

1. Call To Order
2. Agenda Approval

Documents:

[2022.09.23 SLK BOARD MEETING - AGENDA.PDF](#)

3. Introductions
4. Opportunity For Public Comment
5. Approval Of June 10 Meeting Minutes

Documents:

[2022.06.10.SLK BOARD MEETING MINUTES \(DRAFT\).PDF](#)

6. Approval Of July 14 Meeting Minutes

Documents:

[2022.07.14 SLK SPECIAL BOARD MEETING MINUTES \(DRAFT\).PDF](#)

7. Board Member Reports

- a. Open to Board Members who wish to report

8. State Library Report

- a. Acting State Librarian Report - Ray Walling
 - i. FY 2023-2024 Budget
 - ii. SLK Board Responsibilities
 - iii. Quarterly Report
- b. Department Reports
 - i. Reference - Cindy Roupe
 - ii. Statewide Services - Jeff Hixon
 - iii. Talking Books - Ray Walling (for Michael Lang)
 - iv. LSTA/State Data Coordinator - Alice Smith

9. Kansas Library Express Courier Report

- a. Report provided by NEKLS

Documents:

[COURIERREPORT SEPTEMBER 2022.PDF](#)

10. Regional Library Systems

- a. Open to system representatives who wish to report

11. Adjournment

**State Library of Kansas Advisory Board Meeting
September 23 - 10:00 a.m.**

Zoom Link: <https://kslib.zoom.us/j/97202056867>

AGENDA

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 - a. Open to system representatives who wish to report
12. Adjournment

Next Meeting: Friday, December 9, 2022 10 a.m. via Zoom

State Library of Kansas Advisory Board Meeting Minutes

June 10, 2022 – 10:00 a.m. Zoom (unapproved)

- PRESENT:** Susan Moyer (Chair), Ray Walling, Randy Roberts, George Seamon, Leslie Weishaar, Tom Taylor, Bill Brady
- ABSENT:** Kyle Lord, Steve Funk, Ann Adrian, Rhoda MacLaughlin-Ramirez, Steven Waugh
- GUESTS:** Gail Santy-CKLS, Patty Collins-CKLS, Richard Brookman-SWKLS, Eric Norris-NCKLS, Mike McDonald-NEKLS, Paul Hawkins-SCKLS, Sharon Moreland-SEKLS
- SLK STAFF:** Jen Brading, Sarah Tenfelde-Dubois, Jeff Hixon, Michael Lang, Alice Smith

Call to Order

Chair Susan Moyer called the meeting of the State Library Advisory Board to order at 10:02 a.m.

Regional Library Systems' Annual Plans and Budgets

Central Kansas Library System (CKLS)

Gail noted changes to the CKLS 2023 Plan included clarifications for newer librarians, as well as eligibility and use guidelines for school library services allotments. None of the allotments or standards have changed. Since property valuations have not yet been received, the budget remains tentative. Gail highlighted several budget items that needed further funding. Until additional details are available, only a modest increase is proposed in the draft budget.

North Central Kansas Library System (NCKLS)

Eric presented the NCKLS 2023 Plan, which will stay relatively the same as last year due to changes in system leadership and the pandemic. The system is adding a competitive grant that will have a different focus annually, with this coming year's focus on building and technology needs. Some internal changes have affected the service plan, such as moving materials processing from MPL to NCKLS.

Like CKLS, the budget is a draft that will be reviewed by the system board in August and could be updated when valuations become available. Major changes include a \$20,000 reduction to salaries due to shifting of responsibilities between NCKLS and MPL,

increased funding for the courier/postage fees to keep member library fees flat, and a decrease in downloads due to changes in collection development.

Northeast Kansas Library System (NEKLS)

Mike shared the 2023 NEKLS Plan, although not much has changed since last year. Their staff now has eleven full-time members, including a new consultant focused on public relations and fundraising. Mike highlighted the system's first-year experience for new public library directors that includes more one-to-one consulting from NEKLS and an individualized learning plan based on the directors' strengths and weaknesses. NEKLS is continuing development of a learning management system for directors and board members. The Northeast Kansas Library Foundation has eleven partner libraries that can use the foundation's tax status for grant applications, to accept gifts of stock, and for online giving.

The NEKLS budget includes a 3.3% projected increase to the operating budget (excluding the courier contract). They anticipate the 2023 budget will require an ad valorem tax above the RNR, but estimated assessed valuations might be strong enough that they can lower the mill. The system allocates 40% of their budget for grants and subsidies.

South Central Kansas Library System (SCKLS)

Paul presented the SCKLS 2023 Plan, including a new appendix that illustrates grants and service usage by member libraries. For 2023, SCKLS is proposing a 1.98% increase in tax funding that will pay for a new network coordinator services position to support forty small libraries. The budget includes an up to 6% increase of funding for salaries in recognition of inflation and increased cost of living. They plan to increase the grant-in-aid program in 2023. The 2023 budget allocates 45% for grant programs, 29% for salaries and benefits for twelve full-time staff, and 15% for other support services (including rotating collections and continuing education). The system continues to offer nearly all of its training events virtually due to the pandemic.

Southeast Kansas Library System (SEKLS)

While Sharon had intended to maintain the status quo for her first year; ARPA grants and a Family Engagement in Public Libraries grant through the Kansas Children's Cabinet changed her plans. In FY 2023, the system will work on a new strategic plan and a comprehensive review of grants and funding to strengthen ties to the state standards. The system will continue to support their shared catalog, which along with the courier and consulting, are their top used services.

In regard to the budget, the largest increase is seen in the allocations line because more libraries than expected took advantage of aspiration funding. Funding for the courier and salaries line have also been increased. Overall, the tentative budget includes a 4% increase; however, the system won't know if they will exceed the revenue neutral rate until next week.

Southwest Kansas Library System (SWKLS)

Richard presented the 2023 SWKLS Plan, which didn't include many changes. The system is seeing changes in personnel at their office (Collection Management Specialist) and among their library directors. The system will continue to allocate a significant portion of time to new director training. Changes in the programming area include a catalog cleanup project, movie licensing, and a task force for DEI. Technology changes include a printer for plastic library cards, patron mobile printing, and mobile device management.

In regard to the budget, the system plans to take \$57,000 from overflow savings to meet their budget needs. Richard is not sure if they will need to have an RNR hearing until further information becomes available. Their auditor has encouraged them to spend down their large savings. Richard thanked the three other systems for helping pick up the fuel surcharges for the courier. The system added a one-time increase of 25% for extended grants for the taxing counties. They are working on a one-time technology patron-centric subsidy that will be distributed over three years. System staffing will remain at six members.

Susan asked about health insurance policies. Richard indicated they budget for a 15% increase and fund the entire premium for their full-time staff. Sharon noted that the SEKLS premiums decreased by 17.5% due to retirements.

Board Member Reports

Tom reported on the April 29th tornado in Andover. The tornado did not damage the public library. Tom thanked all of the libraries and library professionals across the state that reached out to see if his library needed assistance. Tom also mentioned his appreciation for the support that the regional library systems and State Library provide for the statewide summer reading program. Tom mentioned the Kansas Department of Wildlife and Parks program which offered libraries \$5 day passes to visit a state park. Tom found out about the program through community members and the local media. While he appreciates the program, the program could be cost-prohibitive and needs further coordination with the library community.

Susan shared her library has participated in a regional effort to apply for the Defense Community Infrastructure Program grant. While their application was not selected, they have used this as learning experience to prepare for future applications.

State Library Report

Ray noted his first ten days have been focused on preparing for the board meeting and making decisions associated with the end of the fiscal year. Next week the staff will switch focus to making plans for unallocated funds for the FY 2023 budget. Ray shared that he is working with the governor's office to fill board vacancies and consider Randy Roberts' reappointments. Ray then asked each division to provide an update:

Reference Division (Sarah Tenfelde-Dubois)

The legislative session ended May 23. The division is working on finalizing their Access database. They use the database for any questions they receive on legislative bills, such as providing a patron with bill numbers based on a subject of interest.

Sarah will be working on binding the bills from the 2021-2022 sessions. All versions of the bills that have been introduced are included in the binding, as well as any supplemental notes. Interim projects will include working on the Legislators Past and Present database, to include more birth dates and notable history, and updating our members file. Those two databases are helpful for patrons doing genealogy research on their family members who might have been legislators and in answering research questions from legislators.

The Reference team is planning to have cross-training events with both cataloging and circulation, to better support patrons.

There has been discussion on possibly providing a summer reading program for state employees, with the theme of Oceans of Possibilities.

For Technical Services, Brett has been participating in the Nationwide Center for the Book meetings and will be representing the State Library at the conference in DC this summer. Brett will also be attending the State Records Board meeting in July. Staff continues to catalog paper and electronic SLK material and are adding records to the library's catalog, OCLC and the KGI Online Library. The Kansas Government Information (KGI) Online Library is another database the Technical Services team adds material to, maintains, and promotes.

Statewide Services & Resources Division (Jeff Hixon)

Jeff highlighted the May 10 webinar on genealogy resources, which was their first

webinar open to the public. Andy presented the state library's offerings, Lauren Gray of the State Historical Society demonstrated their resources from Ancestry and Newspapers.com; Dr. Andrew Smith of SLIM discussed proper use of records and information found (including the new 1950 census release). The webinar had 136 participants and 36 archive views.

On May 19, the division offered a webinar on the Summer Food Program partnership. In addition to Jill Ladd from KSDE, Jeannette Stromgren from the Osage City Library was a presenter.

On June 14, there will be a quarterly meeting of the SHAREit user group. The 17 states, provinces, and consortia that use SHAREit in North America meet with staff for updates and to jointly manage the enhancement schedule for the coming year.

The Journal Finder discovery tool on the SLK website will be getting a "significant upgrade" in mid-June. The upgraded tool will have more advanced search features, and the staff will be able to make more configuration changes without assistance. Once migrated, staff will receive training on the new features. If difficulties are experienced, the tool can be reverted to the legacy version.

Statewide services will host two sessions at KLA this October – "Statewide Services from the State Library of Kansas" and the "KICNET Users' Group" (SHAREit for Interlibrary Loan practitioners).

Following the report from the Statewide Services Division, Susan shifted the conversation back to the consideration of the system plans.

Regional Library Systems' Annual Plans and Budgets (continued)

Northwest Kansas Library System (NWKLS)

George apologized for being late and presented the NWKLS 2023 Plan. He pointed out that it is not finished. With George leaving and other changes occurring, there is an opportunity to review how the system operates, particularly in regard to technology and marketing staffing. The system is considering adjustments to legacy services, such as rotation due to decreasing usage. They are considering ways to partner with member libraries for programming. The NWKLS budget will try to have a larger carryover this year to remain revenue neutral.

Susan asked if the unofficial plan could be approved by the board. George indicated that the plan can be approved.

With the conclusion of the system plan presentations, Leslie moved to approve the CKLS annual plan and budget. George seconded the motion. Tom abstained from the vote. The board

discussed the possibility of moving consideration of the plans to allow for more accurate budget information. Ray noted that the board bylaws indicate the plans will be reviewed. Tom noted that the bylaws just require they be reviewed in June, not necessarily approved at the June meeting.

Tom moved to table consideration of the plans until the board's next meeting. George provided a second. The motion carried four in favor, two against.

Next, the board considered the petition by Fort Wallace Memorial Association to join the Northwest Kansas Library System. Bill moved and Tom seconded the motion. The motion was approved without objection.

Susan opened the floor for nominations for the vice chairperson position for FY 2023. Bill self-nominated himself. Leslie moved that Bill Brady be elected vice chair, which was seconded by George. The motion was approved without objection. Ray noted that Randy will be chairperson starting in September and he will remain a board member until he is reappointed or his successor is selected.

Susan asked if there were any corrections to the minutes from the March 11, 2022 meeting. Bill moved to adopt the minutes and Randy seconded. The motion was approved without objection.

State Library Report (continued)

Talking Books Service Division (Michael Lang)

Michael shared that Kansas Talking Books braille readership is up! Our FY 2023 agreement with Utah State Library will renew 64 braille readers, up from 35 last year. This increase is a direct result of the new NLS braille ereader, which makes braille books and magazines easier to access, easier to transport, and is more affordable than buying an expensive refreshable braille display.

Summer reading is underway. Participants are exploring Oceans of Possibilities with themed weekly reading lists and activities compiled by the Reader's Advisory staff. Right now, there are 51 registered participants which is more than each of the past two years, 15 are youth participants, an increase of 10 from last year, and individuals can continue to register through the end of the program. Weekly and grand prizes are sponsored by the Advisory Council for Kansas Talking Books.

The division is in the process of returning their collection to NLS. The circulation staff have removed all multiple copies of books from the shelves and have boxed them to send back to NLS. The staff will then start withdrawing the rest of the collection. It is still scary to say "we're sending all of our books back" but the new system is working very

well. Total year to date circulation is up 17,013 titles compared to the same time last year.

In May, all division staff attended at least some sessions of two online conferences, the KLAS Users' Group mini-conference and the NLS Biennial National Conference. At the NLS conference, staff got a peek at new technologies in development at NLS, including a smart speaker skill and the next generation digital talking book machine.

NLS has ceased production of all NLS Large Print magazines, Talking Book Topics, Braille Book Review, and Musical Mainstream. All will remain available in other formats. The Talking Books Topics is a concern. Many people used it to order their books.

The NLS Patron Engagement Section will host quarterly patron virtual events where patrons can learn more about various services directly from NLS staff. The sessions will begin June 2022 with a session on collection development.

LSTA and State Data (Alice Smith)

Alice noted that survey data has been entered into the IMLS Public Library Survey and we are waiting for IMLS staff to review data for clarifications.

The 2023-2027 LSTA Five-Year Plan document is complete and will be submitted to IMLS next week for review and approval. There are no major changes from the previous plan.

Alice is collecting and compiling data from the Regional Library Systems Annual Report. Once complete, it will be posted to the agency website. The 2021 KS Public Library Data reports will be created soon and posted to the website.

ARPA grant administration continues. Seventeen projects have been granted extensions or have not provided a final report. Twenty-three project reports are pending with reconciliation issues. One hundred thirty-one grant projects are complete and finalized.

Courier Report

Mike noted that participation is at 355, with two anticipated additions next week. The shipping volume has increased back to pre-pandemic levels. The courier provider is experiencing labor challenges, having a hard time hiring drivers and warehouse workers which is affecting service times. Any issues experienced by libraries should be reported to Caroline Handwork.

Mike also noted that the past few years libraries have received a break on the annual rate for courier service. The stop rates for the courier will increase 33% next year. Fuel surcharges might require dipping into cash reserves to maintain the courier going forward.

Adjournment

Randy thanked Susan for serving as chair during the past year. Bill moved to adjourn the meeting and the motion was seconded by Randy. By voice vote, the motion carried. The meeting adjourned at 11:24 a.m.

The next scheduled meeting of the SLK Board will be September 23, 2022.

**State Library of Kansas Advisory Board Meeting Minutes
July 14, 2022 – 10:00 a.m. Zoom (unapproved)**

MINUTES

- PRESENT:** Ray Walling, Randy Roberts (Chair), Ann Adrian, George Seamon, Leslie Weishaar, Rhoda MacLaughlin-Ramirez, Steven Waugh, Susan Moyer, Tom Taylor
- ABSENT:** Bill Brady, Kyle Lord, Steve Funk,
- GUESTS:** Gail Santy-CKLS, Eric Norris-NCKLS, Mike McDonald-NEKLS, George Seamon and Mary Boller-NWKLS, Paul Hawkins-SCKLS, Sharon Moreland-SEKLS
- SLK STAFF:** Cindy Roupe, Jeff Hixon

Call to Order

Chair Randy Roberts called the special meeting of the State Library Advisory Board to order at 11:04 a.m.

Steve made a motion to remove items tabled at the June meeting off the table. Rhoda seconded motion. The motion was unanimous.

Regional Library Systems' Annual Plans and Budgets

Randy reminded the board that CKLS plan was voted on at the June meeting. That plan passed with 5 in favor, 1 abstention.

North Central Kansas Library System (NCKLS)

Eric updated the board on the NCKLS 2023 Plan. Motion to approve the System Plan made by Tom. Ann seconded the motion. There was no discussion. By a unanimous, the NCKLS 2023 Plan was approved.

Northeast Kansas Library System (NEKLS)

Michael discussed the NEKLS Budget and Plan. Susan made a motion to approve the Plan and Rhoda provided a second. By voice vote, the NEKLS 2023 Plan was approved.

Northwest Kansas Library System (NWKLS)

Mary discussed an updated the NWKLS 2023 Plan. Steve made a motion to approve the NWKLS 2023 Plan as presented. Tom provided a second to the motion. No discussion. Because he is the director of the System, George abstained. By voice vote, the NWKLS Plan was approved.

South Central Kansas Library System (SCKLS)

Paul said there were no changes to the SCKLS 2023 Plan. George made a motion to approve the SCKLS 2023 Plan. Ann seconded the motion. There was no discussion. By voice vote, the SCKLS 2023 Plan was approved.

Southeast Kansas Library System (SEKLS)

Sharon said there were no changes to the SEKLS 2023 Plan. Rhoda made a motion to approve the SEKLS Plan, Tom provided a second. No discussion. By voice vote, the SEKLS 2023 Plan was approved.

Southwest Kansas Library System (SWKLS)

Susan made a motion to approve the SWKLS 2023 Plan as presented in June. Leslie provided a second to the motion. There were no changes. No discussion. By voice vote the SWKLS 2023 Plan was approved.

For the September meeting, Ray said that statutes and regulations that guide the Board and a discussion of Board bylaws will be a topic at the September meeting.

The June will remain the meeting where systems budgets are reviewed and plans are approved.

Nominees for the vacant board positions have been presented to the Governor's Office. The goal is to present nominees before a term expires or a resignation.

Adjournment

Rhoda moved to adjourn the meeting, seconded by Steve. By voice vote, motion passed unanimously. The meeting adjourned at 11:22 a.m.

The next scheduled meeting of the SLK Board will be September 23, 2022.

Kansas Library Express

Interlibrary Courier Service

c/o Northeast Kansas Library System. 4317 West 6th Street, Lawrence, KS 66049

<http://kslibexpress.mykansalibrary.org/>

Courier Service Report September, 2022

- Participation is at 357 libraries. This is an increase of 139 libraries since the beginning of the service in 2009. Members include public libraries, public schools, junior colleges, private colleges, public universities and special libraries. Direct service is provided to 316 locations and indirect service to 41 libraries that receive service through delivery to another library.
1. Effective January 2022, fuel surcharges as part of the contract with Henry Industries are in effect.
 2. Shipping volume is still trending upwards. Total volume shipped is up by 60,000 since this time last year and up by 10,000 since June 2022.
 3. Some slower transit times have been reported when shipping via out-of-state partners; Blue Sky and Trans-Amigos. The KLE GPS unit is running routes on these couriers in an effort to identify the cause.

- **Kansas Library Express August 2021 – July 2022 shipping totals:**

Kansas Library Express	841,958
Blue Sky	5,209
Trans-Amigos Express	4,886
TOTAL	852,053

This total is a monthly average of 71,004 items. For 2021 the service operated at an average cost of \$.89 per item shipped. Actual expense for Kansas Library Express in 2021 was \$743,328. The ILDP Grant from the State Library of Kansas represented 41% of income for 2021. This grant is typically 20-25% of the annual income. The reason for the difference in 2021 is due to the reduced COVID-19 rates that were in place for all courier libraries. 2022 also has reduced COVID-19 rates, this is the last year for reduced rates. Rate will increase in 2023.