total service population of 187,308 residents (KS certified population April 1, 2010, United States Census Bureau).

The CKLS strategic system plan of services and goals for 2021 strives to improve library service where it already exists and provide service where it does not exist. CKLS does this through shared planning, resource-sharing, and system services. CKLS strives to maintain good stewardship with funding, services, and alignment with stated goals and objectives. Therefore, CKLS will annually review and evaluate the schedule of costs for all services provided to member and affiliate libraries. CKLS works with libraries in the region to provide leadership, information, and vision for our library communities to keep pace in an ever-changing world.

The counties within each regional library system are also named in statute. The following counties are part of CKLS: Barton, Cloud, Ellis, Ellsworth, Jewell, Lincoln, Mitchell, Osborne, Ottawa, Pawnee, Phillips, Republic, Rooks, Rush, Russell, Saline, and Smith. There are 53 legally established public libraries in the taxing counties.

Pawnee is a contracting county, which contains one public library, which is therefore ineligible for CKLS allotments and grants. A contract will determine cost and services.

Consulting, continuing education opportunities, and limited services are extended to school libraries in districts with the district administrative office in the CKLS region and five affiliate libraries, which include four academic libraries, and one special library. CKLS has eight outlets (not legally established public libraries), which are eligible for limited services and continuing education events.

As provided by law, the CKLS full system board contains representatives of all member libraries and appointees by the county commissioners in each of the CKLS taxing counties. Pawnee county is a contracting county and as such does not have full system representation. This makes a 95 member full board. The CKLS bylaws state, a quorum of 27 full system board members is needed to conduct the business of the system. Unlike a public library in Kansas, the regional library systems have no statute guiding what constitutes a quorum.

The full system board meets once a year to approve the budget. Other system business may be brought before the full system board to include resolutions, bylaw changes, the annual system strategic plan, and election of members to the executive board. Other responsibilities are delegated to the executive board, as provided by law.

The executive board consists of 10 - 14 members, at least two of whom shall be county appointees, and must also include one school librarian, and two public librarians. The executive board meets monthly around the system to conduct general business.

Goals and Objectives

- 1) Provide and evaluate consulting, training, continuing education, and system programs and services for librarians and library trustees.
 - A. Offer workshops and training in a variety of formats.
 - B. Offer training and system services orientation for new librarians.
 - C. Offer school library staff training and in-service for faculty.
 - D. Support trustee training.
 - E. Maintain funding for continuing education through system allotments to all eligible, member public libraries to help support workshop costs, travel, registration and/or attendance at library-related conferences and workshops.
 - F. Offer grants to all eligible member libraries.
 - G. Support the planning, implementation and evaluation of continuing education for librarians and trustees.
 - H. Advocate for and market member libraries, regional library systems, and the State Library of Kansas at state and national conferences.
- 2) Provide financial support to eligible member libraries in taxing counties.
 - A. Eligible public libraries receive:
 - a. Base Public Library Allotment based on community population, type of library, and fulfillment of Public Library Allotment Standards;

- b. Per Capita Allotment based on community population;
 - c. Courier service allotment;
 - d. Continuing Education allotment;
 - e. Public Library Service Allotment.
- B. Eligible member school districts receive:
- a. School Library Service Allotment to be distributed to school libraries within that district and used exclusively for library staff continuing education, purchase of circulating library materials, payment towards an integrated library system (catalog and checkout).
- C. Affiliate libraries are eligible to receive the Annual Competitive Conference Grant.

3) Provide technology support for library productivity and for service to customers for member libraries.

- A. Provide technology training in a variety of formats.
- B. Provide hardware, software, and network consulting.
- C. Provide assistance with planning, evaluating, and utilizing software and hardware.
- D. Coordinate installation and maintenance of software and hardware.

4) Evaluate and support digital content.

- A. Provide funding for shared digital collections and encourage libraries to do the same.
- B. Provide support through vendor generated online training and print materials to member libraries and rural patrons to access digital content.

5) Encourage and support effective programming and services for all ages in member libraries.

- A. Provide funding for a film license for public libraries and train librarians on the appropriate use and requirements. Use of this license is restricted to movies shown in the library building and those movies on the approved list.
- B. Train librarians to provide regularly scheduled programs for children and/or teens, including a summer library program.
- C. Order and distribute summer library program materials including promotional and program materials.
- D. Train librarians in early literacy and in age appropriate milestones for youth.
- E. Maintain a collection of programming materials to lend to eligible system libraries and develop storytelling and programming kits.
- F. Advise librarians of current programming trends in librarianship for all ages.
- G. Develop a collection of popular and high quality books written for children and youth and advise librarians in publishing trends for youth.

H. Train librarians on ways to evaluate and maintain statistics for library programs, using outcome-based evaluation tools.

6) Encourage and support resource sharing for member libraries and provide efficiencies through interlibrary loan, technical services, processing support, shared collections, a shared catalog, and courier service.

- A. Provide Interlibrary Loan (ILL) training for interlibrary lending and borrowing materials.
- B. Subsidize the cost of technical services for cataloging and processing materials for member libraries.
- C. Offer a collection of popular reading materials and information resources in print and digital formats to expand the resources available to each library.
- D. Provide funding, administrative and technical support and catalog enhancements for Pathfinder Central consortium members.
- E. Subsidize Kansas Library Express Courier service for participating public libraries through the Courier Allotment. Libraries must actively borrow and lend materials on Pathfinder Central (or the chosen Integrated Library System) AND statewide interlibrary loan (ILL) to be eligible for courier service.

Eligibility for System Allotments and Grants

The CKLS Board has determined that the system tax is a public library tax, therefore, only public libraries in taxing counties receive all CKLS system allotments and services without charge.

Eligible member school districts receive a basic grant to be distributed equally to all the school libraries within the district.

Affiliate libraries are eligible for limited services and to apply for the Annual Competitive Conference Grant.

Outlet libraries are eligible for limited services only.

Contracting libraries contract for services and are not eligible for any grants.

School Library Service Allotment

All member school districts will receive the School Library Service Allotment in the amount of \$500 each year to be distributed equally to all member school districts. This

grant is restricted and may only be used to purchase circulating materials, an integrated library system (ILS) (catalog and circulation), annual ILS maintenance fees, or continuing education opportunities for school library staff. These continuing education opportunities must be for staff development or improving library service. The Expenditure of the School Library Service Allotment must be completed each January to maintain eligibility.

Public Library Allotments

Base Public Library Allotment for 2021

Eligible public libraries located in CKLS taxing counties receive a Base Public Library Allotment annually.

The Base Public Library Allotment runs on a three-year cycle.

Year one: The CKLS system strategic plan is submitted to the full system board in May. The full system board approves the plan. Libraries begin planning now for what they will do in year two.

Year two: Libraries use the system strategic plan approved in year one to guide them to meet the standards and maximize eligibility for Base Public Library Allotment to be paid in year three.

Year three: Libraries report on what they chose to do in year two to maximize eligibility for the allotment. Libraries receive a Base Public Library Allotment aligned with what they did in year two to earn the allotment and meet the necessary standards.

Library Categories

Major Service Center II	25,000 to 100,000 population	\$23,100
Major Service Center I	10,000 to 25,000 population	\$19,600
Service Center II	2,500 to 10,000 population	\$10,100
Service Center I	1,000 to 2,500 population	\$8,200
Linking Library	500 to 1,000 population	\$5,800
Gateway Library	500 or fewer population	\$5,100

Per Capita Allotment for 2021

CKLS boosts the basic public library allotment through a per capita allotment (KS certified population April 1, 2010, United States Census Bureau).

Population 15,000 +	.25 per capita
Population 2,500–15,000	.40 per capita
Population 899 – 2,500	.50 per capita
Population 400-898	.75 per capita
Under 400	\$300

Courier Allotment

The Central Kansas Library System subsidizes courier service for all eligible public libraries through a courier allotment. As part of the eligibility requirement for the Courier Allotment a library must actively participate in statewide interlibrary loan and stay up to date in submitting courier statistics to Kansas Library Express.

Each eligible public library pays an annual fee, with any volume overage charges incurred to be paid by CKLS. The state courier policy committee negotiates the contract for courier service on an ongoing basis. The cost to member libraries is subject to change. To sustain courier service, the CKLS allotment amount is fixed. Go here to learn more about overage charges <https://tinyurl.com/yyah4ynp>

In January, each courier library will receive an invoice for courier service from the Northeast Kansas Library System, administrators of the courier service. The invoice will be for the full cost of the courier service, which equals the CKLS allotment amount plus the local library amount remainder due.

Also in January, each courier library will receive the CKLS Courier Allotment as a direct deposit to the bank account on file with CKLS. This direct deposit or Automated Clearing House (ACH), will indicate it is a courier allotment for subsidizing courier payment.

Continuing Education Allotment

The Central Kansas Library System recognizes the importance of continuing education. CKLS urges all member libraries to provide time and funding for staff and trustees to attend library continuing education events.

To support this, CKLS provides each eligible public library \$700 a year to assist with paying the wages and expenditures for attending CKLS or other library-related workshops, classes, or online training. This money can also pay non-board member substitutes to run the library when the librarian is attending a continuing education event and when no one else is available to run the library. Any continuing education money not spent during the year will be deducted from the following year's continuing education allotment.

Allotments

Public Library Service Allotment

Starting in 2021, eligible public libraries will receive one Public Library Service allotment based on community population. Eligible public libraries receive this allotment because they offer library service to patrons outside their local community and tax base, equitable to that offered to local patrons.

The formula used to determine the Per Capita Allotment (KS certified population April 1, 2010, United States Census Bureau) will also be used for the Public Library Service Allotment.

This single allotment replaces all noncompetitive and competitive grants from previous years with the exception of the Annual Competitive Conference Grant.

The Public Library Service Allotment is restricted in use. It must be spent or encumbered by the end of the year it is received, may not be used to pay off debt or purchase real estate and cannot be spent on building construction.

Formula for Public Library Service Allotment

Per Capita Allotment / Total Per Capita Allotment fund* Total Public Library Service Allotment fund

The same percent each library receives of the Per Capita Allotment is the same percentage the library receives from the Public Library Service Allotment. For current chart, go here: <https://tinyurl.com/2021CKLS-PLG>

Annual Competitive Conference Grant

Each year CKLS will pay all expenses for four CKLS member librarians to attend a library conference such as ALA, PLA, MPLA, ARSL, KLA, CULS, and ACRL. See full description on the Conference Grant Form: <https://tinyurl.com/y4c73ucd>

Eligible public, school, and affiliate libraries are all eligible to apply for the Annual Competitive Conference Grant.

After attending the conference, the attendee must submit a report describing what he/she learned and submit copies of all receipts using Conference Grant Funds. Find the report here: <https://tinyurl.com/y589f7s9>

Base Public Library Allotment Standards

CKLS respects the authority of library boards as the governing and administrative body of the local library. The board, in conjunction with the director develops policies that become the basis for guiding the practices and decision making of the library administration, and ensures the rights and responsibilities of local library users.

These Public Library Allotment Standards contain goals for libraries that reflect high, yet reasonable public library standards of service and recognize contributions libraries make to their local communities.

CKLS relates library activities and programs to quality service. Requirements for the allotment standards can change from year to year. Librarians and trustees are highly encouraged to be familiar with the system strategic plan for the previous and upcoming year so they can take full advantage to meet the allotment standards to maximize monies from CKLS.

Member public libraries must qualify for State Aid to be eligible for the CKLS Base Public Library Allotment, Public Library Service Allotment, Per Capita Allotment, Courier Allotment, the Continuing Education Allotment and Annual Competitive Conference Grant. Check the status for your library here: <https://tinyurl.com/y6zuxvcg>

For each standard that is omitted, the entire Base Public Library Allotment for that library will be diminished by 10%.

The following Standards are pulled in part from library best practices and the 2020 Kansas Public Library Standards, which can be found here: <https://tinyurl.com/y56aj9ze>

Standard #1

Did a voting representative from the library attend the full system board business meeting (May 2021) and vote the interest of the library?

Standard #2

Did library staff attend a minimum of 6 library continuing education training events (can be face-to-face,online or archived webinars)? Report the events attended using this Online CE Training Verification Form: <https://forms.gle/Mni6TuZAJbxzu25Y7>.

Standard #3

Did a quorum of the library board participate in a continuing education event (trustees need not attend the same event), such as CKLS Trustee Training or local library training? If yes, when? (Report List the events attended using this Online CE Training Verification Form: <https://forms.gle/Mni6TuZAJbxzu25Y7> OR Send a copy of board minutes with training to the CKLS Continuing Education Consultant.)

Standard #4

Does the library actively lend and borrow on SHAREit, statewide interlibrary loan?

The KIC (Kansas Interlibrary Council) establishes best practices for interlibrary loan in Kansas and defines active lending as being willing to loan items that would circulate to local users. Additionally, library staff checks statewide interlibrary loan requests every working day and makes every effort to fill requests within two to four working days. SHAREit statistics will reflect this lending and borrowing activity. CKLS Staff look at “No Response” statistics to show activity.

Standard #5

This standard has three parts. To qualify for this standard, the library must complete all three parts. Omitting any of the three parts disqualifies the library for this entire standard.

Part 1: Did the library submit the Summer Library Program schedule, calendar, or marketing plan to the Youth Services Consultant before close of business, 5:00 p.m. on June 15?

Part 2: Did the library have a Summer Library Program for elementary school age children (K-6)?

Part 3: Did the library submit the Summer Library Program evaluation by the September 10, 2020, 5:00 p.m. deadline.

Standard #6

Does the library have an Internet website and/or social media site that is actively maintained and contains current information about library services and programs? Examples include: Posts regarding upcoming events, photographs of recently held programs, announcements pertaining to library closures and change in hours. Posts should be made at least once per month. Submit the web address for your website or social media page to the CKLS Continuing Education Consultant.

Standard #7

Does the library have a continuous weeding program and is a minimum of 3% of the materials in the collection withdrawn each year? Tracking Chart:

<https://tinyurl.com/WeedingTracking>

CKLS EXPENDITURES

Fund / Account Name	2018 Budget	2018 Annual Actual	2019 Budget	2019 Annual Actual	2020 Budget	2021 Proposed Budget
GENERAL FUND (501)						
Personnel (101)						
Personnel	\$735,000.00	713,168.00	\$785,000.00	725,566.45	\$750,000.00	\$725,000.00
Personnel Benefits	\$360,000.00	314,522.00	\$363,000.00	314,467.41	350,000.00	314,400.00
Total Personnel	\$1,095,000.00	1,027,690.00	\$1,148,000.00	1,040,033.86	\$1,100,000.00	\$1,039,400.00
Central Administration (150)						
Operations						
Library Materials	45,000.00	72,339.00	85,000.00	68,366.00	\$85,000.00	\$75,000.00
Ebooks (Hoopla)				85,300.00	\$11,050.00	\$120,000.00
Supplies	\$40,000.00	22,848.00	\$40,000.00	18,394.71	\$40,000.00	\$20,000.00
Office Equipment Lease & Ma	\$18,000.00	16,811.00	\$18,000.00	16,986.86	\$18,000.00	\$17,000.00
Postage	\$20,000.00	10,600.00	\$12,000.00	15,724.61	\$12,000.00	\$12,000.00
Telephone	\$39,000.00	20,295.00	\$39,000.00	19,851.52	\$30,000.00	\$20,000.00
Travel	\$55,000.00	52,267.00	\$55,000.00	56,761.59	\$55,000.00	\$30,000.00
Operations - Other	\$17,000.00	6,929.00	\$17,000.00	6,283.00	\$15,000.00	\$10,000.00
Professional Services	\$40,000.00	40,424.00	\$40,000.00	48,186.50	\$30,000.00	\$30,000.00
Contracts	\$100,000.00	16,628.00	\$40,150.00	16,167.92	\$40,000.00	\$20,000.00
Building						
Rent		62,832.00	\$65,000.00	66,058.85	\$66,500.00	\$66,500.00
Maintenance	\$6,000.00	898.00	\$6,000.00	39,399.88	\$6,000.00	\$6,000.00
Vehicle Expenses	\$15,000.00	20,504.00	\$15,000.00	9,892.89	\$15,000.00	\$12,000.00
Insurance	\$11,000.00	10,717.00	\$11,000.00	16,475.00	\$11,000.00	\$15,000.00
Capital - Equipment	58,000.00	20,670.00	15,000.00	83,650.71	\$8,050.00	\$10,000.00
Total CA	464,000.00	374,762.00	458,150.00	567,500.04	\$442,600.00	\$463,500.00
Departments						
Continuing Education (201)	\$22,000.00	15,360.00	\$22,000.00	14,648.24	\$22,000.00	20000.00 \$16,000.00
Youth Services (202)	\$8,500.00	10,403.00	\$8,500.00	8,922.18	\$11,000.00	9000.00 \$5,000.00
Public Information (203)	\$8,500.00	4,500.00	\$7,000.00	-	\$5,000.00	2500.00 \$200.00
Automation (204)	\$11,500.00	17,408.00	\$11,500.00	-	\$5,000.00	3000.00 \$1,000.00
Books By Mail (301)	\$8,000.00	7,374.00	\$8,000.00	8,730.91	\$8,000.00	\$3,000.00
Rotating Books (302)	\$62,500.00	62,887.00	\$62,500.00	91,153.59	\$62,500.00	\$65,000.00
Reference (303)	\$2,000.00	430.00	\$2,000.00	78.30	\$1,000.00	500.00 \$200.00
Collection Resource	\$20,000.00		\$20,000.00		\$0.00	\$0.00
Pathfinder Central(ByWater/Aspen)	\$32,000.00	32,000.00	\$32,000.00	32,000.00	\$32,000.00	\$50,000.00
Processing (305)	\$6,000.00	5,317.00	\$6,000.00	3,413.72	\$6,000.00	\$8,000.00
Technical Services (306)	\$95,000.00	43,211.00	\$102,000.00	40,544.42	\$100,000.00	50000.00 \$50,000.00
Talking Books (307)	\$32,000.00	23,587.00	\$20,000.00	15,381.54	\$20,000.00	\$3,000.00
Schools (308)	\$10,000.00	1,831.00	\$2,000.00	2,628.80	\$2,000.00	3000.00 \$3,000.00

CKLS EXPENDITURES

Fund / Account Name	2018 Budget	2018 Annual Actual	2019 Budget	2019 Annual Actual	2020 Budget	2021 Proposed Budget
Grants (401)	\$540,000.00	496,409.00		635,463.90		
System Grants			\$438,000.00	452,086.34	\$475,000.00	\$525,000.00
Story Time Grant					\$15,900.00	x
Advocacy Grant					\$3,000.00	
Programming Grants			\$3,000.00	2,941.07	\$7,000.00	
School Grants						\$12,000.00
Processing Grants (Hays/Salina)	\$40,000.00	40,000.00	\$57,600.00	48,800.00	\$80,000.00	\$80,000.00
IT Grants (Hays/Salina)						\$11,200.00
Courier		64,100.00	\$63,000.00	53,662.50	\$55,000.00	\$55,000.00
Competitive Grants (Facility, Tech, Materials)						\$80,000.00
Facility Grants				18,380.29	\$40,000.00	x
Materials Grants			\$20,000.00	16,800.00	\$20,000.00	
Technology Improvement Grants			\$20,000.00	26,248.41	\$24,000.00	
CE Grant			\$19,000.00	9,867.29	\$15,000.00	\$15,000.00
Movie License Grant				6,678.00	\$3,000.00	\$3,000.00
Total Grants						\$781,200.00
Total Departments	\$898,000.00	760,717.00	\$924,100.00	1,488,429.50	\$1,012,400.00	\$985,600.00
GRAND TOTAL GENERAL	2,397,000.00	2,123,169.00	2,530,250.00	2,460,499.50	2,555,000.00	2,488,500.00
STATE AID (103)						
Personnel	55,400.00	50,387.00	50,825.00	50,214.06	50,000.00	50,000.00
CAPITAL IMPROVEMENT FUND (107)						
Capital Reserve	55,000.00	0.00	0.00	35,193.00	0.00	0.00
FY BP GRANT (143)						
Salaries	16,500.00	0.00	13,500.00	14,043.00		13,000.00
SUMMER LIBRARY PROGRAM (172)						
Grant Administration	0.00	40,574.00	40,500.00	40,317.71	40,500.00	40,500.00
DG HANSEN FOUNDATION FUND (181)						
Grant Funds	25,000.00	25,000.00	0.00		0.00	0.00
PROCESSING CENTER (201)						
Technical Services	0.00	-1,862.00	0.00	52.74	0.00	0.00
GRAND TOTALS	\$2,625,866.00	\$2,237,268.00	\$2,635,075.00	\$2,600,320.01	\$2,645,500.00	\$2,592,000.00

2,592,000.00

Surplus/(Deficit)

\$0.00