

# **Northeast Kansas Library System**

## **2011-2012 System Plan**

### **I. Introduction**

This system plan summarizes the intended directions of the Northeast Library System (NEKLS) through the end of 2012. It is based in part on discussion among system member representatives at the Fall 2010 Assembly. It also recognizes that NEKLS has adopted several major service programs (library accreditation and grants, NExpress regional catalog, and the statewide courier service) that must be maintained at a high level of commitment. This 2011-12 System Plan has three purposes:

1. To state our vision for the future of the Northeast Kansas Library System.
2. To identify and summarize some of our goals for key service programs on which the system will be focusing between now and December 31, 2012
3. To summarize key issues in the proposed 2012 budget.

### **II. Northeast Kansas Library System (NEKLS) Vision and Mission**

The vision of the Northeast Kansas Library System is that *NEKLS and its member libraries are leaders and innovators in providing exemplary library services.*

### **III. Goals for Services for Member Libraries**

The 2011-2012 system service plan addresses these areas of emphasis:

1. Continuation of its major resource sharing and library automation programs.
2. A major review of its accreditation standards and grant program, and implement revisions as determined by that review.
3. A new emphasis on marketing and outreach services, and on programs to support reading readiness programs.
4. A leading role in the library response to the challenge of ebooks and other downloadable content.

Specific areas of activity in this plan include:

***Continuing Education.*** NEKLS has conducted a major evaluation of its continuing education program. Among the changes in the program that will be pursued through 2012 are:

- Restructuring and revitalization of the NEST program to place increased emphasis on programs for directors of public libraries of all sizes. There will continue to be programming for other library personnel and trustees.
- Participation in development of a new statewide training program for new public library directors. The program will include a two day onsite conference, eliminate online programs, and a follow-up program at the Kansas Library Association Conference.
- NEKLS will expand its efforts to serve as a download site for national online training programs such as the Handheld Librarians conference and the Public Library Association Spring Workshop.
- Experiment with decentralized library discussion meetings in place of the Fall Assembly.

***Advocacy and Outreach.*** NEKLS will continue its strong support for library advocacy, and will add library outreach and promotional programs. Action steps include:

- Provide increased information about legislative advocacy issues affecting libraries.
- Train librarians and board members to advocate for support from local governments.
- Support the Geek the Library marketing program for public libraries.
- Support the 6 by 6 reading readiness outreach program.

***Resource sharing.*** Several significant steps will continue the NEKLS commitment to resource sharing services. Action steps include:

- The NExpress regional catalog has recently been moved to a new support and hosting company, ByWater Solutions. Now that we are on the standard version of the Koha software integrated library system, we will be able to move forward with sponsoring software improvements.
- A major milestone will be reached with the final migration of public libraries to NExpress are expected to be completed by the end of 2011, or very early in 2012. At that time we will have an estimated 40 libraries in NExpress. We have come a long way since nine brave pioneer libraries inaugurated NExpress in 2003. It is possible that one or more school or college libraries may also join NExpress.
- NEKLS expects to offer the Library Anywhere program to provide a simple access to NExpress libraries from mobile devices.
- It is expected that NExpress will be a test site for the open source interlibrary lending program, FullfILLment, which will interconnect all major library automation systems.
- The contract for operation of Kansas Library Express, the statewide courier service managed by NEKLS, is expected to be renewed in 2012.

***Broadband Connectivity.*** Although all NEKLS libraries have broadband Internet connectivity, and generally NEKLS libraries probably enjoy a more universal level of Internet service than in some other regions of Kansas. However, in many cases the bandwidth is no longer adequate to meet increasing usage requirements. NEKLS is addressing this issue through participation in the Gates Foundation Broadband project. The system director is a member of that project's advisory council, and the State Library has contracted with NEKLS to assist member libraries to work toward increased bandwidth levels. The recent possibility of the termination of the Kan-ed service places an increased need for NEKLS to actively pursue broadband service issues.

**Accreditation and Grants.** NEKLS will begin a new cycle of its public library accreditation and grant program.

- Revised accreditation standards will be completed by the end of 2011. An accreditation review committee to review the current accreditation standards has been formed, and will recommend revised 2012-2014 standards to the NEKLS Executive Board.
- Approve accreditation standards and determine grant levels for implementation in 2012. It is expected that grant amounts will be increased annually beginning in 2012.

**System Headquarters.** NEKLS will be purchasing the system office building by the end of 2011. It is expected that this will lead to an eventual decrease in system operating expenses.

**Collection Development and e-books.** NEKLS has begun to strengthen its collection development efforts in order to provide high demand materials to support users of the NExpress shared catalog. Several factors, including the explosion of ebook usage, and the difficulties in the contract with Overdrive for audiobook and ebook services, have combined to make this a critical issue. The system will explore the role it can play in the movement toward stronger library ebooks services. That will require participation in state and national efforts, and in addition NEKLS will substantially increase its materials budget with the expectation of increased participation in ebook licensing programs. It is yet to be determined whether the overall response to this issue will be made at a statewide or national level, but NEKLS is preparing to play its part.

## 2011 System Budget Notes

### Income

1. Ad valorem property tax valuation is projected to increase by 4%, slightly less than in 2011. However this is highly unpredictable; In the past valuation changes have been in the range of -2% to +8%. Other system taxes are estimated to decrease by 6% based on recent trends. The only loss of territory from the system taxing district will be the city of Pomona, which would be a loss on the order of \$5,000 in tax income.
2. State Aid is estimated at a \$70,000. That is a \$10,000 decrease over 2011, and a \$60,000 decrease since 2008. That means that state aid will have diminished to less than 3% of our total budget, and places increased importance on the system tax base.
3. Fee and reimbursables income, as well as grant income, are increased due to fee income for the statewide courier service. However, that income is dedicated to courier service operations and is not available for any other system budget expenses. We may receive some grant funding for the continued migration of libraries to the NExpress catalog, but that possible grant funding is not included in the budget.
4. At this point the system tax levy rate is projected to remain unchanged at 1.25 mills. However, it is worth pointing out that there is nothing rigid about that rate. The Central Kansas Library System levied a rate of over 2 mills in 2010 and over 1.6 mills in 2011. Therefore if future circumstances should require a rate increase that would not be unprecedented.

## Expenses

1. No increases in system staff are planned at this time.
2. Employee benefits costs will increase due to anticipated increases in health insurance premiums and in employer rates for unemployment insurance. However the 10% increase allocated for those costs is entirely subject to change when we have more information later in the year.
3. There are three major increases projected in line item costs:
  - Salary and benefits increases.
  - \$25,000 budgeted for potential e-book purchases. Because the issue of e-books is such a significant one for public libraries, NEKLS should be prepared to devote some resources to ebook licensing, which will be provided through one or more statewide licensing programs.
  - A 4% increase in library development grants, linked to the implementation of new accreditation standards. In addition to that 4% across the board increase, another 1% increase is allocated for libraries that move to a higher accreditation level.
4. NEKLS subsidy costs for the statewide courier cost will increase to over \$95,000, due primarily to increased volume surcharges linked to the very active use of the courier service by NEKLS libraries. The courier is operating with a reserve fund at this time. Projected expenditures in that program, and the \$40,000 in unappropriated funds that is a result of that reserve, are not available for any other part of the NEKLS budget.
5. We have adjusted expenditures to reflect the purchase of the system office building. Generally that includes increased expenses for utilities, insurance and a new line item for building maintenance. There may also be additional loan principal payments made from the capital improvement fund.

## INCOME

	General Fund	Benefits Fund	Total Operating	Capital Fund
	<b>2012</b>	<b>2012</b>	<b>2012</b>	<b>2012</b>
Cash Balance Jan.1	294,547	0	294,547	70,000
Ad Valorem	1,277,339	157,990	1,435,329	
Motor Vehicle, etc.	169,843	17,363	187,206	
Interest Income	4,000	0	4,000	1,000
State Aid	70,000	0	70,000	
Grants & Contracts	185,000	0	185,000	
e-rate	7,000	0	7,000	
Nexpress Fees	56,900	0	56,900	
Courier Fees	320,750	0	320,750	
Summer Institute	10,000	0	10,000	
Miscellaneous Income	18,000	0	18,000	
<b>TOTALS</b>	<b>2,413,379</b>	<b>175,353</b>	<b>2,588,732</b>	<b>71,000</b>
Transfers		0	0	66,068

2012 Budgeted Expenditures

Northeast Kansas Library System

	Central Admin.	Continuing Education & Consulting	Automation and Technology	NExpress Regional Catalog	Courier Services	ILL & Technical Services	Children & Youth Services	Public Library Grants	Other Services	Estimated Totals 2012	Change 2011-2012	% Change 2011-2012	% of Total
Salaries	\$146,662	\$80,336	\$126,084	\$106,949	\$27,488	\$23,005			\$10,043	\$520,567	\$17,808	3.5%	21%
Employee Benefits	\$61,510	\$33,693	\$52,880	\$44,854	\$11,528	\$9,648			\$4,212	\$218,326	\$28,031	14.7%	9%
Materials		\$3,000		\$15,000		\$25,000	\$1,500			\$44,500	\$25,000	128.2%	2%
Telephone	\$766	\$750	\$800	\$800	\$634		\$250			\$4,000	\$0	0.0%	0%
Internet Service			\$11,500		\$500				\$3,000	\$15,000	\$0	0.0%	1%
Bibliographic Services						\$5,000				\$5,000	\$0	0.0%	0%
Postage	\$1,700	\$400	\$150	\$150			\$400			\$2,800	\$0	0.0%	0%
Printing	\$4,100	\$1,500	\$600	\$600			\$1,200			\$8,000	\$0	0.0%	0%
Insurance & Bonding	\$17,000									\$17,000	\$10,000	142.9%	1%
Supplies	\$5,000	\$1,000		\$3,000	\$20,200		\$1,000			\$30,200	\$5,000	19.8%	1%
Contractual Services		\$36,000	\$10,000	\$90,000	\$518,022	\$5,000				\$659,022	-\$21,316	-3.1%	27%
Accounting & Audit	\$5,500				\$1,000					\$6,500	\$2,500	62.5%	0%
Budget & Legal Fees	\$10,000									\$10,000	\$0	0.0%	0%
Travel	\$12,500	\$6,000	\$3,000	\$3,000	\$500		\$2,500			\$27,500	\$0	0.0%	1%
Staff Development	\$11,400	\$4,200	\$3,300	\$3,300	\$500		\$2,400			\$25,100	\$0	0.0%	1%
Space/Utilities/Rent	\$32,100	\$16,979	\$26,246	\$22,360		\$4,815				\$102,500	\$1,500	1.5%	4%
Workshops		\$22,500	\$5,500				\$2,000		\$11,000	\$41,000	\$0	0.0%	2%
Summer Reading							\$14,500			\$14,500	\$0	0.0%	1%
Maintenance	\$10,500	\$450	\$660						\$400	\$12,000	\$10,000	500.0%	0%
Vehicle Expense	\$2,000	\$1,500	\$750	\$750						\$5,000	\$0	0.0%	0%
Grants to Libraries		\$12,000						\$595,000	\$3,500	\$610,500	\$30,000	5.2%	25%
Other Expenses	\$18,000				\$33,735	\$2,000			\$30,000	\$83,735	-\$885	-1.2%	3%
Capital Outlay	\$2,500		\$15,914	\$1,000	\$500				\$19,914	\$19,914	\$0	0.0%	1%
TOTAL	\$341,238	\$220,308	\$257,374	\$291,763	\$614,607	\$74,488	\$25,750	\$595,000	\$62,155	\$2,482,664	\$107,338	4.5%	100%
% of Total	14%	9%	11%	12%	26%	3%	1%	25%	3%				
Transfer to Capital Fund										\$66,068	-\$65,767		
Unappropriated Funds General Fund										\$40,000	\$13,000	48%	
Capital Improvement										\$136,068	-\$276,912	-67%	

# **State Library / Regional Library System Unified Plan of Service for 2012**

When federal funds became available for regional library development in 1965, seven regions were established. That year the Kansas Legislature passed a bill which permitted the organization of library systems in seven regions in Kansas. The system law (KSA 75-2548 and following) was amended in 1968 by the Legislature to allow school and academic libraries to participate in regional systems of cooperating libraries. The law permitted the systems to levy a tax on property within the boundaries of the system that is not taxed for the support of a public library. Librarians and trustees in each region meet annually to determine programs and budgets. The systems continuously develop services to meet the needs of their member libraries. The State Library of Kansas and Regional Library Systems cooperate and collaborate to improve library services to all the citizens of Kansas. The State Library and Regional Library System Shared Goals for 2012 are as follows:

## **Goal #1**

**Access: Kansans have direct and rapid access to all Kansas library collections.**

- 75% of public libraries will have an Integrated Library Management (ILS) system that meets the state standards for federated searching (Z39.50) and user authentication (CIP2 and NCIP) by Dec. 31, 2012 *(87% of NEKLS public libraries currently meet this goal. All NEKLS public libraries are projected to meet the goal by December 31, 2012.)*
- 50% of public libraries will offer self-initiated interlibrary loan or direct borrowing from other libraries by Dec. 31, 2012 *(At least 75% of NEKLS public libraries currently meet this goal.)*
- A statewide courier service will deliver materials among Kansas libraries
- Explore ways to improve statewide resource sharing through lowered costs and/or additional features.

Action steps:

1. Each regional library system will review its plan for a system-wide integrated library system annually.
2. Library Service and Technology Act funds will continue to be provided for development of regional shared integrated library systems.
3. Regional systems and the state library will support and sustain the Kansas Library Express courier service.
4. Regional library systems will encourage and assist libraries in adopting an ILS that meets state standards.
5. Investigate the feasibility of moving to an open source software statewide resource sharing system which is compatible with all ILSs used in the state which meet state standards (such as Sirsi, III, Verso, Polaris, and Koha).

## **Goal # 2**

**Continuing Education: Librarians and trustees will have the knowledge and skills to provide excellent library service.**

- Deliver instruction in core competencies
- Deliver additional continuing education to meet training needs of library staff and trustees
- Provide training for new public library directors

Action steps:

1. Each regional library system will identify and anticipate continuing education needs on an annual basis
2. The seven regional library systems will jointly sponsor a continuing education event on an annual basis
3. The cooperative regional library system website will maintain a link to each CE calendar of the RLS and to the State Library CE calendar.
4. The State Library will sponsor an annual statewide core competencies continuing education event.
5. The regional library systems and the State Library will maintain access to an online conferencing system for delivery of continuing education.

### **Goal # 3**

**Advocacy: Libraries will be relevant and visible to Kansans.**

- Build advocacy skills in librarians, patrons and trustees
- Engage librarians and trustees in advocacy efforts
- Support and disseminate timely responses to issues that have statewide impact
- Support and promote programs that enhance library visibility
- Publicize statewide services
- Promote a Kansas Book Festival
- Encourage libraries and trustees to use standards for Kansas public libraries as a method to improve, promote, and secure funding for library services.

Action steps:

1. Each regional library system will provide an advocacy training program for librarians, patrons and trustees
2. The State Library and regional systems will assist libraries participating in the “Geek Your Library” initiative.
3. The regional library systems will develop and implement a Best Small Library in Kansas annual award.
4. Regional library systems will disseminate advocacy materials to libraries.
5. Regional library system personnel will advocate for libraries with legislators and other officials.
6. Regional library systems will foster legislative events within their regions.
7. Cooperate in planning and implementing a Kansas Book Festival.
8. Form a standards committee to review and revise the 2006 standards and the proposed qualitative, customer-oriented revision.
9. Have a draft of the proposed standards revision ready for review by the State Library Board of Kansas by June 2012.

#### **Goal # 4**

**Digital Services: Libraries meet the informational and educational needs of every Kansan through access to a broad array of online digital library resources and deliver library services through technologies appropriate to their users.**

- Provide training to librarians to use online library resources
- Promote online resources to constituents
- Provide improved access to online resources
- Plan and implement an effective strategy for meeting the challenges of downloadable media (e-books, etc.), service to mobile devices, and other new technologies.

Action steps:

1. The State Library and the regional library systems will provide training in the use and promotion of statewide databases.
2. All regional shared library catalogs will link to the statewide databases.
3. Explore the feasibility and desirability of a conference centering on libraries and new technologies.
4. The State Library will participate in the Chief Officers of State Library Agencies ebook initiative.
5. Establish a New Technologies Work Group to help identify strategies.
6. Increase the collection of downloadable e-books available through the Audio Books, Music & More service.
7. Investigate alternative vendors and methods of delivering downloadable digital media.

#### **Goal # 5: Reading Readiness: Libraries promote reading readiness of preschoolers in Kansas.**

- Help librarians reach out to caregivers of preschoolers in each library's community to ensure that caregivers understand the correlation between reading to preschoolers and reading readiness/later academic success.

Action steps:

1. The State Library and the regional library systems will provide training to librarians.
2. The State Library and the regional library systems will disseminate materials to libraries.
3. The State Library and the regional library systems will identify foundations and corporations which might provide funding for training and the printing of materials.

#### **Goal # 6**

**Broadband Internet connectivity: Kansans have access to suitable high-speed broadband Internet access in Kansas libraries.**

- Educate librarians about the importance of adequate broadband speed
- Help libraries obtain Internet connectivity meeting standards for adequate broadband speeds.

Action steps:

1. The State Library and regional systems will develop a connectivity matrix identifying standards for adequate broadband speeds.
2. Regional library systems will develop incentives for libraries to meet the standards for adequate broadband speeds.
3. The regional systems and State Library will initiate a conversation with Kan-Ed about the provision of greater than T-1 speeds as a basic free service.
4. Regional systems will sponsor local and regional events advocating for robust broadband connectivity and will supply a list of such events to the State Library
5. Regional systems will compile a list of initiatives at the local or regional level intended to secure the availability of affordable, reliable broadband.
6. The State Library will develop an advocacy awareness program to be used as an educational mechanism for community members so they might better understand the value of broadband in their everyday lives.