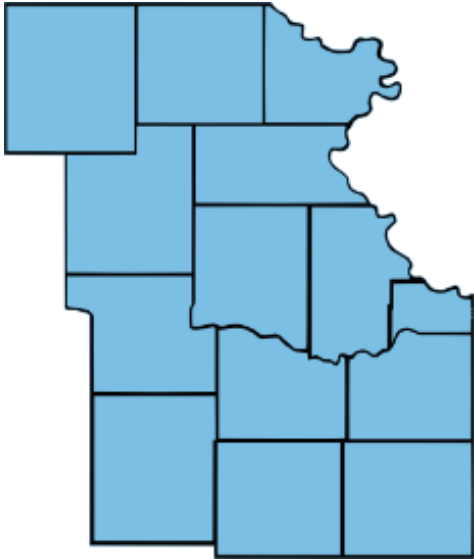


NORTHEAST KANSAS LIBRARY SYSTEM



2024 SYSTEM PLAN & TENTATIVE BUDGET


Approved by the NEKLS Executive Board


May 18, 2023

Northeast Kansas Library System
4317 W. 6th Street
Lawrence, Kansas 66049
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System Plan for 2024 in accordance with the provisions of K.S.A. 79-2552 and Regulations promulgated thereunder.

Submitted by the Northeast Kansas Library System on May 18, 2023.


By:  Director
Michael McDonald, System Administrator Title

By:  President
Robert Miller, System Board 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: _____

Governance: A 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.

Staffing: NEKLS employs a staff of eleven to implement the system plan.



- Library Services Consultant
- Continuing Education Consultant
- Youth & School Services Consultant
- Fundraising & Public Relations Consultant
- Library Consultant & Information Resources Librarian
- KLE Courier Coordinator / Executive Assistant
- Next Search Catalog Coordinator
- Technology Specialist
- Financial Manager
- Office Coordinator
- System Director

Building & Infrastructure: NEKLS owns its headquarters building, which includes a training room with capacity for 40 and hybrid capabilities utilizing a dedicated Zoom room; a collaboration room for small meetings and private Zoom meetings; a courier sorting and supply area; a conference room suitable for twelve attendees, and office space for eleven staff. Two system vehicles support staff travel within the region.

II. Services, including 2024 emphasis

Our core services include:



- Consulting & mentoring
- Next Search Catalog
- Resource sharing
- Training & continuing education
- Public library accreditation



- Technology support
- Grant programs & subsidies
- Developing a culture of philanthropy
- Kansas Library Express courier service
- Recollections: Kansas

Consulting & mentoring places an emphasis on building skills and confidence. The consulting needs of member libraries vary from year-to-year and NEKLS strives to remain in tune with those needs. While consulting is available to all staff and trustees at member libraries, particular attention is given to new library directors and trustees as they navigate their new roles. In addition, NEKLS provides member public libraries access to legal consultations with an attorney for matters related to personnel, governance and management. **2024 emphasis:** *refining the first-year experience for new directors and library trustees.*

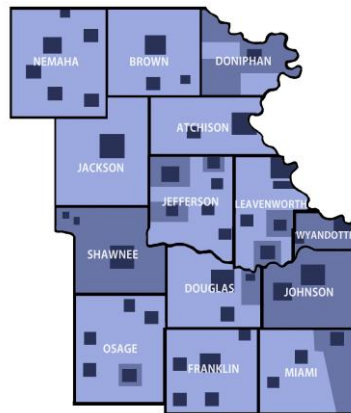
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I. System Description

General Description: The Northeast Kansas Library System (NEKLS) includes a mix of urban, suburban and rural areas in a 14-county region that includes over 1.3 million or 45% of the total Kansas population. A large majority of that population is within the Kansas City metro – Lawrence – Topeka corridor. Population figures remain level for many of the rural communities in the region while some are experiencing modest growth. Fourteen member libraries serve populations less than 1,000.

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



Light Blue - NEKLS Taxable District

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

Population source: https://budget.kansas.gov/wp-content/uploads/2021_Kansas_Certified_Population-07.01.2022.pdf

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

- 48 Public libraries
- 51 School districts and private schools
- 11 academic libraries
- 7 special 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. For a full list of member libraries, visit: <https://web.nekls.org/search>

Forty-five member libraries participate in the **Next Search Catalog**, which includes about 998,000 items in a variety of formats. Integrated with Next is access to Flipster for digital magazines and Novelist for readers' advisory. The catalog runs on Koha, an open-source ILS. In 2023, NEKLS is completing an authority control clean-up of the catalog. **2024 emphasis:** *"cataloging in Koha" training; and implementation of the Aspen Discovery layer, which will enhance the user experience.*

Resource sharing. NEKLS maintains a professional collection with over 400 titles catering to the interests of all member libraries. Beginning in 2022, as part of a system-funded grant program, NEKLS began building a collection of circulating StoryWalk titles. NEKLS supports the State Library's cloudLibrary by selecting and purchasing e-content annually (\$25,000 in 2023 and \$30,000 budgeted for 2024). **2024 emphasis:** *building the aforementioned collections.*

Training & continuing education. Continuing education is a primary service to member libraries. NEKLS utilizes technology that supports in-person events, 100% online events (Zoom) and hybrid events. NEKLS staff provide custom, in-person training to libraries, including staff and trustees. A variety of planned CE opportunities address timely topics. Annual opportunities include After-lunch courses in cooperation with the other regional systems; public library directors institute; trustee training day; summer library program workshops for library staff; and participation in APPLE (Applied Public Library Education) for library directors.

In 2023, special emphasis is being placed on literacy, accessibility, library policies and future thinking. Library staff and trustees enjoy online access to a Learning Management System (LMS) containing library continuing education resources in a variety of formats. In addition, the NEKLS podcast, Unbound, will publish its third season in 2023. **2024 emphasis:** *KOMA training for public library boards; updated content in the LMS; and pertinent CE topics TBD in the 4Q of 2023.*

The **public library accreditation program** addresses multiple facets of sound library operations and participating public libraries are expected to achieve standards in order to be eligible for a library development grant (see below "Section III: Grant Programs & Subsidies"). In 2023, an ad hoc committee is exploring potential changes to the program and the library development grant formula. The aim is to ensure the program is meaningful and grant support impactful for libraries. **2024 emphasis:** *Educate participating libraries on the new library accreditation program (new cycle beginning in 2025) and introduce changes to the library development grant formula in February/March 2024 as libraries prepare the 2025 budget.*

Technology support. Depending on a library's accredited service level, IT staff support is provided by NEKLS free of charge to libraries. (Libraries are charged for any equipment purchased through NEKLS and placed in the library.) IT support includes: Desktop Support; Network Support; E-Rate support; Hardware Purchasing; Software Purchasing; Hardware Installation; and Software Installation. **2024 emphasis:** *Continue to provide timely technology support to member libraries.*

Grant programs and subsidies. See below "Section III: Grant Programs & Subsidies" for more details.

The Northeast Kansas Library Foundation, a separate 501(c)(3) organization, supports NEKLS' efforts to assist libraries in building a **culture of philanthropy**. To date, thirteen member libraries ("partner libraries") have established funds with the Foundation. Donors may make a credit card gift at foundation.nekls.org and designate the gift to support one of these partner libraries. In addition, the Foundation maintains a brokerage account to accept gifts of stock. Each April, any member library may participate in Library Giving Day and direct donors to a special Library Giving Day donation page at foundation.nekls.org. **2024 emphasis:** *Increase the number of member libraries with an established fund; grow the number of libraries actively participating in Library Giving Day; support partner libraries in developing annual giving programs.*



Kansas Library Express courier service. NEKLS manages the statewide Kansas Library Express courier service (0.7 FTE NEKLS staff), which is partly funded by the State Library. At the system level, NEKLS has committed to keep rates the same for member libraries in 2024 as they were in 2023 - subsidizing courier costs for participating libraries at a rate of nearly 80% - despite the increased cost of operations. As a result, NEKLS member libraries will enjoy the same ease and cost efficiency of courier service to facilitate their resource sharing needs. **2024 emphasis:** *make resource sharing affordable for participating member libraries.*

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. **2024 emphasis:** *Encouraging and supporting the use of community scanning days to increase the number of items available on the site.*

III. Grant Programs & Subsidies

This System Plan supports a variety of grant programs and subsidies for libraries; below is a summary. Total budgeted allocation for grants and subsidies is \$1,479,199.

Continuing education. \$75,000

Grants are available for educational programs that are not provided directly by NEKLS. Grant funds are allocated for library conferences and other continuing education activities.

Library Development Grant. \$876,749

Library Development Grants recognizes eligible public libraries for accomplishing a rigorous set of library standards. This grant is typically the largest single grant to a member library.

Hoopla Grant. \$105,000

In 2023, provides a grant equal to 42% of the library's prior year expenditures for Hoopla. This grant will remain flat for 2024. Beginning in 2025, this grant may evolve into a general e-content grant or become part of the formula for determining a single, larger library development grant.

Public Library Enhancement Grant. \$94,150

As the ad hoc committee on accreditation completes its work on exploring potential changes to the Library Development Grant formula and whether or not to fold the Hoopla Grant into it or a separate e-content grant, the Public Library Enhancement Grant will be awarded as a separate unrestricted grant to public libraries in 2024. The expectation is that these funds will fold into one of the aforementioned grant programs in 2025. For 2024, this grant will be calculated as a percentage of the Library Development Grant award.

Literacy Exploration Grant. \$40,000

A competitive grant open to member academic, public and school libraries that aims to improve literacy in four areas: literacy; information & digital literacy; financial literacy; and health literacy. In 2022, grants supported literacy efforts in 16 public libraries, including: a Money Smart program in Atchison; a tech literacy program in Holton; and a children's literacy program in Wetmore.

Topical Training Grant. \$25,000

A themed competitive grant, open to member public libraries, that provides funds to implement a project based on NEKLS-sponsored training from the same year. NEKLS staff will determine the topical emphasis at the beginning of each year. In 2023, this grant focuses on improving accessibility inside and around library facilities.

School Library Grant. \$50,000

This competitive, need-based grant is open to member school libraries serving any combination of students aged K-12. In 2023, this grant helps school libraries renew and/or expand their print and/or electronic collections.

Library Innovation Award. \$15,000

This grant is open to member academic, public and school libraries and aims to generate and support innovative and forward-thinking ideas that positively impact the library's community.

Other Grants. \$11,300

Includes summer library program presenter mileage reimbursement and substitute librarian subsidy for small public libraries (so that directors can attend trainings and CE opportunities).

Kansas Library Express Courier Subsidy. \$175,000

Resource sharing is critical to library service in Kansas and NEKLS heavily subsidizes the cost for any member library to participate in the KLE Courier Service. This includes subsidizing the base rate for service plus covering any volume and fuel surcharge fees.

Computer Protection. \$12,000

Computers need to be protected from viruses and NEKLS provides ESET antivirus protection – up to 20 seats per library. In addition, Deep Freeze protects endpoints by Freezing a snapshot of a computer's desired configuration and settings defined by the IT Admin. With an instant reboot, any unwelcome or unwanted changes are removed from the system, restoring it to its pristine Frozen state. NEKLS provides up to 20 seats per library.

IV. Budget Revenue Summary

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 and subsidies (accounting for 42% of 2024 budgeted expenses); and other programs and services.

The tentative 2024 budget projects to be below the revenue neutral rate. (Estimated assessed valuations of property are due from county clerks by June 15, 2023.)

	General Fund (levy dollars)	Benefits Fund	Total Operating Funds	Capital Impr. Fund
Cash Balance Jan.1, 2024	\$ 591,805	\$ 48,176	\$ 639,981	\$ 907,101
Ad Valorem	\$ 1,960,205	\$ 304,911	\$ 2,265,116	
Motor Vehicle, etc.	\$ 195,670	\$ 20,690	\$ 216,360	
Trans in from CIF	\$ 200,000		\$ 200,000	
Interest Income	\$ 1,000	\$ -	\$ 1,000	\$ 200
State Aid	\$ 50,840		\$ 50,840	
e-rate	\$ 8,000		\$ 8,000	
Next Fees	\$ 81,650		\$ 81,650	
Miscellaneous Income	\$ 12,400		\$ 12,400	
Direct Reimbursements		\$ 220	\$ 220	
TOTALS	\$ 3,101,570	\$ 373,997	\$ 3,475,567	\$ 907,301

V. Budget Expenditure Line Item Comparison 2022-2024

	2022 Actual	2023 Budget	2024 Estimated Budget
Salaries	\$ 642,850.18	\$ 713,758.00	\$ 735,171.00
Materials	\$ 33,531.33	\$ 39,790.00	\$ 40,915.00
Telephone	\$ 2,262.18	\$ 3,110.00	\$ 8,510.00
Online Services/Internet	\$ 19,271.99	\$ 23,620.00	\$ 35,020.00
Bibliographic Services	\$ 1,423.62	\$ 1,800.00	\$ 1,800.00
Postage	\$ 1,672.61	\$ 2,050.00	\$ 2,050.00
Printing	\$ 13,161.93	\$ 21,350.00	\$ 17,965.00
Insurance & Bonding	\$ 9,125.33	\$ 11,150.00	\$ 10,600.00
Supplies	\$ 2,136.72	\$ 25,000.00	\$ 26,000.00
Contractual Services	\$ 124,680.65	\$ 241,000.00	\$ 190,600.00
Contractual Courier	\$ 2,600.00	\$ 3,850.00	\$ 4,120.00
Accounting & Audit Fees	\$ 6,645.76	\$ 8,125.00	\$ 7,825.00
Budget & Legal Fees	\$ 3,205.49	\$ 25,200.00	\$ 25,200.00
Travel	\$ 7,219.98	\$ 41,250.00	\$ 34,250.00
Staff Development	\$ 9,583.39	\$ 22,270.00	\$ 23,400.00
Utilities & Cleaning	\$ 12,364.80	\$ 15,875.00	\$ 16,000.00
Workshops	\$ 19,040.01	\$ 57,500.00	\$ 48,500.00
Summer Reading Program	\$ 5,904.57	\$ 10,000.00	\$ 10,000.00
Repair/Maintenance	\$ 21,696.52	\$ 21,800.00	\$ 21,200.00
Vehicle Expense	\$ 5,087.00	\$ 8,200.00	\$ 8,200.00
Grants to Libraries	\$ 1,213,304.07	\$ 1,391,541.00	\$ 1,479,199.00
Software & Support	\$ 9,280.49	\$ 34,520.00	\$ 34,328.00
Other Expenses	\$ 185.00	\$ 385.00	\$ 435.00
APPLE	\$ 6,481.23	\$ -	\$ -
Capital Outlay	\$ 20,618.05	\$ 24,200.00	\$ 22,929.00
Benefits- General Fund	\$ -	\$ -	\$ -
Transfer to CIF	\$ 200,000.00	\$ -	\$ -
Cash Carry Forward	\$ -	\$ 297,353.00	\$ 297,353.00
Subtotal	\$ 2,393,332.90	\$ 3,044,697.00	\$ 3,101,570.00
Employee Ben. Fund Exp.	\$ 284,047.52	\$ 344,357.00	\$ 373,997.00
TOTAL Expense	\$ 2,677,380.42	\$ 3,389,054.00	\$ 3,475,567.00

Appendix A – Value of Membership for Public Libraries

In 2022, NEKLS began providing member public libraries that participate in the public library accreditation program with a **Value of Membership report** so that the library director, board trustees, and community members could better understand the benefit of the library being a member of the regional library system.

These reports are produced in the Spring and reflect the System's relationship with the member library in the prior year. The 2022 Value of Membership reports are in PDF format and may be downloaded and viewed here: <https://bit.ly/neklsvalue2022>

Appendix B – Strategic Road Map

Our Vision

We are leaders and innovators in providing exemplary library services.

Our Mission

The Northeast Kansas Library System inspires and empowers member libraries to engage, educate and add value to their communities.

Our Values

Community

Communication – We foster communication and collaboration among member libraries.

Community Engagement – We embrace our role as a community anchor and support our member libraries in doing the same.

Participation – We value active participation in the larger library community.

Respect for member libraries – We respect member library differences (type, size, location) in an atmosphere of mutual trust and teamwork.

Respect for people – We value the professionalism and experience of library and system staff, boards, and volunteers. We seek recognition and rewards for library staff. We respect library users and expect members to provide excellent customer service. We expect and promote inclusivity.

Ethics

Confidentiality – We support the ALA Library Bill of Rights and Freedom to Read statement.

Integrity – We follow the highest ethical standards of honesty and openness.

Stewardship & Sustainability – We use resources in an accountable manner and challenge ourselves to model sustainable practices.

Growth

Continuous improvement – We expect and assist member libraries to continuously improve and strengthen services to benefit their communities.

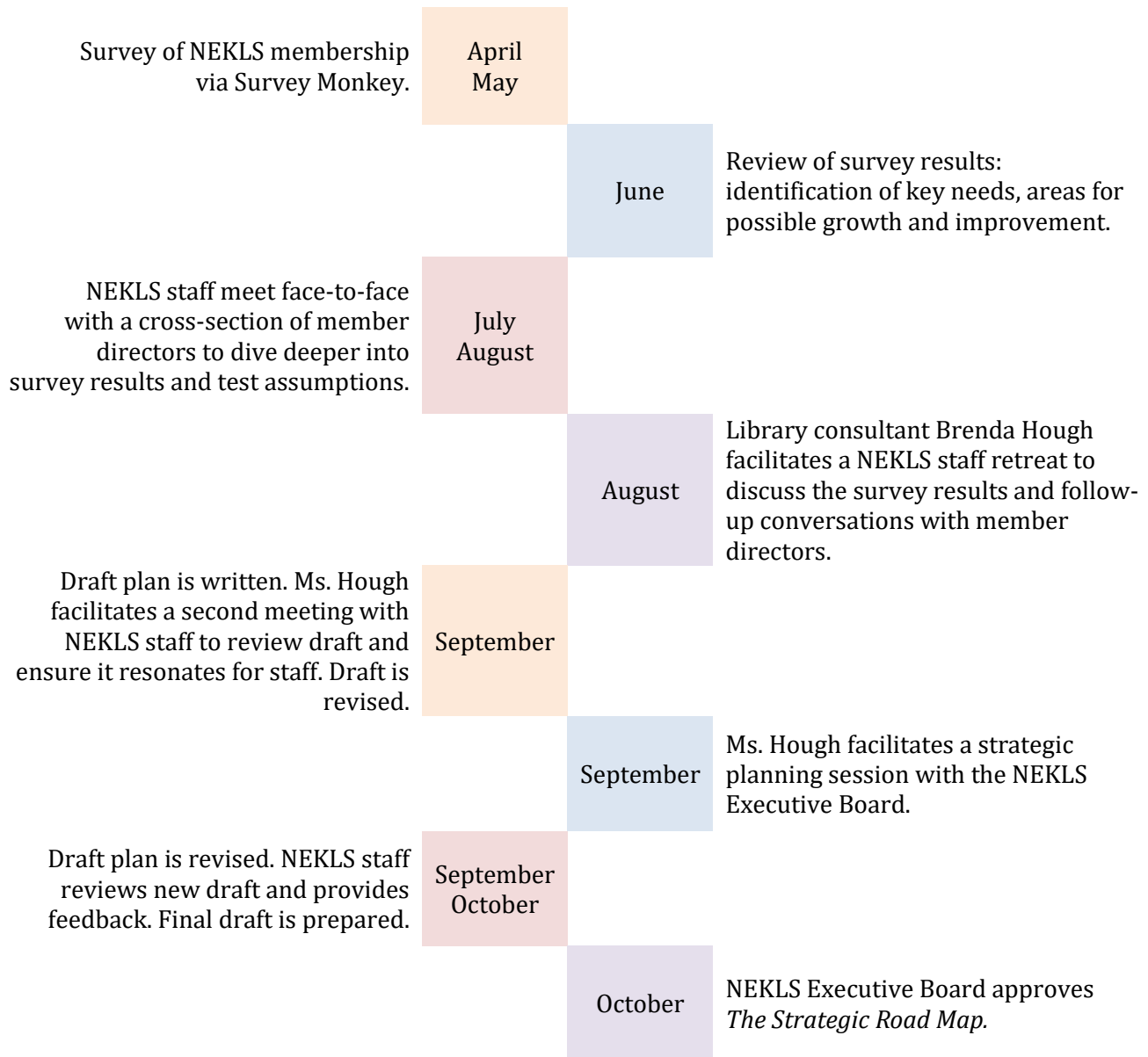
Equal access & Resource sharing – We believe people should have equal access to information, technology and services. We value the power of resource sharing to improve all libraries.

Innovation – As a nimble organization, we value innovation by NEKLS and member library personnel. We bring a sense of curiosity and enthusiasm to projects we pursue and support.

Developing a Road Map in 2019

Strategic planning. These two words can elicit feelings of excitement . . . and anxiety. Strategic planning does not *have* to be a daunting effort. NEKLS set out to develop a plan that moves beyond traditional goals, objectives and milestone dates to a document that inspires ongoing action and reflection on a forward-looking path – a descriptive road map.

The road map detailed in the following pages reflects our renewed commitment to our values and to our member libraries. We encourage and welcome continuous feedback from our constituencies.



Strategic Areas of Focus

Our vision, mission and values inform how we approach our work with member libraries and the communities they serve. *The Strategic Road Map*, comprised of six Strategic Areas of Focus, reflects what NEKLS staff is seeing and hearing from our members. The road map guides our efforts and keeps us on a forward-looking path.

<p><i>Exploration</i> Encouraging NEKLS staff and member libraries to explore innovative and new ways of doing.</p>	<p><i>Community Engagement</i> Preparing library staff and other leaders to survey the landscape and engage their “communities” wherever they may be found.</p>
<p><i>Sustainability</i> Providing NEKLS staff and the libraries we serve the resources necessary to excel.</p>	<p><i>Core Competencies</i> Supporting library staff and other leaders in gaining access to the core knowledge, skills and tools required to advance a vibrant library.</p>
<p><i>People</i> Focusing on the enrichment and growth of an organization’s greatest asset – its people.</p>	<p><i>Literacies</i> Collaborating with member libraries to help individuals develop the literacies necessary for a fulfilling life.</p>

Exploration

Encouraging NEKLS staff and member libraries to explore innovative and new ways of doing.

Organizations that fail to explore, innovate, and grow will gradually lose relevancy. The challenge for NEKLS and our member libraries is to identify ways to experiment with new ideas and innovations and find new ways of doing.

NEKLS is uniquely positioned to nurture a culture of exploration with our members. Through our continuing education programs, we will introduce our members to the latest trends, thought leaders and emerging best practices. We will bring grant funds to bear that allow for targeted experimentation to determine what really works and what can be replicated on a greater scale. We will facilitate collaborations between member libraries on new initiatives and, where practical, join in.

NEKLS is a nimble organization: our team culture encourages the proactive pursuit of new ideas and emerging trends and the reactive development of solutions to challenges and opportunities presented by member libraries. Our staff will seek to stay attuned to the shifting needs in our communities. When promising ideas or endeavors present themselves, NEKLS staff will find ways to pursue them. While not all ideas or endeavors will be successful, it's important to try things that aren't 100% guaranteed. When implementing new experiments and initiatives, NEKLS will solicit feedback and input from target audiences with the expectation that future iterations will result in a better resource or service.

Key Needs

- Adequate resources, including technology, to support exploration
- Processes for identifying potential opportunities, creating prototypes and getting feedback from end users, which will be used to improve the resource or service through an iterative cycle
- Willingness to end projects and processes that no longer serve our communities

Key Outcomes

- Libraries become more confident in trying new ideas
- NEKLS staff identify and understand problems, seeking and incorporating feedback to refine solutions
- NEKLS and our member libraries have demonstrated leadership in innovation and exploration

Sustainability

Providing NEKLS staff and the libraries we serve the resources necessary to excel.

Libraries have a public relations challenge. Constituents often lack a clear understanding or appreciation for all that a library does – and the resources required – to support the community.

NEKLS will work with public library directors and boards to help them understand the budget process, statutory responsibilities, and successful advocacy for their library. We will provide training and continuing education opportunities addressing grant writing, fundraising, and making a case for support that tells the community's story through the library's lens.

The Northeast Kansas Library Foundation will expand its efforts to partner with member libraries to support their fundraising efforts.

Resource sharing is a core value for NEKLS and we support libraries in sharing collections, ideas, knowledge, stories, and best practices.

Through continuing education and the modeling of best practices, NEKLS will promote environmentally sound and socially equitable practices and policies that improve libraries and the communities they serve.

Key Needs

- Training related to economic sustainability
- Awareness-raising and training related to environmental sustainability
- Awareness-raising and training related to workplaces that support employee well-being
- Willing partners in the community who can provide sustainability training

Key Outcomes

- Libraries secure adequate funding
- Libraries maximize resource sharing
- NEKL Foundation increases the number of member libraries establishing funds
- Libraries pursue responsible and sustainable practices

People

Focusing on the enrichment and growth of an organization’s greatest asset – its people.

Employees come to libraries with a variety of education and prior work experiences. One of the challenges for managers and supervisors is to ensure staff have the support they need to grow within the organization.

People exist in relationship to one another and fostering communication and collaboration is a key role for NEKLS to play. NEKLS will communicate effectively with members and identify ways to enhance collaboration and learning. Further, we believe everyone possesses leadership qualities and we recognize that leadership growth is a unique journey for each individual.

NEKLS will support these efforts through professional development and mentoring opportunities intended to grow leaders throughout an organization. We will advocate for good salaries and benefits and will assist libraries in exploring options for both. We will encourage libraries to consider additional benefits and services that support employee wellness and happiness.

We will apply this same lens to how we support our own employees.

Key Needs

- Refinement of NEKLS information resources for library staff, boards and other leaders
- Active communities of practice
- Willing and seasoned mentors

Key Outcomes

- Number of confident leaders within a library increases
- Member library staff feel connected to NEKLS and to one another
- NEKLS staff grows its leadership skills and mentoring capacities

Community Engagement

Preparing library staff and other leaders to survey the landscape and engage their communities wherever they may be found.

“Communities” exist all around us. Some are rooted in geography and place, while others grow from our social interactions and shared interests. Communities stem from our relationships with various people, including family, friends, colleagues, classmates, teachers, and neighbors. Communities matter. They inspire us. They sustain us. They effect change in our lives. Perhaps more than ever, libraries attract and support a cross-section of communities.

NEKLS will work with libraries to facilitate meaningful conversations to discover the goals, aspirations, values and shifting needs of their communities. We will empower libraries to develop targeted programming and seek productive collaborations with other community partners. Further, NEKLS will help libraries employ outcomes measurement tools to better understand the impact of services and programs.

NEKLS’ chief community is our membership. We will pursue meaningful conversations with our members to regularly evaluate and refine our services. We will look and listen for opportunities to maximize the value of their membership through new services and initiatives.

We embrace our role as a community anchor and strive to model impactful community engagement by seeking leadership and service opportunities for NEKLS staff at the local, regional, state and national levels.

Key Needs

- Training and tools for turning outward to identify community assets and aspirations
- Training on the use of social media tools
- Frameworks for community surveys and discussions
- Identifying and engaging willing partners

Key Outcomes

- Library leaders, staff and stakeholders possess the skills and confidence to make community connections
- Libraries can identify and articulate the difference they are making in their communities
- NEKLS forges deeper connections in Lawrence and statewide

Core Competencies

Supporting library staff and other leaders in gaining access to the core knowledge, skills and tools required to advance a vibrant library.

Strong libraries do core tasks well, such as: circulation, interlibrary loan, cataloging, records management, readers' advisory, reference, technology assistance, collection development and management, and budget development and management. Staff require a firm understanding of policies and procedures, practice teamwork and recognize where to pitch in to maintain high levels of service. Managers must navigate personnel issues, address patron concerns, and handle challenges as they arise. Public library boards of trustees shape policies and secure and steward financial resources. These leaders must develop their advocacy skills.

Competencies link the performance of individual library staff members to the overall goals of the library. NEKLS will place an emphasis on ensuring library staff and other leaders receive the training necessary to master core competencies. We will achieve this by consulting with library directors to help them identify training needs and appropriate solutions. We will annually offer a slate of continuing education and training opportunities that address timely topics.

Key Needs

- Variety of format options for individuals to access training opportunities
- Systematic approach to assessing training needs and identifying learning opportunities
- Training modules that can be replicated by other members

Key Outcomes

- Library staff demonstrates a clear understanding of library services and policies
- Library trustees are effective stewards and advocates
- Library staff are confident in their roles and demonstrate capacity to improve when needed

Literacies

Collaborating with member libraries to help individuals develop the literacies necessary for a fulfilling life.

Individuals living in the 21st century require a set of literacy skills to avail themselves of all the opportunities life presents them. Definitions of “literacy” vary widely. For the purposes of NEKLS and the libraries we serve, we believe basic literacy encompasses skills in reading, writing, speaking and working with numbers and data. Beyond these foundational literacy skills, individuals today must further develop skills in other literacies.

Each community is different and NEKLS encourages member libraries to understand the literacies their community lacks. As members of a multi-type regional library system, NEKLS libraries are natural partners in developing meaningful pathways that enable youth to grow into confident, literate adults and lifelong learners. NEKLS will work with interested member libraries to advance literacy in all forms, including: information, communications and technology literacy; critical thinking, problem solving, and creative literacy; financial literacy; health literacy; civic literacy, and global awareness.

In speaking with member libraries, NEKLS has identified two literacies that require immediate attention:

Information literacy – “the set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.”
ACRL Framework for Information Literacy for Higher Education

Financial Literacy – “Possessing the skills and knowledge on financial matters to confidently take effective action that best fulfills an individual’s personal, family and global community goals.”
National Financial Educators Council

Key Needs

- Libraries identify the literacies for their community
- Understanding of the professional standards informing how academic, public and school libraries define and address literacies
- Content for programming, courses and trainings
- Commitment and support from library and community leadership

Key Outcomes

- Libraries address the literacies for their community
- Member libraries of different types collaborate on addressing literacy learning and skill development needs

Have Map, Will Travel

Developing the strategic road map was just the beginning. NEKLS staff is poised to consult and reflect upon it regularly, and use it to guide our path forward. Like any road map, we will need to refine and adapt it to help us meet new challenges and opportunities on the road ahead.

In order to keep our road map relevant, we will:

- ✓ Consult the Compass Card for NEKLS staff, which serves as a companion to the Road Map. This double-sided card lists our vision, mission and six strategic areas of focus on one side. The flip side contains a series of questions intended to spark reflection and ensure our actions support the strategic areas of focus.
- ✓ Conduct a brief annual survey of membership to measure outcomes from each strategic area of focus. This will be used to benchmark and evaluate progress going forward.
- ✓ Form a “navigation team” from within NEKLS staff to visit each member library annually for the sole purpose of discussing the road map and how we can serve them better – and to simply listen.
- ✓ Measure outcomes from targeted programs by employing a brief survey modeled after *Project Outcome*.
- ✓ Consult the road map at staff meetings as we discuss programs, projects and other happenings.
- ✓ Meet biannually to review the road map as a staff, paying particular attention to key needs and key outcomes. We will share results with the Executive Board.
- ✓ Use feedback to ensure resources are deployed in the most effective manner. This will be essential to the annual budget planning process.
- ✓ Produce an Annual Report that highlights successes from the road map.
- ✓ Harness the collective leadership capacity of NEKLS staff to advance the organization. NEKLS staff will continuously grow through professional development opportunities and other trainings.

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www.kslib.info

Ray C. Walling, State Librarian

Laura Kelly, Governor

June 9, 2023

The Northeast Kansas Library System's Plan of Service for 2024, 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 9th day of June 2023.

A handwritten signature in blue ink that reads "Randy Roberts".

Randy Roberts, Chairperson
State Library of Kansas Board

A handwritten signature in blue ink that reads "Ray C. Walling".

Ray C. Walling
State Librarian of Kansas