

## **A G E N D A**

### **Wichita Public Library Board of Directors Meeting**

**Tuesday, March 17, 2020 – 12:00 p.m.**

**Advanced Learning Library Keeney Stevens Board Room (2<sup>nd</sup> Floor)**

**711 W 2nd, Wichita KS 67203**

1. Call to Order
  - a) Review of Proposed Program Options – Library Leadership Team
  - b) Introductions
2. Approval of the Agenda
3. Public Comment
4. Minutes of the February 18, 2020 Meeting
5. Unfinished Business
6. New Business

- a) Updated January 2020 Finance Reports and Supplemental Bills

General Fund Bills	\$331,260.16
Grant Fund Bills	9,727.14
<b><u>Total</u></b>	<b>\$340,987.30</b>

- b) Preliminary February 2020 Finance Reports and Bills

General Fund Bills	\$41,683.88
Grant Fund Bills	16,470.03
Gift & Memorial Fund Bills	1,476.52
<b><u>Total</u></b>	<b>\$59,630.43</b>

- c) Proposed FY20 State Grants-in-Aid Budget
  - d) Proposed Budget Program Options
  - e) Proposed Changes to Library Policies
    - 1) REF-002 General Equipment Available for Customer Use
    - 2) REF-005 Photograph Collection Reproduction
    - 3) REF-005.1 Use Fees
    - 4) REF-011 FamilySearch Center Affiliate Program
    - 5) COL-002 Materials Selection Policy
    - 6) COL-002.1 Selection Criteria Policy (New)
    - 7) CIR-007.1 Circulation Parameters
  - f) Proposed Public Art Projects

7. Standing Committee Reports
  - a) Finance Committee
  - b) Operations Committee
  - c) Planning & Facilities Committee
  - d) Public Affairs Committee
8. Special Committee Reports
  - a) Friends of the Library
  - b) Library Foundation
  - c) Wichita Genealogical Society
9. Director of Libraries Report
10. Announcements
11. Adjournment



# MONTHLY ACTIVITY REPORT

## February 2020

### SERVICE HIGHLIGHTS

Technology resources and services were a focus of Library activity in February.

An initial collection of Wonderbooks is now available at the Advanced Learning Library, Rockwell and Westlink branches. These books include an audio player with two modes: “Read-Along Mode” that reads the story aloud while the child follows along, and “Learning Mode” that asks questions to help develop a child’s reading comprehension. The initial collection was assigned to the three busiest locations as a way to best test the durability and circulation procedures of the collection. If the initial test is successful, the collection will be expanded to all Library locations later this year.

Digital access to Value Line is now available in the Library’s virtual branch. This service is a financial publication that provides investment research on for more than 6,000 stocks, 18,000 mutual funds, 200,000 options and other securities.

Although the shortest month of the year, the Wichita E-Reads collection set another new record for use, driven in large part by the addition of e-audiobook titles. The decision to invest in an e-audiobook simultaneous use plan has proven to be financially beneficial as 185 of the 200 titles with simultaneous access were borrowed more than 1,300 times in the 37 days since this format was added to the digital branch collection.

Public computing policies have been revised to remove the account in good standing requirement in order to use library computers and WIFI connectivity. The purpose of the change is to remove a barrier to digital inclusion for individuals with fees on their accounts.

Two of the Library’s Short Story Dispensers were relocated in February. A dispenser previously assigned to the Dole VA Medical Center moved to the Wichita State University campus, where the monthly use increased nine-fold. A dispenser previously placed at the University of Kansas Pediatric Clinic has been moved to the Hunter Health Clinic. During the first month, use of this dispenser remained about the same but is now reaching a more diverse audience. The Library’s third dispenser remains at the Reverie Roasters Douglas Flagship location where it is one of the well-used United States dispensers provided by Short Editions.

## OTHER NEWS

More than 750 people attended this year's Academy Award Shorts Film Festival. This was the 34<sup>th</sup> year the Library has offered this program, which gives Wichitans the opportunity to view nominated short films in three categories. Two all-day screenings of all categories were held at the Advanced Learning Library, with several category-specific screenings held at various branch locations throughout the week-long festival.

A new "Become an Informed Voter" tile has been added to the research tools section of the Library's website. The page, part of a larger project encouraging civic engagement, includes information about state and national elections, voter registration information, and simplified access to digital reference resources that provide access to political and election issues.

Full-time staff members from the Evergreen branch joined co-workers from the Evergreen Neighborhood Resource Center to discuss plans for coordinating efforts as part of the planning consolidation of operations as the library facility is remodeled into a community center.

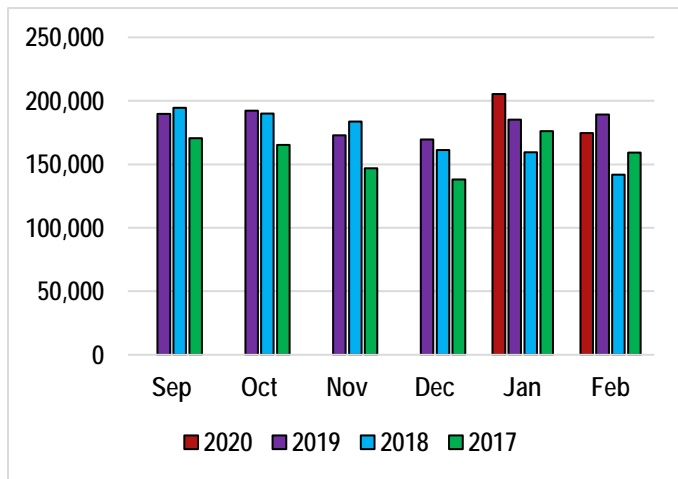
Business Specialist John Cleary co-presented a SCORE program, "Business Planning," on February 22. Twenty people attended this program, including participants in the farming, retail, beauty and automotive industries. Several databases were introduced to help participants plan and grow small businesses.

The Burns Research Pavilion hosted out-of-state researchers from Alaska, California, Missouri, Montana, Nebraska and Oklahoma.

Agencies receiving special programs or services included: Branches, Bug Lady Science, Honey Tree, and New Song academies; Doreur de Livres and Libros book clubs; Envision Child Development Center; Bright Minds Learning Center; LaPetite/Waco, Loving Arms, Tutor Time/Maple, and YMCA/East child care centers; Kiddy Kollege Child Care Center; Princeton Early Learning Center; 2<sup>nd</sup> Street, Fingerprints, and Parklane head start centers; the Department of Children and Families, WIC offices on Clifton and at the Sedgwick County Health Department; Discovery Place preschool; Kidslink Preschool; Southeast High School; Gordon Parks Academy; Resurrection school; Buckner, Cloud, Colvin, Franklin, and Kensler elementary schools; Halstead High School; St. Francis of Assisi school; the Downtown Senior Center and three family care centers.

## Service Dashboard

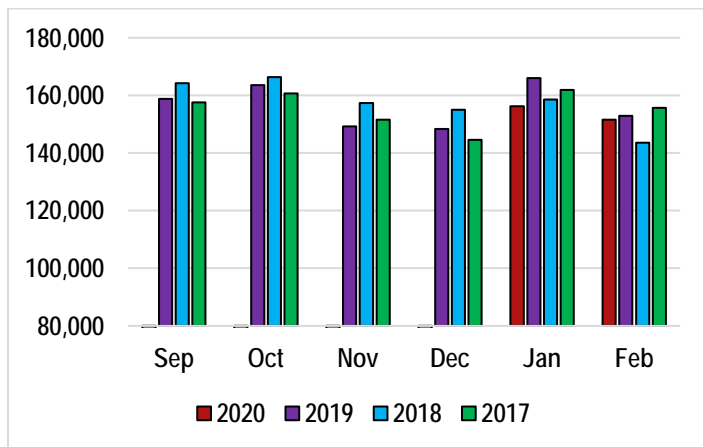
### LIBRARY VISITS (door count, catalog sessions, and website visits)



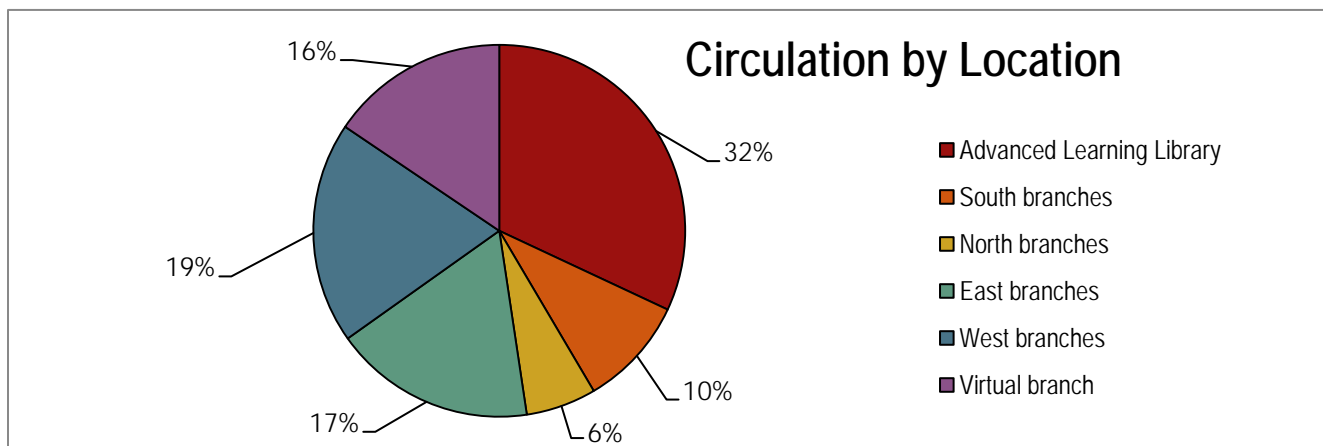
FEBRUARY			
	2020	2019	% change
Door Counts	73,588	83,650	-12.03%
Catalog Use	41,278	42,918	-3.82%
Website Visits	59,680	56,382	5.85%
Total	174,546	182,950	-4.59%

The Advanced Learning Library's east entry door counter and the Westlink branch door counter malfunctioned during February, resulting in an undercounting of visitors.

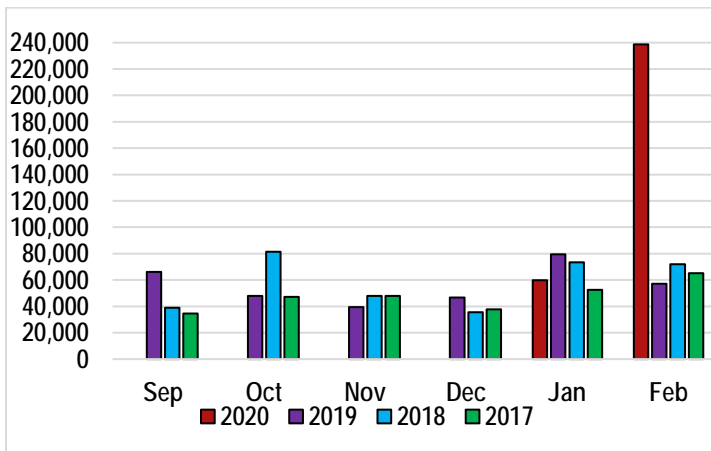
### CHECKOUTS



FEBRUARY			
	2020	2019	% change
Physical Circ	127,159	133,645	-4.85%
Virtual Circ	24,412	19,250	26.82%
WPL	15,777	12,715	24.08%
State	8,635	6,535	32.13%
Total	151,571	152,895	-0.87%



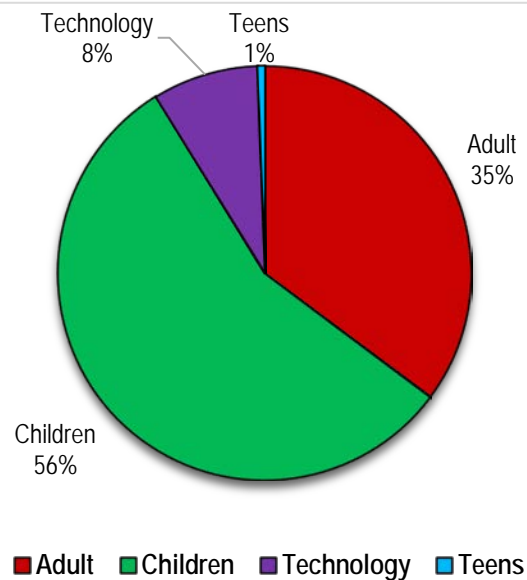
## QUESTIONS ANSWERED (by staff in person/phone and through online services)



FEBRUARY			
	2020	2019	% change
In person	9,980	7,708	29.48%
Online	228,625	49,466	362.19%
Total	238,605	57,174	317.33%

Unusually high use reports from Britannica Library and EBSCO Research Databases account for the extreme increase in questions answered during the month.

## PROGRAM ATTENDANCE

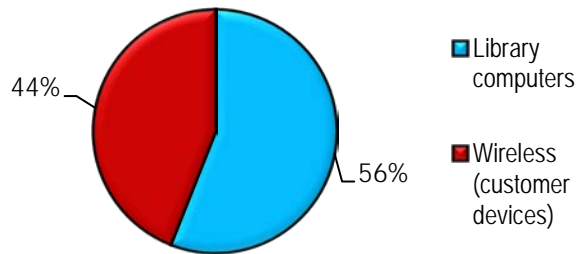


## FEBRUARY ATTENDANCE

	2020	2019	% change
Adult events	1,796	1,862	-3.54%
Children's events	2,839	2,778	2.20%
Technology training	419	324	29.32%
Teen events	27	106	-74.53%
TOTAL	5,081	5,070	0.22%

## PUBLIC COMPUTING

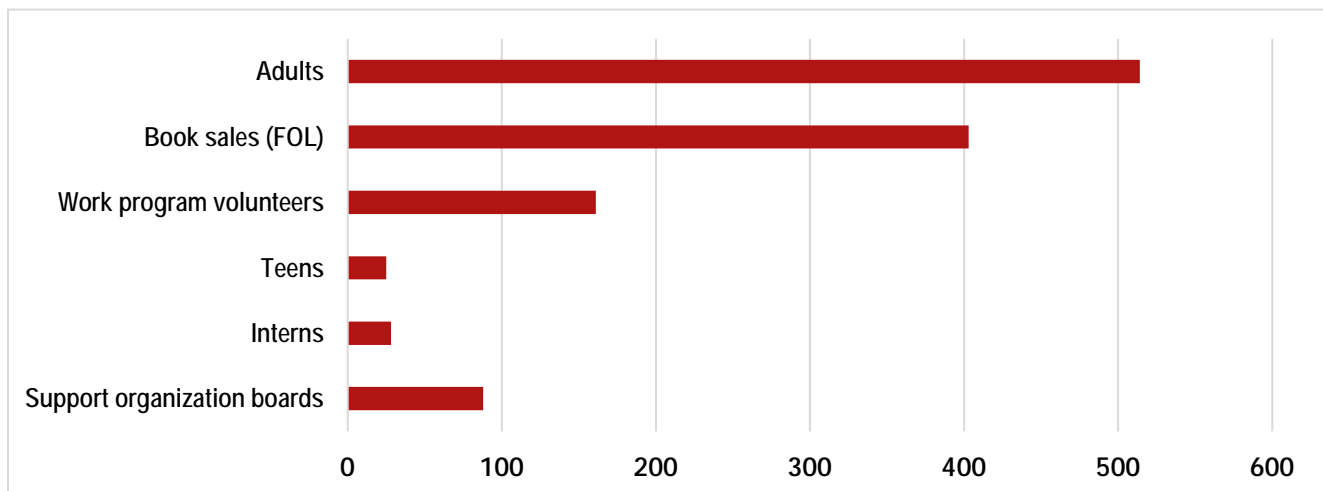
**Method of Computing Access  
(by session)**



### FEBRUARY

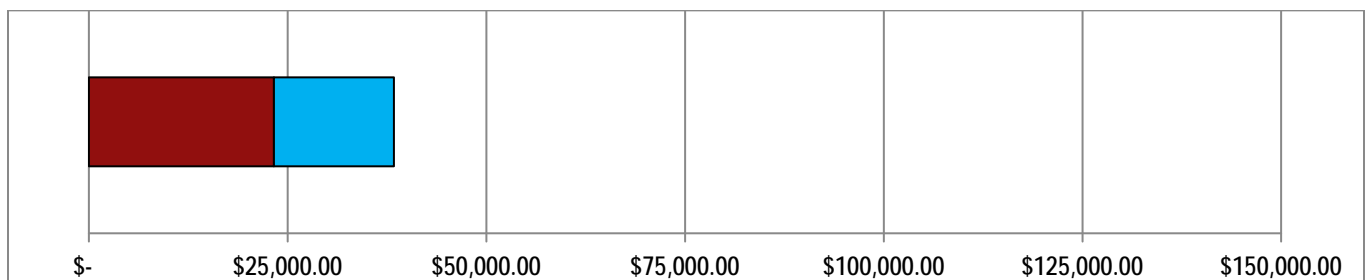
	2020	2019	% change
Library Workstation Sessions	10,257	9,799	4.67%
Wi-Fi Sessions	8,068	7,814	3.25%
Number of Users	2,207	1,914	15.31%
Hours of Access	11,544	11,385	1.40%

## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 102    Hours of service received = 2,451**

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$38,372.69    Items added to Library collections YTD = 2,196**

*Materials donations include holdings processed from transfer of Kansas DAR library collections.*

## **SERVICE SNAPSHOT: Recent Raving Fans Stories**

The drive-up window at the Advanced Learning Library was temporarily out of service while new guttering was added to the building. During that time, a customer called and spoke to Library Assistant Megan Hale and expressed frustration because she has trouble getting in and out of her vehicle, which is why she enjoys the drive-up service. Megan went to the customer's vehicle, grabbed her library card, checked out and presented her materials. The customer was thrilled for the assistance.

A blind customer scheduled a Book-A-Librarian appointment at the Evergreen Branch. Staff member Samantha Rader researched accessibility websites and apps the customer could use to navigate her Android phone. The customer has called back to schedule another session so she can continue working with Samantha.

After a Book-A-Librarian appointment at the Westlink Branch, a customer sent a thank you note to the branch: "I just wanted to say thank you for this service – it was so helpful. Andrea (Porter) was very knowledgeable and patient. She answered all of my questions, and I'm currently reading an e-book because of her assistance."

A teen customer was scheduled (in a general sense) to meet with the Homeless Outreach Team to arrange the purchase of a bus ticket home to their family, but was having trouble getting the officers. Library staff also contacted the department but was only able to leave a voicemail. Library staff worked with the security guard to track down someone that could help them. Given the customer's age and sensitive nature of the situation, all were concerned for the wellbeing of the customer. After continuing to reach out, the security guard was able to speak with someone from the United Way. They were able to offer the teen a safe space to wait for the HOT member and arrange the purchase of the bus ticket. The teen customer was grateful to staff for looking out for them, assisting them, and providing a guest pass so they could get their affairs in order and figure out living arrangements at their new destination.

A college student from Fort Hays State University, in his final year for his Geology Degree, had to take an elective and decided to take a film class. He was tasked with writing a paper but did not have a lot of term paper experience during his Geology studies, and he wasn't sure what a "scholarly" article was. Librarian Daniel Pewewardy showed him how to use the Library's databases to access peer reviewed articles that fit within the qualifications for valid sources based off the assignment's prompt. Daniel also showed the student how to access the Fort Hays library resources since he was a long distance learner and didn't realize his access to the University's library.



## **WICHITA PUBLIC LIBRARY**

Minutes of a Regular Meeting of the Library Board of Directors  
February 18, 2020.

The regular meeting of the Library Board of Directors was held on Tuesday, February 18, 2020 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Mr. Axel Chacon, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

### **Call to Order**

President Kevin McWhorter called the meeting to order at 12:03 p.m., a quorum being present.

### **Staff Presentation**

Branch Managers Savannah Ball (Rockwell), Robyn Belt (Alford), Anne Ethen (Evergreen), and Tracie Partridge (Westlink) provided updates on library programming and how it follows the service pillars and focus areas established in the branch plan.

### **Introductions**

None

### **Approval of the Agenda**

Chuck Schmidt moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on January 21, 2020 were presented. Lauren Hirsh moved (Douglas) to approve the minutes as included in board packets. **Motion carried unanimously.**

### **Unfinished Business**

None

### **New Business**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the final 2019 revenue report, 204 report of expenditures, and the report of bills in the following amounts: General

Fund operating bills of \$275,939.27 and Grant Fund Bills of \$609.44, for a total of \$275,548.71. **Motion carried unanimously.**

On behalf of the Finance Committee, Chuck Schmidt moved to approve the revenue report, 204 report of expenditures, and the preliminary report of bills for January 2020 in the following amounts: General Fund bills of \$309,204.36; Grant Fund bills of \$11,609.91; and Gift & Memorial Fund bills of \$123,295.91, for a total of \$454,110.18. **Motion carried unanimously.**

### **Finance Committee Report**

None

### **Operations Committee Report**

None

### **Planning & Facilities Committee Report**

Committee Chair Randall Johnston reported that a proposed lease for the new Linwood branch location has been prepared by the City and submitted to the landlord. Occupancy could take place in the fourth quarter, barring any unforeseen issues. Mr. Johnston undertook to put together a brief summary of the ten-year lease for the Board to review prior to its submission to the City Council for approval in April.

Installation of the gutters at the Advanced Learning Library is currently being completed. Contractors are installing new glass doors in the Children's Pavilion.

### **Public Affairs Committee Report**

Committee Chair Lamont Anderson reported that an advocacy alert has been issued in response to a proposed cut of Institute of Museum and Library Services (IMLS) funding in the draft budget the White House has submitted to Congress. This reduction, if enacted, would adversely affect pass-through funding to the Library. The Committee encourages board members to contact legislators to encourage continued funding for the agency and its services.

A letter to Mayor Brandon Whipple, inviting him to a board meeting, is being prepared.

The committee discussed a proposal by Axel Chacon to film highlights of board members at branches in their districts. The video series would highlight the work conducted at branch libraries, how board members are involved in volunteerism, and show the different services available at the Library.

### **Special Committee Reports**

*Friends of the Library* – Director Berner reported that the Friends of the Library Board will hold a strategic planning retreat on February 22. The next book sale will be in March. The Annual Volunteer Luncheon will be held April 24.

Library Foundation – Kristi Oberg reported that fourth-quarter fundraising barely missed its \$100,000 goal at \$99,813 raised. The Foundation is preparing a Spring Fundraising Appeal to fund the Kansas Reads to Preschoolers program. The Big Read grant has been submitted and the Cultural Arts grant will be submitted in March.

Wichita Genealogical Society (WGS) – Jim Byrum reported that membership is 201. The last monthly interest group had 20 attendees. The Kansas Monarchs presentation was well attended. The March 21 meeting will feature stories of James R. Mead, a Wichita founder, presented by Dr. Schuyler Jones. Genealogy 101 classes start March 7.

### **Director of Libraries Report**

Director Berner encouraged board members to begin talks with Council members about reappointment to the board. All fourteen Board members are eligible to serve another term.

The Advanced Learning Library has received an honor award from the Association of General Contractors of Kansas.

An infographic representing 2019 library activity was distributed and discussed.

The Sedgwick County Legislative Delegation will hold a community meeting at the Advanced Learning Library on February 20 at 9:30 a.m.

Potential program options for upcoming budget negotiations were discussed. Options include operating cost updates, branch plan implementation, collection enhancements, measures to address equity issues connected to fees, LEAN projects, and miscellaneous options. Board members were asked to review the potential program options and forward their opinions to Director Berner.

### **Announcements**

None

### **Adjournment**

The meeting was adjourned at 1:07 p.m.

The next regularly scheduled meeting will be March 17, 2020.

Respectfully submitted,

Cynthia Berner  
Director of Libraries

# REVISED REVENUE REPORT - JANUARY 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 26,246.90	\$ 26,542.42	\$ 26,542.42	9.10%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,991.67	\$ 2,815.00	\$ 2,815.00	9.41%
424011	Copy Charges	\$ 13,092.00	\$ 1,047.36	\$ 1,604.00	\$ 1,604.00	12.25%
424101	Public Computing Charges	\$ 34,240.68	\$ 2,739.25	\$ 2,668.11	\$ 2,668.11	7.79%
646981	State Setoff Collections	\$ 74,000.00	\$ 4,440.00	\$ 1,138.23	\$ 1,138.23	1.54%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ 54.96	\$ 54.96	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ 2.00	\$ 2.00	100.00%
	<b>TOTAL</b>	<b>\$ 442,881.63</b>	<b>\$ 37,465.19</b>	<b>\$ 34,824.72</b>	<b>\$ 34,824.72</b>	<b>7.86%</b>

**Grant Fund Summary Report**  
**REVISED January 2020**

Grant		Beginning Balance 01/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 01/31/2020
<b>SCKLS 2019</b>		\$ 139,188.00	\$ -	\$ 70.75	\$ 21,266.30				\$ 21,337.05		\$ 117,850.95
<b>State Aid 2019</b>	*	\$ 281.90	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 281.90	\$ -
<b>Totals</b>		<b>\$ 163,330.26</b>	<b>\$ -</b>	<b>\$ 70.75</b>	<b>\$ 21,266.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 21,337.05</b>	<b>\$ 281.90</b>	<b>\$ 117,850.95</b>

\*City Admin Charge \$281.90 to be transferred when 2019 is closed by Finance department

## GENERAL FUND SUMMARY REPORT

REVISED JANUARY 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 285,636.36	\$ -	\$ 4,033,979.50	6.61%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 59,505.56	\$ -	\$ 897,773.95	6.22%
511040	Vacation Leave	\$ -	\$ 57,018.34	\$ -	\$ (57,018.34)	N/A
511080	Longevity	\$ 63,384.00	\$ 2,410.50	\$ -	\$ 60,973.50	3.80%
511090	Shift Differential	\$ 4,055.16	\$ 264.75	\$ -	\$ 3,790.41	6.53%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ (356,423.04)	0.00%
512030	Cell Phone Allowance	\$ 1,200.00	\$ -	\$ -	\$ 1,200.00	0.00%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ 150.00	0.00%
512050	Auto Allowance	\$ 2,400.06	\$ 430.59	\$ -	\$ 1,969.47	17.94%
513020	Premium Overtime	\$ -	\$ 172.74	\$ -	\$ (172.74)	N/A
518010	FICA	\$ 407,518.01	\$ 30,068.17	\$ -	\$ 377,449.84	7.38%
518020	Workers Compensation	\$ 52,818.32	\$ 4,014.67	\$ -	\$ 48,803.65	7.60%
518030	Unemployment	\$ 5,340.27	\$ 393.05	\$ -	\$ 4,947.22	7.36%
518040	Health Insurance	\$ 937,830.96	\$ 40,947.63	\$ -	\$ 896,883.33	4.37%
518060	Life Insurance	\$ 17,278.48	\$ 263.67	\$ -	\$ 17,014.81	1.53%
518080	WER Contributions	\$ 600,974.95	\$ 43,240.19	\$ -	\$ 557,734.76	7.20%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ 197,595.00	0.00%
521011	Electricity - EDI	\$ -	\$ 6,380.20	\$ -	\$ (6,380.20)	N/A
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ 15,705.00	0.00%
521021	Natural Gas - EDI	\$ -	\$ 7,585.42	\$ -	\$ (7,585.42)	N/A
521030	Water Service	\$ 19,545.00	\$ 622.05	\$ -	\$ 18,922.95	3.18%
521050	Trash Service	\$ 4,410.00	\$ 538.00	\$ -	\$ 3,872.00	12.20%
521060	Local Telephone Service	\$ 21,636.00	\$ -	\$ -	\$ 21,636.00	0.00%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ 60,459.96	0.00%
522010	PBX Line Charges	\$ 11,058.00	\$ -	\$ -	\$ 11,058.00	0.00%
522020	PBX Instrument Charges	\$ 17,460.00	\$ -	\$ -	\$ 17,460.00	0.00%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ 100.00	0.00%
522040	Long Distance & Teleconference	\$ 900.00	\$ 299.97	\$ -	\$ 600.03	33.33%
522070	Voicemail	\$ 1,512.00	\$ -	\$ -	\$ 1,512.00	0.00%
522990	Other Communications Charges	\$ (8,120.00)	\$ 1,200.00	\$ -	\$ (9,320.00)	-14.78%

## GENERAL FUND SUMMARY REPORT

REVISED JANUARY 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	BALANCE	PERCENT EXPENDED
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ 92,632.00	0.00%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 870.00	0.00%
524010	Recruitment & Hiring	\$ 3,140.00	\$ 168.80	\$ -	\$ 2,971.20	5.38%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ 2,615.00	0.00%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 302.63	\$ -	\$ 2,622.37	10.35%
525990	Other Professional Services	\$ 37,970.00	\$ 5,284.15	\$ -	\$ 32,685.85	13.92%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ -	\$ -	\$ 3,720.00	0.00%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ 13,630.00	0.00%
526041	Janitorial Services	\$ 63,000.00	\$ 5,165.48	\$ -	\$ 57,834.52	8.20%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ 13,000.00	0.00%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 724.00	\$ -	\$ 4,697.00	13.36%
529010	Bank Charges	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.00%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ 4,000.00	0.00%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ (440.00)	0.00%
529061	Organizational Memberships	\$ 3,195.00	\$ 225.00	\$ -	\$ 2,970.00	7.04%
529070	Printing & Copying	\$ 23,472.00	\$ 1,203.00	\$ -	\$ 22,269.00	5.13%
529141	Software License & Maint Fees	\$ 110,145.00	\$ 6,568.32	\$ -	\$ 103,576.68	5.96%
529150	Data Center Charges	\$ 868,819.00	\$ 72,401.59	\$ -	\$ 796,417.41	8.33%
529990	Other Contractuals	\$ 77,583.00	\$ 13,230.00	\$ -	\$ 64,353.00	17.05%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 900.00	0.00%
531020	Office Supplies	\$ 48,575.00	\$ -	\$ -	\$ 48,575.00	0.00%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ 6,000.00	0.00%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 126.61	\$ -	\$ 323.39	28.14%
539012	Gasoline	\$ 2,700.00	\$ -	\$ -	\$ 2,700.00	0.00%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 9,990.00	0.00%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 218.45	\$ -	\$ 9,446.55	2.26%
549110	Library Materials	\$ 727,530.00	\$ 3,854.63	\$ -	\$ 723,675.37	0.53%
Expense Total		\$ 9,492,190.50	\$ 650,464.52	\$ -	\$ 8,841,725.98	6.85%

SUPPLEMENTAL BILLS  
JANUARY 2020

**General Fund**

DATE	AMOUNT	VENDOR	DESCRIPTION
01/02/2020	\$ 161.24	ARAMARK UNIFORM & CA	mat, Mop, Towel & Fender C
01/31/2020	\$ 23.00	AT & T	Long distance
01/31/2020	\$ 72,401.59	CITY OF WICHITA	Data Center
01/31/2020	\$ 126.61	CITY OF WICHITA	January 2020 Parts Withdra
01/31/2020	\$ 152.25	CITY OF WICHITA	January 2020 Labor Service
01/31/2020	\$ 614.20	CITY OF WICHITA	1/1/2020 - Printer & Copying
01/31/2020	\$ 105.90	CITY OF WICHITA	11262019 12302019 19786195
01/31/2020	\$ 30.23	CITY OF WICHITA	11302019 12302019 19791198
01/31/2020	\$ 19.46	CITY OF WICHITA	11302019 12302019 19791212
01/31/2020	\$ 85.57	CITY OF WICHITA	12022019 01022020 19804269
01/31/2020	\$ 72.62	CITY OF WICHITA	12042019 01062020 19825793
01/19/2020	\$ 130.45	CITY OF WICHITA	12102019 01102020 19850095
01/31/2020	\$ 177.82	CITY OF WICHITA	12132019 01152020 19882541
01/02/2020	\$ 267.00	CONFERENCE TECHNOLOG	Evergreen Projector
01/02/2020	\$ 1,325.00	DURACON CONSTRUCTION	Snow Removal WPL Alford
01/02/2020	\$ 1,050.00	DURACON CONSTRUCTION	Snow Removal WPL Angelou
01/02/2020	\$ 1,225.00	DURACON CONSTRUCTION	Snow Removal WPL Evergreen
01/02/2020	\$ 1,225.00	DURACON CONSTRUCTION	Snow Removal WPL Rockwell
01/02/2020	\$ 1,160.00	DURACON CONSTRUCTION	Snow Removal WPL WESTLINK
01/02/2020	\$ 3,808.60	FINDAWAY WORLD LLC	Library Material
01/24/2020	\$ 243.59	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 15,594.35	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 29,817.86	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 172.74	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 143,070.23	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 146.50	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 203.87	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 32,062.34	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 21,428.36	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/24/2020	\$ 2,003.43	PAYROLL	PAYROLL PPE 01/24/20 PAY
01/02/2020	\$ 272.00	SIGN LANGUAGE INTERP	INTERPRETER
01/02/2020	\$ 20.00	UNDERGROUND VAULTS	PAPER SHREDDING (SECURITY)
01/02/2020	\$ 2,063.35	UNIQUE MANAGEMENT SE	DELINQUENT MATERIALS RECOV

**TOTAL      \$    331,260.16**



SUPPLEMENTAL BILLS  
JANUARY 2020

**Grant Funds**

DATE	AMOUNT	VENDOR	DESCRIPTION
1/2/2020	\$ 5,011.26	Cox Communications	Branch Internet
1/2/2020	\$ 1,247.88	Cynthia Bailey	Arlington Travel - per diem
1/2/2020	\$ 66.00	Copy Express	Job seeker handouts
1/2/2020	\$ 3,402.00	Bookpage	Bookpage Subscription

**TOTAL        \$       9,727.14**

## REVENUE REPORT - FEBRUARY 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 20,414.26	\$ 15,490.20	\$ 42,032.62	14.41%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 1,944.59	\$ 1,315.00	\$ 4,130.00	13.80%
424011	Copy Charges	\$ 13,092.00	\$ 1,047.36	\$ 1,045.45	\$ 2,649.45	20.24%
424101	Public Computing Charges	\$ 34,240.68	\$ 2,739.25	\$ 1,947.11	\$ 4,615.22	13.48%
646981	State Setoff Collections	\$ 74,000.00	\$ 5,920.00	\$ 11,909.35	\$ 13,047.58	17.63%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ 263.21	\$ 318.17	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ 2.00	\$ 4.00	100.00%
	<b>TOTAL</b>	<b>\$ 442,881.63</b>	<b>\$ 32,065.46</b>	<b>\$ 31,972.32</b>	<b>\$ 66,797.04</b>	<b>15.08%</b>

**Grant Fund Summary Report**  
**February 2020**

Grant		Beginning Balance 02/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 02/29/2020
<b>SCKLS 2019</b>	<sup>1</sup>	\$ 117,850.95	\$ 1,515.00	\$ -	\$ 16,470.03				\$ 16,470.03		\$ 102,895.92
<b>State Aid 2019</b>	<sup>2</sup>	\$ 281.90	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ 281.90	\$ -
<b>Totals</b>		<b>\$ 163,330.26</b>	<b>\$ 1,515.00</b>	<b>\$ -</b>	<b>\$ 16,470.03</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,470.03</b>	<b>\$ 281.90</b>	<b>\$ 102,895.92</b>

<sup>1</sup>Revenue reflects continuing education reimbursements received

<sup>2</sup>City Admin Charge \$281.90 to be transferred when 2019 is closed by Finance department

GENERAL FUND SUMMARY REPORT  
FEBRUARY 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ -	\$ -	\$ 285,636.36	\$ 4,033,979.50	6.61%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ -	\$ -	\$ 59,505.56	\$ 897,773.95	6.22%
511040	Vacation Leave	\$ -	\$ -	\$ -	\$ 57,018.34	\$ (57,018.34)	N/A
511080	Longevity	\$ 63,384.00	\$ -	\$ -	\$ 2,410.50	\$ 60,973.50	3.80%
511090	Shift Differential	\$ 4,055.16	\$ -	\$ -	\$ 264.75	\$ 3,790.41	6.53%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ -	\$ (356,423.04)	0.00%
512030	Cell Phone Allowance	\$ 1,200.00	\$ -	\$ -	\$ -	\$ 1,200.00	0.00%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0.00%
512050	Auto Allowance	\$ 2,400.06	\$ -	\$ -	\$ 430.59	\$ 1,969.47	17.94%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 172.74	\$ (172.74)	N/A
518010	FICA	\$ 407,518.01	\$ -	\$ -	\$ 30,068.17	\$ 377,449.84	7.38%
518020	Workers Compensation	\$ 52,818.32	\$ -	\$ -	\$ 4,014.67	\$ 48,803.65	7.60%
518030	Unemployment	\$ 5,340.27	\$ -	\$ -	\$ 393.05	\$ 4,947.22	7.36%
518040	Health Insurance	\$ 937,830.96	\$ -	\$ -	\$ 40,947.63	\$ 896,883.33	4.37%
518060	Life Insurance	\$ 17,278.48	\$ -	\$ -	\$ 263.67	\$ 17,014.81	1.53%
518080	WER Contributions	\$ 600,974.95	\$ -	\$ -	\$ 43,240.19	\$ 557,734.76	7.20%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0.00%
521011	Electricity - EDI	\$ -	\$ 8,352.45	\$ -	\$ 14,732.65	\$ (14,732.65)	N/A
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0.00%
521021	Natural Gas - EDI	\$ -	\$ 5,696.94	\$ -	\$ 13,282.36	\$ (13,282.36)	N/A
521030	Water Service	\$ 19,545.00	\$ -	\$ -	\$ 622.05	\$ 18,922.95	3.18%
521050	Trash Service	\$ 4,410.00	\$ 478.00	\$ -	\$ 1,016.00	\$ 3,394.00	23.04%
521060	Local Telephone Service	\$ 21,636.00	\$ -	\$ -	\$ -	\$ 21,636.00	0.00%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0.00%
522010	PBX Line Charges	\$ 11,058.00	\$ -	\$ -	\$ -	\$ 11,058.00	0.00%
522020	PBX Instrument Charges	\$ 17,460.00	\$ -	\$ -	\$ -	\$ 17,460.00	0.00%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0.00%
522040	Long Distance & Teleconference	\$ 900.00	\$ 137.58	\$ -	\$ 437.55	\$ 462.45	48.62%
522070	Voicemail	\$ 1,512.00	\$ -	\$ -	\$ -	\$ 1,512.00	0.00%
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 1,200.00	\$ (9,320.00)	-14.78%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0.00%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0.00%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 168.80	\$ 2,971.20	5.38%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ -	\$ 2,615.00	0.00%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 26.21	\$ -	\$ 328.84	\$ 2,596.16	11.24%

GENERAL FUND SUMMARY REPORT  
FEBRUARY 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
525990	Other Professional Services	\$ 37,970.00	\$ -	\$ -	\$ 5,284.15	\$ 32,685.85	13.92%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ -	\$ -	\$ -	\$ 3,720.00	0.00%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0.00%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ 5,165.48	\$ 57,834.52	8.20%
526042	Pest Control Services	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	0.00%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 724.00	\$ 4,697.00	13.36%
529010	Bank Charges	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	0.00%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0.00%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0.00%
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ 225.00	\$ 2,970.00	7.04%
529070	Printing & Copying	\$ 23,472.00	\$ 1,131.00	\$ -	\$ 2,334.00	\$ 21,138.00	9.94%
529141	Software License & Maint Fees	\$ 110,145.00	\$ -	\$ -	\$ 6,568.32	\$ 103,576.68	5.96%
529150	Data Center Charges	\$ 868,819.00	\$ -	\$ -	\$ 72,401.59	\$ 796,417.41	8.33%
529990	Other Contractuals	\$ 77,583.00	\$ 25,429.10	\$ -	\$ 38,659.10	\$ 38,923.90	49.83%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0.00%
531020	Office Supplies	\$ 48,575.00	\$ -	\$ -	\$ -	\$ 48,575.00	0.00%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ -	\$ 6,000.00	0.00%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 126.61	\$ 323.39	28.14%
539012	Gasoline	\$ 2,700.00	\$ -	\$ -	\$ -	\$ 2,700.00	0.00%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0.00%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 107.70	\$ -	\$ 326.15	\$ 9,338.85	3.37%
549110	Library Materials	\$ 727,530.00	\$ 324.90	\$ -	\$ 4,601.66	\$ 722,928.34	0.63%
Expense Total		\$ 9,492,190.50	\$ 41,683.88	\$ -	\$ 692,570.53	\$ 8,799,619.97	7.30%

GENERAL AND GRANT FUND BILLS  
FEBRUARY 2020

**General Fund**

DATE	AMOUNT	VENDOR	DESCRIPTION
02/01/2020	\$ 14.10	ARAMARK UNIFORM & CA	Mat, Mop, Towel & Fender C
02/01/2020	\$ 26.21	ARAMARK UNIFORM & CA	Uniform shirts - Ware
02/27/2020	\$ 137.58	AT&T	Charges 2/11/20 - 3/10/20
02/20/2020	\$ 650.64	BLACK HILLS UTILITY	2601 N ARKANSAS AVE
02/13/2020	\$ 240.87	BLACK HILLS UTILITY	8515 BEKEMEYER
02/13/2020	\$ 510.29	CENTERPOINT ENERGY S	3447 S MERIDIAN
02/13/2020	\$ 2,117.02	CENTERPOINT ENERGY S	711 W 2ND ST N
02/11/2020	\$ 107.70	CITY OF WICHITA	Chrg. for 2nd monitor PCLB
02/01/2020	\$ 150.00	COPY EXPRESS INC	registration forms
02/27/2020	\$ 5,125.00	DURACON CONSTRUCTION	Snow Removal WPL Alford
02/27/2020	\$ 4,750.00	DURACON CONSTRUCTION	Snow Removal WPL Angelou
02/27/2020	\$ 5,125.00	DURACON CONSTRUCTION	Snow Removal WPL Evergreen
02/27/2020	\$ 5,125.00	DURACON CONSTRUCTION	Snow Removal WPL Rockwell
02/27/2020	\$ 4,760.00	DURACON CONSTRUCTION	Snow Removal WPL Westlink
02/24/2020	\$ 3,014.74	EVERGY KANSAS CENTRA	223 S MAIN ST WICHITA KS
02/19/2020	\$ 176.13	EVERGY KANSAS CENTRA	2601 ARKANSAS WICHITA KS
02/19/2020	\$ 614.80	EVERGY KANSAS CENTRA	2601 ARKANSAS AVE LIBRY W
02/19/2020	\$ 387.19	EVERGY KANSAS CENTRA	3051 E 21ST ST N WICHITA
02/11/2020	\$ 2,589.29	EVERGY KANSAS CENTRA	3447 S MERIDIAN AVE LIBRY
02/24/2020	\$ 598.03	EVERGY KANSAS CENTRA	5939 E 9TH WICHITA KS 672
02/11/2020	\$ 972.27	EVERGY KANSAS CENTRA	8515 BEKEMEYER WICHITA KS
02/01/2020	\$ 554.80	HOUCHEN BINDERY LTD	DIGICOVER LIBRARY MAGAZINE
02/20/2020	\$ 324.90	INTERNATIONAL THOMPS	Library materials.
02/01/2020	\$ 530.00	LIQUID ENVIRONMENTAL	grease trap disposal
02/19/2020	\$ 148.52	ONE GAS INC	3051 21ST ST
02/19/2020	\$ 353.65	ONE GAS INC	5939 9TH
02/20/2020	\$ 1,675.95	ONE GAS INC	711 W 2ND ST N
02/05/2020	\$ 45.00	TARRANT INC	250 each Sara Mosel & Hann
02/05/2020	\$ 168.00	TARRANT INC	Borrowers Guide Brochure,B
02/05/2020	\$ 90.20	TARRANT INC	Donation Cards
02/05/2020	\$ 123.00	TARRANT INC	Registration Form
02/19/2020	\$ 66.00	WASTE CONNECTIONS OF	2601 ARKANSAS AVE, N
02/19/2020	\$ 28.00	WASTE CONNECTIONS OF	3051 21ST ST N, E
02/19/2020	\$ 50.00	WASTE CONNECTIONS OF	3447 MERIDIAN AVE, S
02/19/2020	\$ 84.00	WASTE CONNECTIONS OF	5939 9TH ST N, E
02/19/2020	\$ 200.00	WASTE CONNECTIONS OF	711 2ND ST N, W
02/19/2020	\$ 50.00	WASTE CONNECTIONS OF	8515 BEKEMEYER ST

**TOTAL        \$    41,683.88**

GENERAL AND GRANT FUND BILLS  
FEBRUARY 2020

**Grant Funds**

DATE	AMOUNT	VENDOR	DESCRIPTION
2/27/2020	\$ 14,689.73	Cox Communications	Branch Internet
2/4/2020	\$ 1,780.30	CDW Government Inc.	Other Contractuals
<b>TOTAL</b>	<b>\$ 16,470.03</b>		

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$922.94
CDs Redeemed	\$127,000.00
Friends of the Library (Monthly Donation)	\$1,459.00
Staff Honorariums	\$55.00
Memorial Donations	\$50.00

<b>TOTAL RECEIPTS</b>	<b>\$129,486.94</b>
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**EXPENDITURES**

Commerce Bank/PLA (Virtual Conference)	\$ 630.00
Commerce Bank/Amazon.com (Tech Training Earphones)	\$ 99.95
Ingram Library Services (Memorials)*	\$ 40.74
Nelsen Petersen (Presenter)*	\$ 300.00
Riley County Genealogical Society (Materials)	\$ 91.00
The Wichita Eagle (Staff Room Subscription)	\$ 314.83

<b>TOTAL EXPENDITURES</b>	<b>\$1,476.52</b>
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\*Reimbursed expenses

Ms. Berner:

You are hereby authorized to issue checks to the foregoing payees in the amounts indicated.

\_\_\_\_\_ President \_\_\_\_\_ Treasurer





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## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries *Cynthia Berner*  
**SUBJECT:** State Grants in Aid FY 2020  
**DATE:** March 10, 2020

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**Background:** The 2020 State Grants-in-Aid payment has been received in the amount of \$111,998.20.

**Analysis:** A project budget must be established and approved by the Library Board of Directors before the payment may be deposited.

**Financial Considerations:** The 2020 grant award reflects an increase of \$759.18 from the previous year. The grant is administered by the City of Wichita on behalf of the Library. There is a 3.98% administrative charge for this service.

In previous years, all other funds from this grant have been allocated to the cost of public internet connections for branch libraries. Full invoices for this service were paid and then submitted to the Universal Service Administrative Company as e-rate subsidy reimbursements. This year, staff proposes that the vendor (Cox Communications) receive the subsidies directly and to reduce the monthly invoices accordingly. This will provide the library with approximately \$75,000 to be used for other needs during the year.

These funds are proposed to be allocated to the library materials and equipment, office supplies, printing, and the Library's membership in the Urban Libraries Council.

A copy of the proposed grant budget is attached.

**Legal Considerations:** There is no contract associated with the grant. All funds must be expended during the calendar year. There are no other restrictions for use of these grant funds.

**Recommendations/Actions:** It is recommended that the Board approve the budget as proposed by staff.

**Attachments:** Proposed Budget

**CITY OF WICHITA  
FEDERAL, STATE AND FOUNDATION GRANT BUDGET FORM**

Form No. 21-012 (2010)

E-print, scan or save as pdf and drag following documentation to Laserfiche/Performance/Grants/Your Department.

New Grant: Budget form, notice of award and grant agreement.

Budget revision: Revised budget form.

Name grant award file OCA# - Grant # Program Title (Rev # as appropriate)

Send voting email to Department Director and Budget Analyst. Set results to go to assigned Controller accountant.

OCA Title: State Grants in Aid FY20 Formal Grant Title: \_\_\_\_\_  
 Grant period: From : 1/1/2020 To : 12/31/2020 Grantor Agency: State Library of Kansas  
 Department #: \_\_\_\_\_ CFDA Number: 98.000  
 OCA #: \_\_\_\_\_ HUD activity number#: \_\_\_\_\_  
 Grant #: \_\_\_\_\_ Federal/State Project #: \_\_\_\_\_  
 Grant Detail#: \_\_\_\_\_ CC Approval date: \_\_\_\_\_

Object level 1

or

**Expenditure Total**

Expenditure Total will be utilized if no selection made.

Source of funding:	Object Level 3	Original Budget	Revisions Increase	Revisions Decrease	Revised Budget	Revision #
Federal contributions	8000				0.00	
State contributions	8030	111,998.20			111,998.20	
Federal to State	8062				0.00	
Federal to County	8090				0.00	
City - cash transfer	9800				0.00	
Private contributions	9713				0.00	
City - in-kind	9714				0.00	
<b>REVENUE TOTAL</b>		<b>111,998.20</b>	<b>0.00</b>	<b>0.00</b>	<b>111,998.20</b>	
<b>Expenditures:</b>						
<b>Personal services (1xxx):</b>						
Bi-weekly wages	1100	0.00			0.00	
Longevity	1101	0.00			0.00	
Shift Differential	1104	0.00			0.00	
Paid Leaves	1125	0.00			0.00	
Part-time Wages	1200	0.00			0.00	
FICA	1400	0.00			0.00	
Employees Pension	1401	0.00			0.00	
Worker's Compensation	1403	0.00			0.00	
Unemployment Compensation	1404	0.00			0.00	
Health Insurance	1405	0.00			0.00	
Life Insurance	1406	0.00			0.00	
<b>Total Personal Services</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Contractual services (2xxx):</b>						
Internet Service	2217	35,345.00			35,345.00	
Other data processing charges	2699				0.00	
City Administrative Charge (3.98%)	2900	4,458.00			4,458.00	
Membership Dues	2906	6,000.00			6,000.00	
Printing & Photocopying	2917	2,000.00			2,000.00	
Other Contractuals	2999	14,600.00			14,600.00	
<b>Total Contractual Services</b>		<b>62,403.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62,403.00</b>	
<b>Commodities (3xxx):</b>						
Office Supplies	3103	3,000.00			3,000.00	
Other Office Supplies (processing supplie	3199	3,000.00			3,000.00	
Data Equipment < \$5000 each	3804	3,000.00			3,000.00	
Office Equipment < \$5000 each	3805	3,000.00			3,000.00	
Library Materials < \$5000 each	3811	37,595.20			37,595.20	
<b>Total Commodities</b>		<b>49,595.20</b>	<b>0.00</b>	<b>0.00</b>	<b>49,595.20</b>	
<b>Capital outlay (4xxx):</b>						
		0.00			0.00	
					0.00	
					0.00	
<b>Total Capital Outlay</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Other (5xxx):</b>						
In-kind expense	5306	0.00			0.00	
<b>EXPENDITURE TOTAL</b>		<b>111,998.20</b>	<b>0.00</b>	<b>0.00</b>	<b>111,998.20</b>	

Position classification	Pay Range	Number Authorized	Annual Salary	Annual Benefits	(Use additional page if needed)
_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	

**Department Director or Designee approval is required. Electronic approval acceptable.  
Electronic approval from Budget Officer or Designee is required.**

# Library Program Options

## WORKING COPY PENDING REVIEW OF LIBRARY BOARD OF DIRECTORS MARCH 2020

	2020	2021	2022
<b><u>BRANCH PLAN IMPLEMENTATION</u></b>			
1. RELOCATE LINWOOD BRANCH LIBRARY	\$25,750	\$92,030	\$103,505
2. EXPANDED HOURS RELOCATED LINWOOD BRANCH	20,890	82,940	84,515
3. EVERGREEN OPERATIONAL COST CHANGES	0	TBD	TBD
4. EXPANDED WESTLINK OPERATING COSTS	0	(23,200 <sup>1</sup> )	93,220
<b><u>SERVICE IMPROVEMENTS</u></b>			
5. UPGRADE MATERIALS COLLECTIONS	0	111,175	222,350
6. REORGANIZE ALL CIRCULATION TEAM	0	79,665	82,690
7. EVOLVE PRODUCTION COSTS	0	25,000	25,000
8. BAD DEBT POLICY	0	0	0
<b><u>EQUITABLE ACCESS TO INFORMATION</u></b>			
9. ELIMINATE HOLD/TRANSFER FEES	(5,070 <sup>1</sup> )	(20,270 <sup>1</sup> )	(20,270 <sup>1</sup> )
10. ELIMINATE OVERDUE FEES		(109,975 <sup>1</sup> )	(109,975 <sup>1</sup> )
11. ELIMINATE ILL BORROWING FEES	0	(7,200 <sup>1</sup> )	(7,200 <sup>1</sup> )
<b><u>MANDATORY LEAN INITIATIVES</u></b>			
12. PASSPORT SERVICE (NEW REVENUE STREAM)	0	(15,750 <sup>2</sup> )	(18,900 <sup>2</sup> )
13. PUBLIC FAX CONNECTIVITY CHANGES (INNOVATION/ COST AVOIDANCE)	(3,575 <sup>3</sup> )	(6,270 <sup>3</sup> )	(10,110 <sup>3</sup> )
14. CITY STANDARDS REPOSITORY (CROSS DEPARTMENTAL COST SAVINGS)	TBD	TBD	TBD

<sup>1</sup>DECREASE IN REVENUE

<sup>2</sup>NEW REVENUE

<sup>3</sup>COST AVOIDANCE

Option #1: Relocate Linwood Branch Library				
Description: Identifies operating budget impacts of relocated Linwood library				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information	Living Well	
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Branch Visits	40,501	40,000	43,000	45,000
PC sessions	6,497	6,500	7,200	8,500
Materials circulation	46,217	46,500	49,500	52,000
Financial and Staffing Impact (May be impacted by other program options)				
	2020	2021	2022	
New Revenues	\$900	\$5,000	\$5,000	
Room Rentals	250	1,000	1,000	
Fax, Printing and Photocopying	150	1,000	1,000	
Desk Receipts	500	3,000	3,000	
New Expenditures:	\$26,650	\$97,030	\$108,505	
Rent	\$10,925	\$ 44,825	\$ 48,345	
Utilities (est. at \$2.10 psf)	3,625	14,500	14,500	
Technology	9,620	28,700	36,655	
Content Insurance	200	200	200	
Supplies	200	500	500	
Custodial (to be added to PWU budget)	1,980	7,920	7,920	
Pest Control	100	385	385	
Net Financial Impact	\$25,750	\$92,030	\$103,505	
FTE Change	0	0	0	
Description				
The branch master plan identifies relocation of the Linwood branch library as a 2020 project funded in the capital improvement program at \$1,000,000.				
In lieu of remodeling a city facility, lease of space at 4195 E Harry has been determined to be the most cost effective relocation option. The space, increasing the branch size from 3,752 to 6,904 square feet, has been proposed by the owner on a 10 year lease at a rate of \$43,695 for the first year, \$48,226 for the second year, and with 1% increases for each of the additional years of the term.				
This program option outlines estimates for operating expenses not charged to the branch in its current location as well as increases for expenses based upon the library’s size and anticipated use. Estimates assume relocation in Q4 of 2020.				

Option #2: Expanded hours for relocated Linwood branch				
Description:		Adds one FT paraprofessional in order to expand hours/services of relocated Linwood branch library		
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Branch visits	40,501	42,500	47,000	50,000
PC Sessions	6,497	7,000	8,500	10,000
Materials circulation	46,217	47,500	54,000	61,625
Customers rating hours as excellent/good	72%	75%	85%	85%
Financial and Staffing Impact (May be impacted by other program options)				
		2020	2021	2022
New Revenues		\$650	\$4,000	\$4,000
Room Rentals		\$250	\$1,000	\$1,000
Fax, Printing & Photocopying		150	1,500	1,500
Desk Receipts		250	1,500	1,500
New Expenditures		\$21,540	\$86,940	\$88,515
Salary and benefits				
Net Financial Impact		\$20,890	\$82,940	\$84,515
FTE Change		1	1	1
Description				
<p>According to the WPL Branch Review, one of the most significant impediments to use of the branch was the limited hours of operation with 28% of survey respondents rating the Linwood hours as poor or fair. At present, the branch operates on a 35 hour/5 day per week schedule with staffing from four part-time employees. As the branch relocates to a more visible location with a larger service area, use of the branch will increase as will citizen complaints if the service schedule is not expanded.</p> <p>Adding one full-time paraprofessional librarian would enable the branch to increase its schedule from a 35 hour/4 days per week service to a 48 hour/6 days per week operation, better meeting the needs of the new service area. The staffing increase would also enable the branch to add book-a-librarian technology training, have an in-building point person to manage the planned partnership with WSU-Tech and oversee scheduling and use of the new meeting space expected to be a popular amenity for residents of District III.</p> <p>The option assumes a Senior Library Assistant (1622/P step) with premium family insurance to be hired for expansion of hours at the time of relocation in Q4 2020.</p>				

Option #3: Evergreen Branch Operational Budget Changes				
Description: Identifies operating budget impacts of relocated Linwood library				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, collaboration spaces, employment programming,	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Branch Visits			TBD	TBD
PC sessions			TBD	TBD
Materials circulation			TBD	TBD
Financial and Staffing Impact (May be impacted by other program options)				
	2020	2021	2022	
New Revenues	TBD	TBD	TBD	
New Expenditures:	TBD	TBD	TBD	
Net Financial Impact	TBD	TBD	TBD	
FTE Change	0	0	0	
Description				
<p>Plans are being developed to consolidate the City’s operations of the Evergreen Library and Neighborhood Resource Center. While there has been considerable discussion about remodeling of the facility, there has been no conversation about how operational expenses are to be addressed.</p> <p>This program option serves as a placeholder to note that changes are likely to have an impact on revenues generated by the Evergreen library as well as the expenses required to operate it.</p>				

Option #4: Westlink operating costs				
Description: Describe the funding change				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services	Public computing, technology training, Pre-K literacy services, K-5 literacy & learning, RLV for pleasure, teen literacy & learning programs, collaboration spaces, employment programming, DIY programming	Ensuring Digital Inclusion; Supporting a Literate Community; and Providing Equitable Access to Information	Living Well	
Key Outcome or Program Outcome Measures (may be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Branch Visits	485,623	485,000	300,000	520,000
New accounts created	2,109	2,000	1,200	3,000
Circulation	406,223	405,000	250,000	436,500
2021 decreases assume closure during construction/remodeling				
Financial and Staffing Impact (may be impacted by other program options)				
	2020	2021	2022	
New Revenues	0	(\$23,200)	(\$36,000)	
Room rentals	0	(700)	2,000	
Printing and photocopying	0	(2,500)	4,000	
Desk receipts	0	(20,000)	30,000	
New Expenditures	0	0	\$129,220	
Technology Maintenance/Support	0	0	89,750	
Utilities	0	0	17,960	
Custodial (added to PW&U budget)	0	0	11,260	
Pest Control	0	0	1,100	
Office Supplies	0	0	7,850	
Insurance	0	0	1,300	
Net Financial Impact – REVENUE DECREASE (2021) – BUDGET INCREASE (2022)	0	(\$23,200)	\$93,220	
FTE Change	0	0	0	
Description				
The expansion of the Westlink Branch Library is included in the Capital Improvement Program for year 2021. The expansion is projected to be completed by end of year 2021. The space that the branch will occupy will increase from 10,340 square feet to approximately 18,892 square feet of space.				
This program option provides estimates of additional operating expenses needed for the Westlink Branch Library above current budgeted operating expenses.				

Option #5: Updating of Materials Collection				
Description:		Increase funding for materials to the 2017 mean of public libraries serving communities of 350,000 – 400,000 people		
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services; Learning Services	Pre-K literacy services; K-5 literacy & learning; RLV for pleasure; virtual branch; reference service; employment programming; K-12 research visits; small business support	Supporting a literate community; Providing equitable access to information		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Customers rating health, wealth and life choices materials as good/excellent	71%	70%	75%	80%
Customers rating leisure time materials as good/excellent	82%	80%	85%	88%
Materials circulation	2,003,591	2,000,000	2,100,000	2,250,000
2020 decreases assume closures at Evergreen and Linwood for remodeling/relocation				
Financial and Staffing Impact (May be impacted by other program options)				
	2020	2021	2022	
New Revenues	0	\$13,825	\$27,650	
New Expenditures	0	\$125,000	\$250,000	
Net Financial Impact	0	\$111,175	\$222,350	
FTE Change	0	0	0	
Description				
<p>In a 2020 survey about library collections, customers had well-founded concerns about: 1) the average age of the collection, 2) the lack of new materials, 3) limited selection of e-books, 4) insufficient digital resource offerings, and 5) excessive holds queues for all material types (potentially 3 months for print materials and upwards of 6 months for digital materials). Of particular concern, 29% of customers ranked the library’s materials related to health, wealth, and other lifelong learning as average or disappointing. In order to help customers make the best decisions about topics important to their lives, it is imperative that the library provide current and accurate information, something that many of our customers do not feel we are doing.</p> <p>Database subscription costs are frequently based on population size or number of card holders in a community. Because of Wichita’s size, the Library is pushed into a pricing tiers beyond the department’s current budget capacity.</p> <p>Pricing models for digital content are varied, but are increasingly focused on cost per checkout models, use limits, and subscriptions that lead to the need to re-subscribe or re-lease popular content every 12-24 months.</p> <p>Grant funding has allowed the library to refresh targeted areas of the nonfiction collection in rotation but many subject areas need a consistent level of funding to allow the Library to provide an adequate infusion of updated titles every year – not through every three to four year rotations.</p> <p>---continued---</p>				



According to the most recent report from the Public Library Data Service, in 2017 the mean materials spending for libraries serving populations between 350,000 and 400,000 was \$1,372,713. The mean materials acquisitions spending for libraries serving populations of 400,000 to 425,000 was \$1,967,025.

By contrast, in 2019, the Wichita library's total acquisitions budget (city and grant funds) was \$832,988.

This program option seeks a materials budget increase \$125,000 a year in both 2021 and 2022. Staff would work with the Foundation and Friends of the Library to seek grant funds of an additional \$55,000 per year to put the department on track to move toward reaching the 2017 materials acquisition budget mean of libraries in the 350,000 to 400,000 service population range by 2023.

The increase would allow the library to: 1) more adequately invest in collections where current information is imperative to customers making informed decisions; 2) decrease waiting lists for new materials, e-books, and e-audiobooks; 3) expand digital collections to include e-magazines and streaming video; and 4) improve access to resources that help customers develop skills and knowledge, while promoting learning and research for all age levels.

Revenue is projected at an increase of 10% in desk receipts related to materials circulation for each year.

Option #6: Advanced Learning Library Circulation Reorganization				
Description: Reorganize the ALL circulation team for increased effectiveness				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services; Collection Management; Learning Services	Department Administration; Interlibrary Loan Service; Volunteer Management; RLV for Pleasure; Pre-K Literacy Services; K-5 Literacy & Learning	Providing Equitable Access to Information; Support a Literate Community; Efficient, Effective Administrative Activities		Living Well
Key Outcome or Program Outcome Measures				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Hold requests found on shelf in first pass	Est 75%	75%	85%	90%
Items on shelf within 24 hours of return	Est 20%	20%	25%	30%
Financial and Staffing Impact				
	2020	2021	2022	
New Revenues	0	0	0	
New Expenditures	0	\$79,665	\$82,690	
Salary and benefits				
Net Financial Impact		\$79,665	\$82,690	
FTE Change	0	1	1	
Description				
<p>When the Advanced Learning Library (ALL) opened June 16, 2018, staff planned for new workflows and a different model of library service from the former Central Library. The physical location of the Automated Materials Handler (AMH), delivery processing, and receiving garage were placed in close proximity for a lean workflow. At the same time, drive-up and self-check service points were added for the convenience of customers. 2019 ALL circulation increased by 40% from the last full year in the Central Library. New customers increased by 60% over this same time horizon.</p> <p>Over half of the employees in this section work in entry-level part-time Clerk I positions. Many come into the team on a temporary basis as they strive for full-time positions elsewhere in the department or the larger City organizations. Others are students who leave the organization as soon as they receive their degrees. This causes a heavy burden of staff time to handle recurrent onboarding and training staff to gain advanced skills to obtain required accuracy in work.</p> <p>Now that the ALL has been open for almost two years, it is apparent that a change to the organization of the Circulation Section is needed as the increases in activity and employee turnover have become too much for one stacks manager to adequately oversee. This program option recommends adding a Senior Library Assistant position in order to realign duties to ensure that the work of the section is being completed with accuracy needed to reduce rework and to provide for Raving Fans level service for customers. The current position would provide materials handling management, including supervision of the AMH room, shelving and shelf-reading of materials, and training and oversight of section volunteers. The new position would become responsible for onboarding, training, coaching and scheduling of the 13 clerks assigned to the section.</p> <p>---more---</p>				

Customers expect items to be returned to the shelf quickly and accurately, to be able to locate items where they are supposed to be and to be served by a well trained staff offering exceptional customer experiences. This program option will assist in providing equitable access to information and to support a literate community by effective, efficient administrative activities aiding residents in living well in Wichita Kansas.

Option #7: Evolve Production Costs				
Description: Support for Evolve print calendar participation				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Support Services	Marketing	Effective, Efficient Administrative Activities		Wichita: A Well-Run City
Key Outcome or Program Outcome Measures				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Hours of redundant work required	NA	300	200	200
Library customer satisfaction with printed Evolve calendars	NA	TBD	TBD	TBD
Financial and Staffing Impact				
	2020	2021	2022	
New Revenues	0	0	0	
New Expenditures	0	TBD	TBD	
Printing	NA	\$15,000	\$15,000	
Marketing	NA	10,000	10,000	
Data Entry Assistance	NA	TBD	TBD	
Net Financial Impact	0	\$25,000+	\$25,000+	
FTE Change	0	0	0	
Description				
<p>During 2019, several departments evaluated class management systems. The eventual selection was the RecTrac system implemented by the Park &amp; Recreation department and City Arts. Although the software did not provide functionality needed for the Library, it was determined that Library events should be included in a joint print guide of leisure services.</p> <p>After that decision was made, Library staff learned that the only way to participate in the printed guide is to do manual data entry into the RecTrac system, creating a completely redundant process to the library specific online calendar, room reservation and program management systems currently in use by the department. During the first production cycle, the Library’s team was repeatedly told that decisions relating to Evolve should be made by the Park department “since they are paying for it.”</p> <p>This program option requests funding for marketing and printing so that the Library can have a seat at the table in marketing and printing decisions. The requested funds are based on our understanding of 1/3 of the estimated annual cost for the printed calendars and the Copp Media promotion plan tied to the calendars.</p> <p>In addition, the option seeks funding for hiring a temporary worker to do the redundant data entry which has not been easily assimilated into the department’s current staffing capacity.</p>				

Option #8 Bad debt policy																				
Description:		Create and implement a bad debt policy for outstanding fees on library accounts																		
Program	Activity	Departmental Goal Alignment	Focus Area Alignment																	
Support Services	Department Administration	Effective, Efficient Administrative Activities	Wichita: A Well-Run City																	
Key Outcome or Program Outcome Measures (may be impacted by other program options)																				
Metric	2019 Actual	2020 Target	2021Target	2022 Target																
Outstanding customer debt	Est \$3.7M	\$2.5M	\$2.25M	\$2M																
% database accounts in good standing	65%	70%	72%	75%																
Financial and Staffing Impact (may be impacted by other program options)																				
	2020	2021	2022																	
New Revenues	0	0	0																	
New Expenditures	0	0	0																	
Net Financial Impact	0	0	0																	
FTE Change	0	0	0																	
Description																				
Because the City does not have a policy to guide declaration of debt as uncollectible, the Library continues to maintain customer accounts in its database with debt approaching 20 years in delinquency.																				
The scope of the aging debt is becoming a detriment to department operations. Reports from the database must be manipulated to exclude long-expired accounts when preparing annual and performance measure reports. Because some vendors price products on the number of accounts in a library’s database, carrying aging accounts unnecessarily inflates license pricing. The extra size of the database also adds to the time and effort spent on Polaris system upgrades and maintenance.																				
Although the department now uses both a materials recovery service and the state setoff program to encourage the return of past due materials and payment of outstanding account debt with good success when submissions are timely, neither of these tools have proven to be effective with older accounts.																				
A snapshot of the age of current debt on customer accounts is as follows:																				
<table><tr><td>Dates</td><td>Amount</td></tr><tr><td>Older than 10 years</td><td>\$1,384,061</td></tr><tr><td>Between 7 and 10 years</td><td>502,190</td></tr><tr><td>Between 5 and 7 years</td><td>424,248</td></tr><tr><td>Between 3 and 5 years</td><td>476,061</td></tr><tr><td>Between 1 and 3 years</td><td>487,580</td></tr><tr><td>1 year or less</td><td>344,383</td></tr><tr><td>TOTAL</td><td>\$3,618,523</td></tr></table>					Dates	Amount	Older than 10 years	\$1,384,061	Between 7 and 10 years	502,190	Between 5 and 7 years	424,248	Between 3 and 5 years	476,061	Between 1 and 3 years	487,580	1 year or less	344,383	TOTAL	\$3,618,523
Dates	Amount																			
Older than 10 years	\$1,384,061																			
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TOTAL	\$3,618,523																			

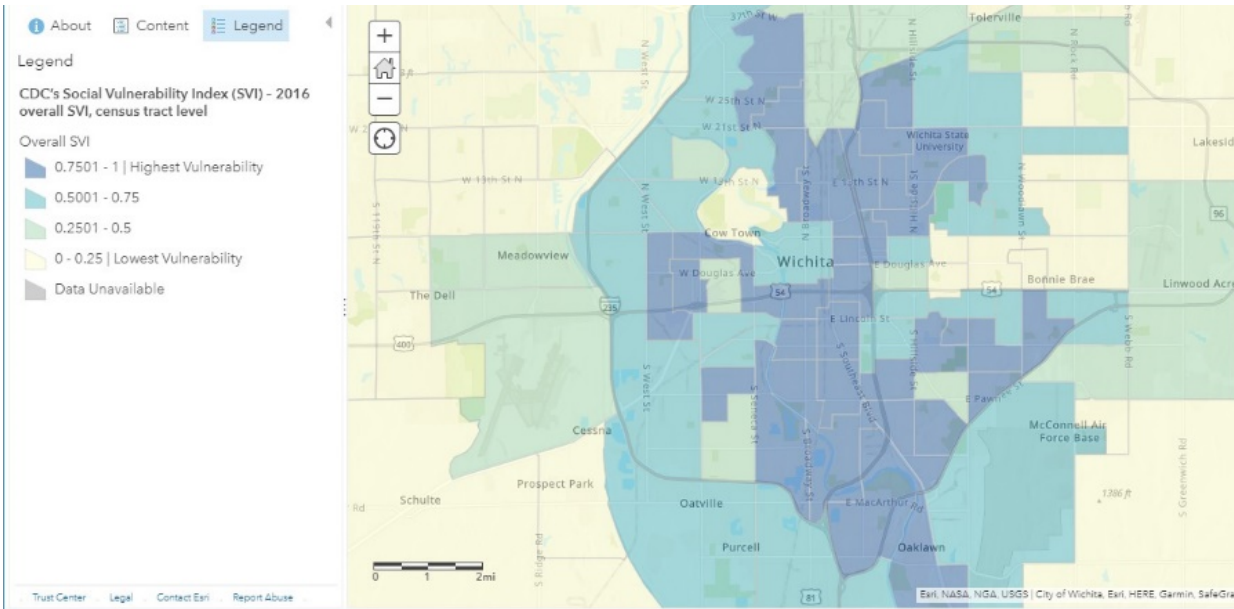
This program option seeks authority for the department to establish parameters for declaring outstanding fees on expired accounts as uncollectible. The policy would be developed in partnership with the Law and Finance departments and would be subject to approval by the Library Board of Directors.

If appropriately implemented, the program option would not impact revenue since fees to be removed would only be those deemed uncollectible. The amount of soft savings and future cost avoidance will be dependent upon the number of accounts cleared under the terms of the new policy.

Option #9: Elimination of hold and transfer fees				
Description: Describe the funding change				
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services; Learning Services	RLV for Pleasure; K-5 Literacy & Learning; Teen Literacy & Learning; Reference Service	Providing Equitable Access to Information; Supporting a Literate Community		Living Well
Key Outcome or Program Outcome Measures (May be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Holds filled	242,829	265,000	300,000	300,000
Materials Circulation	2,003,591	2,025,750	2,075,000	2,125,000
Unique customers borrowing physical materials	41,710	43,000	47,300	47,300
Financial and Staffing Impact (May be impacted by other program options)				
		2020	2021	2022
New Revenues		(\$5,070)	(\$20,270)	(\$20,270)
New Expenditures		0	0	0
Net Financial Impact		(\$5,070)	(\$20,270)	(\$20,270)
FTE Change		0	0	0
Description				
Hold and transfer fees have been used by the Wichita Public Library to capture a portion of the revenue expected to be generated by the department.				
Wichita’s materials budget is significantly less than those of most peers, leaving the Library without the ability to purchase popular titles in the quantities needed to meet customer demand. The result is the need for customers to place items on hold or to wait months on end before titles are available on a library shelf.				
Because the smallest branches are in the city’s lower income areas, customers of these locations must use holds and transfers to obtain items in order to gain access to the same scope and depth of resources available in more affluent neighborhoods. The upcoming downsizing of the Evergreen library from a district to neighborhood branch collection will add one more location to the branches where customers face this inequity.				
This program option eliminates fees for holds and transfers of materials for all customers. The change will improve equity of access to information and will enable the library to better fulfill its role in supporting a literate community.				
The financial model for the option assumes implementation in Q4 of 2020.				

Option #10: Elimination of overdue fees				
Description: Eliminate use of overdue fees as a revenue generation tool for the City				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services; Learning Services	RLV for Pleasure; K-5 Literacy & Learning; Teen Literacy & Learning; Reference Service	Providing Equitable Access to Information; Supporting a Literate Community	Living Well	
Key Outcome or Program Outcome Measures (may be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021Target	2022 Target
Borrowers as % of population	44.4%	44.1%	48%	52%
Materials circulation	2,003,591	2,000,000	2,200,000	2,300,000
O&M per item circulated	\$4.75	\$5.10	\$4.63	\$4.43
Decreases assume some branch services unavailable during remodeling/relocation				
Financial and Staffing Impact (may be impacted by other program options)				
	2020	2021	2022	
New Revenues	0	(\$109,975)	(\$109,975)	
New Expenditures				
Net Financial Impact				
FTE Change	0	0	0	
Description				
<p>Public libraries throughout the nation are changing policies to eliminate the assessment of overdue fees. (See <a href="https://endlibraryfines.info/">https://endlibraryfines.info/</a> as one source of information on this trend.) Research shows that these fees do little to encourage timely return of materials. In addition, the revenue generated from fees is often outweighed by the cost of staff time spent collecting and managing these payments. This does not mean that customers are without accountability. The price of items not returned within 30 days of due dates are charged to customers using traditional lost item and collection processes.</p> <p>One of the primary reasons libraries are abandoning overdue fees is to remove a barrier to equitable access to information. There is growing evidence that library overdue fees have a disproportional impact on low income residents – often those who would benefit most from public library services and resources. More affluent customers have the option of borrowing digital materials where there are no overdue fees. Customers without access to tablets, e-readers and similar technologies rarely have the equipment to use these collections. More affluent customers consider overdue fees a nuisance while those in less fortunate circumstances payment find even a small library fine to be more than their budgets can accommodate.</p> <p>A recent presentation from the 2020 Public Library Association Conference related this issue to the social vulnerability index that refers to the resilience of communities when confronted by external stresses on human health. Vulnerability is calculated on 15 variables with the most important inputs related to poverty, access to transportation, prevalence of those with disabilities, and English language fluency. Data is available by census block group with the darker the blue, the higher an areas SVI score. Wichita’s SCI map appears below.</p> <p>---continued---</p>				





Library staff have compared this map with the number of registered borrowers for each WPL location, the number of borrowers with fees on their accounts and the number of borrowers with fees of \$10 or more (the Library's definition of an account no longer in good standing). The data appears to support the hypothesis that everyone generates library fees but some customers are generally less able to pay them. Libraries with greater percentages of cardholders not in good standing align directly with the higher SVI areas of the city. Over 40% of the borrowers at Angelou and Linwood have some fees on their accounts with about 30% from each location no longer "in good standing." By contrast, only Westlink and Rockwell have less than 1/3 of their customers without fees on their accounts.

Location	Borrowers	Borrowers with fees	% borrowers with fees	Borrowers with fees > \$10	% borrowers with fees > \$10
ALL	92,673	36,501	39%	25,643	28%
Alford	22,727	8,155	36%	5,242	23%
Angelou	7,112	3,029	43%	2,184	31%
Evergreen	12,738	4,367	34%	2,819	22%
Linwood	7,104	2,905	41%	2,071	29%
Rockwell	29,417	8,012	27%	3,957	13%
Westlink	36,678	9,525	26%	3,464	9%

There also seems to be a correlation between higher SVI neighborhoods and libraries where customers have had fees for extended periods of time. More than 8 in 10 customers of the Angelou and Linwood branches who have fees incurred those charges more than one year ago.

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Location	borrowers with fees	Fees > 1 year	Fees < 1 year	% fees >1 year
ALL	36,501	29,130	7,371	79.8%
Alford	8,155	6,503	1,652	79.7%
Angelou	3,029	2,602	427	85.9%
Evergreen	4,367	3,472	895	79.5%
Linwood	2,905	2,424	481	83.4%
Rockwell	8,012	5,885	2,127	73.5%
Westlink	9,525	6,491	3,034	68.1%

This program option proposes eliminating overdue fees effective January 1, 2021.

When the Lawrence (KS) Public Library recently eliminated fees, the library was applauded for the intent, but criticized for the implementation which waived all outstanding overdue fees from customer accounts. This proposal does not include waiving of any fees incurred prior to the implementation date but does recommend that the City Communications Team, Finance Department, Library Board and Staff do additional research on implementation lessons learned in other communities so that the transition will be as successful as possible.

Option #11: Elimination of interlibrary loan borrowing fees				
Description: Eliminate ILL borrowing fees as a revenue generating tool for the City				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Customer Services; Learning Services	RLV for Pleasure; K-5 Literacy & Learning; Teen Literacy & Learning; Reference Service	Providing Equitable Access to Information; Supporting a Literate Community	Living Well	
Key Outcome or Program Outcome Measures (may be impacted by other program options)				
Metric	2019 Actual	2020 Target	2021Target	2022 Target
ILL requests from WPL customers	17,629	17,600	21,000	25,000
Financial and Staffing Impact (may be impacted by other program options)				
	2020	2021	2022	
New Revenues	0	(\$7,200)	(\$7,200)	
New Expenditures	0	0	0	
Net Financial Impact				
FTE Change	0	0	0	
Description				
<p>As part of a 2018 challenge to increase cost recovery for specialized services, the Library implemented a \$3 fee for most items received for local customers through the interlibrary loan (ILL) service. Since inception of the fee, requests for materials through ILL has decreased by 35%.</p> <p>Customer satisfaction with the ILL service decreased dramatically when the fee was implemented. Few users could understand why Wichita’s library is the only one in the region assessing the fees. Households where multiple people rely on ILL service (often the case for homeschooling families) reported that the service had become cost-prohibitive for their budgets.</p> <p>In addition to the economic complaints, customers expressed concerns about equity issues created by the fee. One customer noted that the borrowing fee was in conflict with the <i>Economic Barriers to Information Access Interpretation of the Library Bill of Rights</i>” as adopted by the American Library Association which states in part “The American Library Association opposes the charging of user fees for the provision of information by all libraries and information services that receive their major support from public funds. All information resources that are provided directly or indirectly by the library, regardless of technology, format, or methods of delivery, should be readily, equally and equitably accessible to all library users.”</p> <p>Another challenge to the fee came from the South Central Kansas Library System that filed complaint with the State Library of Kansas alleging that the fees violate the requirements of K.A.R. 54-1-8 regarding charges to out of district customers in order to be eligible for system grants. Although the State Library overruled the complaint, the System’s Executive Committee adopted a new <i>Free Basic Library Service and Considerations for SCKLS Member Libraries</i> statement and implemented a rule that member libraries are subject to loss of system funding if system grant funds are used to pay for costs associated with services or programs for which the member library charges.</p> <p>This program option seeks to eliminate the cost recovery fee for ILL borrowing based upon the conflict with industry best practices and the barriers to equitable access of information created by the fees.</p>				

Option #12 Revenue Generation – Passport Service SMART Experiment				
Description:		Test a new revenue stream from certifying libraries as passport acceptance facilities		
Program	Activity	Departmental Goal Alignment		Focus Area Alignment
Customer Services	NEW	Equitable Access to Information		Living Well
Key Outcome or Program Outcome Measures				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Number of passports processed	NA	NA	500	600
Financial and Staffing Impact				
		2020	2021	2022
New Revenues		0	\$17,500	\$21,000
New Expenditures		0	(1,750)	(2,100)
Postage & supplies				
Net Financial Impact – NEW REVENUE		0	\$15,750	\$18,900
FTE Change		0	0	0
Description				
<p>Many public libraries have partnered with the U.S. Department of State to become passport acceptance facilities as a way to diversify their revenue streams. Agencies interested in becoming part of this program must meet certain eligibility requirements relating to both staffing and the location of the agency. Because all staff members at the Evergreen branch fulfill the eligibility requirements for providing passport service, the branch could offer the service during most hours of operation.</p> <p>Libraries receive a \$35 fee for each processed passport. Costs include the staff time (10 minutes per passport) and postage fees for submitting the forms. The Park City library grossed approximately \$40,000 through this service in 2019. During the same year the Andover library generated just over \$45,000 and the Derby library about \$70,000.</p> <p>Offering the passport acceptance service would generate revenue for the City, increase foot traffic to an underutilized branch library, and provide a needed public service. Libraries in the area each process in excess of 1000 passports per year. If the Evergreen Branch processed 500 passports per year, it would generate \$17,500 in gross new revenue.</p> <p>Results from the Evergreen experiment would be evaluated with expansion of this service added to other library locations in 2022.</p>				

Option #13: Innovation/Cost Avoidance Initiative – Public Fax Connections				
Description: Replace current public fax connections with less expensive solution				
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Digital Services; Customer Services; Learning Services	Public Fax	Ensuring Digital Inclusion	Living Well	
Key Outcome or Program Outcome Measures				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Pages transmitted	14,906	15,350	15,650	15,900
Cost per page (copper lines)	\$0.35	\$0.48	\$0.65	\$0.90
Cost per page transmitted (with option)	\$0.35	\$0.24	\$0.25	\$0.26
Service revenue	\$ 9,777	\$11,610	\$11,720	\$11,770
Financial and Staffing Impact				
	2020	2021	2022	
Revenues	\$15,350	\$15,650	\$15,900	
Expenditures	\$3,740	\$3,930	\$4,130	
Current budget for copper lines	3,200	3,200	3,200	
Projected extra copper line costs	3,975	6,850	10,860	
Estimated savings from copper alternative	(3,575)	(6,270)	(10,110)	
Supplies	140	150	180	
Net Financial Impact	\$11,610	\$11,720	\$11,770	
FTE Change	0	0	0	
Description				
<p>Public faxing is a high demand customer service, with over 14,000 pages sent by customers in 2019. Customers use the service for a variety of purposes but particularly when sending documents relating to KanCare, insurance claims, unemployment, LIEAP energy assistance, employment, birth certificate paperwork, and independent contractor timesheets. Usage is greatest at branches in lower income neighborhoods. The service currently is revenue generating, with the receipt of \$9,777 in revenue after expenses for the phone lines and toner in 2019.</p> <p>Cost for copper transmission lines increased 60% in 2019, from \$267 to \$427 per month. City IT staff advise that transmission fees will continue to double each year as telecommunication companies eliminate copper landlines for fiber and other alternatives. This large cost increase was not anticipated in the budget when the service started in 2016 and has not been incorporated into the 2020 Adopted General Fund Budget.</p> <p>While the department has tried alternative methods for delivering fax services, at present copper landlines remain the most reliable method of delivery. The department piloted a wireless faxing alternative at the Lionel Alford branch that resulted in two months of inconsistent service and many unsatisfied customers. The department had no alternative but to return to copper faxing lines to provide the service level customers should reasonably expect.</p> <p style="text-align: center;">---more---</p>				

The department is working with the City's new senior telecommunications engineer to find a lower cost alternative to copper. Current testing is underway to use the City's telecommunication system to send faxes through software configuration changes or with purchase of specialized adaptors. Either method would reduce monthly outlays considerably. The Library and City IT are confident that a lower cost, reliable alternative can be found. However, it will take time to find that alternative. Given the anticipated usage, the service will continue to pay for itself for the planning horizon of this budget cycle but the amount of generated revenue will decrease each year until the alternate transmission solution is implemented.

Option #14: Cost Savings/Cross Departmental Initiative – City Standards Repository				
Description:		Simply the process for identification of City standards/accountability for compliance on the part of all departments		
Program	Activity	Departmental Goal Alignment	Focus Area Alignment	
Support Services	Department Administration	Effective, Efficient Administrative Activities	Wichita: A Well-Run City	
Key Outcome or Program Outcome Measures				
Metric	2019 Actual	2020 Target	2021 Target	2022 Target
Project Rework Resulting from Failure to Follow Adopted Standards	NA	TBD	TBD	TBD
Hard savings from eliminating rework	NA	TBD	TBD	TBD
Soft savings from staff time saved searching for standards/managing rework				
Financial and Staffing Impact				
	2020	2021	2022	
New Revenues	0	0	0	
New Expenditures	TBD	TBD	TBD	
Net Financial Impact	TBD	TBD	TBD	
FTE Change	0	0	0	
Description				
<p>As subject matter experts, departments establish standards and guidelines intended to create efficiencies, effective use of resources and good value for citizens. Unfortunately, there is not an easy way to know when such standards and guidelines exist. Even when a department is deliberate about working with stakeholder departments, it appears that it is not always easy to know how to adhere to these expectations. The result is time wasted and increased costs resulting from rework. The Library has experienced several such examples in relation to building projects, but we know the issues are not limited to this area. For instance:</p> <ul style="list-style-type: none"><li>Flags have not been flown at the Advanced Learning Library since September 2019. The issue relates to problems with in-ground lights for the poles. These were repaired/replaced by Public Works but the light no longer carries to the top of the poles. When a work order was created, the first response was “We don’t like these kind of lights. We should never use them.” Even though PW&amp;U was represented on the project steering committee, no one expressed concern about this style of light at that time.</li><li>The Advanced Learning Library landscaping was slow to be accepted by the City because of the quality of the sod installation, problems with weeds and failing plantings in landscape beds. As the Park department staff assisted, they told the contractor and landscape architect that the irrigation system for the building had not followed the City’s specifications. Additional expense was incurred on the part of the contractor, the landscape subcontractor and the Park department before the work was accepted. Again, the subject experts were part of the steering committee specifically to identify issues but the discrepancy with the standards was apparently overlooked.</li><li>Most recently, in working on plans for the proposed relocation of the Linwood branch, we were told to ensure that plans for building security matched City standards. After being misdirected several times, the latest information is that there “aren’t really” camera specifications because each project has unique needs.</li></ul>				

This idea proposes a portal or some other mechanism for putting into a single repository information from each department about the standards, guidelines and specifications that are expected of departments. Although this would not ensure that the standards are enforced, at the start it would save time by giving staff a starting point for knowing what standards exist and what departments are responsible for them. In the longer term, creating a mechanism to help departments adhere to standards should result in reduced cost of rework as well as reduction/elimination of wasted staff time spent on these situations.





## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries  
**SUBJECT:** Proposed Policy Updates  
**DATE:** March 10, 2020

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**Background:** To ensure efficiency and effectiveness of business activities, the Library policy manual is on a twelve month review cycle with one or more sections of the manual scheduled for review in each quarter of the year.

**Analysis:** During recent reviews of the Reference and Collections sections of the Library Policy Manual, a small number of corrections and needed updates were identified. These include:

**REF-002 – General Equipment Available for Customer Use**

- Add magnifiers to the available equipment list in the first paragraph

**REF-005 – Photograph Collection Reproduction**

- Replaces a reference to the Central Library with the Advanced Learning Library

**REF-005.1 – Use Fees**

- Replaces a reference to the Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center with the Edward and Elizabeth Burns Historical Research Pavilion

**REF-011 – FamilySearch Center Affiliate Program**

- Replaces a reference to the Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center with the Edward and Elizabeth Burns Historical Research Pavilion

In addition, staff recommends removing selection criteria from the **Materials Selection Policy (COL-002)** and incorporating and elaborating upon the criteria in a new **Selection Criteria Policy (COL-002.1)**.

Finally, staff recommends a series of circulation parameter updates as outlined in policy **CIR-007.1** to reflect changes in materials collections use limits and fees. These include:

- Eliminating the Reference Book item type
- Changing loan and renewal periods for books and large print materials from 28 days to 0-28 days to reflect the full scope of loan options for these items
- Changing loan and renewal periods for magazines from 14 days to 0-14 days to incorporate both non-circulating and circulating collections
- Changing the equipment item type to in-house use only by reducing the loan and renewal periods from 28 days to 1-3 hours and eliminating the daily and maximum fines

- Updating the note on Interlibrary Loan materials to clarify that the default cost is established by the lending library
- Adding a note to the laptop item type to clarify that these materials are only available for in-house use
- Replacing the vertical file item type with schematics to reflect the only portion of vertical file materials maintained by the library
- Change the VHS item type from a circulating to non-circulating reference collection
- Increase the default cost of a VHS item from \$30 to \$100

Copies of all of the proposed changes are attached.

**Financial Considerations:** None

**Legal Considerations:** The proposed policy changes have been approved as to form by the Law Department.

**Recommendations or Actions:** It is recommended that the Board of Directors approve revisions to the policies as proposed by staff and included in packets.

## **REF-002 General Equipment Available for Customer Use**

The Library makes certain equipment available for customer use. Examples include, but are not limited to: typewriters, microfilm and microfiche readers, photocopiers, **magnifiers**, and fax machines. Not all equipment may be available in every Library location. Unless otherwise noted, these machines are available on a first-come, first-serve basis.

### **Fax Machines**

Staff mediated fax service is available in most locations at a fee of \$1.00 per page.

### **Microform Printers and Scanners**

A \$0.25 fee will be charged for each page printed from the microfilm or microfiche printers.

### **Photocopiers**

Self-service photocopiers are available in most locations. Single-sided copies are available at \$0.20 per copy. Double-sided copies are available at \$0.40 per copy. Single-sided color copies are available at \$1.00 per copy. Double-sided color copies are available at \$2.00 per copy.

### **Typewriters**

While use of typewriters is free, customers may either provide their own paper or purchase paper at the nearest service desk (three sheets/\$0.10).

### **Magnifiers**

A lighted tabletop magnifier is available in the Burns Research Pavilion in the Advanced Learning Library. Hand held magnifiers are available for in-library use.

### **Computer Printing**

There is a \$0.10 charge per page impression for printouts made through public computing services.

### **3D Printer**

Customers with a Library account in good standing, who have completed a Library certification process, may use the 3D printer at the Advanced Learning Library. 3D Printed objects will be limited to weights of 75 grams or less, and no print job may exceed three (3) hours. Customer may not 3D print weapons and/or objects that violate CUS-001, Customer Code of Conduct. Cost for printing an object is \$0.20 per gram and weight of the object is based on MakerBot Print software's weight estimate.

Failure to pick up 3D print jobs, keep the 3D printing area clear of debris or misuse of the 3D printer may result in loss of 3D printing privileges.

**Services and Permissions**

As part of its public service mission, the Wichita Public Library provides reproductions of items from its photograph collection for personal, research or commercial use. Images contained in the Wichita Photo Archives may be downloaded and printed for personal use at no charge for access, though printing fees will be charged if images are printed from the Library's public computer workstations (See REF-003 Public Computer Workstations). High-resolution digital images for personal use or for publication and copies of Wichita Public Library photo holdings not contained in the Wichita Photo Archives may be obtained upon request. Fees to offset the cost of delivering these images will be charged. The Library reserves the right to choose the resolution and format and to limit quantities of items reproduced for its users. If an image is to be reproduced in any type of publication, CD-ROM, broadcast, exhibition, web site, etc., written permission is required and use fees may be assessed. Using a reproduction of an image from the Library's collections without the Library's official written permission is strictly prohibited.

**Copyrighted Material**

The nature of historical archival collections means that copyright or other information about restrictions may be difficult or even impossible to determine. Whenever possible, the Library provides information about copyright owners and other restrictions in the catalog records, finding aids, special-program illustration captions and other texts that accompany collections. The Library provides such information as a service, but it is the customer's obligation to determine and satisfy copyright and other use restrictions when publishing or otherwise distributing materials found in the Library's collections. A reproduction and use agreement confirming the customer's knowledge of copyright obligations is required for all requests to reproduce or use Library images.

**Delivery of Material**

Images will be copied within two to three business days after receiving the full payment of the necessary fees and a completed Reproduction Agreement Form. Images **may be retrieved from the Central Library, Advanced Learning Library** may be delivered through regular delivery by the U.S. Post Office, or may be delivered electronically. Expedited mail delivery may be made at the customer's expense. The Library requires prepayment of all required fees and a completed Reproduction Agreement Form before the delivery or use of the images.

**Use Agreements and Fees**

All customers wishing to obtain copies of Wichita Public Library photographs or to use Wichita Public Library photographs for other than personal or research purposes will be asked to complete a reproduction and use agreement specifying the intended use of the images and detailing the processing and use fees due to the Library in exchange for that use. Fees are charged for the nonexclusive use of images as outlined in the reproduction and use agreement. Subsequent use or reuse of the images will require completion of a new reproduction and use agreement. Use fees are assessed in addition to reproduction charges. The Library reserves the right to waive fees or to set requirements on an individual basis at its discretion.

**Scanned Images**

Scanned images are copies of items owned by the Wichita Public Library. The Library will not make any adjustments or manipulate the images. All files are scanned at a minimum of 300 DPI. Higher resolution files can be available upon request, but may incur a new scan fee. Images are available in JPEG or TIFF (archival) formats. Scanning the items with the customer's own equipment is not permitted.

**Photographing Images**

Photographing of images owned by the Wichita Public Library is allowed under the following conditions: 1) the image(s) are being reproduced for personal research purposes; 2) a use agreement has been completed documenting the image(s) being reproduced; 3) camera flash is disabled; 4) the image(s) are kept within protective sleeves or removed only by someone wearing gloves; and 5) a copy of the Library's repository card is included in each photograph.

**Book Jacket Use**

The fee for the use of an image on a book jacket includes the use of the item in the direct promotion of the work. Wider use of any kind, including derivative products, will require renegotiation.

**Web Page Use**

Web page use covers the single use of an image on the Internet such as on a web page, in a streaming video, or published in an electronic book or magazine. Images used in a commercial advertisement on the Internet fall under the heading of resale/advertising commercial use or resale/advertising nonprofit/government use.

**Nonprofit Use**

Nonprofit fees are applicable only to those organizations recognized as having nonprofit status. A commercial company providing contract work for a nonprofit will fall under the commercial use fees. Use by a government department or agency will fall under the nonprofit use fees.

### Processing Fees

Processing fees offset the cost of scanning and/or copying digital images from the Library's photograph collections. Payment of all fees must be made when submitting an order. If an order is arranged via e-mail or telephone, payment must arrive prior to the delivery of the digital image. Digital versions of images are generally provided at low resolution (less than 300 dpi), in .TIF or .JPG format. If a higher-resolution image is requested, other fees may apply. Digital photographs will be delivered to customers by burning images to a CD-ROM, electronically through the Internet, or saved to a memory device provided by the customer. Scanning images with a customer's own equipment, or faxing images, is not permitted.

Description	Fee
Processing fee to save images to CD-ROM, provide electronically through the Internet, or save to a memory device provided by the customer	\$10.00 per image

### Use Fees

Use fees are charged for commercial use of Wichita Public Library images. No use fees are charged for non-commercial use in print publications issued by nonprofit societies or agencies, government departments or agencies, or for scholarly use (publication in scholarly works with circulation less than 10,000 copies or university press publications with print runs of 5,000 copies or less). Additionally, no use fees are charged for the use of photographs in newspaper articles, newscasts or non-commercial documentaries. Credit must be given to the **Lawrence and Lucile Wulfmeyer Genealogy/Special Collections Center, Edward and Elizabeth Burns Historical Research Pavilion**, Wichita Public Library, whether or not a use fee is charged. Publication use fees are assessed in addition to processing fees outlined above.

Description	Quantity	Fee
Books, videos, brochures and other printed materials for commercial use	5,000 copies and under	\$20.00 per image
	5,001 – 15,000 copies	\$35.00 per image
	15,001 – 25,000 copies	\$50.00 per image
	25,001 – 50,000 copies	\$75.00 per image
	Over 50,000 copies	\$100.00 per image
Serials (magazines, journals)	Circulation of 5,000 or less	\$15.00 per image
	5,001 – 9,999	\$35.00 per image
	10,000 and up	\$50.00 per image
Commercial decorative displays (e.g. restaurants)	Each image	\$25.00 per image
Book jacket	Each image	\$75.00 per image
Commercial films or television	Each image	\$100.00 per image
Non-commercial films or television: nonprofit or government	Each image	\$5.00 per image
Filmstrip or slide show	Each image	\$20.00 per image
Resale/advertising: commercial use	Each image	\$100.00 per image

Resale/advertising: nonprofit/government use	Each image	\$5.00 per image for the first five images, \$10 per image for images six to ten, and with additional images priced at similar incremental rates
Web page use: nonprofit/government use	Each image	\$5.00 per image
Web page use: commercial use	Each image	\$50.00 per image

# **RELATED FORM**

Reproduction and Use Agreement

## **REF-011            FamilySearch Center Affiliate Program**

Under an agreement with the Genealogical Society of Utah (FamilySearch), the Wichita Public Library's ~~Lawrence and Lucile Wulfmeyer Genealogy/Edward & Elizabeth Burns Historical Research Pavilion Special Collections Center~~ is a designated FamilySearch Center. Through this affiliation, users of the Special Collections Center have the opportunity to access restricted digital record collections not available to customers from home. Terms of use are determined by the Genealogical Society of Utah and not by Wichita Public Library.

Requests are managed and maintained in the Special Collections Center.

Records from FamilySearch are subject to copyright laws, and may not be copied or used except as permitted thereunder.

### **Contract**

FamilySearch Center Agreement



## COL-002      Materials Selection Policy

The Library's core resource is its collection, ~~supporting which supports~~ the mission and vision of the Library as approved by the Board of Directors and in accordance with city, state and federal laws. ~~Material selections are considered and decided in terms of each item's excellence and the audience for whom it is intended. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, scholarship or value to humanity; others are selected to satisfy the informational, recreational or educational interests of the City's diverse population.~~ The Library ~~strives to~~ *provides* a ~~collection materials in~~ a variety of formats for a wide range of ages, interests, cultural and educational backgrounds and reading skills. ~~The Library collects material reflecting a variety of viewpoints on controversial issues.~~ New formats are considered when demand and viability warrant. Final responsibility for selection decisions rests with the Director of Libraries and the Library Board of Directors.

The Wichita Public Library subscribes to the Library Bill of Rights, the Freedom to Read Statement and the Freedom to View statement as adopted by the American Library Association. In accordance with these statements, the Library recognizes that some materials may be controversial and that any given item may concern some customers. Without anticipated approval or disapproval, selections will be made solely on the merits of the work in relation to the building of the collection and to serving the interests of Library customers. Responsibility for the reading, viewing and listening choices of minors rests with their parents or guardians. Limitations on access to public computer workstations or collections/formats may be requested for a minor child by that child's parent or legal guardian. No other age-based restrictions on access to Library materials will be enforced, except by statutory requirement.

### ***COL-002.1 Selection Criteria (NEW)***

*Selection of materials is based on each item's excellence and the audience for whom it is intended. No single standard is applied in all cases. Some materials are judged primarily for artistic merit, scholarship or value to humanity, while others are selected to satisfy the informational, recreational or educational interests of the City's diverse population. The Library collects material reflecting a variety of viewpoints on controversial issues, including those that reflect potentially controversial opinions of the author or creator.*

*When selecting materials, the following criteria will be considered. An item need not meet all of these criteria to be selected.*

- *Subject matter relevance, importance, and interest to City of Wichita residents.*
- *Relative importance in comparison with other materials on a subject.*
- *The relation of the work to existing collections.*
- *Public demand for the author or producer, title or subject.*
- *The author, creator, or publisher's local connections, local or national prominence, authority, and/or literary or artistic merit, without regard to political, religious, or other affiliations.*
- *Positive professional reviews or awards recognition.*
- *Ownership and demand at other library systems of similar size or scope.*
- *Clarity and accuracy of presentation appropriate to the skills of the intended users.*
- *Suitability of format to the content and the intended audience.*
- *Value for the cost of the item (the library has a finite budget and cannot acquire all materials on every subject).*

*Items generally excluded from selection include:*

- *Textbooks, workbooks, and curriculum-related work, unless they are considered useful to the general reader as an introduction to a subject and their presentation is superior to other sources.*
- *Academic, scholarly, or technical materials that are traditionally carried by academic or special libraries.*
- *Self-published materials, unless they meet the selection criteria set out above.*

**CIR-007.1 Circulation Parameters**

Item Type	Loan Period	Renewal Period	Charge Limit***	Fine / day	Max Fine	Default Cost
Big Book	28 days	28 days	150***	\$0.25	\$5.00	\$22.50
Blu-Ray	7 days	7 days	8 titles***	\$1.00	\$10.00	\$40.00
Board Book	28 days	28 days	150***	\$0.25	\$5.00	\$10.00
Book	0-28 days	0-28 days	150***	\$0.25	\$5.00	\$30.00
Book Set	42 days	None	20 titles***	\$0.25	\$5.00	\$13.00
Decorative Arts	None	None	None	\$0.00	\$0.00	\$100.00
DVD	7 days	7 days	150***	\$1.00	\$10.00	\$30.00
E-Books and E-Audio	7-21 days	None	5 titles	NA	NA	NA
Equipment ****	28 days 1-3 hours	28 days None	2 items	\$0.25 \$0.00	\$5.00 \$0.00	\$35.00
E-Resource	None	None	None	\$0.00	\$0.00	\$0.00
Globe	None	None	None	\$0.00	\$0.00	\$75.00
Graphic Novel	28 days	28 days	150***	\$0.25	\$5.00	\$25.00
Hi/Lo	56 days	56 days	150***	\$0.25	\$5.00	\$10.00
ILL	21 days	None	3 titles***	\$1.00	\$30.00*	\$75.00*
Image	None	None	None	\$0.00	\$0.00	\$100.00
Laptop ****	3 hours	None	1 item	\$15.00**	\$500.00	\$500.00
Large Print	14-28 days	14-28 days	150***	\$0.25	\$5.00	\$30.00
Magazine	0-14 days	0-14 days	150***	\$0.25	\$5.00	\$5.00
Manuscript	None	None	None	\$0.00	\$0.00	\$100.00
Map	None	None	None	\$0.00	\$0.00	\$15.00
Microform	None	None	None	\$0.00	\$0.00	\$25.00
Music CD	28 days	28 days	150***	\$0.25	\$5.00	\$17.00
New Blu-Ray	7 days	7 days	4 titles	\$1.00	\$10.00	\$40.00
New DVD	7 days	7 days	8 titles***	\$1.00	\$10.00	\$30.00
New Music CD	14 days	14 days	8 titles***	\$0.25	\$5.00	\$17.00
Newspaper	None	None	None	\$0.00	\$0.00	\$1.00
Paperback	28 days	28 days	150***	\$0.25	\$5.00	\$8.00
Playaway	28 days	28 days	4 titles***	\$0.25	\$5.00	\$60.00
Playaway Launchpad	14 days	None	1 item	\$1.00	\$10.00	\$60.00
Reference Book	None	None	None	\$1.00	\$25.00	\$45.00
Spoken CD	28 days	28 days	150***	\$0.25	\$5.00	\$30.00
Vertical File Schematics	14 days	14 days	150***	\$0.25	\$5.00	\$5.00
VHS	7 days None	7 days None	150*** None	\$1.00 \$0.00	\$10.00 \$0.00	\$30.00 \$100

\*Final cost determined by lending library.

\*\*Hourly fee.

\*\*\*Some customer account types have more stringent loan limits.

\*\*\*\*Available for circulation in library only.



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries *Cynthia Berner*  
**SUBJECT:** Public Art Proposals  
**DATE:** March 10, 2020

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**Background:** During the past month, proposals for two public art projects in library facilities and an update on the "Big Red" sculpture have been received.

**Analysis:** The first project is a proposed mural for the wall in the pre-function space adjacent to the Reverie Roasters coffee shop counter. Artists Patrick Duegaw and Hannah Scott will attend the Planning and Facilities Committee Meeting to discuss the concept of a "mystery mural" with interactive elements to be placed throughout the Advanced Learning Library.

A second proposal is from JaNeace Bluma, a program manager for Real Men Real Heroes. She has proposed a mural for the north (21<sup>st</sup> street) exterior wall of the Maya Angelou branch to be completed by a local artist in conjunction with a group of middle school aged girls. A copy of her proposal is attached to this report.

After the Library Board expressed interest in adding the "Big Red" sculpture to the grounds of the Library, staff learned that funding was needed for the installation of the artwork. An appeal to have the installation added into the upcoming Sycamore Street renovation was approved by the Public Works department. A presentation about placement of the piece was made to the Design Council in February where concurrence for the requested placement was received. Work will be scheduled to coordinate with the street improvements.

**Financial Considerations:** Costs of the Advanced Learning Library mural will be incurred by Reverie Roasters. As noted in the proposal for the Angelou mural, costs of this project would be funded by a Community Development Block Grant and the Evergy Community Investment Fund. Installation of the Big Read sculpture will be part of the Sycamore street improvement budget.

**Legal Considerations:** If supported by the Library Board of Directors, both mural projects will require an additional review by the Design Council. A community unit plan (CUP-DP210) may prohibit painting of the red brick exterior of the Angelou library.

**Recommendations/Action:** Guidance from the Planning and Facilities Committee and the Library Board of Directors is requested for each of the proposed mural projects.

**Attachments** Maya Angelou Mural proposal

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## **Real Men Real Heroes, Inc.**

2333 East 21st St North  
Wichita, KS 67214  
(316) 202-5358

# Maya Angelou Mural

**4<sup>th</sup> March 2020**

## **OVERVIEW**

Real Men Real Heroes is a non-profit youth mentoring organization. Our group would like to paint a mural on the Maya Angelou Library of the late Maya Angelou.

## **GOALS**

1. To expose youth to an artform to which they may not otherwise have access
2. To enhance the community surrounding the Maya Angelou Library

## **SPECIFICATIONS**

With the help of an enlisted local Wichita artist, a group of 10 - 15 middle school aged girls will design and paint the mural. This project will be funded by the Community Development Block Grant and the Everygy Community Investment Fund, and will be overseen by Real Men Real Heroes Program Manager, JaNeace Bluma.

Timeline - Our project timeline is June 01 - July 30, 2020. The first week will consist of outlining the project. There are 4 weeks dedicated to filling in the outline. Two additional weeks are allotted for any unforeseen setbacks/delays. We plan to work during the day, 2 pm - 6 pm, Tuesday - Saturday.

Library Commitments - RMRH requests permission to store paint and supplies at the Maya Angelou Library for the duration of the project (June 01 - July 30, 2020).

Placement - We are requesting to place the mural on the North wall of the library, facing 21st street. The mural will cover the entire wall, excluding the window. The background of the mural will consist of colors transitioning in and out of each other. The birds, trees, portrait of Angelou, etc will be black and white. Please see the sketch below. These are two separate images, labeled with the side of the wall on which they will be placed.



## MILESTONES

### Community Elevation

Many of the children we serve at Real Men Real Heroes live in the area surrounding the Maya Angelou Library. Our goal is to give our youth a sense of pride in their community, while also providing them the opportunity to express themselves creatively. This will invoke the confidence and self-esteem to continue to do the necessary work to engage and elevate their neighborhoods.

# WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS

## Finance Committee Agenda

Tuesday, March 17, 2020, 11:30 a.m.

2nd Floor Collaboration Room #206 (Red)

Advanced Learning Library – 711 W 2<sup>nd</sup> Street, Wichita, KS 67203

**1. Call to Order**

**2. Approval of February Meeting Minutes**

**3. Review of REVISED January Finance Reports and Supplemental Bills**

- Revenue Report
- 204 Report of Expenditures

General Fund Bills	\$331,260.16
Grant Fund Bills	9,727.14
<b><u>Total</u></b>	<b>\$340,987.30</b>

*Proposed Motion: Recommend approval of the revised January finance reports and supplemental bills as included in Board packets*

**4. Preliminary February Bills and Finance Reports**

- Revenue Report
- Grant Fund Summary Report
- General Fund Summary Report

General Fund Bills	\$41,683.88
Grant Fund Bills	16,470.03
Gift & Memorial Fund Bills	1,476.52
<b><u>Total</u></b>	<b>\$59,630.43</b>

*Proposed Motion: Recommend approval of the preliminary February bills and finance reports as included in Board packets*

**5. 2020 State Grants in Aid**

*Proposed Motion: Recommend approval of the 2020 State Grants in Aid budget as included in Board packets*

**6. 2020-2022 Program Options**

Staff will provide committee members with a brief review of possible program options for consideration by Board members prior to submission to the Finance department and City Manager's Office.

*Recommended Action: Provide comments/take appropriate action*

**7. Adjournment**

**Wichita Public Library Board of Directors**  
**Finance Committee Meeting**  
**February 18, 2020**

Present: Board members Chuck Schmidt and Kevin McWhorter; Staff members Cynthia Berner and Tammy Penland

Chuck Schmidt called the meeting to order at 11:30 a.m.

Mr. McWhorter (Schmidt) moved to recommend approval of the January minutes. There was no additional discussion. The motion carried.

Berner and Penland reviewed the final 2019 financial reports, noting that the City has not officially closed the books for the year but no additional changes are expected for the library. Revenues were strong, due in large part to above anticipated receipts from the state setoff program and continued interest in meeting room rentals at the Advanced Learning Library in particular. The library general fund will have a small unexpended balance of less than \$10,000. A final list of bills from 2019 were presented. All were routine in nature. Mr. McWhorter (Schmidt) moved to recommend approval of the final 2019 financial reports as included in board packets. The motion carried.

Berner and Penland shared January financial information from the City's new MUNIS system. It was noted that only one payroll for the month had been entered into the system and that credit card statements were not yet processed. Staff asked for feedback on the types of financial reports the committee would like to review each month. The new system allows more flexibility in creating monitoring reports although City departments are only starting to explore how to create these materials. McWhorter and Schmidt indicated that reports as close to what had been available from the Performance system would be their preference at this time. Mr. Schmidt (McWhorter) moved to recommend approval of the January financial reports as included in board packets. The motion carried.

Berner provided a brief summary of the draft department operating plan as included in board packets. This is one of the first deliverables from departments as part of the annual budget process. A list of possible program options (budget requests) was reviewed. It was agreed that these should be further developed for presentation to the board in March.

The meeting was adjourned at 11:59 a.m.



**WICHITA PUBLIC LIBRARY BOARD OF DIRECTORS**  
**Operations Committee Agenda**  
**Tuesday, March 17, 2020, 11:30 a.m.**  
2<sup>nd</sup> Floor Collaboration Room #203 (Green)  
Advanced Learning Library, 711 W 2<sup>nd</sup> St., Wichita, KS 67203

1. Call to Order
2. Proposed Changes to Library Policies
  - REF-002 General Equipment Available for Customer Use
  - REF-005 Photograph Collection Reproduction
  - REF-005.1 Use Fees
  - REF-011 FamilySearch Center Affiliate Program
  - COL-002 Materials Selection Policy
  - COL-002.1 Selection Criteria Policy (New)
  - CIR-007.1 Circulation Parameters
3. Policy-Related Proposed Program Options
  - Elimination of Hold and Transfer Fees
  - Elimination of Overdue Fees
  - Elimination of Interlibrary Loan Borrowing Fees
  - Bad Debt Policy
4. Pandemic Response Plan
5. Ozone Alert Response Plan
6. Other Items from Committee Members
7. Adjournment



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries *Cynthia Berner*  
**SUBJECT:** Pandemic Planning  
**DATE:** March 10, 2020

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**Background:** As highly used public buildings, it is important that libraries have operational plans in place to address a variety of emergency situations including widespread illnesses within the community.

**Analysis:** The Library first developed continuity of operations plans (COOP) in 1999 and continues to add scenarios and checklists to ensure emergency situations are appropriately addressed while minimizing service disruption to customers. In 2009, in anticipation of the upcoming spread of the H1N1 virus, a pandemic scenario was added to the department's COOP manual.

As information about COVID-19 has become available, staff members have reviewed pandemic plans from other urban libraries to ensure that the department's pandemic planning reflects the unique features of the COVID-19 virus along with best practices recommended by the Center for Disease Control and Prevention and the Sedgwick County Health Department.

**Financial Considerations:** When the COVID-19 virus reaches the Wichita area, the library should anticipate decreases in use, resulting in less revenue generation from desk receipts. At the same time, an increase in paid overtime may be required in order to cover responsibilities of employees unable to report to work due to illness or quarantine. If the local situation reaches the level of pandemic outbreak, some or all library locations will be closed, further decreasing revenue.

**Legal Considerations:** The City Law and Human Resources departments will provide guidance as needed throughout implementation of the Pandemic plan.

**Recommendations/Action:** This is an informational agenda item with no action required.

**Attachments** Pandemic Plan

## **PANDEMIC CONTINUITY OF OPERATIONS SCENARIO**

Influenza (flu) is a viral infection of the upper respiratory tract. Symptoms include fever, headache, tiredness, body aches, coughing, sore throat, respiratory congestion and, in some cases, vomiting and diarrhea. Most people with the flu are sick for only a few days however some can develop a more serious illness such as pneumonia and may require hospitalization. Typical symptoms appear between one to three days after infection. A person infected with influenza is normally contagious the day before symptoms appear and can continue to be so for up to a week.

Influenza viruses regularly mutate or change slightly. A few times each century, a completely new flu virus appears, unrelated to any previously circulating viruses. When this happens, no one has any immunity and the virus spreads rapidly around the globe, infecting millions of people. This is known as a pandemic. Global health experts believe that an influenza pandemic is close to becoming a reality. The purpose of this scenario planning is to outline the strategies to be implemented should 20% to 40% of the workforce be absent due to employee or family members experiencing illness to contagious diseases including but not limited to a flu pandemic. As with all other components of this continuity of operations plan, the scenario offers a series of guidelines and decision points to be considered as strategies to maintain the highest level of library service to the community in spite of extended employee shortages that might result from a local pandemic.

### **Level 1 Response: Pandemic Watch**

During traditional influenza seasons, or at any other time when the Center for Disease Control indicates a likelihood of increased illness within the Wichita area, the Library will focus upon preparation and virus containment. During a Level 1 response, the following activities will be initiated:

- Employees and volunteers will be encouraged to wash their hands frequently. They may also wish to have anti-bacterial hand products at their workstations.
- Public service desks in all library locations will maintain supplies of anti-bacterial wipes, alcohol based gel hand sanitizers, Arsenal Suprox 33 and supplies of paper towels.
- Public service desks shall also maintain supplies of facial tissues, alcohol based hand sanitizers and/or anti-bacterial wipes that may be provided to library customers upon request.
- Department personnel and cleaning contractors will be required to use disinfectants when cleaning common areas such as break rooms, rest rooms, lobby areas, doors and reception area desks and counters.
- High touch areas, including but not limited to telephones, keyboards, door handles, elevator buttons, barcode scanners and public service desk items such as pens, pencils, etc. will be thoroughly cleaned at the start of each business day and will be wiped down again several times throughout the day.
- Supervisors will review employee cross training for essential operations with designated or available staff.

## **Level 2 Response: Pandemic Warning**

When the Center for Disease Control has confirmed active cases of influenza or other contagious diseases in the immediate Wichita area, the Library's pandemic response will be escalated from a watch to a warning. In addition to the previously identified activities, these additional actions will be taken by department personnel:

- Employees will be provided with CDC flu prevention materials.
- Employees who are not feeling well will be asked to stay at home rather than reporting to work.
- Employees who become ill at work will be required to go home until their temperature has returned to 100 degrees or less, without the benefit of medication, for a minimum of 24 hours.
- Department leave policies will be suspended so that employees are not penalized if they exhaust their leave or move into without pay status as a result of being away from work with symptoms or a contagious disease such as a cold or flu or to care for dependent children who are ill.
- Employee cross-training for continuation of services on a limited basis will be emphasized.
- Workgroup supervisors or their designees will report the number of employee absences to the Librarian-in-Charge or an assigned designee (numbers of full-time/part-time employees only; no identification of names or specifics of absence) who will be responsible for preparing a daily summary report for the Library's Leadership Team and a detailed report for the Director of Libraries.
- Relief staffing, including limited reassignment of staff from one workgroup to another to cover basic library operations may be authorized by the Director of Libraries or her designee.
- Employee phone trees will be updated and checked on a monthly basis until pandemic planning returns to a level 1 response.
- As library materials are returned, they will not need to be cleaned or sanitized. Time between return, processing and shelving should minimize, if not eliminate, the risk to the next user.

## **Level 3 Response: Pandemic Outbreak**

When the Center for Disease Control identifies the Wichita area as having pervasive cases of contagious disease and/or when employee absenteeism due to illness reaches 20% of the workforce, a pandemic outbreak will be declared. The Department's continuity of operations plan will be altered in the following ways:

- County/state directives to limit or close non-essential services shall be followed.
- Maintaining Library Service for the Public (circulation of materials, reference service, reader's advisory, public computing, electronic services, interlibrary loan) will be the department's primary priority. Techniques that may be implemented so that these priorities may be fulfilled include:

- 1) Cancellation of library programs and meeting room reservations
  - 2) Removing every other public computer and library catalog from service and half of the chairs from study tables so that library users maintain 6' spaces between them.
  - 3) Implementing similar distancing techniques in staff workrooms and at service desks.
  - 4) Should staff absences reach a critical point, begin temporary closings of neighborhood branch libraries. If additional closings are required, move district/regional libraries to every other day service schedules so that staff may be shared across locations. At the most extreme, suspend operation of all branches, maintaining a regular service schedule at the Advanced Learning Library.
  - 5) As branch hours are adjusted, ensure plans are in place for keeping materials returns open and items processed from customer accounts in a timely manner. Adjustments to loan periods and more lenient policies for overdue materials may also be implemented.
- Post signage and communicate through the website, news releases, via email or voice mail to users regarding availability of services.
  - Suspend authorization for personal business leave or vacation leave requests. Employees who have used all eligible sick leave may use personal business or vacation leave when they must remain off work due to personal illness or when required as a caregiver for illness of an immediate family member or someone living in the employee's same household.
  - Employee work site locations, assignments and schedules may be adjusted as required in order to maintain prioritized library services to the community.
  - Decisions about employee reassignments will be made by a department pandemic team comprised of the Director of Libraries, Support Services Manager, Customer Service Manager and Learning Service Manager.
  - Decisions about cancellation of programs or adjustments to branch hours will be made by the Leadership Team in consultation with the City Manager and Library Board President.

#### **Level 4 Response: Pandemic Recovery**

Library services and processes will be returned to normal procedures as quickly as staffing levels allow.

- Daily updates of staffing levels will continue to be provided until absenteeism falls to less than 5%.
- The Support Services Division will be responsible for taking inventory of pandemic related supplies and for updating inventory as needed.
- The Leadership Team will assess the Department response to the pandemic outbreak. It will also evaluate the response plan and revise as appropriate to prepare for next wave of outbreak.

# Wichita Public Library Ozone Alert Response Plan



**OZONE ALERT DAY!**  
**BE AIR AWARE**

## WHEN AN OZONE ALERT IS ISSUED, OPERATIONS ARE ADJUSTED.

### Ozone Season March 1—October 31

#### Ozone Alert Process

Each Weekday Morning

- Air Quality team will assess conditions and forecast ozone levels for the next day
- If conditions indicate high ozone, an Ozone Alert will be issued by 1pm, giving operating departments necessary time to notify workgroups
- Operating departments will receive Ozone Alerts via email
- Operating departments will be able to advise staff to implement **Ozone Alert Actions** the next day

Public Works & Utilities  
Strategic Services  
Air Quality Program

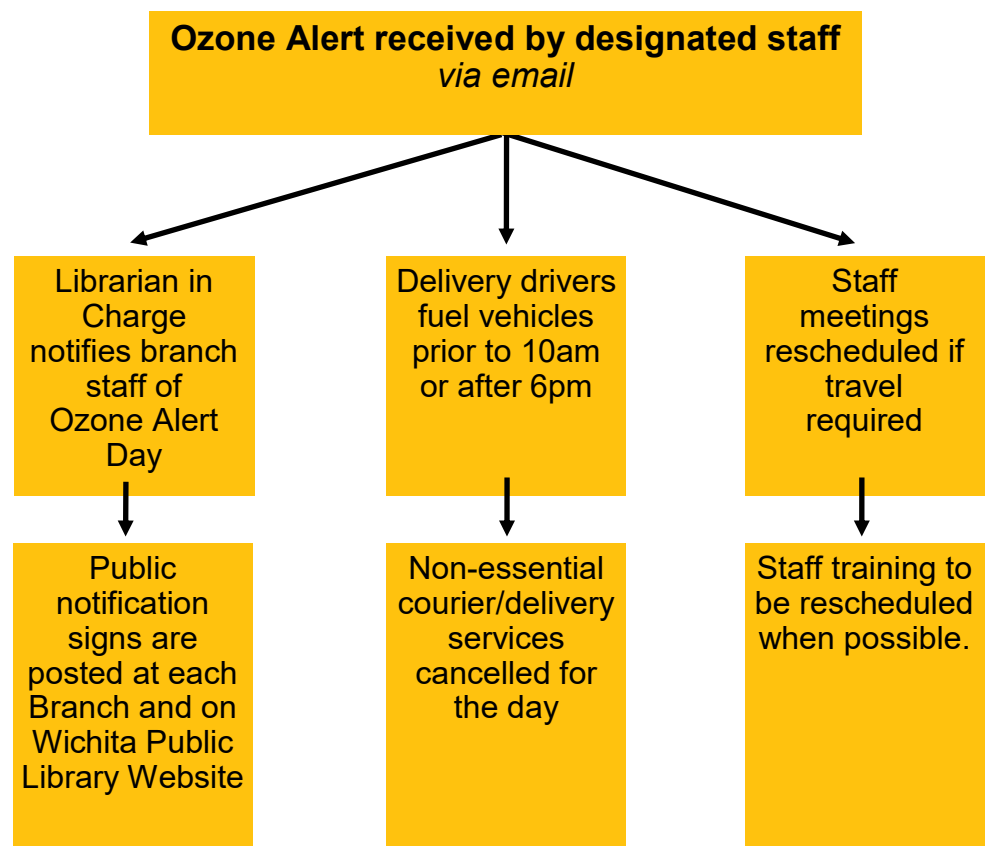
Sign up for City Departmental  
Ozone Alerts by contacting  
Baylee Cunningham at  
[aarias@wichita.gov](mailto:aarias@wichita.gov)

Sign up for  
Ozone Alert Day emails at  
[www.wichita.gov/ozone](http://www.wichita.gov/ozone)

Follow @BeAirAwareKS  
on Instagram

Pre-Ozone Season Director of Libraries sends an Ozone Season reminder to staff highlighting the City of Wichita No-Idling Policy and potential changes in operations.

Ozone Alert Day Designated staff will receive an Ozone Alert via City of Wichita email.



**BE AIR AWARE**  
SEDGWICK • BUTLER • HARVEY • SUMNER

# **Agenda**

## **Wichita Public Library Board of Directors**

### **Planning & Facilities Committee**

Tuesday, March 17 2020, 11:30 a.m.

2nd Floor Collaboration Room #205 (Yellow)

Advanced Learning Library, 711 W 2<sup>nd</sup> St., Wichita, KS 67203

1. Call to Order
2. Advanced Learning Library Updates
  - Proposed Reverie Roasters Wall Mural
  - Proposed Angelou Exterior Mural
  - Big Red Sculpture
3. Master Plan for Branch Libraries
  - Linwood Relocation Update
  - Evergreen Remodeling Update
  - Angelou Art
4. Facility Maintenance Issues
5. Other Committee Updates
6. New Business from Committee Members
7. Adjournment

**Wichita Public Library Board of Directors  
Planning and Facilities Committee Minutes  
February 18, 2020**

Present: Board members Randall Johnston, Axel Chacon, and Dr. Justin Henry; Staff member Kristi Dowell

Randall Johnston called the meeting to order at 11:39 a.m.

Ms. Dowell provided an update on the Branch Master Plan implementation;

- The City has submitted a proposed lease for a new Linwood branch space to the building owner. Occupancy could take place in the 4<sup>th</sup> quarter barring no unforeseen issues.
- Committee members were asked to make a recommendation to the Library Board as to whether they would be in support of allowing the Linwood lease to be presented directly to the City Council rather than first reviewed by the Library Board. Mr. Johnston recommended the question be posed to the full board but he favored recommending it go before the Library Board in March prior to going to the City Council. Mr. Johnston stated he could write a brief summary of the lease for the Board to review in March.
- Wichita Police Department will conduct a CPTED (Crime Prevention through Environmental Design) survey of the possible Linwood space to provide recommendations for making the space as safe as possible.
- Plans for the Evergreen branch changes remain in development.

Ms. Dowell gave a review of current branch facility maintenance issues:

- Meeting room doors at the Rockwell branch are to be replaced.
- A work order for potholes at the entrance to the Rockwell branch has been submitted.
- Replacement of a sidewalk grate at the Westlink branch has not yet been completed.

Ms. Dowell gave a review of current facility maintenance issues at the Advanced Learning Library:

- The gutters are being installed.
- Contractors are currently installing new glass doors on the Children's Pavilion.
- Library and Finance department staff are working to ensure that all maintenance expenses are covered in the library's revised budget.

A strategy for funding the signage recommended in the branch plan for Alford, Rockwell, Westlink and Maya Angelou branches will need to be identified. Funds are not part of the Capital Improvement budget.

Library staff are working with TaDonne Neal and Lamont Anderson regarding a request that some art pieces by local artists be hung in the Angelou branch.

Mr. Johnston asked if there was any news from Council Member Frye regarding adding additional parking to the Westlink branch during the remodel and expansion of the facility. Ms. Dowell stated that she knew he had been involved in conversations with the church but has not heard of a final determination.

Mr. Chacon asked if there was news regarding the "Big Red" art piece that they had discussed at last month's Board meeting. An update will be added to the March meeting agenda.

The meeting was adjourned at 11:50 a.m.



# **Agenda**

## **Wichita Public Library Board of Directors**

### **Public Affairs Committee**

Tuesday, March 17, 2020 – 11:15 a.m.

1<sup>st</sup> Floor Collaboration Room #204 (Purple)

Advanced Learning Library, 711 W 2nd, Wichita, KS 67203

1. Call to Order
2. Approval of February Meeting Minutes
3. Federal and State Legislative Updates
4. Unfinished Business
  - a. Mayor Whipple Invitation/Welcome
  - b. Evolve Video Testimonials Request/Potential Shocker Studios Projects
5. New Business
  - a. Monthly Call to Action
6. Adjournment

**Wichita Public Library Board of Directors**  
**Public Affairs Committee Meeting**  
**February 18, 2020**

Present: Board members Lamont Anderson, Shannon Littlejohn, and Shelby Petersen; Staff members Cynthia Berner and Sean Jones

Committee Chair Lamont Anderson called the meeting to order at 11:16 a.m.

Director of Libraries Cynthia Berner gave a federal legislative update, discussing the proposed cut of Institute of Museum and Library Services (IMLS), National Endowment of Humanities (NEH) and National Endowment for the Arts (NEA) funding. These organizations provide federal support to state agencies that support public libraries.

*Shannon Littlejohn joined the meeting.*

The Committee reviewed Shannon Littlejohn's draft letter to invite Mayor Brandon Whipple to a Library Board meeting. Lamont Anderson would like to add a 5-10 minute Q&A session to get to know the Mayor. The Committee would also like to explore inviting City Manager Robert Layton to a future Library Board meeting.

The Committee discussed a proposal by Axel Chacon to film Board member highlights at branches in their districts. The video series would highlight the work conducted at branch libraries, how Board members are involved in volunteerism, and show the different services available. The Public Affairs Committee will establish a timeline for planning and production.

The meeting was adjourned by Lamont Anderson at 11:48 a.m.

## **Media Report: February 2020**

### **Television**

- February 3: KSN, 3D Printing Service  
<https://www.ksn.com/news/ksn-extra/wichita-public-library-soon-to-open-up-use-of-3d-printer-to-the-public/>
- February 7: KCTU, Black History Month programs
- February 13: KAKE, Kids Corner (Feb. 18 “No School” programs)
- February 14: KCTU, 3D Printing Service
- February 21: KSN, 3D Printing Service  
<https://www.ksn.com/news/local/3d-printing-available-soon-at-advanced-learning-library/>
- February 21: KCTU, Women’s Suffrage Programming
- February 22: KWCH, Women’s Suffrage Programming
- February 28: KCTU, Evolve Guide & Library Programming

### **Print**

- February 12: Wichita on the Cheap, Evolve Guide (paid ad through City of Wichita)  
<https://wichitaonthecheap.com/evolve-with-the-city-of-wichitas-new-joint-activities-guide/>
- February 16: The Hutchinson News, Spring Gardening Series  
<https://www.hutchnews.com/news/20200216/agriculture-briefs>
- February 18: KLA Newsletter, New Landmark Libraries Honorable Mention  
<https://drive.google.com/file/d/1x4DvLTidacYSD8T7e0MkhGc0BRcUmx8n/view>
- February 20: The Wichita Eagle, #ReadICT Book Swap  
<https://www.kansas.com/news/local/article240479616.html>

### **Radio**

- February 12: KNSS, 3D Printing Service  
<https://knss.radio.com/articles/wichita-public-library-introduces-3d-printing>
- February 16: iHeart Media, Evolve Guide
- February 23: KFDI, Evolve Guide

### **Paid Advertising**

- The Community Voice: “The Library is for job seekers” print advertisement
- KMUW: “Academy Award Shorts Film Festival” week-long advertisement