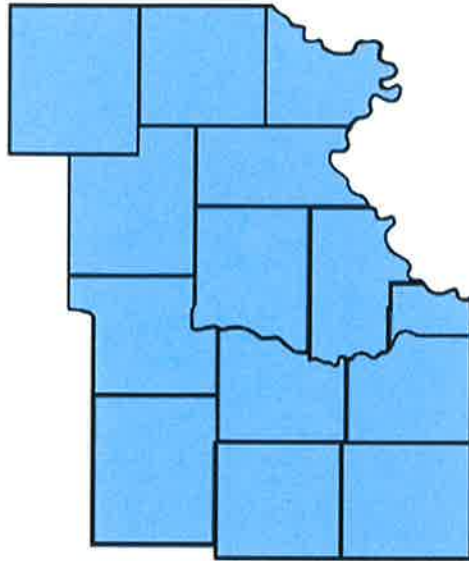


NORTHEAST KANSAS LIBRARY SYSTEM



2023 SYSTEM PLAN & BUDGET ESTIMATE

Approved by the Executive Board

May 19, 2022

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

System Plan for 2023 in accordance with the provisions of K.S.A. 79-2552 and Regulations promulgated thereunder.

Submitted by the Northeast Kansas Library System on May 19, 2022

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: _____

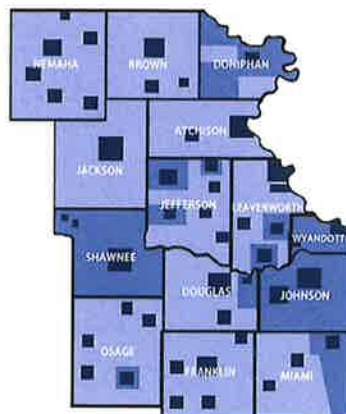
By: _____
(Signature)
Chairperson, State Library of Kansas Board

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 150.

Atchison	16,239
Brown	9,455
Doniphan	7,471
Douglas	119,363
Franklin	25,986
Jackson	13,261
Jefferson	18,411



Johnson	613,219
Leavenworth	82,184
Miami	34,593
Nemaha	10,216
Osage	15,768
Shawnee	178,264
Wyandotte	167,046

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 or September 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 2023, 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 2023 and contains some information on 2022 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:

Consulting

The consulting needs of member libraries vary from year-to-year and NEKLS strives to remain in tune to these needs. NEKLS consultants are available for Zoom and on-site consultations.

Topics include, but are not limited to:

- | | |
|-------------------------------------|-------------------------|
| ✓ Advocacy | ✓ Library accreditation |
| ✓ Board relations | ✓ Library law |
| ✓ Budgets and financial practices | ✓ Library policies |
| ✓ Cataloging and technical services | ✓ Library programming |
| ✓ Collection management | ✓ Outcomes assessment |
| ✓ Community outreach | ✓ Public relations |
| ✓ Courier workflow | ✓ ShareIt / ILL |
| ✓ Customer service | ✓ Space planning |
| ✓ Fundraising & grant writing | ✓ Strategic planning |
| ✓ Human resources | ✓ Technology |
| ✓ Intellectual freedom | ✓ Youth services |

Continuing Education & Training

Continuing education is a primary service to member libraries. NEKLS deploys technology that supports in-person events, 100% virtual events (Zoom) and hybrid events. Topics addressed will vary, but often draw from the aforementioned consulting topics (see above).

- ✓ First Year Experience for new public library directors that places an emphasis on core director responsibilities. This requires a mix of group trainings and one-to-one 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.
- ✓ Collaborate with other regional systems on an annual four-part continuing education series, "After-lunch courses."

- ✓ Provide in-person and online trainings to library directors, staff and trustees, including:
 - Spring and fall public library directors institutes
 - Annual trustee training (June)
 - Various workshops for library staff throughout the year
 - In-person trustee orientation per library, as requested
- ✓ Supplement live trainings with a follow-up session to discuss how participants will put what they learned into practice.
- ✓ Ongoing development of content for NEKLS' Learning Management System (LMS). The LMS offers pre-recorded content developed by NEKLS staff, recordings of live trainings facilitated by outside experts, and print resources. The target audience is library staff and trustees.
- ✓ Production of a podcast, *Unbound*, that is easily consumed by library staff and trustees.

Fundraising

Public libraries often face funding challenges. Ad valorem, motor vehicle and other taxes do not provide *all* of the funding necessary for a public library to provide the various programs and services the community expects. Member libraries must seek additional sources of revenue, including grants and private donations, to meet the challenge. 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, eleven 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, planned giving, 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 and Giving Tuesday each November. Promote and assist libraries with use of the Library Giving Day toolkit found at <https://librarygivingday.org>

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 utilizes the Koha ILS.

- ✓ An Authority Control project to cleanup catalog records will be completed in 2022. Catalogers will receive ongoing training for cataloging best practices going forward.
- ✓ Pre-recorded and live trainings for library staff on how to use the Koha ILS; how to use e-resources available through the Next Consortium, namely *Flipster*, *hoopla* and *LinkedIn Learning*; and how to use e-resources available through the Kansas State Library. As appropriate, developing similar content for patron use.
- ✓ Enhanced marketing of the Next Catalog, *Flipster*, *hoopla* and *LinkedIn Learning*.

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 partly funded by the State Library. NEKLS subsidizes the courier cost for participating libraries at a rate of nearly 80%. As a result, even the smallest of libraries enjoys courier service at an affordable cost.
- ✓ On-demand architectural and design services with an architect.
- ✓ Provide access to an attorney for legal assistance on various matters, typically human resources and land/buildings.
- ✓ Data mapping through in-house use of Policy Map, a GIS mapping solution that helps libraries to better 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 & Subsidies Summary

Grants to libraries will account for over 41% of the overall budget in 2023. Highlights include:

- **Continuing education grants.** These grants help to ensure library staff and public library trustees have access to a variety of quality learning opportunities. This may include workshop and conference registration costs as well as some lodging expenses. Also includes NEKLS' costs for sending directors through the APPLE program.
- **Courier subsidy.** The cost of courier service has risen, due in large part to increased labor and fuel costs incurred by the courier service provider. NEKLS has increased the courier subsidy in an effort to keep courier costs down for participating libraries.
- **Hoopla grants.** E-content is in-demand from patrons. Member libraries in the Next consortium provide e-content through a variety of means, including hoopla. NEKLS helps to offset the cost of hoopla for participating libraries.
- **Library Development grants.** Most member public libraries are eligible to receive a library development grant. These grants use a formula to determine the grant amount and libraries must meet NEKLS accreditation standards.
- **Flexible grant programs.** The budget includes grant funds that allow NEKLS to survey the landscape and identify timely grants to meet perceived needs. In 2022, for example, grants are supporting: a StoryWalk grant program; the Kansas State Parks pass program; literacy exploration grants; and innovative library awards.

The 2023 proposed budget includes \$1,391,541 for various grants.

Opportunity	Amount	Total Budget	Eligibility
Continuing Education Grants	Amounts vary	\$84,150	All
Courier Subsidy	Amounts vary	\$170,000	All
Hoopla Grants	Amounts vary	\$105,000	Public
Library Development Grants	\$9,441 to \$98,665	\$847,091	Public
School Library Grants	Amounts vary	\$40,000	School
Summer Performer Grants	Amounts vary	\$2,000	Public
Flexible Grant programs	Amounts vary	\$122,000	Varies
Other	Amounts vary	\$21,300	Varies
	Total	\$1,391,541	

Part IV. Tentative Budget

As a regional library system, NEKLS is called by state statute (K.S.A. 75-2547) to contribute to the provision of library services to all citizens of the state. NEKLS collects an ad valorem tax and other taxes (e.g. motor vehicle) from those areas of the region not taxed by a local public library. As a result, all Kansans in the 14-county service area enjoy access to strong library services.

NEKLS strives to be good stewards of tax dollars in pursuit of its mission to inspire and empower member libraries to engage, educate and add value to their communities. NEKLS accomplishes this mission through the provision of responsive consulting services; diverse continuing education and training opportunities; online resources sharing; impactful grants (accounting for over 41% of 2023 budgeted expenses); and other programs and services.

The projected 2023 budget exceeds the revenue neutral rate, but aims to not increase the mill levy rate from the previous year.

2023 Estimated Income

	General Fund (levy dollars)	Courier Fund (no levy)	Benefits Fund	Total Operating Funds	Capital Impr. Fund
					no levy
Cash Balance Jan. 1, 2023	\$ 517,450	\$ 158,432	\$ 89,262	\$ 765,144	\$ 706,832
Ad Valorem	\$ 2,163,228		\$ 229,750	\$ 2,392,978	
Motor Vehicle, etc.	\$ 211,804		\$ 25,125	\$ 236,929	
Interest Income	\$ 400		\$ -	\$ 400	\$ 200
State Aid	\$ 50,840			\$ 50,840	
Grants & Contracts	\$ -	\$ 190,000		\$ 190,000	
e-rate	\$ 8,000			\$ 8,000	
Next Fees	\$ 80,575			\$ 80,575	
Courier Fees		\$ 753,193		\$ 753,193	
Miscellaneous Income	\$ 12,400			\$ 12,400	
Direct Reimbursements			\$ 220	\$ 220	
TOTALS	\$ 3,044,697	\$ 1,101,625	\$ 344,357	\$ 4,490,679	\$ 707,032

Expenditure Line Item Comparison, 2021-2023

Expenditure Line Item Comparison 2021-2023			
	2021 Actual	2022 Budget	2023 Estimated Budget
Salaries	\$ 573,632.20	\$ 680,089.00	\$ 713,758.00
Materials	\$ 40,589.12	\$ 46,100.00	\$ 39,790.00
Telephone	\$ 2,236.89	\$ 3,000.00	\$ 3,110.00
Online Services/Internet	\$ 31,827.44	\$ 22,100.00	\$ 23,620.00
Bibliographic Services	\$ 2,465.71	\$ 1,800.00	\$ 1,800.00
Postage	\$ 1,385.95	\$ 2,000.00	\$ 2,050.00
Printing	\$ 8,178.16	\$ 21,250.00	\$ 21,350.00
Insurance & Bonding	\$ 8,404.50	\$ 9,600.00	\$ 11,150.00
Supplies	\$ 16,458.85	\$ 20,000.00	\$ 25,000.00
Contractual Services	\$ 118,294.15	\$ 243,750.00	\$ 241,000.00
Contractual Courier	\$ 1,450.00	\$ 2,800.00	\$ 3,850.00
Accounting & Audit Fees	\$ 7,537.11	\$ 8,355.00	\$ 8,125.00
Budget & Legal Fees	\$ 3,379.75	\$ 10,000.00	\$ 25,200.00
Travel	\$ 3,134.10	\$ 39,500.00	\$ 41,250.00
Staff Development	\$ 6,839.77	\$ 21,850.00	\$ 22,270.00
Utilities & Cleaning	\$ 10,356.23	\$ 14,000.00	\$ 15,875.00
Workshops	\$ 6,000.00	\$ 51,500.00	\$ 57,500.00
Summer Reading Program	\$ 4,303.97	\$ 10,000.00	\$ 10,000.00
Repair/Maintenance	\$ 10,594.51	\$ 19,600.00	\$ 21,800.00
Vehicle Expense	\$ 4,181.07	\$ 7,600.00	\$ 8,200.00
Grants to Libraries	\$ 1,020,020.17	\$ 1,319,292.00	\$ 1,391,541.00
Software & Support	\$ 12,858.08	\$ 34,520.00	\$ 34,520.00
Other Expenses	\$ 401.00	\$ -	\$ 385.00
APPLE	\$ 1,600.88	\$ -	\$ -
Capital Outlay	\$ 29,484.08	\$ 24,200.00	\$ 24,200.00
Benefits- General Fund	\$ -	\$ -	\$ -
Transfer to CIF	\$ 150,000.00	\$ 75,000.00	\$ -
Cash Carry Forward	\$ -	\$ 222,573.00	\$ 297,353.00
Subtotal	\$ 2,075,613.69	\$ 2,910,479.00	\$ 3,044,697.00
Employee Ben. Fund Exp.	\$ 265,272.75	\$ 368,758.00	\$ 344,357.00
TOTAL Expense	\$ 2,340,886.44	\$ 3,279,237.00	\$ 3,389,054.00
Statewide Courier Expense	\$ 743,327.99	\$ 754,000.00	\$ 1,052,561.00

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Ray Walling, Acting State Librarian

State Library

Laura Kelly, Governor

July 14, 2022

The Northeast Kansas Library System's Plan of Service for 2023, in accordance with the provisions of K.S.A. 75-2546, K.S.A. 75-2552, and K.A.R. 54-1-5, was approved by the State Library of Kansas Board, on this 14th day of July 2022.

Randy Roberts, Chairperson
State Library of Kansas Board

Ray Walling
Acting State Librarian of Kansas