



NCKLS

North Central Kansas
Library System

Agenda

Annual Board Meeting
Online Via Zoom or NCKLS Offices
August 25, 2022
10:00 a.m. to 11:00 a.m.

10:00 a.m. Revenue Neutral Rate (RNR) Hearing

- Call to Order
- Review of the day's agenda
- Open RNR hearing
- RNR Hearing Public Comment Period
- Resolution on the RNR
- Close meeting

10:20 a.m. Budget Hearing

- Call to Order
- Review of the 2023 NCKLS Budget (Eric Norris)
- Budget Hearing Public Comment Period
- Adoption of the 2023 budget
- Close meeting

System Board Meeting

- Call to Order
- Approval of the minutes of the August 26, 2021 meeting
- Call for nominations for representatives to serve on NCKLS Executive Committee
- Director's Report and Presentation of the 2023 NCKLS System Plan (Eric Norris)
- Adoption of the 2023 NCKLS System Plan
- Vote on Executive Committee Election

Adjourn the 2022 NCKLS System Board Meeting

NOTICE OF HEARING TO EXCEED REVENUE NEUTRAL RATE AND BUDGET HEARING

The governing body of
North Central Kansas Library System
Riley County

will meet on August 25, 2022 at 10:00 AM at North Central Kansas Library System, 629 Poyntz Ave., Manhattan KS, and online (link at lib.nckls.org) for the purpose of hearing and answering objections of taxpayers relating to the Revenue Neutral Rate and the amount of ad valorem tax and the proposed use of all funds and the amount of tax to be levied. Detailed budget information is available at lib.nckls.org and NCKLS offices and will be available at this hearing.

SUPPORTING COUNTIES

Riley County (home county) Chase County, Clay County, Dickinson County, Marion County, Marshall County
Morris County, Washington County

BUDGET SUMMARY

Proposed Budget 2023 Expenditures and Amount of Current Year Estimate for 2022 Ad Valorem Tax establish the maximum limits of the 2023 budget. Estimated Tax Rate is subject to change depending on the final assessed valuation.

FUND	Prior Year Actual for 2021		Current Year Estimate for 2022		Proposed Budget Year for 2023		
	Expenditures	Actual Tax Rate*	Expenditures	Actual Tax Rate*	Budget Authority for Expenditures	Amount of 2022 Ad Valorem Tax	Proposed Estimated Tax Rate*
General	954,213	1.204	1,405,000	1.072	1,271,000	1,008,922	1.057
Debt Service							
Employee Benefits	198,968	0.220	280,000	0.256	303,000	253,172	0.265
Special Revenue - State Aid	50,000		50,227		50,000		
Trust & Agency	85,000		80,000		90,000		
Non-Budgeted Funds	71,334						
Totals	1,359,515	1.424	1,815,227	1.328	1,714,000	1,262,094	1.322
<i>Revenue Neutral Rate **</i>							<i>1.260</i>
Less: Transfers	0		0		0		
Net Expenditures	1,359,515		1,815,227		1,714,000		
Total Tax Levied	1,150,147		1,211,413		xxxxxxxxxxxxx		
Assessed Valuation	807,932,737		907,751,809		954,787,328		

Outstanding Indebtedness,

Jan 1,	2020	2021	2022
G.O. Bonds	0	0	0
Revenue Bonds	0	0	0
Other	0	0	0
Lease Pur. Princ.	0	0	0
Total	0	0	0

*Tax rates are expressed in mills.

**Revenue Neutral Rate as defined by KSA 79-2988

Judy Goodrich
Treasurer

Resolution No. 2022-1

A RESOLUTION OF THE NORTH CENTRAL KANSAS LIBRARY SYSTEM, MANHATTAN KANSAS, TO LEVY A PROPERTY TAX RATE EXCEEDING THE REVENUE NEUTRAL RATE;

WHEREAS, the Revenue Neutral Rate for the North Central Kansas Library System was calculated as 1.260 mills by the Riley County Clerk; and

WHEREAS, the budget proposed by the System Board of the North Central Kansas Library System will require the levy of a property tax rate exceeding the Revenue Neutral Rate; and

WHEREAS, the Governing Body held a hearing on August 25, 2022 allowing all interested taxpayers desiring to be heard an opportunity to give oral testimony; and

WHEREAS, the Governing Body of the North Central Kansas Library System having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE NORTH CENTRAL KANSAS LIBRARY SYSTEM:

The North Central Kansas Library System shall levy a property tax rate exceeding the Revenue Neutral Rate of 1.260 mills.

This resolution shall take effect and be in force immediately upon its adoption and shall remain in effect until future action is taken by the Governing Body.

ADOPTED this 25th day of August 2022 and **SIGNED** by the System Board of the North Central Kansas Library System

NORTH CENTRAL KANSAS LIBRARIES SYSTEM
2023 PROPOSED BUDGET
July 15, 2022

	2021 ACTUALS	2022 BUDGET	2023 PROPOSED BUDGET	\$ Change	% Change
BEGINNING BALANCE	\$843,939	\$926,210	\$914,847		
REVENUE					
General Account - Tax Fund	\$1,058,827	\$1,010,000	\$1,008,922	-\$1,078	-0.11%
Employee Benefit - Tax Fund	\$194,159	\$210,000	\$253,172	\$43,172	20.56%
Interest	\$1,288	\$4,500	\$4,500	\$0	0.00%
Contracting Library Fees	\$14,500	\$13,000	\$13,000	\$0	0.00%
State Aid and Grants	\$50,227	\$50,000	\$50,000	\$0	0.00%
Miscellaneous	\$17,043	\$0	\$0	\$0	-
TOTAL REVENUE	\$1,336,044	\$1,287,500	\$1,329,594	\$42,094	3.27%
EXPENSES					
Personnel					
Salaries	\$494,399	\$550,000	\$530,000	-\$20,000	-3.64%
Employee Benefits	\$198,969	\$218,320	\$223,000	\$4,680	2.14%
Services					
Catalog & Processing	\$27,600	\$40,000	\$45,000	\$5,000	12.50%
Member Travel Reimbursement	\$339	\$10,000	\$8,000	-\$2,000	-20.00%
Miscellaneous Shared	\$13,347	\$12,000	\$12,000	\$0	0.00%
Rotating Book Van	\$10,548	\$10,000	\$12,000	\$2,000	20.00%
Technology Support	\$19,246	\$20,000	\$20,000	\$0	0.00%
Workshops/Meetings	\$6,741	\$7,000	\$7,000	\$0	0.00%
Telecommunications	\$4,985	\$5,500	\$5,500	\$0	0.00%
Consulting Travel	\$6,051	\$8,000	\$8,000	\$0	0.00%
Grants					
Collections Grant	\$118,808	\$125,500	\$125,000	-\$500	-0.40%
Continuing Education Grant	\$3,124	\$8,000	\$8,000	\$0	0.00%
Courier/Postage Grant	\$10,600	\$11,000	\$24,000	\$13,000	118.18%
Service Improvement Grant	\$17,939	\$22,000	\$22,000	\$0	0.00%
Programming Grant	\$1,655	\$3,000	\$3,000	\$0	0.00%
Per Capita Grant	\$38,143	\$32,143	\$33,000	\$857	-
Technology Grant	\$21,519	\$32,000	\$32,000	\$0	0.00%
Digital Resources Grant	\$0	\$0	\$45,000	\$45,000	-
Competitive Grant	\$0	\$0	\$80,000	\$80,000	-
Materials					
Youth Literacy Kits	\$731	\$500	\$500	\$0	0.00%
Large Print Books	\$18,000	\$18,000	\$18,000	\$0	0.00%
Rotating Book Collection	\$29,216	\$38,500	\$38,500	\$0	0.00%
Downloadables	\$38,754	\$40,000	\$40,000	\$0	0.00%
Operations					
Audit & Legal	\$9,394	\$9,100	\$10,000	\$900	9.89%
Furniture	\$0	\$2,000	\$2,000	\$0	0.00%
CARES Grant Expense	\$17,000	\$0	\$0	\$0	-
Insurance	\$5,325	\$3,000	\$4,500	\$1,500	50.00%
Membership Fees	\$340	\$1,000	\$1,000	\$0	0.00%
Office Supplies	\$4,684	\$2,500	\$4,000	\$1,500	60.00%
Postage	\$9,568	\$9,000	\$9,000	\$0	0.00%
Staff Development	\$8,532	\$5,000	\$5,000	\$0	0.00%
Technology Equip. & Maint.	\$5,947	\$16,800	\$16,000	-\$800	-4.76%
Marketing/Communications	\$7,360	\$15,000	\$8,000	-\$7,000	-
Space Allocation	\$33,580	\$24,000	\$35,000	\$11,000	45.83%
Capital Improvement Expenses	\$71,334	\$0	\$0	\$0	0.00%
Transfer to Capital Improvement	\$50,000	\$0	\$60,000	\$60,000	-
TOTAL EXPENSES	\$1,253,775	\$1,298,863	\$1,434,000	\$135,137	10.40%
ENDING CASH BALANCE	\$926,210	\$914,847	\$810,441		

Budget Basics

North Central Kansas Library System 2023 Budget

Sources of Revenue

Tax Funds

- **General Fund** (AKA - Ad Valorem or property tax fund) - income on personal property. Cash-basis law – KSA 10-113, 10-1121. Expenditures are made in compliance with the cash-basis law. No indebtedness can be created in excess of available funds. A library can't spend more tax money than authorized in the annual tax budgets.

K.S.A. 75-2551 authorizes the system board to levy tax to be used for library purposes on all of the taxable property within the boundaries of the regional system of cooperating libraries that is not within a district supporting a library with funds of the district. K.S.A. 79-5040 suspended the aggregate levy limitations on taxing subdivisions.

Property taxes are the primary source of funding for regional library systems in Kansas. The county assessor determines how much a property owner owes. The amount of property taxes that a jurisdiction collects is called the tax levy or mill levy. The mill levy is determined by three factors: the tax base, the tax rate, and any preferential treatment (exemptions) for certain types of taxpayers. A mill levy is the tax rate applied to the total assessed valuation of property within a taxing district. One mill is equal to one dollar per \$1,000 of assessed value or 1/10 of a cent. Assessment ratios are established in the Kansas Constitution.

The assessor determines the price someone would pay for property and/or a building in the current real estate market – or the property's market value. If property values go up, so does the dollar amount of taxes. If values go down, so does the dollar amount of taxes. An increase in valuation reduces the mill rate. A decrease increases the mill rate.

Tax funds are distributed on January 20, March 20, May 20, July 20, September 20, and October 31. The county distributes tax monies it has received on behalf of the regional library system after these dates.

- **Employee Benefit Fund (EBF)** - income on personal property for specific employee benefits. The fund covers employee health insurance, the library's contribution to the Kansas Public Library Employee Retirement Plan (KPERs), social security, worker's compensation insurance, and unemployment insurance.

Non-Tax Funds

- **Other Income** - Includes state-aid, interest, contract fees, grants and other sources of funding when available. State aid is redistributed to regional library systems according to the provisions of K.S.A. 75-2555.

Expense Categories

Personnel

Salaries

Wages and paid leave. NCKLS benefits from the personnel policies, procedures and services of the Manhattan Public Library. This includes the classification and compensation scale to provide parity regionally and for similar jobs for cost of living increases, and merit scale increases.

Employee Benefits

Health insurance, KPERS, social security, workers' compensation, and unemployment compensation.

Services

Cataloging and processing

Regional catalog support including CILL (software connections), Syndetics software to enhance the catalog, OCLC subscription. Includes supplies ordered for member libraries, processing supplies, and rotating book service supplies.

Consulting Travel

Cost of transportation for NCKLS staff, including maintenance and mileage of three vehicles used by staff for travel to member libraries for consulting and to meetings. Includes vehicle insurance, maintenance, tags, repairs and gasoline. Mileage reimbursement to staff for use of personal vehicles for business travel.

Member Travel Reimbursement

Mileage paid to member libraries and board members for travel to events and meetings. The current IRS mileage reimbursement rate (2022) is 62.5 cents per mile. In 2023, we still anticipate reduced travel and continued use of electronic communications.

Miscellaneous Shared Services

Expenses paid by the System on behalf of member libraries for shared services, including movie licensing and Baker & Taylor platform fees.

Rotating Book Van

Costs for operation of the book van service including insurance, maintenance, repairs, gasoline and supplies.

Technology Support

Filtering software and maintenance, Deep Freeze licensing, e-rate filing, licensing for software to support remote troubleshooting (Screen Connect). Server hosting and support for NCKLS library websites including Elementor. Some licensing is purchased bi-annually. Purchases on behalf of libraries that are reimbursed.

Workshops/Meetings

Activities hosted include workshops, webinars, board meetings and directors' meetings, such as Summer Reading workshops, NeCessary Knowledge and joint programs with other regional library systems. Also Includes webinars and from Ryan Dowd and MALA programs.

Telecommunications

Includes cell phones for traveling staff and toll free 800 number through WTC.

Grants to Libraries

Collections Grant

Annual grant to legally established public libraries in taxing counties, based on Kanas Public Library Standards classification ranges for libraries. Collection grants are held in an account for each library and are generally spent on books or other materials ordered through NCKLS. Libraries may request direct distribution of funds to spend on digital collections or other circulating materials.

Continuing Education Grant

Support for conferences, workshops and other library or library-related training opportunities. Available to all libraries in the system.

Per Capita Grant

In 2021, additional funding for each legally established public library in taxing counties was distributed, based on a formula using the population of the service area as reported in the previous year's certified population. These are flexible spending funds to support programs and services not covered by our other grants.

Courier Postage Grant

Grants to subsidize the cost of courier participation or postage for libraries to encourage interlibrary loan and resource sharing.

Programming Grant

Legally established public libraries in taxing counties may apply for grants for library programming supplies or expenses up to \$300 per library to encourage programming for the community at all age levels.

Service Improvement Grant

Public libraries in taxing counties are eligible to apply for service improvement grants for facility-related projects that enhance the library's role and safety as a community center. Legally established public libraries in taxing counties may apply for up to \$1,000.

Technology Grant

Grants for automation, equipment and technology-related projects. Legally established public libraries in taxing counties may apply for up to \$1,000.

Competitive Grant

Flexible and competitive grant funds for public libraries in taxing counties that will annually address key system issues and promote innovation. \$80k will be offered in this grant fund in 2023 and a subcommittee of library staff from the region (only those not applying for grant funds) will score the grants via an established rubric of criteria.

Digital Resources Grant

Grants for public libraries in taxing counties to fund an annual subscription and connection fees (Verso libraries) to the Sunflower eLibrary to promote use of digital materials throughout the region.

Materials

Downloadable Materials/Shared Contributions

NCKLS contributions to the state-wide collection, Cloud Library for digital materials borrowing on behalf of NCKLS members.

Large Print Books

Books for retirement and nursing homes in the NCKLS region. Distributed through local libraries.

Rotating Book Collection

Print collection distributed through the rotating book van.

Youth literacy kits

New kits and replacement parts developed to support children's programs for all ages.

Operations

Audit and Legal

Assistance with the preparation of official budget documents for publication and for submission to the Riley County Clerk. Annual audit. Budget publication in eight counties.

Furniture

Furniture and fixtures.

Insurance

Content insurance for NCKLS equipment and furnishings and surety bonds required by state law.

Marketing/Communications

Marketing and communications develop and improve communication between NCKLS and librarians, including development of a marketing plan, print and electronic tools to gather feedback and communication. Includes NCKLS website.

Membership Fees

Institutional membership to professional organizations or library-related organizations. Includes but not limited to Kansas Library Association and Friends of Kansas Libraries institutional memberships, MALA, and SHRM.

Office supplies

General office supplies for NCKLS use. Advertising for job ads.

Postage and shipping

Cost of mailing and shipping. Includes the service contract on the mail/postage machine and courier service for NCKLS.

Staff Development

Training, classes, educational travel, conferences, and associated expenses for NCKLS staff.

Space Allocation

Annual expense based on the balance of agreed upon shared expenses with Manhattan Public Library for office space, facility maintenance and utilities.

Technology equipment & maintenance

Staff computers, equipment, software, peripherals.

Capital Improvement Projects Fund (CIP)

Capital Improvement funds are for long range facilities or technology – generally three to five years out. KSA 12-1258 authorizes the library board to budget a transfer annually from the general operating fund not to exceed 10% of the amount credited to the general fund to a capital improvement fund. \$60,000 recommended for 2023.

**North Central Kansas Library System
2022 Revenue Neutral Rate Hearing Minutes
August 26, 2021**

Call to Order

The NCKLS Executive Committee Board President Judith Cremer called the 2022 Revenue Neutral Rate Hearing to order at 10:01 am. The meeting was held through a Zoom online meeting format.

Open RNR Hearing

Knupp discussed the new state law passed that established new notice and public hearing requirements for taxing entities if the proposed annual budget exceeds the property tax "Revenue Neutral Rate" (RNR). In addition to providing notification and a public hearing on the budget, taxing entities are also required to do the same when exceeding the RNR, with a separate hearing prior to the budget hearing.

The RNR is calculated in mid-June for the following year. Notice to exceed the RNR Neutral rate and budget hearing has been published in the newspaper more than 10 days in advance.

The calculated revenue neutral rate from the clerk is 1.261 mills. The proposed budget for NCKLS for 2022 will require a levy of 1.328 mills. The proposed budget exceeds the amount of ad valorem tax from last year by \$61,266 dollars, however mill levy for 2022 will be less than the mill levy in 2021 (which was 1.424 mills). Dollar increase is needed to keep up with inflation and changing service needs.

Public Comment of the RNR Budget Hearing

No public comments.

Resolution on the RNR

Resolution 2021-1. A resolution of the NCKLS to levy a property tax rate exceeding the RNR taking effect immediately. The RNR for the NCKLS was calculated as 1.261 mills by the Riley County Clerk; and the budget proposed by the System Board of the North Central Kansas Libraries System will require the levy of a property tax rate exceeding the RNR. The Governing Body held a hearing on August 26, 2021. All interested taxpayers were given the opportunity to give testimony and the Governing Body of the North Central Kansas Libraries system having heard testimony, still finds it necessary to exceed the Revenue Neutral Rate.

Vote to exceed RNR passed.

Close Meeting

Close of RNR 10:18

North Central Kansas Library System
2022 Budget Hearing Minutes
August 26, 2021

Call to Order

The NCKLS Executive Committee Board President Judith Cremer called the 2022 Budget Hearing to order at 10:18 am. The meeting was held through a Zoom online meeting format.

Review of the 2022 System Budget

Director Linda Knupp presented the proposed 2022 System Budget. The State Library Advisory Board approved the budget earlier this year.

Knupp reviewed notable expense lines in the 2022 budget. The salary budget has an 8.91% increase to allow additional hours for a current position and allows for cost of living and merit to continue to retain staff. There were no salary increases in 2021. Employee benefits includes the cost of KPERs, and other employee benefit costs paid by the system. Increase costs in the book van budget is due to the increase costs of fuel and maintenance. Budget lines relating to travel are not expected to increase as online meetings has shown to have more participation.

Variances in grants don't reflect a change in the total amount distributed. There is continued commitment to support those grants and available funds, however, there has been some renaming of them.

Increase in marketing/communications and NCKLS technology to cover cost of software to better receive feedback from member libraries on user satisfaction and service needs. Possibly a website re-design. These are all important with increased remote communications.

Budget Hearing Public Comment Period

Cremer opened the floor to public comments at 10:23 a.m. Hearing none, she opened the vote. The 2022 budget was reviewed and approved by the executive committee.

Adjournment

The budget hearing meeting was adjourned at 10:25 a.m.

North Central Kansas Library System
2021 Full System Board and Annual Meeting Minutes
August 26, 2021

Call to Order

Executive committee President Cremer called the NCKLS System Board Meeting to order at 10:26 a.m.

Roll Call

Roll was recorded by the Zoom software. A quorum was met.

Approval of minutes of the August 1, 2019 Meeting

Executive Committee President Cremer called for the approval of the August 6, 2020 system board meeting minutes. Votes were obtained through a Zoom poll. A motion was made, seconded and passed to approve the August 6, 2020 minutes.

Call for nominations for representatives to serve on NCKLS Executive Committee

Nominations were received for: Carolyn Elliot of Riley County and Judith Cremer of the Pottawatomie/Wabaunsee Library System.

Director's Report and Presentation of the 2022 NCKLS System Plan

Director Knupp presented the annual system plan that was included in the meeting packet. NCKLS is reminded of the important role that libraries had throughout the time of uncertainty of 2020 and 2021. Due to the pandemic, staff briefly had to work from home, then staggered schedules and technology were used to maintain safe distancing. Staff also provided information on Families First Coronavirus Response Act, consulting on grants, technology and new programs of service.

Continuing education shifted to virtual meetings, webinars, ordering materials and updating websites.

Technology Support continues to include consulting and assistance with hardware, software and peripheral equipment. The Coronavirus Aid, Relief, and Economic Security Act and American Rescue Plan Act funds that were used for technology, remodeling indoor and outdoor spaces, and program activity.

Resource sharing continues to be an important function to the library system. Rotating Book Van (RBV) restarted as soon as safely possible in mid-2020. Digital resources were expanded. \$25,000 worth of digital resources were added to the state-wide iCloud. This past year has seen an increase in the demand for online resources. NCKLS used funds from the CARES act grant to purchase access to the online resource CREATIVEBUG for access by citizens of the region and for librarians to use for program activities. Postage is also reimbursed and courier participation is subsidized. NORCAT consortium for processing and cataloging materials is also included in

shared resources. 2020 also experienced challenges with getting print books due to the pandemic.

Grants distributed to public libraries totaled over \$190,000 including an increase over 2019, distributing \$32,143 in extended service grants based on a per capita formula that was approved by the executive committee. \$125,000 for local collections were also awarded. Grants awarded for continuing education were lower than previous years due to cancellations and limited travel caused by the pandemic.

In January of 2021 Dawn Krause was named Assistant Director. The youth services position held by Sandy Wilkerson expanded to a general consultant position. LaDonna Clark's position will become a full-time position next month to increase support for technology training and web-site support. The technical services workflow study with an outside consultant is expected to be completed in the fall. Director Knupp plans to retire at the end of the year and offers special thanks to Judy Goodrich for involvement with the search committee. NCKL offices have been remodeled to mitigate COVID concerns and offer sound barriers. Funds that were budgeted last year for the per-capita grant funds for every public library in taxing counties will continue in 2022.

The mission of NCKLS will continue to help the local libraries that serve all residents in region. Service goals include:

1. Consulting and advising on a variety of topics
2. Providing support for local programs and activities to provide lifelong learning opportunities at a local level.
3. Providing continuing education and training for library staff and library trustees
4. Technology support for purchasing, maintaining and troubleshooting computers, networks, filtering, and websites.
5. Resource sharing, including a rotating collection, an online consortia catalog, a technical services and processing center, and assistance to increase access to digital resources at the local, regional and state level.
6. Funding for public libraries in taxing counties, with grants and matching allocations to keep technology operational, to improve services and facilities, to encourage participation in state-wide ILL, and to build strong local collections of materials and resources.

Approval of 2022 System Plan and Goals

Executive Committee President Cremer called for the adoption of the 2022 System Plan. Unofficial votes were obtained through a Zoom poll. 73% of votes "yes" votes were received to approve the 2022 System Plan all other votes were "I'm a guest".

A vote was taken to approve the nominations for: Carolyn Elliot of Riley County and Judith Cremer Pottawatomie/Wabaunsee Library System. Unofficial votes were obtained through a

Zoom poll. 74% “yes” votes from system representatives were received to approve the nominations.

Update to bylaws regarding dates to the meeting to be in accordance with state statutes. Vote was taken and update to bylaws was approved by system board.

A canvass of official votes from the Zoom recording will be taken after the meeting. Official votes will be sent to system representatives.

Announcement

Mary White is retiring NCKLS acknowledges her dedication to the board. Caleb May is the new Director at Manhattan Christian College.

Adjournment

Executive Committee President Judith Cremer called for other comments or questions. Hearing none, she adjourned the meeting at 10:53 a.m.

Respectfully submitted,

Judith Cremer, President
NCKLS Executive Committee

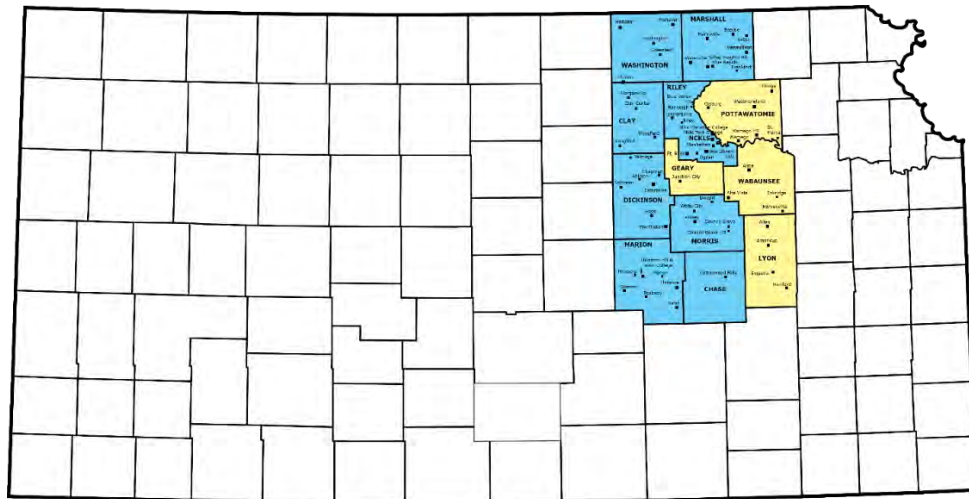
Krystal Cooper, Recording Secretary



NCKLS

North Central Kansas
Library System

2023 Service Plan



Submitted in accordance with KAR 54-1-5 requiring that “Regional Systems of cooperating libraries shall submit annually to the state library advisory commission for review and amendment a program of services and tentative budget of the regional system of cooperating libraries,” and K.S.A. 75-2552.

Approved by the NCKLS Executive Committee – May 2022

Approved by the State Library Advisory Board – June 2022

For review by the NCKLS System Board – August 2022



Section 1: System Description and Purpose

The North Central Kansas Library System is one of 7 Regional Systems of Cooperative Libraries created in Kansas Statutes (K.S.A. 75-2547 et. seq.) Regional Systems are charged with the responsibility of strengthening all types of libraries within a defined region and serving all residents of that region.

The purpose of the North Central Kansas Library System (NCKLS) is defined by K.S.A. 75-2548. Regional library systems exist *“for the state in cooperation with local libraries to provide adequate library services to all citizens of the state through regional systems of cooperating libraries herein provided, by the joint planning and financing of library services to improve existing service, to utilize such federal aid funds as may be available and to extend library service to persons not having the same at this time.”* NCKLS bylaws further define the mission-*“The North Central Kansas Library System is a regional system of cooperating libraries whose purpose is to better utilize human and material resources by sharing programs and services.”*

NCKLS includes 12 counties covering 9,271 square miles, with a total service population of 232,144 residents. As defined by K.S.A. 75-2549b, NCKLS is *“comprised of the counties of Washington, Clay, Dickinson, Marion, Marshall, Riley, Pottawatomie, Geary, Wabaunsee, Morris, Chase, and Lyon.”*

NCKLS members include 40 legally established public libraries, four college/university libraries, seven school districts, one special library and 4 outlets. Outlets provide basic library service points in communities that are generally too small to support a public library.

Taxing Counties

Taxing counties levy a system tax on areas that are not already served by a legally established public library. NCKLS includes eight taxing counties with 33 legally established public libraries and four outlets (designated with *) in the following towns which include:



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North Central Kansas
Library System

<p>Chase (population 2,629)</p> <ul style="list-style-type: none">• Burnley Memorial <p>Clay (population 7,997)</p> <ul style="list-style-type: none">• Clay Center (population 3,989)• Clifton• Longford*• Morganville*• Wakefield <p>Dickinson (population 18,717)</p> <ul style="list-style-type: none">• Abilene• Chapman• Enterprise• Herington• Hope• Solomon• Talmage/ Buckeye Township <p>Marion (population 11,950)</p> <ul style="list-style-type: none">• Burns• Florence• Goessel• Hillsboro• Marion• Peabody	<p>Marshall (population 9,722)</p> <ul style="list-style-type: none">• Axtell• Beattie• Blue Rapids• Frankfort• Marysville• Vermillion• Waterville <p>Morris (population 5,521)</p> <ul style="list-style-type: none">• Council Grove• Dwight• Elm Creek Township/Wilsey• White City <p>Riley (population 73,703)</p> <ul style="list-style-type: none">• Leonardville• Manhattan• Ogden*• Riley <p>Washington (population 5,420)</p> <ul style="list-style-type: none">• Greenleaf *• Hanover• Washington
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NCKLS

North Central Kansas
Library System

Contracting Libraries

Contracting libraries are in four counties that do not levy a system tax. Contract fees and services are reviewed annually by the NCKLS Executive Committee and approved by the NCKLS System Board. There are seven contracting libraries in the following non-taxing counties:

Geary (population 38,855)

- Dorothy Bramlage Public Library – Junction City (serving the county population)

Lyon (population 33,392)

- Americus Township
- Hartford/Elmendaro Township
- Emporia
- Lyon County Library District #1 – Allen

Pottawatomie & Wabaunsee (service area population 26,905 for both counties)

- Contracts as Pottawatomie Wabaunsee Regional Libraries (PWRL) – a single entity in two counties with branches in St. Marys, Alma, Eskridge, Onaga, and mini libraries in Alta Vista, Harveyville, Olsburg, and Westmoreland.
- Wamego Public Library is not a part of PWRL and contracts independently.

Affiliate Members

Affiliate members are not public libraries; they share services and use of system resources including interlibrary loan services. The operational, funding, governance, and services of the affiliates are not included in the program budgeting for the public libraries of the system.

Affiliates include:

- Flint Hills Technical College (Lyon County)
- Kansas State University (Riley County)
- Manhattan Christian College (Riley County)
- Tabor College (Marion County)
- Fort Riley Post Library (Riley County)
- USD 384 Blue Valley (Riley County)
- USD 284 Chase (Chase County)
- USD 417 Council Grove (Morris County)
- USD 224 Clifton-Clyde (Washington County)



- USD 410 Hillsboro (Marion County)
- USD 498 Valley Heights (Marshall County)
- USD 320 Wamego (Pottawatomie County)

System Governance

NCKLS System Board and Executive Committee

The System Board is the governing body of the North Central Kansas Library System by authority of K.S.A. 75-2550 and consists of one library representative elected by the trustees of each participating library and one representative of each taxing county to represent the territory not within the district of any participating library, but within the tax district of NCKLS.

The System Board's authority and responsibility includes voting on the plan and budget that drive the operation of the system at the Executive Committee. The authority of the Executive Committee is granted in K.S.S. 75-2550a. The Executive Committee consists of 14 members: one member elected from each participating county and 2 elected from the appointees made by the boards of county commissions in the 8 taxing counties.

NCKLS's bylaws are available at <http://lib.nckls.org/about/by-laws/>.

Staff and resources

Position	Staff Member	FTE
Director	Eric Norris	0.3
Assistant Director/Consultant	Dawn Krause	1.0
Associate Director/Administration	Teri Belin	0.3
Technology Trainer	LaDonna Clark	1.0
Rotating Books Collection Coordinator	Denise Coon	1.0
Business Operations Manager	Jennifer Lund	0.5
Technology Consultant	Duane Mayer	1.0
Assistant Technology Consultant	Kim Scaler	1.0
Acquisitions Assistant 1	Krystal Cooper	1.0
Cataloging & Acquisitions Specialist	Kirk Hargett	1.0
Consultant	Sandy Wilkerson	1.0
Rotating Books Delivery Driver	Clint Castor	0.5
Interlibrary Loan Clerk	Ida Smith	0.2

Membership eligibility

Libraries must meet the statutory regulations of the Kansas Statutes and Kansas Administrative Regulations governing regional library systems and the requirements for system membership.

Public library membership requires a library to meet and operate under K.S.A. 12-1220 et. seq. as well as the requirements of membership under applicable Kansas Administrative Regulations article 54.



Based on the legal service area population identified in the annual Public Library Survey, NCKLS libraries are categorized according to the Kansas Public Library Standards 2020-2024 and include:

Library Service Levels

<i>Gateway</i>	Fewer than 500 people
<i>Linking</i>	500 - 1,000 people
<i>Service Center I</i>	1,000 - 2,500 people
<i>Service Center II</i>	2,500 - 10,000 people
<i>Major Service Center I</i>	10,000 - 25,000 people
<i>Major Service Center II</i>	25,000 - 100,000 people
<i>Major Resource Center</i>	More than 100,000 people

Academic libraries, school district libraries, and special libraries may petition for membership under the applicable Kansas Administrative Regulations article 54. Affiliate libraries include school district libraries, academic libraries and special libraries.

Service outlets may not petition for membership but may be eligible to receive rotating collections or summer reading program services from NCKLS. Service outlets must be administered by a municipality, public school district or 501(c3) educational and literacy non-profit. Service outlets must be housed in a facility that is accessible to the public at least 8 hours a week, provide service to all residents of the region and cannot charge for service. A service outlet must be annually authorized by the Executive Committee and their responsible administrative entity must complete an annual report.

Section 2: Annual Plan of Service

NCKLS' services and annual goals are consistent with the purpose of regional library systems and are defined by six service areas.

1. Consulting services
2. Programming support for lifelong learning
3. Continuing education and training for library staff and trustees
4. Technology support
5. Resource sharing
6. Grants and financial support to public libraries in taxing counties

The program of services, goals, and objectives and budget for the coming year are reviewed annually at the NCKLS Executive Committee meeting in May, and are presented to the NCKLS System Board for approval at the annual meeting in August.

GOAL 1:

Offer both individual and small group consulting services necessary to manage the breadth of library operations across our diverse communities.



Build and provide expert consulting services and make this shared knowledge available to all libraries in the region regardless of size, budget or staffing. Library staff and library boards may call on our consultants for assistance in the areas of technologies, programming, library governance, administration, operations and more.

Activities:

- Host bi-monthly director meetings where staff share key information and the group can provide feedback to consultants.
- Maintain and deliver information about available system services and topics of interest and an updated system website.
- Maintain a current and vibrant collection of professional library materials that are available for loan.
- Provide on-demand consulting with public library board members using the Kansas Library Trustee Manual as a key resource, including an orientation to NCKLS services. This supports the Kansas Public Library Standard's recommendation that all new library trustees participate in an orientation upon appointment to the library board.
- Regularly visit libraries within the system to help address specific issues that arise and to maintain community relationships.
- Advocate for libraries within the system as necessary by staying abreast of developments that could affect legislation or other Statutory requirements.
- Continuously educate consultants by allowing them to regularly attend training and education events to inform their consulting practice and to provide current and future trend related information back to system libraries.
- Aid library boards in adopting and making available written by-laws and policies in key operational areas as advocated in the Kansas Public Library Standards.
- Create and deploy a formalized new library director orientation that includes a schedule of consultant visits and other materials needed to get new employees up to speed quickly on key system resources and services.
- Using Memberclicks, archive consultant interactions in order to share the complete history about consults with member libraries and produce various reports to better understand library needs.

GOAL 2:

Empower library staff and stakeholders with resources and assistance needed to support all our communities in the pursuit of lifelong learning.

Support programming and other services to help our libraries play a critical role in lifelong learning. This includes key summer reading program support to ensure that children and teens maintain their learning throughout the months away from formal schooling while also keeping adults engaged in reading related services and events.

Activities:

- Directly support summer reading programs for children, teens and adults by providing



NCKLS

North Central Kansas
Library System

- comprehensive summer reading program materials and gathering statistics to support the impact and future of summer reading.
- Provide training specific to the annual summer reading club materials and themes, including hosting dynamic sharing events amongst library staff.
 - Participate in statewide sharing of resources by collaborating with other regional library systems on various library programming.
 - Develop and maintain programming kits for all ages to save library staff time and effort in program planning.
 - Encourage use of statewide databases and other shared resources available to all Kansans via the State Library of Kansas including information on issuing Kansas Library eCards to local patrons and providing training to library staff on statewide resources that they can share with the public.

GOAL 3:

Support the educational needs of library staff and boards to meet the Kansas Public Library Standards related to the necessity for continuing education.

Offer educational opportunities to groups of library staff and stakeholders in a variety of formats, as well as provide funding to attend workshops, conferences or activities that meet individual and library needs. The Kansas Public Library Standards indicate the need for library personnel to pursue an ongoing program of continuing education activities, including technology training. In addition, the standards indicate that board members should participate in at least one continuing education activity annually.

Activities:

- Schedule a robust annual continuing education program based on feedback from system members that includes a variety of training formats including in-person and online offerings.
- Purchase group licenses to major library training events offered in Kansas, as well as nationally when applicable.
- Support public library directors through participation in the APPLE (Applied Public Library Education) program to provide key foundational library skills and leverage the power of regional collaboration for consistent and high-quality training statewide.
- Fund and manage continuing education grants and travel reimbursement for librarians and trustees to support workshop costs, travel, registration and attendance at a variety of events.
- Curate key online content for library staff and board members to take advantage of free continuing education opportunities offered nationally.



NCKLS

North Central Kansas
Library System

GOAL 4:

Support technology needs to meet hardware, software, network and security needs of member libraries and their communities.

Robust technologies are a necessity for public libraries to bridge the digital divide, to maintain secure systems and to enhance resource sharing. For libraries with minimal staffing or lack of such specialized expertise, our two technology consultants provide support for vital computer and telecommunication systems to ensure library productivity and continuity of public services. Our technology trainer keeps library staff updated on existing and new technology applications/software to ensure they can effectively serve their communities.

Activities:

- Assistance in the development and maintenance of technology plans to meet the Kansas Public Library Standard. This includes guidance in annual equipment purchases and aid in spending system technology grants to meet the goals of each library.
- Maintenance and evaluation of various library technologies, including capturing technology specific data on our libraries to support annual reporting at the state and federal level.
- Provide small group and one-on-one technology training on library and productivity applications.
- Support the Kansas Public Library Standard that every library has a webpage that contains current information about library services and programs by purchasing server space and offering technology support for our WordPress platform.
- Coordinate and support annual e-rate applications to take advantage of monies provided by the federal government for telecommunications.
- Support for purchasing and installation of technology equipment and security software to ensure libraries are maintaining standard network security protocols.
- Offer on-demand troubleshooting support via phone, email, remote access, and in person.
- Research, purchase and maintain Internet filtering software for public libraries to be CIPA compliant when necessary.

GOAL 5:

Participate in, provide resources and support system-wide sharing of services to promote efficiencies in technical services, materials processing support and shared collections.

Subsidize efficient, low-cost technical services for ordering, cataloging and processing materials to encourage libraries to share resources and maintain accurate holdings. Maximize volume discounts for materials and supplies. We offer access to a collection of popular reading material and information resources in print and in digital formats to expand resources available to communities.

Activities:

- Support for 22 public libraries participating in the NorCat regional catalog, including administrative and technical support for AGen Verso.



NCKLS

North Central Kansas
Library System

- Coordinate purchasing, processing and cataloging services to facilitate the acquisition of library materials and supplies for optimum discounts.
- Provide funding for eligible libraries for courier services via the Kansas Library Express or supplement interlibrary loan postage costs to encourage resource sharing.
- Assist with interlibrary loan for borrowing and lending materials.
- Provide an annual subscription to OCLC's Cat Express for system-wide use in cataloging.
- Funding and selection of shared digital resources.
- Curate a rotating collection of newer titles that appeal to a wide range of readers across the region. The focus of the collection is on current materials that supplement and update the member library collections and support readers of all ages.
- Assist with multiple aspects of collection management including support of selection via Baker & Taylor TitleSource360 and weeding of library collections.
- Evaluate resource sharing products/services to continuously meet the needs of our libraries.

GOAL 6:

Support libraries in taxing counties by providing financial grants to support basic services and encourage innovation.

In addition to collections grants, eligible libraries in taxing counties may apply for and receive grants for technology improvements, service improvements for their facilities, continuing education, programming, digital resources and competitive grants. All of these grants align with the standards outlined in the [Kansas Public Library Standards 2020-2024](#).

Activities:

- Public libraries in taxing counties receive Collections Grants to supplement purchasing materials for their collections. This grant directly relates to the Kansas Public Library Standards 2020-2024, Library Services & Resources section.
- Public libraries in taxing counties may apply for and receive technology grants to upgrade, improve or enhance technology in their libraries. This grant directly relates to the Kansas Public Library Standards 2020-2024, Automation & Technology section.
- Public libraries in taxing counties may apply for and receive service improvement grants to make improvements in their libraries that create safe and welcoming services and facilities. This grant directly relates to the Kansas Public Library Standards 2020-2024, Physical Facilities, #7 section that states, "Librarians immediately order building repairs when needed. Every two years, the librarian, a board member and city representative conduct a maintenance review of the library building."
- Public libraries in taxing counties may apply for and receive programming grants for activities and programs in their libraries. This grant directly relates to the Kansas Public Library Standards 2020-2024, Library Services & Resources section.
- Competitive grants offer public libraries in taxing counties libraries the opportunity to locally fund system identified needs gathered through annual surveys and via consulting visits. Competitive grants fuel innovative and shareable projects throughout the region and offer libraries the opportunity to compete for higher dollar amounts than the non-competitive grants. Guidelines are issued annually and align with all of the standards outlined in the above activities.



NCKLS

North Central Kansas
Library System

- o Digital Resources Grant provides funds to public libraries in taxing counties to support purchase of non-print resources with special consideration given for an annual subscription to the Sunflower eLibrary in order to optimize statewide sharing of ebooks and digital audiobooks, as well as increase usage of digital materials throughout the region. This grant directly relates to Kansas Public Library Standards 2020-2024, Library Services and Resources Section.



NCKLS

North Central Kansas
Library System

The terms of office of three (3) Executive Committee members will expire in December 2022. This ballot is for your review only prior to the actual vote.

The election will be held at the Annual System Board Meeting on August 25, 2022. The meeting and the vote will occur on Zoom.

2022 BALLOT FOR EXECUTIVE COMMITTEE ELECTION

County – Dickinson

2023-2026

- Wendy Moulton - 2nd term

County – Washington

2023-2026

- Sharon Pierce - 2nd term

County – Geary

2023-2026

- Susan Moyer – 5th term

(Write in Dickinson County)

(Write in Washington County)

(Write in Geary County)



System Accomplishments 2021

Grants

Annually, NCKLS provides a significant portion of our budget in grants directly to our member libraries. Those grants go back to our libraries in support of collections, local service improvements, programming, technology and continuing education.

- System consultants reviewed grants criteria, streamlined the application process, increased the amount of the Programming Grant from \$100 to \$300 to encourage our libraries to get back to programming after the COVID surges and recommended removing the 10% matching piece for the Service Improvement and Technology grants. All recommendations were approved by the Executive Committee.
- System Consultants created a competitive grant that will be issued annually in Fall to target specific issues within the region and increase innovation. Annually, a subcommittee of member library staff (that are not submitting grant applications), will score the applications based on a developed rubric to ensure library input and continuous improvement in grants management.
- The Executive Committee approved a Per Capita Grant in 2020 that was issued in 2021 to all legally established non-contracting libraries. These funds are used at the discretion of library boards and are non-prescriptive to provide more flexible spending options.

Processing

NCKLS acts as the processing center for books purchased at a significant discount through Baker & Taylor. The system manages Baker & Taylor accounts for our member libraries and creates records in our shared catalog, NorCat. This ensures the integrity of records and makes for easier cataloging when libraries receive their materials. Our staff also provide book processing at varying levels based on library preference which can include book jackets, card pocket labels, spine labels, etc.

- System staff worked with an AMIGOS consultant on a complete Technical Services Review to assess existing workflow and determine future efficiencies. The major outcome of this study was to move all book processing, previously split between Manhattan Public Library (MPL) staff and NCKLS staff, back to just NCKLS staff moving purchased items through to libraries after processing. There were many efficiencies in workflow that were not being maximized between the two organizations, especially with significant technology and Integrated Library System changes over the years. This will result in less use of OCLC records for the system overall at a significant cost savings that should be reached by 2023.

- Staffing changes were necessary when it was determined that we would no longer split processing between the two organizations and we lost some shared Manhattan Public Library staff due to retirements. This resulted in creation of the Rotating Books Collections Coordinator position that Denise Coon accepted. She took over the collection development for the rotating collection from Marcy Allen upon her retirement. This also resulted in hiring a new Van Driver part-time position, filled by Clint Castor. Kirk Hargett was also promoted and took over the cataloging duties of MPL shared staff and his title is now Cataloging and Acquisitions Specialist.
- In 2021, member libraries ordered over 11,000 Baker & Taylor items (includes duplicates) and NCKLS received/processed just under 7,000 items with 80% going to NorCat consortium members. These numbers exclude Dorothy Bramlage, Emporia, and Wamego libraries who order directly from Baker & Taylor.

Technology

- With continued supply chain fallout from the pandemic, technical equipment to fulfill library needs and technology grant requests has been difficult. Our tech consultants had to change their purchasing model in 2021 and whenever available, purchased bulk quantities of computers and other peripherals to try and meet current and future demand. Even in 2022, these issues persist so they've had to get creative!
- The CARES Grant funding for COVID-related relief continued with a second round of funding in 2021. The system provided more than half of our libraries with an iPad to facilitate any remote learning needs for their staff or to create and provide online programming to their patrons. If libraries didn't need that hardware, they could opt into licenses for Zoom and/or Adobe Acrobat Pro. The system provided \$17,000 to 30 of our libraries via this grant in equipment/software. Unlike many of our other grants, the CARES funding used federal funds and therefore was available to contracting libraries as well.
- We began the transition of the library websites that we support on to a new WordPress based editor platform called Elementor. The traditional WordPress editor was often clunky and difficult to use while Elementor features "drag and drop" capabilities, as well as increased options for templates and layouts. All 41 library websites were transitioned and library staff were trained by our Technology Trainer by spring of 2022. Our Technology Trainer position went from part-time to full-time in 2021 and we saw great results!
- The IT Staff helped in the configuration and installation of 34 computers, 26 UPS devices, 23 iPads, 20 monitors, 15 routers, and 17 wireless access points.
- NCKLS funded and helped with the filing for eRate discounts for 31 libraries. Total discounts received for these libraries was \$36,357.34

Administration

- The pandemic resulted in a complete overhaul of our office space to ensure social distancing as the NCKLS offices in the basement of the Manhattan Public Library was largely an open space. Design Central reimaged the space and installed cubicles that increase privacy and maximize our limited square footage.
- The system tackled a data gap by purchasing an online platform called Memberclicks to better track and manage member library data, consulting interactions, grants and other programs/services. The system also has event management and calendaring capabilities that

will be deployed in 2023 after an NCKLS website update. Library staff will be able to login to a profile to track their continuing education once all facets of the system are in place. The system also has robust reporting features that will facilitate complete state reports, as well as keep the Executive Committee and System Board informed.

Rotating Books

- 2021 saw a return to regular rotating book van services after scaling back a great deal in 2020 due to the pandemic. With studies that proved the transmission of COVID was not through surfaces, we gradually added all sites back to full rotation numbers with retirement communities opting back into the service as they felt comfortable.
- Denise Coon assumed all collection development duties upon the retirement of Marcy Allen in December and work began to find a part time van driver. Clint Castor was hired in Feb 2022.
- 68,404 books were delivered to our system libraries
- 14,317 miles driven
- 1,112 large type print books were delivered to 12 long term care facilities
- 3,418 new books were added to the collection

Summer Reading Program 2021

- There were 32 participating libraries that had some sort of summer library program in 2021, many only virtual, but still successful. Based on data from reporting libraries, they provided at least 1,600 days of summer library programming to the residents and visitors in the region.
- 99 library staff members attended workshops hosted on the summer library program theme, 5 continuing education events were hosted on the Zoom platform in spring 2021.
- 3,382 children ages 6-11 participated in the reading portion of the Summer Library program in our region. 1,955 children ages birth-5 participated in a reading program. 1015 teens participated in a reading program. 5 people used BPH (Talking Books) materials to participate in summer reading. 1,785 adults participated in a library reading program at their library. 6,352 children and teens (birth to age 18) participated across the region in a summer reading program at their library. The total number of participants including adults in 2021 was **8,142**.
- 928 in-person programs or activities were held for youth (birth-18) in the region in conjunction with summer library programming. 272 virtual programs were hosted for youth (birth to age 18). 1,095 in-person programs and 315 virtual programs were offered to all ages (including adults) across the region. Total reported attendance at Summer Library programs or activities across the region regardless of program type was **30,198** compared to last year's total of 23,687.
- \$50,389 was spent on program and support materials in NCKLS libraries. \$2,546 was spent on in-person performers. \$4,335 was spent on virtual programs. NCKLS Libraries spent a total of **\$57,270** on Summer Library programming in 2021.
- Our libraries received **\$171,292** in donated materials and services from their communities to support summer programming, compared to \$128,950 last year.

Continuing Education

- Three directors completed the statewide ApPLE program for new director training. Darci Hildebrand, Wamego Public Library; Mary Krantz, Chapman Public Library and Tiffany Schell, Frankfort City Library.

- Six virtual director's meetings were hosted by NCKLS staff to keep lines of communication open between the system staff and library staff in the region.
- Monthly virtual workshops were offered including national presenters Ryan Dowd Homelessness training, Niche academy and regional focused trainings offered through Mid-American Library Alliance.
- NCKLS sponsored virtual events on Budgeting, Creative Bug and Recruiting Trustees.
- Five virtual workshops on programming were offered for the 2021 summer reading theme.
- NCKLS contributed to the state-wide quarterly webinar series "After Lunch Courses", a cooperative effort amongst all 7 regional systems to provide access to statewide and national level speakers and topics impacting the library profession.