

NWKLS 2011 SYSTEM PLAN

DESCRIPTION OF REGIONAL 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	2742
Decatur	2912
Gove	2548
Logan	2593
Norton	5422
Sheridan	2493
Sherman	6013
Thomas	7277
Trego	2882
Wallace	1404
TOTAL	36251

There are no contracting counties or libraries.

There are no non-taxing participating counties.

NWKLS has two nonparticipating counties:

Graham	2592
Rawlins	2503
GRAND TOTAL	41346

*According to the Kansas Population as of July 1, 2008 Certified to the Secretary of State by Division of the Budget on July 1, 2009

NWKLS MISSION STATEMENT

The mission of the Northwest Kansas Library System is to provide service where it exists in the participating counties and to provide library service where it does not exist.

NWKLS 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

1. NWKLS libraries will support member libraries with direct and rapid access to informational, educational and leisure materials.
 - Encourage the cooperation of various types of libraries including public, school, academic and special to provide for the informational needs of northwest Kansas communities.
 - Follow-up on the 2010 implementation of various technological tools by marketing and evaluating the technology.
 - Encourage member libraries to share experiences with new technologies.
 - Support the NWKLS Integrated Library Management system (web-based for real-time access to library collections across Kansas) in member public libraries.
 - Support the statewide material delivery service, Kansas Library Express, and provide funding for delivery service or interlibrary loan postage reimbursement for NWKLS member libraries.
 - Deliver a rotation collection of adult and children's materials that meets the needs of NWKLS libraries and communities.
 - Follow a survey of the capabilities and usage of the Mail-A-Book program to homebound and rural patrons with a change in the program by January 1, 2011.
 - Encourage member libraries to move toward patron-initiated interlibrary loan.
 - Coordinate a workshop to explain the process.
 - Follow-up with individual discussion with member libraries.
 - Explore cataloging options for the best service to member libraries.
 - Encourage member libraries to directly utilize KicNet/AutoGraphics for interlibrary loan services.
2. NWKLS will be relevant and visible to Kansans.
 - Encourage NWKLS libraries to enhance the visibility of their facilities, collections, and services through various marketing options.

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- Follow-up on various Web 2.0 tools utilized.
 - Encourage member libraries to utilize local newspapers, radio, television, business, and partnerships with civic organizations.
 - Develop and implement an advocacy training program for librarians, trustees and patrons to empower them to effectively advocate library issues to the local government and the public.
 - Communicate with and encourage librarians and trustees to regularly discuss library issues with legislators by scheduling annual coffees in each Kansas House district in the NWKLS area. Coffees will be preceded by workshops to aid participants in discussing library issues.
 - Encourage member libraries to utilize programming for children, young adults, adults and seniors to increase visibility of library in the community.
 - Follow-up discussion on programming being offered by member libraries.
 - Provide a workshop on building community partnerships and libraries taking programming to the community.
 - Utilize various media resources, the NWKLS newsletter and web page, as well as the cooperative regional library system website, Facebook and other online tools to promote and educate the public about NWKLS and member library services.
3. NWKLS Librarians and trustees will have the knowledge and skills to provide excellent library service.
- Promote and encourage participation in NWKLS and statewide continuing education activities, utilizing a variety of presentation methods that emphasize the core competencies for librarians in Kansas.
 - Provide additional technology based presentations and instruction.
 - Encourage member libraries to utilize WebJunction and other training sites.
 - Support and encourage participation in the statewide trustee certification program for local library trustees.
 - Encourage public libraries to participate in implementing a state public library accreditation program.
 - Deliver consulting services to member libraries (public, school, academic and special) on all aspects of library services.
 - Create an opportunity for school librarians to share ideas and concerns of relevance to school libraries in conjunction with the NWKLS Fall Full System meeting.
 - Offer training to librarians and patrons in the utilization of the state provided online library resources and promote the resources to constituents.
 - Provide small group, hands on training in multiple locations.
 - Follow-up on previous training sessions noting changes in technology.
 - Schedule a meeting of librarians from each county to come together to share information and resources in conjunction with the NWKLS Spring Full System meeting.

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4. Western Kansas Talking Books will deliver exceptional service to the visually impaired in western Kansas.
 - Publicize and encourage use of the KLAS online Kansas database of accessible books.
 - Assist patrons in use of Voyager online national database.
 - Offer instructional help for digital downloadable talking books.
 - Participate in the statewide publicity campaign to inform eligible persons about the Talking Book Program.
 - Contract with the Southwest Kansas Library System to provide publicity, information, and timely service to patrons in southwest Kansas.
 - Provide information on the Talking Book Program to all librarians and pertinent health care providers.
 - Provide encouragement and grants to NWKLS libraries that participate or sponsor Talking Book awareness programs.

NWKLS PROGRAM OF SERVICES

The Program of Services explains the basic services provided by NWKLS. The previous goals and objectives detail the plan for enhancing these services.

Talking Book Service

The Kansas State Talking Book Library, in cooperation with the Library of Congress, National Library Service for the Blind and Physically Handicapped, provides library services and materials at no cost to Kansans unable to use conventional print. The Kansas State Library contracts with the Northwest Kansas Library System to maintain and circulate the Library of Congress Talking Book collection and equipment for the eligible blind, visually impaired, physically impaired, and reading disabled in 33 counties in western Kansas. The NWKLS Talking Book department serves as a source of programming materials and information on services for older and disabled patrons, and as a source of ADA information. Resources besides the Talking Books include BiFolkal Kits, Descriptive Videos, and magnifiers.

Mail-a-book:

The Northwest Kansas Library System provides free Mail-a-book services to all residents of participating counties who reside in an area of a participating county on which a public library tax is not levied. Homebound residents in the ten county NWKLS area receive this service at no cost. A catalog is mailed to patrons from which to select paperback books. Selections are sent through the mail directly to the patron. No loan fees are charged to the borrower. Return postage must be provided by the patron, or the completed package of materials must be returned to a public library participating in the Kansas Library Express (Courier). Past Mail-a-Book paperbacks are utilized as rotating collections for the Community Book Deposits or are provided to member libraries.

Consulting Service:

NWKLS personnel offer assistance to librarians, trustees, community members and officials on any aspect of library work or management. Staff members are available for consultation by telephone during regular service hours and for site visits as scheduled. A professional collection of books, magazines, and videos is maintained and available for loan. New librarians are offered an orientation to System services and library procedures with a follow-up session in three months.

Continuing Education:

In order to accomplish its mission of extending and improving library service in the region, NWKLS plans a program of continuing education events to train personnel, trustees, and volunteers in member libraries. NWKLS supports the Core Competencies for Kansas Public Library Directors, and participates in the **CERTIFICATION PROGRAM FOR KANSAS PUBLIC LIBRARY ADMINISTRATORS** as well as the **KANSAS LIBRARY TRUSTEE CERTIFICATION PROGRAM**.

Automation and Technology:

Consulting services are provided to help member librarians learn and use current technologies, and to help libraries plan for the future. The System provides leadership, advice and training for updating and accessing electronic information services.

Children and Youth Services:

NWKLS assists libraries in meeting the information and recreational reading needs of children and young adults. The System provides consulting, programming materials, workshops, a collection of age-appropriate library materials, and children/young adult programming grants. NWKLS participates in the statewide planning group for children's services. The System distributes Summer Library Program materials and provides programming ideas, summer storytelling grants and year-round children/young adult programming grants to member public libraries.

Marketing and Public Relations:

NWKLS offers and promotes library programs, materials, and services to patrons and member libraries. An online newsletter is provided and a web page is maintained.

Reference and Interlibrary Loan:

NWKLS provides information to member librarians in response to their specific user requests and provides leadership and guidance in improving local library reference service. Title, subject, periodical, and reference requests from member and other libraries will be filled, if possible, from System resources, or referred to other libraries, agencies, and organizations. The System subscribes to the American Library Association, the Bibliographic Center for Research, and the Kansas Ill Circuit codes and protocols for Interlibrary Loan, and encourages members to follow system and state procedures. Member libraries are encouraged, with Kansas Library Express libraries required, to apply for and become a part of the statewide interlibrary loan system (KICNET/A-G) to better serve their patrons. Priority should be given using electronic methods of requests. The System has a TDD and will act as a referral point for deaf patrons in the area.

Courier Service:

NWKLS encourages the utilization of the statewide courier service to transport materials from library to library. To support the courier, NWKLS provides grants for library participation.

Rotation Service:

The System operates a rotation van stocked with a collection of library materials, including books, audio materials, and video materials, for local library circulation. The public libraries, the community college library, and the technical college library are visited by the van every two months. In addition, specific collections of materials or bulk loans on specified subjects may be reserved for a specific time in any member library.

Technical Services:

Technical service is the ordering, processing and cataloging of library materials. All materials cataloged for NWKLS and member libraries are available statewide through the local web-based catalog or added to the Kansas Library Catalog. Member libraries should send additional holdings to the State Library for inclusion in the KLC. Machine readable cataloging records, or limited reimbursement to public libraries for MARC records purchased from other providers, are provided to requesting libraries. Catalog cards and labels are supplied for those libraries that request them. The System uses OCLC and the KLC for cataloging, and uses automated ordering systems through Ingram, Amazon or Barnes and Noble. Libraries are billed monthly for any materials or supplies purchased through NWKLS.

Direct Grants:

Extended service grants are provided to member public libraries that meet the basic requirements. The purpose of the System Service grants is to assist libraries in serving individuals residing outside of the traditional taxing area. Dependent upon availability of funds, opportunities will be given for member libraries to apply for continuing education or other grants, based on specified criteria.

To receive a System Service Grant, a public library must meet all of the following conditions during the calendar year 2010:

1. Must be a legally established public library located in one of the taxing counties of the Northwest Kansas Library System as defined in KSA 12-1218.
2. Must catalog all of its new acquisitions through NWKLS or otherwise notify NWKLS or the State Library of the acquisition of new materials for inclusion in the Kansas Library Catalog.
3. One representative from the library must attend either of the two Full System Board meetings and a minimum of one library staff member must attend a minimum of one System workshop other than one held in conjunction with a Full System Board meeting.
4. A quorum of each public library board must participate in one continuing education event, (15 minute minimum) as part of the Kansas Library Trustee Certification Program.
5. Must qualify to receive State Aid to Libraries.
6. Must have patron Internet access and a working library e-mail address, and must use e-mail or the web-based KLC for the majority of interlibrary loan requests sent to NWKLS.

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

Program for Library Service Centers

Levels:

The **System Headquarters** located in Norton serves as the library clearinghouse in the System area, assisting member libraries to become more effective access points to library services throughout the state and nation. The System collection, most of which is housed in the Norton Public Library, contains a wide variety of useful materials which serve as the System's central bibliographic reference and research center.

The System Headquarters and member libraries will provide free access to the System's resources to every person in the System area. The System will also provide professional and administrative personnel to carry out the System programs and assist in the planning of local library service programs. Necessary clerical and technical help essential to the service programs will also be provided by the System.

Hours of service will be Monday through Friday, 8:00 AM to 5:00 PM, except for designated holidays. Toll-free telephone service is provided for both member libraries and for area residents without immediate access to a local library.

The System Headquarters acts as a resource center for all needs of the libraries at each level of service described below. Each of these libraries in turn acts as an access point for their patrons to the various NWKLS programs and services.

The System Headquarters also serves as the Talking Book Sub-Regional Library for the 33 counties in Northwest Kansas and Southwest Kansas Library Systems.

Classifications for member libraries are based on population, and will be examined every five years using official census data. A library may request their own classification be examined at any time if they feel they are in the wrong category.

Standards for Kansas Public Libraries, 2000, discusses standards for all Kansas libraries and for libraries in each category. Libraries are encouraged to work toward the highest standards.

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

Maximum Grant: \$4500

Pioneer Memorial Library in Colby, Goodland Public Library, and Norton Public Library are **Major Service Center I Libraries**. They make an effort to reach large areas outside their library boundaries in service to rural residents and people from smaller towns in their vicinity. These libraries serve as walk-in resource centers to many people throughout the NWKLS region.

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

Maximum Grant: \$3500

The 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: \$3000

Linking Libraries include the Jay Johnson Public Library in Quinter and the Sharon Springs Public Library. 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: \$2200

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 and are operated in Clayton and Brewster. They 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 with no libraries. These **Community Book Deposits** are required to allow free access to these collections. The books are circulated via an honor system, and the locations do not charge rent for the space used. Book stations are located in Collyer, Rexford, Wallace, Weskan, and Winona.

Incentive Grants:

NWKLS offers Interlibrary Lending incentive grants for all System members who do not participate in the Kansas Library Express courier. A qualifying library completing an incentive grant application will be awarded a grant based on items lent through interlibrary loan, at a sum to be determined annually by the Executive Committee based on funds available.

NWKLS offers Children and Young Adult Programming incentive grants for public libraries that provide year-round children's programming. A qualifying library completing a Children and Young Adult Programming incentive grant application will be awarded a grant based on the division of the amount to be determined annually by the Executive Committee based on funds available. NWKLS offers programming grants for children's storytelling and adult programming.

Program for Contracting Libraries

There are currently no libraries contracting with NWKLS for service. Contracting public libraries are located in counties that do not levy a System tax. Contracting school and other types of libraries receive all System services except System grants and rotating book service free of charge. They are charged for the services based on a \$100 base fee plus a per capita charge based on the actual cost of the service. Continuing education opportunities are offered to non-member libraries for a registration fee.

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. School and Institutional libraries receive all the services of member public libraries except grants and rotation. The Colby Community College Library and the Northwest Kansas Technical College Library receive all the services of member public libraries except grants.

Interlibrary Cooperation Program

The Northwest Kansas Library System continues to support all types of interlibrary cooperation possible, between local libraries of different types, between the regional library systems, and on a state and national basis. The System continues to explore avenues of school/public library cooperation in our area. The Northwest Kansas Library System will cooperate in all programs and activities for statewide library development as stated in **the State Library/Regional Library Shared Goals for 2011**. The System will support plans for systematic programs for the reciprocal use of resources on a statewide basis, such as reciprocal borrowing privileges, central processing, and integrated library management systems.

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BYLAWS

ARTICLE I NAME

NAME The name of this regional system of cooperating libraries shall be "*The Northwest Kansas Library System*". For the purpose of these bylaws, the term "System" shall be construed to mean the Northwest Kansas Library System.

ARTICLE II AUTHORITY AND PURPOSE

AUTHORITY The System is established and shall be operated as a municipality pursuant to, and in compliance with, the laws of the State of Kansas, particularly K.S.A. 75-2547, et seq.

PURPOSE The purpose of the organization shall be to provide, through a system of cooperating libraries, improved library service to all citizens in the Northwest Kansas area and to otherwise promote library interests in the State of Kansas.

ARTICLE III MEMBERSHIP

MEMBERSHIP The membership of the System shall consist of those participating libraries designated by the State Library Advisory Commission. Additional libraries shall be included in the future as designated by the State Library Advisory Commission.

ELIGIBILITY Any legally established or club library in the counties of Cheyenne, Decatur, Gove, Graham, Logan, Norton, Rawlins, Sheridan, Sherman, Thomas, Trego and Wallace is eligible to participate in the System, provided it files with the System Board. The System Board shall vote approval and petition the State Library Advisory Commission to approve inclusion of such library.

TYPES OF MEMBERSHIP Two types of library membership are possible

1. Participating members are those libraries in counties that levy the System tax.
2. Contracting members are libraries in counties which do not levy the System tax.

WITHDRAWAL A participating library, or participating libraries of a county, when in unanimous agreement, may withdraw from the System by submitting written notice to the System's governing body one year prior to the adoption of the annual budget, subject to the approval of the State Library Advisory Commission.

In the event of the withdrawal of a participating library from the System, all System assets and all System property purchased with System funds shall become the property of, and shall be returned to the System.

ARTICLE IV GOVERNING BODY

SYSTEM BOARD The governing body of the System shall be the System Board. The System Board shall be composed of one representative from each participating library and the Governor's appointee from each participating county. Each representative is to be elected by the trustees of the participating library and certified in writing to the System office by the chairman of that library board, the librarian, or school administrator.

REPRESENTATIVES TERM OF OFFICE

1. Each library representative shall be elected for a term of four years. In the event the representative is unable to attend a Full System Board meeting, an alternate may be given the right to represent that library by giving notice to the System office.

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2. No representative shall serve for more than two full consecutive terms. A representative must be off the board for one full year before being eligible for reappointment. Governor's appointees shall serve at the pleasure of the Governor.
3. In the event of the death or resignation of a representative, an alternate shall complete the unexpired term of the representative.
4. The election of all representatives shall be certified in writing to the System Center prior to taking office.
5. Each member library shall elect its representatives every fourth year according to the procedures. In the event a new member library is added to the System, a representative shall be elected to serve until the next regular election for that library.

DUTIES The System Board shall adopt the annual budget and plan of services, approve officers and amend the bylaws. It shall delegate to its Executive Committee such other duties as are not specified in these bylaws.

MEETINGS The System Board shall hold regular bi-annual meetings in the Spring and Fall at a place and time to be specified in the meeting notification.

1. The spring meeting shall include an evaluation of the current System programs and the adoption of the annual budget and plan of services.
2. The fall meeting shall include the approval of the election of officers, an end of the year review of System services and a review of the bylaws.
3. Special meetings of the System Board may be called by any member of the Executive Committee or by a majority of the System Board members.

ARTICLE V EXECUTIVE COMMITTEE

MEMBERS The Executive Committee shall consist of one member from each county in the system that levies the System tax. The System Board members from each taxing county shall appoint one of the members from their county to serve on the Executive Committee for a period of two (2) years.

At least one member of the Executive Committee shall be a Governor's appointee. Governor's appointees are eligible to serve as long as they are Governor's appointees.

DUTIES The duties of the Executive Committee are as follows:

Chairman--To preside at meetings and appoint special committees.

1st Vice Chairman--To act as chairman in the absence of the Chairman.

2nd Vice Chairman--To act as chairman in the absence of both of the above.

Secretary--To ensure that minutes of the System Board and Executive Committee meetings are recorded.

Treasurer--To ensure that accurate financial reports of the System are provided.

ELECTION OF OFFICERS AND TERMS The Officers shall be elected by the Executive Committee from the members of the Executive Committee to serve for a period of one year. No officer shall serve more than two consecutive years in the same office.

SYSTEM LIBRARIAN The System Librarian shall attend all meetings as a nonvoting technical advisor to the committee.

METHOD OF FILLING VACANCIES In the event of a vacancy on the Executive Committee, a replacement shall be appointed by the System Board members from the county in which the vacancy occurs to fill out the term. If a vacancy occurs in an office the Executive Committee shall fill the vacancy by electing a member of the Executive Committee to fill out the term.

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MEETINGS The Executive Committee shall meet at least monthly at a place and time to be determined by the majority of the Committee, unless deemed unnecessary by the Chairman.

POWERS The Executive Committee shall be empowered to conduct all affairs of the System not specifically reserved for the System Board.

ARTICLE VI COMMITTEES

STANDING COMMITTEES

1. **Budget Committee** The Chairman shall appoint a Budget Committee to be composed of the Treasurer and additional members of the System Board. The committee shall prepare and submit to the full System Board at the spring meeting the annual budget for the System.

2. **Planning Committee** The Chairman shall appoint a Planning Committee to be composed of members of the System Board. This committee shall prepare and submit to the full System Board at the spring meeting the annual plan for System services.

3. **Policy Committee** The Chairman shall appoint a Policy Committee to be composed of members of the System Board. The committee shall review and revise the NWKLS Policies to submit to the Executive Committee. The committee shall review and revise the NWKLS Bylaws for submission to the Full System Board.

OTHER COMMITTEES Other committees shall be appointed by the Chairman when the Executive Committee or Board deems it necessary to carry on the business of the Board.

EX-OFFICIO MEMBERSHIPS The Chairman shall be an ex-officio member of all committees.

ARTICLE VII VOTING

VOTING RIGHTS Each representative or alternate shall have one vote at System Board meetings. The representatives of contracting libraries and non-legally established public libraries shall have voting power on all matters except those related to the budgeting of regional tax funds.

QUORUM

1. **System Board** A quorum for System Board meetings is forty per cent of the total members of the Board.

2. **Executive Committee** A quorum is the majority of the members of the committee.

VOTING BY PROXY Voting by proxy is not allowed.

ARTICLE VIII RULES OF ORDER

"Robert's Rules of Order", current revision, shall apply except when in conflict with state statutes or these bylaws.

ARTICLE IX AMENDMENTS

Amendments to these bylaws require a majority vote of the total number of qualified members of the System Board, subject to the approval of the State Library Advisory Commission, and provided the proposed amendment is printed, with the changes and corrections delineated, and mailed prior to or with the agenda for the meeting.

Revised May 12, 2005

PROCEDURES

GOVERNING BODY:

Full System Board:

Each library representative is elected for a term of four years, beginning January 1, in accordance with the table below.

2005-2008	2006-2009	2007-2010	2008-2011
2009-2012	2010-2013	2011-2014	2012-2015
2012-2016	2014-2017	2015-2018	2016-2019
2017-2020	2018-2021	2019-2022	2020-2023
Jennings PL	Goodland PL	Almena PL	Bird City PL
Hoxie PL	Norcatul PL	Colby PL	Grainfield PL
Quinter PL	Lenora PL	Davis (CCC)	Gove PL
Sharon Spgs. PL	Norton PL	St. Francis PL	Oberlin PL
Grinnell PL	Clayton PL	Brewster PL	Oakley PL
USD 211	USD 212	USD 241	USD 291
USD 293	USD 352	NWKGWMD4	USD 274
USD 292	USD 242	USD 275	USD 314
USD 412	USD 315	USD 297	NORTON Corr.
USD 316	WaKeeney PL	Sheridan Co. Hosp.	St. Joseph School
Selden PL	USD 213	Trego-Lemke Hosp.	USD 208
USD 294	Heartland Christian	USD 103	NWKTC
		Sacred Heart	

System Board Representative appointment forms will be sent out each October or November for the term expirations to occur January 1 or whenever there is a vacancy.

Executive Committee:

Representatives from **Gove, Logan, Sheridan, Trego** and **Wallace** counties will serve two-year terms beginning January 1 in odd-numbered years.

Representatives from **Cheyenne, Decatur, Norton, Sherman** and **Thomas** counties will serve two-year terms beginning January 1 in even-numbered years.

Executive Committee appointment forms will be sent out each September for the term expirations to occur the following January, in order that officers for the following year may be elected in October from among those who will remain on the Executive Committee.

Governor's Appointees:

Governor's Appointees are eligible to serve as long as they are Governor's Appointees. At least one member of the Executive Committee must be a Governor's Appointee. In the even this position is vacant and no county appoints a Governor's Appointee, the following schedule will be used to ask for a replacement Governor's Appointee to the Executive Committee:

1. Cheyenne
2. Logan
3. Sherman
4. Wallace
5. Decatur
6. Norton
7. Thomas
8. Gove
9. Sheridan
10. Trego

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POSITION	STAFF MEMBER	FTE	EDUCATION
DIRECTOR	LESLIE BELL	1.00	MLS
ASSISTANT DIRECTOR	GEORGE SEAMON	1.00	MLS
BPH SUBREGIONAL LIBRARIAN	CLARICE HOWARD	1.00	BA
BUSINESS MANAGER/ACQUISITIONS	VALERIE ELLIOTT	1.00	MA
REFERENCE CLERK	LINDA KEITH	1.00	HS+
ILL/ROTATION CLERK	PATRICIA HAMMOND	1.00	HS+
CATALOGER	AURELIA JACKSON	1.00	MS
BPH CLERK	AMANDA DAVIS	.75	HS+