

Central Kansas Library System: System Plan 2024

Approved by the CKLS Executive Board, April 12, 2023




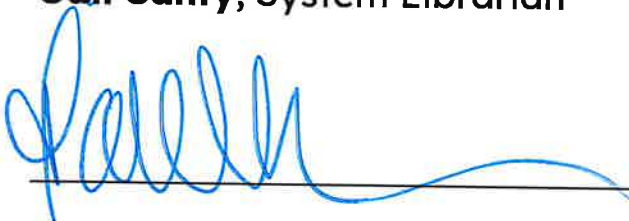
Central Kansas Library System

Central Kansas Library System
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System Plan for 2024 in accordance with the provisions of K.S.A. 79-2552 and Regulations promulgated thereunder.

Submitted by the Central Kansas Library System on May 25, 2024

By:  Director
Gail Santy, System Librarian Title

By:  President
Danielle Wells, System Board President Title

(To be completed by the State Library of Kansas Board)

Date on which plan or amendment is effective: _____

By: _____
(Signature)
Chairperson, State Library of Kansas Board

DATE APPROVED: _____

About

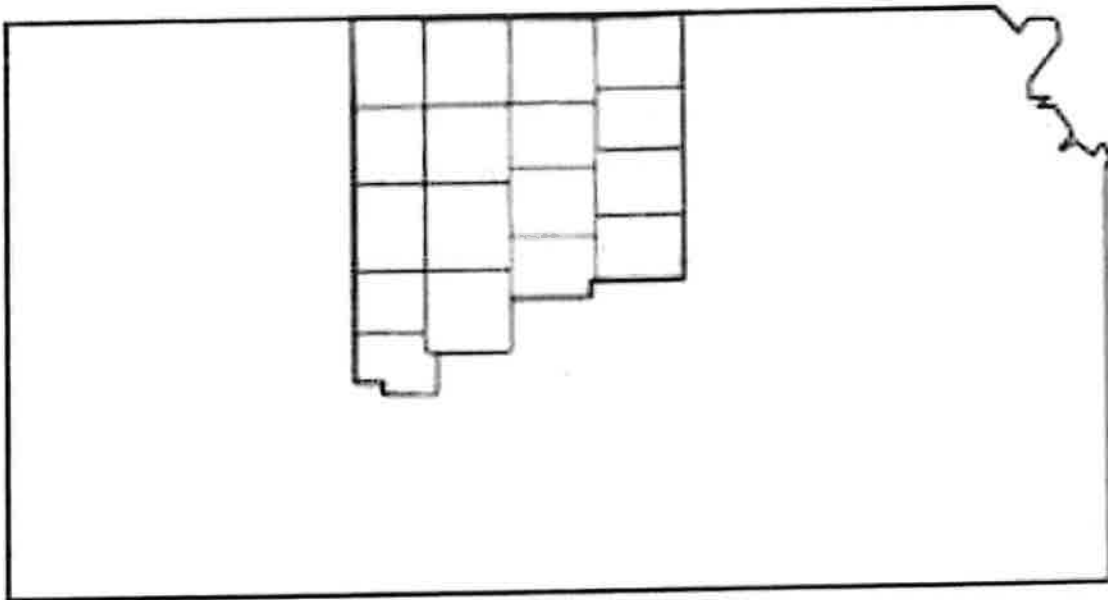
Vision

CKLS strives to provide leadership, information, and support for our member libraries.

Mission

The Central Kansas Library System improves and supports library service within its region.

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 174,325 residents (KS certified population July 1, 2021, Kansas Division of the Budget <https://budget.kansas.gov/population/>).



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, with one public library. A contract determines costs and services.

CKLS works 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 maintains good stewardship with funding, services, and alignment with stated goals and objectives. CKLS annually reviews and evaluates the schedule of costs for all services provided to member and affiliate libraries.

Consulting, continuing education opportunities and limited services are extended to school libraries in districts where the district administrative office building is in the CKLS region. These services are also available to the 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.

The full system board meets twice a year, with the spring meeting to approve the System Plan and a fall meeting to approve the budget. Voting representatives may bring the following business before the full system board: petitions, resolutions, bylaw changes, recommendations to the annual system plan, and nominations for election of members to the executive board. Other responsibilities beyond approving the budget 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 to conduct general business.

Goals and Objectives

Our goals and objectives establish our promise to member libraries and guide our work to fulfill that promise:

- 1) Provide and evaluate consulting, training, continuing education for library staff and library trustees.
 - a) Offer funding for continuing education for eligible member libraries.
 - b) Provide training in a variety of formats.

- 2) Provide grants-in-aid (financial support) to eligible member libraries in taxing counties.
 - a) Eligible public libraries may receive Base Public Library Allotment; Courier Service Allotment; Continuing Education Allotment; Out of District Borrowers Allotment; and Resource Sharing Allotment.
 - b) Eligible member school districts may receive the School Library Service Allotment.
 - c) Affiliate libraries are eligible to apply for and receive only the Annual Competitive Conference Grant.
- 3) Provide technology support for library productivity and service to member libraries.
 - a) Provide technology training for staff in a variety of formats.
 - b) Provide hardware, software, and network assistance/advice and coordinate installation and maintenance.
- 4) Evaluate and support digital content.
 - a) Develop and maintain digital collections.
 - b) Provide funding for shared digital collections and encourage libraries to do the same.
- 5) Encourage and support effective programming and services for all ages in member libraries.
 - a) Advise librarians of current programming trends in librarianship for all ages.
 - b) Train librarians to provide and evaluate library programming and resources for users of all ages.
- 6) Encourage and support resource sharing for member libraries.
 - a) Develop systems and training to facilitate resource sharing, including interlibrary loan, technical services, shared collections, and courier service.
 - b) Provide funding, administrative, and technical support for a shared catalog.
- 7) Advocate for and market member libraries, regional library systems, and the State Library of Kansas at state and national levels.
- 8) Attend state, regional, and national library conferences to stay abreast of established and upcoming library trends.

Grants-in-aid

Funding for the CKLS grants program comes from a tax on those properties so rural they do not pay a tax to support a local public library in the following counties: Barton, Cloud, Ellis, Ellsworth, Jewell, Lincoln, Mitchell, Osborne, Ottawa, Pawnee, Phillips, Republic, Rooks, Rush, Russell, Saline, and Smith. In 2024, CKLS will budget \$826,853.18 for grants-in-aid to eligible member libraries.

2024 CKLS Grants-in-Aid	
Public Library Base Allotment	\$446,500.00
Courier Allotment (does not include CKLS office)	\$89,418.30
Continuing Education Allotment	\$37,100.00

Out of District Borrowers Allotment	\$119,917.64
Resource Sharing Allotment	\$119,917.24
School Library Service Allotment	\$14,000
Total (does not include Competitive Conference Grants)	\$826,853.18

Eligibility for and Use of System Grants-in-Aid

To be eligible for CKLS funds, a Member Public Library in a taxing county must qualify to receive State Library grants-in-aid, must submit all CKLS annual report forms before the deadline, and must permit any citizen of the territory comprising the CKLS System (Barton, Cloud, Ellis, Ellsworth, Jewell, Lincoln, Mitchell, Osborne, Ottawa, Phillips, Republic, Rooks, Rush, Russell, Saline, Smith) to borrow circulating materials or receive services without charge, subject to reasonable library rules.

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.

CKLS encourages every library director and library board to be familiar with the CKLS Membership Eligibility policies, which can be found here <https://tinyurl.com/rahanfcm>. The Membership Eligibility policies contain standards, pertinent statutes and administrative regulations, the Temporary Discontinuation of Service policy, and the Free Basic Library Service and Consideration for CKLS Member Libraries policy.

Eligible Member School Districts receive a School Library Service Allotment.

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.

Any funding, grants, allotments or other monies received from CKLS must be spent or encumbered the year in which it is received. CKLS monies must not be put into long-term savings or into the library’s capital improvement fund. All CKLS monies received may be used for any public library purpose except construction, repair or debt reduction. This mirrors the use of State Library grants-in-aid (K.S.A. 75-2558).

Encumbered funds means that money that has been set aside or obligated for a specific expenditure during a fiscal year by a proper purchase order or some other formal agreement and cannot be used for any other expenditures or transactions. An encumbrance is a legal obligation to pay for the item, that's why most often an encumbrance will have a purchase order.

An encumbrance shows an outstanding commitment by the library. For example, the librarian places an order with Ingram for books. The books do not arrive before the end of the year. The amount of money that would be spent on such orders is encumbered and will be used to pay for the books when they arrive. Placing the order sets in place a legal obligation to pay for the items ordered.

An example of funds that are not encumbered under this definition is setting aside money to purchase craft supplies when they run out next year. There is no specific purchase order and the encumbrance is not for any specific item or items.

CKLS recognizes that every library has some materials that do not circulate, such as a yearbook collection or a Kansas history or local history collection. However, if CKLS monies are used to purchase items for a library's circulating collection, all citizens of the CKLS territory must have access to those items.

School Library Service Allotment

All eligible member school districts will receive the School Library Service Allotment in the amount of \$500 each year to improve school library service within the district. 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, library programming, continuing education opportunities for school library staff, or statewide professional library membership. The Expenditure of the School Library Service Allotment form must be completed each January to maintain eligibility.

Public Library Allotments

The System Plan, which sets out the requirements for funding through the system grants-in-aid, runs on a three-year cycle.

Year one: The CKLS annual system plan is approved by the Executive Board. The System Plan is then 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 annual system 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.

Base Public Library Allotment for 2024

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

A library’s Base Public Library Allotment is calculated on the State’s official population of the library’s taxing district. (The official population of the public library’s service area is based each year on the number provided by the State Library of Kansas, Topeka in your library’s Kansas Public Survey Annual Report.)

Libraries are placed by population into library grant categories. The table below shows the library grant category by population range and the amount of the Public Library Base Allotment for each grant category.

Library Grant Category by Population

Major Service Center II	25,000 to 100,000 population \$46,000
Major Service Center I	10,000 to 25,000 population \$21,000
Service Center II	2,500 to 10,000 population \$11,000
Service Center I	1,000 to 2,500 population \$8,500
Linking Library	500 to 1,000 population \$7,000
Gateway Library	500 or fewer population \$6,000

The table below shows public libraries alphabetically, with population, grant category by population range, and library grant category.

53 Public Libraries by Grant Category by Population

Library	Population	Grant Category Population	Library Grant Category
Barnard Library (LaCrosse)	1,337	1,001-2,500	SC I
Belleville Public Library	2,021	1,001-2,500	SC I
Bison Community Library	178	1-500	Gateway
Burr Oak Community Library	344	1-500	Gateway
Cawker City Public Library	447	1-500	Gateway
Courtland Community Library	288	1-500	Gateway
Delphos Public Library	306	1-500	Gateway
Downs Carnegie Library	804	501-1,000	Linking
Ellinwood School Community Library	1,989	1,001-2,500	SC I
Ellis Public Library	2,001	1,001-2,500	SC I
F. Lee Doctor Library (Agra)	200	1-500	Gateway
Formoso Public Library	92	1-500	Gateway
Frank Carlson Library (Concordia)	5,032	2,501-10,000	SC II
Glasco City Library	441	1-500	Gateway
Glen Elder Library	359	1-500	Gateway
Great Bend Public Library	14,580	10,001-25,000	MSC I
Gypsum Community Library	402	1-500	Gateway
Hays Public Library	20,795	10,001-25,000	MSC I
Hillcrest Library (Cuba)	587	501-1,000	Linking
Hoisington Public Library	2,657	2,501-10,000	SC II
Independent Township Library (Claflin)	657	501-1,000	Linking
J.H. Robbins Memorial Library (Ellsworth)	2,992	2,501-10,000	SC II
Jamestown City Library	234	1-500	Gateway
Jewell Public Library	365	1-500	Gateway
Kanopolis Public Library	453	1-500	Gateway
Kensington Community/School Library	401	1-500	Gateway
Kirwin City Library	132	1-500	Gateway
Lang Memorial Library (Wilson)	836	501-1,000	Linking
Lebanon Community Library	182	1-500	Gateway
Lincoln Carnegie Library	1,153	1,001-2,500	SC I
Logan Library	440	1-500	Gateway
Long Island Community Library	135	1-500	Gateway
Lucas Public Library	337	1-500	Gateway
Luray City Library	167	1-500	Gateway
Mankato City Library	848	501-1,000	Linking

McCracken Public Library	239	1-500	Gateway
Minneapolis Public Library	1,948	1,001-2,500	SC I
Osborne Public Library	1,324	1,001-2,500	SC I
Otis Community Library	297	1-500	Gateway
Palco Public Library	210	1-500	Gateway
Phillipsburg City Library	2,254	1,001-2,500	SC I
Plainville Memorial Library	1,762	1,001-2,500	SC I
Port Library (Beloit)	3,407	2,501-10,000	SC II
Rae Hobson Memorial Library (Republic)	83	1-500	Gateway
Randall Public Library	80	1-500	Gateway
Randolph-Decker Public Library (Clyde)	687	501-1,000	Linking
Russell Public Library	4,388	2,501-10,000	SC II
Salina Public Library	46,481	25,001-100,000	MSC II
Scandia City Library	337	1-500	Gateway
Smith Center Public Library	1,572	1,001-2,500	SC I
Stockton Public Library	1,380	1,001-2,500	SC I
Sunshine City Library (Prairie View)	102	1-500	Gateway
Sylvan Grove Public Library	285	1-500	Gateway

Out of District Borrowers Allotment

This is a supplemental allotment calculated on the basis of the number of registered borrowers who reside outside your library taxing district. This dollar amount will change based on two factors:

1. The actual number of out of district (ODB) registered borrowers at a library.
2. The total number, System wide, of registered out of district borrowers.

Each library's out of district borrowers (ODB) is calculated on a percentage of the whole System, using the formula Library's actual # of ODB registered borrowers / System total # of ODB registered borrowers X 100 = % of ODB allotment.

It is recommended that inactive borrower accounts be removed from the patron database every three years.

Resource Sharing Allotment

This is a supplemental allotment calculated on the number of resources provided to library patrons outside the library's taxing district. This number is calculated from SHAREit and Pathfinder consortium-level items lent to library borrowers with a home library outside the lending library's taxing district.

Each library's Resource Sharing Allotment is calculated on a percentage of the whole System. This dollar amount will change based on two factors:

1. The actual number of resources a library lends to library patrons outside its own library taxing district.

2. The total number, System wide, of resources lent to other library patrons.

The formula for calculating this allotment is Library's actual # of lends to patrons outside its own library taxing district / System total # of lends to other library patrons X 100 = % of Resource Sharing Allotment.

Courier Allotment

The Central Kansas Library System subsidizes courier service for all eligible Member 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 current in submitting courier statistics to Kansas Library Express.

Each eligible public library pays an annual fee equaling 11% of the annual invoice. CKLS pays 89% of the courier invoice and any volume overage charges incurred. The state courier policy committee negotiates the contract for courier service on an ongoing basis.

Each courier library will receive an invoice for courier service from the Northeast Kansas Library System, which administers the Kansas Library Express courier service. The invoice will be for the full cost of the courier service. 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. Any continuing education money not spent during the year will be deducted from the following year's continuing education allotment. CE Allotment funds can be spent to cover library staff wages, when attending CE out of regular staff hours or when hiring a substitute; travel expenses, including mileage, lodging, and meals; and registration costs for the event.

Annual Competitive Conference Grant

Each year CKLS will pay up to \$1,000 for an in-state conference and up to \$2,000 for an out-of-state conference for four CKLS librarians to attend a library conference such as ALA, PLA,

MPLA, ARSL, KLA, CULS, and ACRL. Any individual library or school district may receive a conference grant not more than once every four years. See full description on the Conference Grant Form: <https://forms.gle/9MgSrCXY94iXgG1i6>.

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

After 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, subject to all applicable Kansas statutes and administrative regulations. 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 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 annual System Plan for the previous and upcoming year so they can take full advantage to meet the allotment standards to maximize monies from CKLS. 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/2020LibraryStandards>.

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

In addition to meeting the Standards, each member public library must do the following to qualify for any CKLS funding:

- Qualify for State Aid (local maintenance of effort)
- Complete and submit the annual KS Public Library Survey and State Report
- Complete and submit CKLS System Grant Questionnaire before the deadline (5:00 p.m. the first Friday in February)

- Complete and submit CKLS System Expenditure Report before the deadline (5:00 p.m. the first Friday in February)

Standard #1

Did a voting representative from the library attend one of the full system board business meetings in 2024 (May and/or September) and vote in 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/raZUGsEfp3SE8myZ8>.

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/raZUGsEfp3SE8myZ8> 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.

Libraries must meet a no response rate of 75% or better.

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 email the Summer Library Program schedule, calendar, or marketing plan to the Youth Services Consultant no later than the June 15, 5:00 p.m. deadline?

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 (digital form) no later than the September 5, 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? Posts should be made at least once per month. Examples include: Posts regarding upcoming events, photographs of recently held programs, announcements pertaining to library closures and change in hours. 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? CKLS weeding tracker spreadsheet for Pathfinder Central Libraries: <https://tinyurl.com/53tn7a68>. NOTE: non-Pathfinder libraries may submit their weeding numbers to CKLS to be added to the spreadsheet.