

2020 Strategic Plan

NorthWest Kansas Library System

Description of the Regional Library System

The Northwest Kansas Library System (NWKLS) has an area of 11,732 square miles.

NWKLS has ten taxing counties:

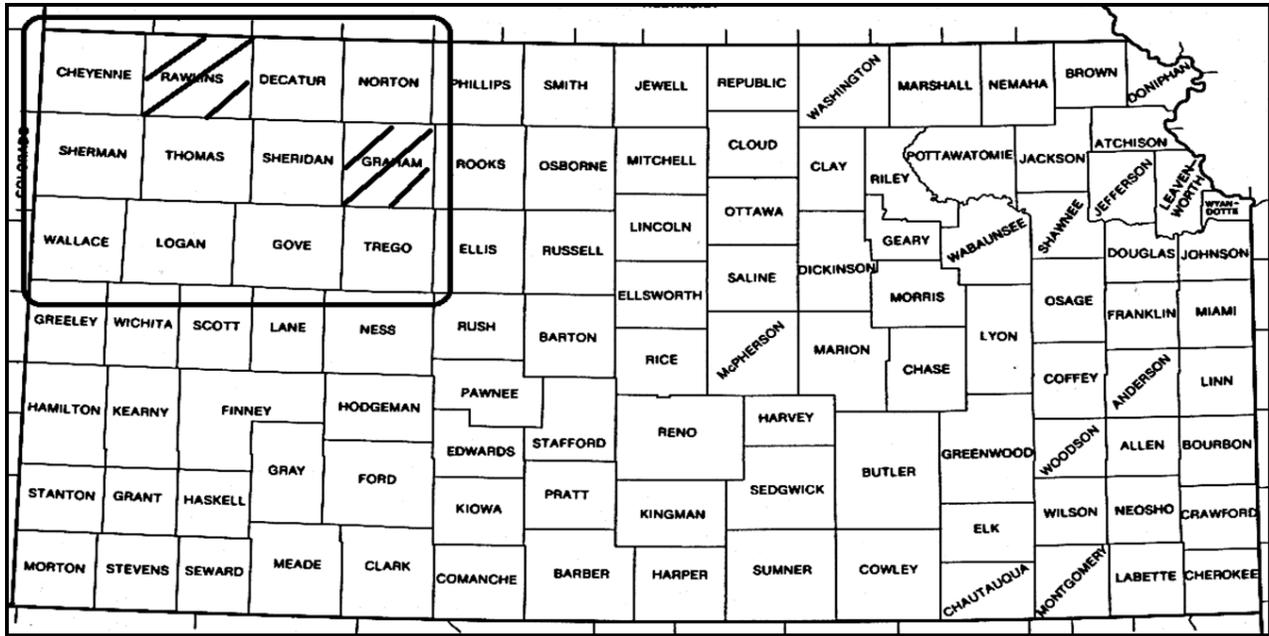
<u>County</u>	<u>Population*</u>
Cheyenne	2726
Decatur	2961
Gove	2695
Logan	2756
Norton	5671
Sheridan	2556
Sherman	6010
Thomas	7900
Trego	3001
Wallace	1485
TOTAL	37761

NWKLS has two non-taxing, non-participating counties:

<u>County</u>	<u>Population*</u>
Graham	2597
Rawlins	2519
GRAND TOTAL	42877

Graham County Library and Atwood Public Library contract with NWKLS for technology services.

**According to the U.S. Census Bureau 2010*



Mission Statement

The mission of the Northwest Kansas Library System is to provide services to member libraries and those areas not served by a local library.

Vision Statement

The Northwest Kansas Library System will lead the quest for information sharing through innovative services and technology for member libraries.

Goals and Objectives (One Year)

NWKLS provides high quality continuing education workshops

- Area trustee training workshops—Continued
- NWKLS Book Club
 - Books will be selected to support member library staff professional development
 - Sessions will be conducted via Zoom
- Quarterly Member Library Challenges/Activities

NWKLS supports quality programming and services within member libraries

- Workflow visits to member libraries—Continued
 - NWKLS staff will make additional on-site visits at member libraries to discuss workflow and assist with simplification
 - The NWKLS website will have an added section on “Workflow Best Practices for Libraries” that will be developed during on-site visits

NWKLS will enhance the visibility and communication of services

- Social Media
 - Greater presence on Facebook, Twitter, and Instagram
- Quarterly Newsletter

Goals and Objectives (Year Two and Three)

NWKLS provides services to areas not served by a local library

- “Daddy Read to Me” prison literacy program—Continued
 - Talk with NCF warden and librarian about possible program
 - Collection of picture books and chapter books to be housed at NCF
 - Presentation to prisoners about literacy and reading to children
 - Giveaway books for children and youth at the “Haven”
- Book Mobile
 - Explore the possibility of NWKLS owning and operating a book mobile in the region.

NWKLS supports quality programming and services within member libraries

- Internet lending—Continued
 - Determine how many units per library from each vendor
 - Continue to budget additional MiFi units for member libraries over the next two years
 - Assist in the development of policy and procedure with lending MiFi units

NWKLS Program of Services

The following sections outline the basic services provided by NWKLS.

Advocacy

The system supports advocacy at all levels through face-to-face meetings with state and local officials, workshops for member library staff and trustees, hosting local legislative events, and member library participation in KLA Legislative Day at the State Capitol in Topeka, Kansas.

Children and Youth Services

NWKLS assists member libraries in meeting the education, entertainment, and literacy needs of children and young adults. The System provides consulting, programming materials/ideas, workshops, and a collection of age-appropriate library materials. NWKLS also participates in and supports organizations that advocate for children and young adults.

6 by 6: Ready to Read

The system participates in the statewide 6 by 6: Ready to Read Program by providing community presentations, attendance at preschool screenings, and development of partnerships with libraries, schools, daycare providers, and preschools. NWKLS also houses a collection of 6 by 6: Ready to Read Activity Kits and backpacks.

Author Visits

NWKLS supports a love of literacy in youth through annual Author Visits/Tours. These visits are coordinated and funded by NWKLS. Visits are available to all member libraries and are based on availability and ease of coordination.

Family Place Libraries

The system supports member libraries in becoming Family Place Libraries through consulting and grant writing.

StoryWalk®

NWKLS supports movement and literacy in youth through StoryWalks®, which is a concept developed by Anne Ferguson of Montpelier, VT. NWKLS partnered with New Age Industrial to create portable StoryWalk® frames, which are available for member libraries to borrow. In addition, NWKLS provides books that are ready for use with the frames as requested by the library.

NWKLS developed a partnership with Prairie Dog State Park to add a StoryWalk® on one of the park's existing walking trails. The Friends of Prairie Dog State Park constructed and installed the frames and NWKLS provides the books. Additionally, NWKLS hosts a StoryWalk® Site for O.K. Kids Day at the State Park in the Summer.

Summer Reading

The system participates in the statewide children and youth services group that plans the Summer Library Program Workshops and participates in the Collaborative Summer Library Program. The System distributes Summer Library Program materials provided through a grant from the State Library of Kansas. Member Public Libraries can also order additional Summer Library Program materials through NWKLS. In support of the Summer Library Program, NWKLS offers Storytelling/Special Program Grants to member libraries.

Teen Kits (You Try It! Kits)

Utilizing funds from a State Library of Kansas LSTA Grant, NWKLS developed a series of teen programming kits. These kits contain everything a library needs to host a teen program. Current kits offer laser tag, board games, Xbox, PlayStation, Wii, Movie Night, Lego® Building, Art, Geocaching, and Science.

Consulting Services

NWKLS personnel help librarians, trustees, school personnel, community members, and public officials on any aspect of library work or management. Staff members are available for consultation by email, telephone during regular service hours, and site visits as scheduled. New librarians receive an orientation to system services and library procedures with follow-up sessions as needed.

Areas of consultation include Library Development (For Public, Academic, and Special Libraries), Children and Youth Services, School Library, Talking Books, Grant Writing, and Technology.

Continuing Education

To accomplish the mission of extending and improving library service in the region, NWKLS plans a program of continuing education events to support networking, discussion, sharing, and training for member library personnel, trustees, volunteers, and school personnel. Continuing Education sessions are in various presentation formats, e.g. face-to-face, regional tours, webinar, video, and audio, utilizing a variety of workshop presenters, which includes member librarians. NWKLS also participates in and supports statewide and regional professional development

events, such as Applied Public Library Education (APPLE) and KASL District Workshops.

Digital Collection

The system has a subscription with OverDrive on behalf of all NWKLS member public libraries. This subscription allows member libraries and their patrons access to Sunflower eLibrary, which is a collection of lendable ebooks and digital audiobooks free of charge. NWKLS also participates in and administers the Sunflower eLibrary statewide consortium.

NWKLS has a subscription with Hoopla on behalf of all member public libraries. This subscription allows member libraries and their patrons access to the Hoopla collection of lendable ebooks, digital audiobooks, comics/graphic novels, movies, TV shows, and music.

Direct Grants

Member public libraries that meet the basic requirements below will receive an Extended Services Grant or System Services Grant. The purpose of the System Service Grant is to assist libraries in serving individuals residing outside of the traditional taxing area.

NWKLS determines grant amounts by classifying libraries based on population as outlined in the 2016 Standards for Kansas Public Libraries. NWKLS reexamines Member library classification every five years; however, a library may request reexamination at any time.

To receive the maximum amount available, a member public library must meet all the following conditions during the calendar year:

- The library must be a legally established public library located in one of the taxing counties of Northwest Kansas Library System as defined in KSA 12-1218.
- One representative from the library must attend the Full System Board meeting.
- The director of the library shall require that library staff attend a minimum of three (3) hours of library training. This can be through a System workshop or other venue.
- A quorum of each public library board must participate in one continuing education event.
- The library must qualify to receive State Aid to Libraries.
- The library must have patron internet access and a working e-mail address.

**A library not meeting the requirements will have their grant reduced by 10% per applicable condition.*

Major Service Center I (Population: 2,500 - 10,000)

Maximum Grant: \$5500

Pioneer Memorial Library, Goodland Public Library, and Norton Public Library are Major Service Center I Libraries. These libraries serve as walk-in resource centers to many people throughout the region.

Service Center (Population: 1,000 - 2,500)

Maximum Grant: \$4000

Sheridan County Library in Hoxie, Oakley Public Library, Oberlin City Library, St. Francis Public Library, and WaKeeney City Library are Service Center Libraries and serve as secondary interlibrary loan resource collections.

Linking (Population: 500 - 1,000)

Maximum Grant: \$3500

Jay Johnson Public Library and Sharon Springs Public Library are Linking Libraries. They serve relatively smaller areas outside their taxing districts and have fewer resources with which to work than the Service Center and Major Service Center I libraries.

Gateway (Population: less than 500)

Maximum Grant: \$3000

The Almena City Library, Bird City Public Library, Gove City Library, Grainfield City Library, Moore Family Library in Grinnell, Jennings City Library, Lenora Public Library, Norcatur Public Library, and Selden Public Library are Gateway Libraries. They also serve smaller numbers of people outside of their taxing district and have fewer resources.

Club libraries are not legally established public libraries. Currently there is one located in Brewster, Kansas. Club libraries are not required to meet state standards and do not receive System Service Grants.

The System also supplies paperback books to locations in small towns without libraries. These **Community Book Deposits** are required to allow free access to these collections. The books at these sites circulate via an honor system, and the locations do not charge rent for the space used. Community Book Deposits are in Rexford, Wallace, and Weskan.

Humanities Kansas TALK Book Collection

NWKLS partners with the Kansas Humanities Council to house, expedite requests for, ship, receive, and replace materials in the TALK Book Collection. TALK Book materials ship via Kansas Library Express when possible or through USPS or UPS otherwise.

Incentive Grants

NWKLS offers incentive grants to member libraries.

APPLE Grant covers the registration costs associated with attending Applied Public Library Education for new directors. (Limited to Public Libraries)

Collection Development/Technology Grant is for the purchase of materials or technology for the library.

Continuing Education Grant is for expenses associated with attending a library oriented continuing education event.

Kansas Library Express Courier Grant is used to offset the cost associated with the courier service. (Limited to courier participants)

Storytelling/Special Program Grant is for expenses associated with a summer reading special event or any special event held at the library.

William Allen White Grant is used to offset costs associated with attending the William Allen White Ceremony in Emporia, Kansas. (Limited to Member School Libraries)

Interlibrary Cooperation Program

Northwest Kansas Library System continues to support all types of interlibrary cooperation possible, between local libraries of diverse types, between the regional library systems, and on a state and national levels. The System continues to explore avenues of school/public library cooperation in our area. NWKLS will cooperate in all programs and activities for statewide library development as determined by the Regional Library System Directors and the Kansas State Librarian.

Interlibrary Loan

NWKLS supports and participates in interlibrary loan through the Kansas Library Catalog (KLC). However, when items are not available through the KLC, the System subscribes to WorldShare, an interlibrary loan service provided by OCLC. WorldShare service allows the System to borrow materials from libraries across the country and around the world.

NWKLS supports and encourages member libraries in providing mediated or unmediated patron initiated interlibrary loan through the KLC.

Kansas Library Association

NWKLS partners with the Kansas Library Association to act as the Executive Secretary for the professional organization. Through this partnership, NWKLS is

responsible for tracking and updating KLA financials, memberships, sections and roundtables, and supports the organizations conferences.

Kansas Library Express Courier Service

NWKLS participates in and encourages the utilization of Kansas Library Express courier service to transport materials from library to library in Kansas, Colorado, Texas, Oklahoma, Arkansas, and New Mexico. The System encourages the utilization of Kansas Library Express by providing grants to participating member libraries.

Marketing and Public Relations

NWKLS offers and promotes library programs, materials, and services to patrons and member libraries through an online newsletter, web page, and local/regional community partnerships. The System also provides photocopying, laminating, and die cut services to member libraries free of charge and to patrons at a nominal fee.

Motion Picture Public Performance License

NWKLS purchases motion picture public performance site licenses for member public libraries. Member libraries may choose between two different licenses that cover different studios. Additionally, NWKLS will also purchase member libraries a motion picture public performance license for outdoor events. These licenses are one-time use.

NWKLS Staff Professional Development

For NWKLS to provide quality services to member libraries, the system must employ and continue to educate highly qualified professionals. To this end, NWKLS encourages staff members to attend/present at the annual KLA Conference; larger, out-of-state conferences; system continuing education events; webinars; and offer workshop sessions at system events. Staff members are encouraged to join state and national library associations and participate in committees and roundtables.

Program for Contracting Libraries

There are currently two public libraries contracting with NWKLS for technology services. Contracting public libraries are in counties that do not levy a System tax. Contracting libraries receive services requested except System grants and rotating book services. Contracting libraries pay for the services based on actual cost or fees established by the Executive Committee.

Program for Other Types of Libraries

School, Institutional, and Community College Libraries have the responsibility to follow those System policies and practices which promote cooperation, and which do not conflict with those established by their governing boards, the Kansas State

Department of Education or the Kansas State Department of Corrections.

Reference Services

NWKLS provides information to member librarians in response to their specific user reference requests and provides leadership and guidance in improving local library reference services.

Rotation Service

The System operates a rotation van that delivers a collection of library materials, including books, audio, and video for local library circulation. The rotation van visits public libraries, college libraries, and book drops every two months. In addition, NWKLS offers a School Library Rotation and BPH Rotation.

Talking Books Outreach and Consulting Services

NWKLS in partnership with the State Library of Kansas and the Library of Congress provides Talking Books Outreach and Consulting Services. NWKLS provides prompt, accurate, personalized support and access to books and magazines in Braille and audio formats, along with the required playback equipment. These services are free-of-charge to any Kansas resident unable to use standard print due to visual or other physical impairment.

The Talking Books Outreach Consultant offers presentations to community organizations and marketing opportunities at local events regarding this service.

Technical Services

NWKLS offers a variety of technical services to member libraries, which include, but are not limited to, Acquisitions, Cataloging, Collection Development, Library Supplies, Weeding/Reorganization, and Book Repair.

Acquisitions

Member libraries can choose to order library materials, e.g. books, audio books, DVDs, console games, etc. through NWKLS at cost. The System utilizes Ingram Books for the purchase of books and audio books, and Amazon for the purchase of DVDs and console games. Libraries will receive an invoice for any materials purchased through NWKLS.

Cataloging

NWKLS provides limited cataloging services to member libraries. Staff members will train member librarians on cataloging and printing labels. NWKLS will do original cataloging for scarce items of historical significance.

Collection Development and Weeding

NWKLS support member librarians in developing their library collections, and when necessary, help member libraries weed their collections, based on their policies.

Library Supplies

NWKLS stocks a small amount of library supplies for member libraries to purchase at cost. Member libraries can also order library supplies not readily stocked through the system office.

Library Reorganization

NWKLS supports the reorganization of member libraries to meet local community needs through providing advice on current library organizational trends, planning, and labor to accomplish the member library's vision.

Book Repair

The system offers book repair services through an agreement with Oakley Public Library. Oakley Public Library purchased a Cover One Book Repair System and will be repairing books for member libraries. The books that the system can repair have the page block removed from the cover both fully and partially as well as a split in the page block that exposes the spine. This service is directed by policy and procedure.

Technology

In addition to technology consulting, member libraries also receive support in repairing, upgrading, or replacing equipment and software. NWKLS provides OpenDNS Filtering Software, Faronics Anti-Virus Software, Deep Freeze Computer Locking Software, Envisionware Computer Management Software, Microsoft Suite of products for patron computers, Office 365 for staff computers, and Verso CILL Module free of charge to member libraries. NWKLS utilizes Log-Me-In, remote access software, to update and repair member library computers.

NWKLS contracts E-rate services through e-Rate Solutions. These services are available to member libraries at a nominal fee.

NWKLS provides websites for member libraries free of charge. These sites are hosted through Nex-Tech and managed by system staff and member librarians.

Through a contract with Green Office Partners, NWKLS assists member libraries in leasing Xerox Multi-Purpose Office Machines.

NWKLS Staff

Mary Boller—Talking Books/School/Children and Youth Consultant

1 FTE—MLS

Alice Evans—Business Manager/KLA Executive Secretary—Financial

1 FTE—HS+

Dave Fischer—Technology Consultant

1 FTE—HS+

Heather Frew—Administrative Assistant/Interlibrary Loan

1 FTE—HS+

Kama Mandl—Cataloger/TALK/Acquisitions/KLA Executive Secretary—
Membership

1 FTE—AAA

Jennifer Mapes—Rotation/Shipping and Receiving/Courier/Materials Processing

1 FTE—AAS

George Seamon—Director/KLA Executive Secretary/Library Development
Consultant

1 FTE—MLS

Crystal Anderson—Assistant Librarian

.50 FTE—AAS

Brionnah Fessler—Summer Student Worker

.25 FTE

Harrison Woodyard—Summer Student Worker

.25 FTE

Haylee Tien—Nex-Gen Summer Intern

.25 FTE

Elvina McClallen—Volunteer

Dianna Zampieri—Volunteer