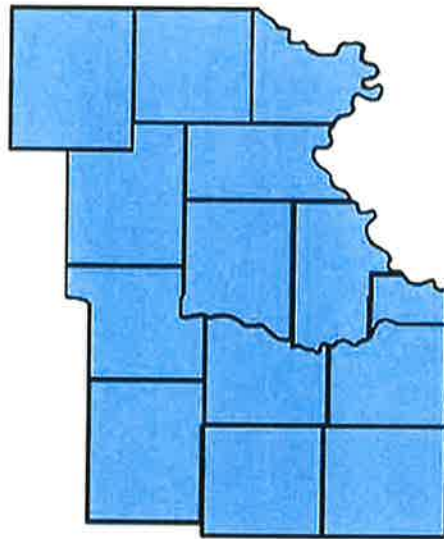


NORTHEAST KANSAS LIBRARY SYSTEM



2022 SYSTEM PLAN & BUDGET ESTIMATE

Approved by the Executive Board

May 20, 2021

Northeast Kansas Library System
4317 W 6th Street
Lawrence, Kansas 66049
785.838.4090
<https://nekls.org>

System Plan for 2022 in accordance with the provisions of K.S.A. 79-2552 and Regulations promulgated thereunder.

Submitted by the Northeast Kansas Library System on May 20, 2021

By: Michael McDonald
(Michael McDonald, System Administrator)

Director
(Title)

By: Robert Miller
(Robert Miller, System Board President)

President
(Title)

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

Date on which plan or amendment is effective: _____

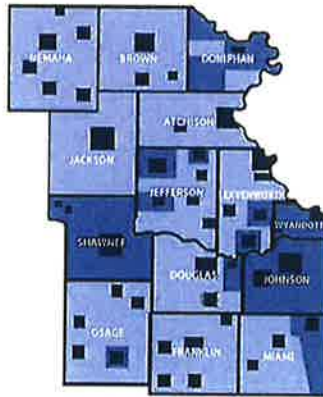
By: _____
(Signature)
Chairperson, State Library of Kansas Board

DATE APPROVED: _____

Part I. System Description

General Description: The Northeast Kansas Library System (NEKLS) consists of a mix of urban, suburban and rural areas in a 14-county region that includes more than 44% of the total Kansas population. A large majority of that population is within the Kansas City and Topeka urban areas, but even the more rural parts of the region are relatively strong. Some member libraries serve populations as low as 164.

Atchison	16,073
Brown	9,564
Doniphan	7,600
Douglas	122,259
Franklin	25,544
Jackson	13,171
Jefferson	19,043



Johnson	602,401
Leavenworth	81,758
Miami	34,237
Nemaha	10,231
Osage	15,949
Shawnee	176,875
Wyandotte	165,429

Light Blue - NEKLS Taxable District

Member Libraries: NEKLS has a diverse membership of 117 libraries, including:

- 48 Public libraries
- 50 School districts and private schools
- 11 academic libraries
- 08 special libraries, including institutional, corporate, tribal and non-profit libraries.

NEKLS regards all member libraries as full members, and does not have contracting libraries or associate members. Some services and grant programs may be limited to particular library categories, however.

Governance and Staffing: A full System board of 146 members (117 member libraries, 11 County Commission Appointees, 18 Executive Board Members) governs NEKLS and meets annually in August to approve the System budget. An 18-member Executive Board governs on a day-to-day basis and meets monthly. NEKLS operates from an independent headquarters, rather than in a member library. In 2022, NEKLS plans to employ a staff of eleven:

Courier Coordinator & Executive Assistant
Financial Manager
Fundraising & Public Relations Consultant
Library Consultant & Continuing Education Coordinator
Library Consultant & Information Resources Librarian
Library Services Consultant

Office Coordinator
Next Coordinator
System Director
Technology Specialist
Youth & School Services Consultant

Part II. Program of Services

This System Plan is a forward-looking document for 2022 and contains some information on 2021 activities at NEKLS.

The System's strategic road map identifies six strategic areas of focus: Exploration, Sustainability, People, Community Engagement, Core Competencies, and Critical Literacies.

NEKLS addresses these strategic areas of focus through a diverse program of services:

Continuing Education & Training

In the Spring of 2021, NEKLS completed an extensive renovation of its office building, including a reimagined training room capable of hosting 40 individuals. The technology supports in-person events, 100% virtual events (Zoom) and hybrid events.

- ✓ First Year Experience for new public library directors that places an emphasis on core director responsibilities. This requires a mix of trainings and support from NEKLS consultants.
- ✓ Collaborate with other regional systems on APPLE (Applied Public Library Education). For NEKLS, directors who have achieved one year on the job are eligible to participate.
- ✓ Ongoing development of content for NEKLS' new Learning Management System (LMS). The LMS offers pre-recorded content developed by NEKLS staff and recordings of live trainings facilitated by outside experts. Target audience is library staff and trustees.
- ✓ Supplement live trainings with a follow-up session to discuss how participants will put what they learned into practice.
- ✓ Production of a podcast that is easily consumed by library staff and trustees.

Next Consortium & Online Resource Sharing

Next, the shared regional catalog of 43 public libraries, one school district, one community college and the NEKLS system library, continues to grow in collection size and OPAC features to patrons.

- ✓ Ongoing support and enhancements of Next, which is a Koha ILS.
- ✓ Complete an Authority Control project to cleanup catalog records.
- ✓ Pre-recorded and live trainings for staff on how to complete tasks in the ILS.
- ✓ Pre-recorded trainings for patrons on how to complete tasks in the Next Catalog.
- ✓ Pre-recorded and live trainings on how to use e-resources available through the Next Consortium, namely *Flipster*, *hoopla* and *LinkedIn Learning*.

- ✓ Pre-recorded and live trainings on how to use e-resources available through the Kansas State Library.
- ✓ Enhanced marketing of the Next Catalog, *Flipster*, *hoopla* and *LinkedIn Learning*.

Consulting

The consulting needs of member libraries vary from year-to-year and NEKLS strives to remain in tune to these needs.

Topics include, but are not limited to:

- | | |
|-------------------------|-------------------------------------|
| ✓ Advocacy | ✓ Board relations |
| ✓ Collection management | ✓ Library policies |
| ✓ ShareIt / ILL | ✓ Space planning |
| ✓ Courier workflow | ✓ Library programming |
| ✓ Fundraising | ✓ Strategic planning |
| ✓ Grant writing | ✓ Community outreach |
| ✓ Human Resources | ✓ Outcomes assessment |
| ✓ Library law | ✓ Youth services |
| ✓ Customer service | ✓ Budgets and financial practices |
| ✓ Public Relations | ✓ Cataloging and technical services |
| ✓ Library Accreditation | ✓ Technology |

Fundraising

Public libraries often face a funding quandary. Ad valorem, motor vehicle and other taxes – on average – provide 75% of a NEKLS member library's revenue. Libraries must seek alternate sources of funding, such as grants and philanthropic gifts. NEKLS works with member libraries to develop a culture of philanthropy in their communities.

- ✓ Interested member libraries may establish a fund with the Northeast Kansas Library Foundation, Inc. To date, seven libraries have established a fund. Partner libraries enjoy access to a 501(c)(3) foundation capable of receiving, receipting and managing a variety of gift types, including cash, stock, and life insurance. The Foundation supports online giving and has a brokerage account.
- ✓ Provide one-to-one consulting to partner libraries on annual giving programs; grant writing; and capital campaigns.
- ✓ Provide marketing pieces that partner libraries can customize and use in their communities to promote gift opportunities.
- ✓ Offer all member libraries the opportunity to participate in Library Giving Day each April. Promote and assist libraries with use of the Library Giving Day toolkit found at <https://librarygivingday.org>

Other Ongoing Programs & Services

Several established programs and services continue through NEKLS and, in some cases, in collaboration with other regional library systems.

- ✓ Kansas Library Express – NEKLS manages the statewide Kansas Library Express courier service (0.7 FTE NEKLS staff), which is subsidized heavily by the regional library systems and is partly funded by the State Library. As a result, even the smallest of libraries enjoys courier service at an affordable cost.
- ✓ On-demand architectural services provided by a Lawrence-based architect.
- ✓ Provide access to an attorney for legal assistance on matters related to human resources and land/buildings.
- ✓ Data mapping through in-house use of Policy Map, a GIS mapping solution that helps libraries to visualize the communities they serve.
- ✓ *Recollections: Kansas* – NEKLS coordinates this statewide service providing online access to local history and community memoirs in the form of digitized documents, images and other files.
- ✓ Public Library Accreditation – NEKLS has a robust accreditation program to encourage excellence from member public libraries. Eligibility for Library Development Grants requires a library to be accredited.
- ✓ Technology support and training is ongoing, and includes:
 - ✓ Contracting with *e-Rate Solutions* to manage the e-rate application process for member public libraries. NEKLS pays the commission for that service up to a maximum limit.
 - ✓ NEKLS continues to manage *Kansas Libraries On the Web* (KLOW), a program that hosts public library websites, the vast majority using WordPress. KLOW is a shared service of the Central, Northeast, and Southeast regional library systems.

Part III. Grant Summary

The 2022 proposed budget includes \$1,296,292 for various grants.

Opportunity	Amount	Total Budget	Eligibility
Continuing Education Grants	Amounts vary	\$75,000	All
Courier Subsidy Grants	Amounts vary	\$120,000	Public
E-Content Grants	Amounts vary	\$20,000	Public
Hoopla Grants	Amounts vary	\$130,750	Public
Library Development Grants	\$9,166 to \$95,791	\$820,767	Public
School Library Grants	Amounts vary	\$40,000	School
Special Projects Grant (Zoom)	Amounts vary	\$5,000	Public
Summer Performer Grants	Amounts vary	\$2,000	Public
Other		<u>\$105,775</u>	All
	Total	\$1,319,292	

Part IV. Tentative Budget

2022 Estimated Income

2022 Budget	no levy				
	General Fund (levy dollars)	Courier Fund (no levy)	Benefits Fund	Total Operating Funds	Capital Impr. Fund
Cash Balance Jan. 1, 2022	\$ 673,516	\$ 345,777	\$ 74,991	\$ 1,094,284	\$ 577,774
Ad Valorem	\$ 1,870,083		\$ 262,318	\$ 2,132,401	
Motor Vehicle, etc.	\$ 214,290		\$ 31,449	\$ 245,739	
Interest Income	\$ 700		\$ -	\$ 700	\$ 100
State Aid	\$ 50,990			\$ 50,990	
Grants & Contracts	\$ -	\$ 180,000		\$ 180,000	
e-rate	\$ 8,000			\$ 8,000	
Next Fees	\$ 80,500			\$ 80,500	
Courier Fees		\$ 478,500		\$ 478,500	
Miscellaneous Income	\$ 12,400			\$ 12,400	
TOTALS	\$ 2,910,479	\$ 1,004,277	\$ 368,758	\$ 4,283,514	\$ 577,874

Total Projected Expenses	\$ 2,910,479.00	\$ 368,758.00
Less: Projected Income (excl Ad Val)	\$ (1,040,396.00)	\$ (106,440.00)
Projected Ad Val	\$ 1,870,083.00	\$ 262,318.00

Expenditure Line Item Comparison, 2020-2022

	2020 Actual	2021 Budget	2022 Estimated Budget
Salaries	\$ 619,237.00	\$ 685,790.00	\$ 712,335.00
Materials	\$ 18,472.00	\$ 46,000.00	\$ 46,100.00
Telephone	\$ 2,242.00	\$ 2,700.00	\$ 3,000.00
Online Services/Internet	\$ 19,835.00	\$ 22,100.00	\$ 22,100.00
Bibliographic Services	\$ -	\$ 1,800.00	\$ 1,800.00
Postage	\$ 1,196.00	\$ 2,000.00	\$ 2,000.00
Printing	\$ 7,498.00	\$ 12,500.00	\$ 21,250.00
Insurance & Bonding	\$ 8,062.00	\$ 8,500.00	\$ 9,600.00
Supplies	\$ 10,166.00	\$ 35,000.00	\$ 35,000.00
Contractual Services	\$ 132,672.00	\$ 229,000.00	\$ 243,750.00
Contractual Courier	\$ 546,238.00	\$ 666,378.00	\$ 685,800.00
Accounting & Audit Fees	\$ 8,023.00	\$ 7,500.00	\$ 8,355.00
Budget & Legal Fees	\$ 6,770.00	\$ 10,000.00	\$ 10,000.00
Travel	\$ 4,393.00	\$ 39,500.00	\$ 39,500.00
Staff Development	\$ 9,256.00	\$ 21,600.00	\$ 21,850.00
Utilities & Cleaning	\$ 8,882.00	\$ 14,000.00	\$ 14,000.00
Workshops	\$ (614.00)	\$ 51,000.00	\$ 51,500.00
Summer Reading Program	\$ 4,301.00	\$ 10,000.00	\$ 10,000.00
Repair/Maintenance	\$ 40,030.00	\$ 19,600.00	\$ 19,600.00
Vehicle Expense	\$ 1,855.00	\$ 6,500.00	\$ 7,600.00
Grants to Libraries	\$ 1,009,005.00	\$ 1,150,026.00	\$ 1,319,292.00
Software & Support	\$ 17,341.00	\$ 37,000.00	\$ 34,520.00
Other Expenses	\$ 22,088.00	\$ -	\$ 1,000.00
APPLE	\$ 1,267.00	\$ -	\$ -
Capital Outlay	\$ 256,261.00	\$ 39,900.00	\$ 24,200.00
Benefits- General Fund	\$ 24,887.00	\$ 25,439.00	\$ 22,754.00
Transfer to CIF	\$ 202,000.00	\$ 150,000.00	\$ 75,000.00
Cash Carry Forward	\$ -	\$ 232,573.00	\$ 222,573.00
Subtotal	\$ 2,981,363.00	\$ 3,526,406.00	\$ 3,664,479.00
Employee Ben. Fund Exp.	\$ 284,695.00	\$ 357,670.00	\$ 368,758.00
TOTAL Expense	\$ 3,266,058.00	\$ 3,884,076.00	\$ 4,033,237.00



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Eric Norris, Librarian

Laura Kelly, Governor

June 11, 2021

The Northeast Kansas Library System's Plan of Service for 2022, in accordance with the provisions of K.S.A. 75-2552 and the Kansas Administrative Regulations promulgated thereunder, was reviewed and approved by the State Library of Kansas Board, on this 11th day of June 2021.

Tom Taylor, Chairperson
State Library of Kansas Board

Eric Norris
State Librarian of Kansas