

ADMINISTRATIVE INFORMATION

**Information regarding reports, governance, officers,
bylaws, etc.**

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 Viviane Peavey,
 Administrative Assistant**

INDEX

Part I. REPORTS	Page 3
Circulation reports (SEKLS)..	Page 3
Allocation reports (SEKLS).....	Page 3
State aid reports (State Library).....	Page 3
Statistical reports (State Library)	Page 3
Paperwork calendar.....	Page 3
ON THE CIRCULATION REPORTS, SHOULD I JUST ADD CIRCULATION FOR ROTATION, ILL RECEIVED, AND ILL SENT TO GET THE TOTAL?	Page 4
WHO DO I REPORT AS THE SYSTEM REPRESENTATIVE ON THE BOARD MEMBER STATISTICAL REPORT?	Page 4
Part II. GOVERNANCE	Page 4
Establishment.....	Page 4
System Board and Meetings	Page 4
Executive Board	Page 4
Annual Plan	Page 4
Taxing District and Budget	Page 4
Membership.....	Page 5
Provision for Free Service	Page 5
Part III. BY-LAWS	Page 6
I. Name	page 6
II. Membership.....	page 6
III. System board	page 6
IV. Voting	page 6
V. Meeting	page 6
VI. Quorum	page 6
VII. Executive Board	page 7
VIII. Committees	page 7
IX. Amendments.....	page 8
X. Reimbursement	Page 8

PART I. REPORTS

Public libraries have several reports to complete during the course of the year, some from the state library and some from SEKLS. These include:

Circulation reports (SEKLS)

Circulation reports are sent to the System Center monthly and are due the 15th of the month following the month being reported. The report is divided into four main parts:

- 1) circulation from the **rotating book** collection,
- 2) circulation of **interlibrary loans received** by your library,
- 3) circulation of **interlibrary loans loaned** by your library, and
- 4) the **total** circulation for the month which *includes the preceding three items and also all items that have been checked out from your local collection.*

Questions concerning these reports should be addressed to Viviane Peavey at the System Center.

Allocation reports (SEKLS)

Libraries receiving allocations are required to report how they have expended the funds. For more information, see Section J, Allocations.

State aid reports (State Library)

Public libraries must submit an application verifying that they wish to receive state aid and showing how they anticipate spending it. They must also submit a final report showing actual expenditures. Questions regarding these reports should be addressed to Bonnie Keim at the State Library, 1-800-432-3919.

Statistical reports (State Library)

Annual Statistical Reports early in the year and Board Member Statistical Reports in summer are required of all public libraries. Questions regarding any of these reports should be addressed to Bonnie Keim at 1-800-432-3919.

PAPERWORK CALENDAR

FEBRUARY	State Aid checks mailed from State Library
	Annual Statistical Report due
APRIL 30	First Quarter Allocation report due at System Center
JUNE 30	Second Quarter Allocation report due at System Center
SEPTEMBER 30	Third Quarter Allocation report due at System Center
NOVEMBER 30	Final Allocation report due at System Center

ON THE CIRCULATION REPORTS, SHOULD I JUST ADD CIRCULATION FOR ROTATION, ILL RECEIVED, AND ILL SENT TO GET THE TOTAL?

No. The total should be all items you checked out during the month. This includes those items, but also includes everything else you check out.

WHO DO I REPORT AS THE SYSTEM REPRESENTATIVE ON THE BOARD MEMBER STATISTICAL REPORT?

This is not the System Director or anyone else at SEKLS. Your System Representative is the person designated by the library board as your library's voting member at SEKLS business meetings.

PART II. GOVERNANCE

Establishment

The Southeast Kansas Library System is established under the authority of K.S.A. 75-2549.

System Board and Meetings

The Southeast Kansas Library System is governed by a board which consists of one representative from each member library and one governor's appointee from each taxing county. This is a total of 118 members. The Board meets at System meetings twice a year. The budget meeting is held on the first Friday in June; the Annual Meeting, at which officers are elected, is held on the first Friday in November. Although these dates are not mandatory, they may be relied upon for planning unless otherwise announced.

Executive Board

State law provides that an Executive Board may be selected to which all of the System Board's legal functions may be delegated except for adoption of the annual budget. SEKLS has established an Executive Board consisting of a President, three representatives of public libraries (one each from libraries with service populations of less than 1,000, 1,000-2,500, and over 2,500), two representatives of school libraries, one representative from an academic or special library, and one governor's appointee. About half of the Executive Board is elected for two-year terms at the Annual Meeting each November. The Executive Board selects a Vice President, Secretary and Treasurer from among its members. The Executive Board meets approximately every other month.

Program of Services

As provided by K.A.R. 54-1-5, regional systems of cooperating libraries must annually submit for approval a program of services to the State Library of Kansas Board. Beginning with the plan for 2009, this is now done jointly by the State Library and the seven regional systems.

Taxing District and Budget

The budget is funded primarily by property tax (89%) and state aid (9%). The System tax applies to property within taxing counties not already being taxed to support a local public library.

Membership

Membership in the Southeast Kansas Library System is by petition to the SEKLS Board and the State Library Advisory Commission. Private entities desiring SEKLS membership must meet certain requirements; contact SEKLS for more information. Membership is currently held by 54 public libraries, 41 school districts, 7 college/university libraries, and 2 special libraries.

Provision for Free Service

Under K.A.R. 54-1-8, libraries participating in a regional system must permit any citizen of the territory comprising the system to borrow materials or receive services without charge.

PART III. BYLAWS OF SOUTHEAST KANSAS LIBRARY SYSTEM
(Revised June 2, 2006)

- I. Name:
 - A. The name of this regional system of cooperating libraries is Southeast Kansas Library System.
 - B. Organization: This regional system of cooperating libraries is organized under K.S.A. 75-2547 et seq. and subsequent amendments thereto.
- II. Membership:
 - A. Membership is by petition to the State Library Advisory Commission in the original petition for system designation or by amendment of that petition, with prior approval of the System Board.
 - B. A library may withdraw from membership in the System by submitting written notification to the System's governing body one year prior to the adoption of the annual budget, subject to approval of the State Library Advisory Commission.
 - C. In the event of the withdrawal of a participating library from the System, all System property shall be returned to the System. Purchases by a library from any System allocation or grant funds remain the property of that library.
- III. System Board:
 - A. The System Board shall consist of one representative selected by each of the local boards of participating libraries, and one representative at large appointed by the Governor from each county levying the system tax.
 - B. The System Board shall have the authority and power as set forth in K.S.A. 75-2550 and shall adopt such policies, programs, and regulations as are necessary to the operation of the library system.
 - C. Representatives to the Board shall be appointed by each local board for yearly terms.
- IV. Voting:
 - A. Each designated representative, or alternate who may be in attendance, shall have one vote.
- V. Meeting:
 - A. One annual meeting shall be held during the month of November or December, and one budget meeting not later than July 1. Other meetings may be called by the president of the System Board should the need arise. Any system representative may request a meeting of the Board. Thirty-day notice shall be given on all meetings. All interested persons may attend meetings of the System Board.

- VI: QUORUM: A. Any number of designated representatives present at a regularly called meeting shall constitute a quorum.
- VII: EXECUTIVE BOARD
- A. The Executive Board shall be elected at the annual meeting. A nominating committee shall present a slate of nominees. Additional nominations may be made from the floor. Any designated representative or alternate to the System Board is eligible for election to the Executive Board. No member of the Executive Board shall serve more than eight consecutive years.
- B. The Executive Board shall consist of a President; representatives of three public libraries, two school libraries, and one academic or special library; one governor's appointee; and one member at large. The three public library representatives are to include one each from Gateway or Linking libraries, Service Center libraries, and Major Service Center libraries, as defined in state standards. Terms shall be for two years, with four terms expiring in odd-numbered years and five in even-numbered years. At its first meeting following the annual meeting, the Executive Board shall select from among its members a vice president, secretary and treasurer. The System Librarian shall be an ex-officio and non-voting member.
- C. All functions of the System Board shall be delegated to the Executive Board under authority of K.S.A. 75-2550a, except for adoption of the annual budget, election of Executive Board members (except for filling vacancies until the next annual meeting), and approval of petitions for System membership.
- D. The Executive Board shall meet on a schedule determined by the Board but not less than quarterly. -A quorum of this committee is five.
- E. In the event of a vacancy on the Executive Board the other members shall select a member to fill in from among duly appointed representatives, for the interim until election.
- VIII: COMMITTEES:
- A. The President shall appoint at least three people to serve as the Nominating Committee.
- B. The president may appoint other committees with approval of the Executive Board.

IX: AMENDMENTS: Amendments to by-laws require the vote of a majority of board members present at any legally-called meeting, subject to the approval of the State Library Advisory Commission. Proposals for amendments shall be sent out at least thirty (30) days in advance of a legally-called meeting.

X. REIMBURSEMENT:
The Executive Board shall receive no salary, but all shall receive reimbursement for actual expenses incurred in attending functions of the System, State or others as provided.