

A G E N D A

Wichita Public Library Board of Directors Meeting
Tuesday, May 19, 2020 – 12:00 p.m.
Virtual Meeting

Due to the COVID-19 pandemic, members of the public are unable to attend Board of Directors meetings in person. Meeting materials are available at <https://wichitalibrary.org/About/Pages/board-of-directors.aspx>. The meeting will be available for listening and viewing on YouTube, accessible through the Wichita Public Library channel or <http://wichitalibrary.org/stream>.

Residents with a question or comment relevant to agenda items may type them into the chat on the YouTube live stream. They may also participate by emailing comments or questions to cberner@wichita.gov, providing their name, address and the agenda item(s) they are speaking toward, followed by their comments. A member of the Library staff will read emailed comments during the meeting. To ensure comments are included, all emails must be submitted by 5 p.m. Monday, May 18.

1. Call to Order
2. Approval of the Agenda
3. Public Comment – (Suspended during virtual meetings)
4. Minutes of the April 21, 2020 Meeting
5. Unfinished Business

a) Final March 2020 Finance Reports and Bills

General Fund Bills	\$762,991.90
Grant Fund Bills	778.14
<u>Total</u>	\$763,770.04

6. New Business

- a) Proposed Exterior Mural – Maya Angelou Northeast Branch
- b) Election of Officers
- c) April 2020 Finance Report and Bills

General Fund Bills	\$520,708.17
General Fund (COVID-19)	97,470.31
State Aid Fund Bills	2,500.00
SCKLS Grant Fund Bills	18,124.34
Gift & Memorial Fund Bills	1,059.54
<u>Total</u>	\$639,862.36

d) 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
- 7) CIR-007.1 Circulation Parameters

7. Standing Committee Reports
8. Special Committee Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



MONTHLY ACTIVITY REPORT

April 2020

SERVICE HIGHLIGHTS

Although library buildings were closed to the public, the Wichita Public Library remained open for business during April to ensure that resources and services that could be safely offered to residents were available for customer use.

The 11th Annual Young Artists exhibits were changed from in-person events to a virtual activity. Earlier in the year, young artists from early childhood education programs throughout the City were read stories after which they created art projects based on those titles. Instead of putting the artwork on display in libraries, each piece was photographed and placed into a collection of albums for children, parents and caregivers to view. Although the excitement of in-person artist receptions was lost, the digital displays made it easier for the children's creations to be shared with friends and family.



The Rainbow Fish by Crew, age 2, from Envision Childhood Development Center

Curation of the virtual branch continued to be a high priority. In total, over 5,000 unique customers borrowed 25,566 books from e-collections in April. This reflected an increase of 26% from March and a 98% increase from April of 2019. The most dramatic growth was in use of children's materials where loans increased from 703 uses in April of 2019 to 3,299 checkouts this April. At the same time, nearly 1,800 magazines were accessed during the Library's first month of Flipster online magazine access.

When staff became aware that many of the #ReadICT participants were staying home, reading more, and nearing completion of the year-long twelve book reading program, six new "bonus" categories were announced by *The Wichita Eagle*, the Library's #ReadICT co-sponsor. Since the inception of the program in January, participants have recorded completion of nearly 5,000 books read as part of the program.

OTHER NEWS

For the first few weeks of library building closures, the most frequent questions received by Library staff related to use of digital collections and requests for library e-cards. As stay at home orders continued, a more frequent reference question was “What’s open?” as customers called for assistance finding a variety of service such as where to find a notary, faxing and printing services, veterinary clinics, and even one customer who needed help finding a place in walking distance in order to get something to eat. Another theme of questions related to people asking for COVID-19 information. When one customer called to ask for a detailed understanding of the stay at home order, the responding employee recited paragraph by paragraph both the state and county public health orders. The customer expressed appreciation for the assistance that helped create a better understanding of facts and rumors related to the orders.

Library staff does their best in tracking down various essential services and providing customers with accurate information for operating hours during the quarantine. This often takes longer than just googling locations and sometimes involves tracking down social media posts to get updated information since Google’s information hasn’t kept up with all the changes.

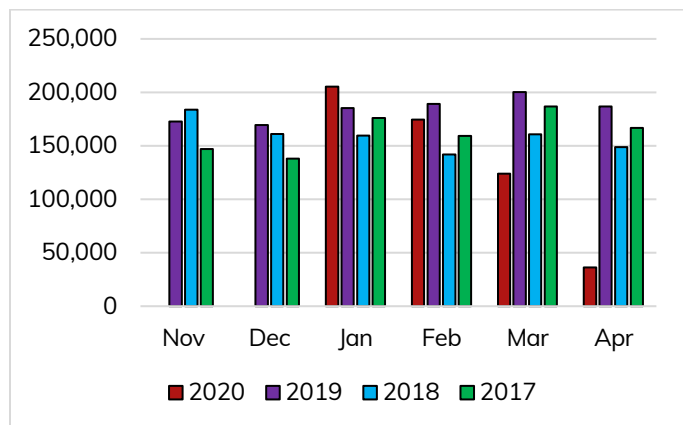
Library facilities closed to the public provide a unique opportunity for completing building maintenance. A mold remediation project was completed in the children’s area of the Alford branch library. At the Advanced Learning Library, new digital menu boards were installed in the coffee shop, new control boards were installed on the three rooftop units that provide climate control in the conference center in order to resolve ongoing humidity issues, rooftop unit filters were cleaned, semi-annual maintenance on portable walls was completed and the long-awaited replacement of Children’s Pavilion entry doors was completed.

Communications Specialist Sean Jones initiated a LEAN process improvement for tracking program cancellations resulting from COVID-19 restrictions. Instead of a series of email messages, Sean created a shared Excel spreadsheet for the Library, City Arts and Park and Recreation employees involved in programming and marketing. The spreadsheet provides everyone with program status information while also serving as a tracking guide to ensure that changes are completely updated across all platforms.

Rockwell Branch Manager Savannah Ball created a LEAN process improvement proposal to streamline the claims returned process. Customers who claim they have returned an item that is checked out on their account go through a two week search-in-progress process by staff. The proposal decreases these searches and gives front line staff an opportunity to quickly resolve a claims return.

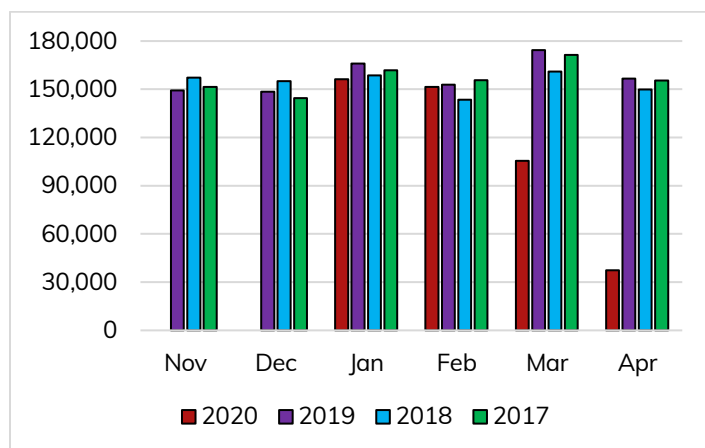
Service Dashboard *All library buildings were closed to the public beginning March 17.*

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



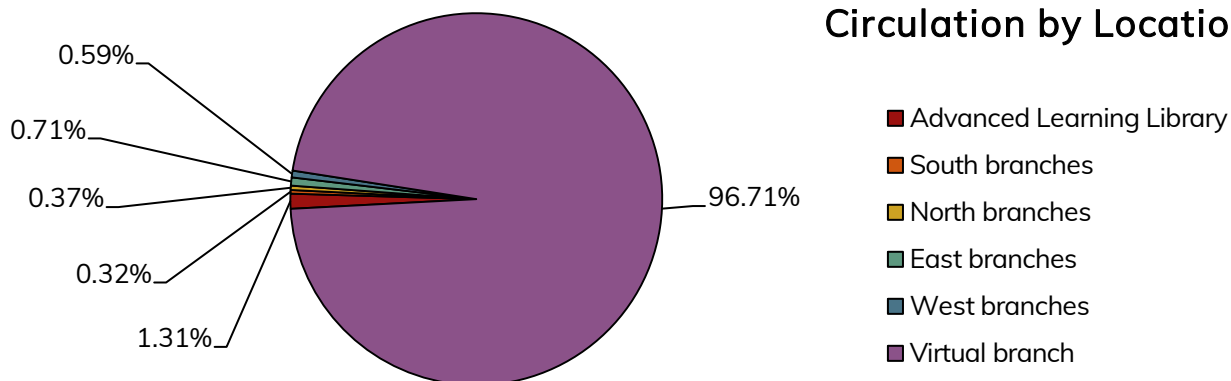
APRIL			
	2020	2019	% change
Door Counts	0	83,297	-100%
Catalog Use	10,836	44,538	-75.67%
Website Visits	25,326	58,825	-56.95%
Total	36,162	186,660	-80.63%

CHECKOUTS

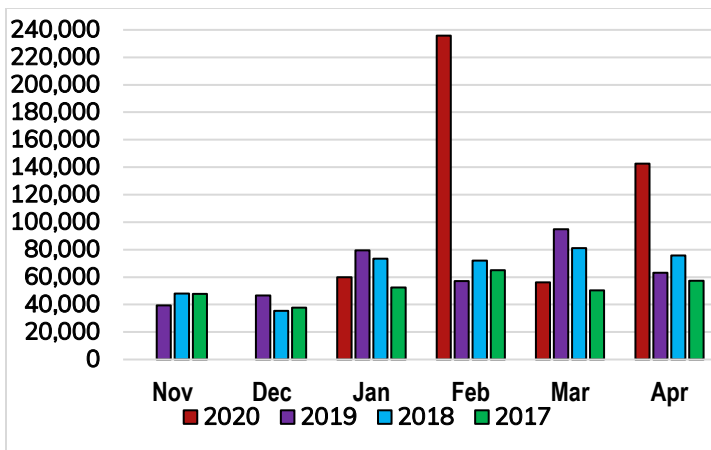


APRIL			
	2020	2019	% change
Physical Circ	1,232	136,494	-99.10%
Virtual Circ	36,175	20,116	79.83%
WPL	27,332	12,931	111.37%
State	8,843	7,185	23.08%
Total	37,407	156,610	-76.11%

Circulation by Location



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



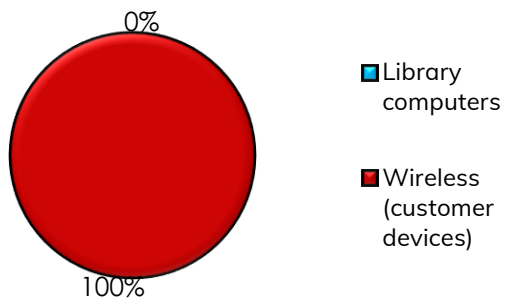
APRIL			
	2020	2019	% change
In person	N/A	9,043	N/A
Online	142,686	54,026	164.11%
Total	142,686	63,069	126.24%

Telephone reference transactions were not counted during the month of April.

PROGRAM ATTENDANCE – None offered during April

PUBLIC COMPUTING

Method of Computing Access
(by session)

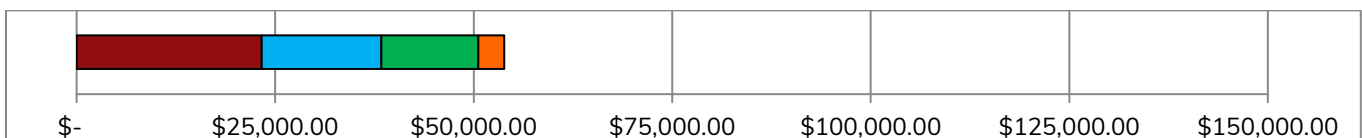


APRIL			
	2020	2019	% change
Workstation Sessions	0	10,788	-100%
Wi-Fi Sessions	736	9,273	-92.06%
Number of Users	78	2,079	-96.25%
Hours of Access	1,445	13,334	-89.16%

All public computing sessions delivered during April were Wi-Fi sessions conducted in library parking lots.

VOLUNTEERS (hours of service) – Suspended during April

MATERIALS DONATIONS (value if purchased)



Year to date total = \$53,831.25 Items added to Library collections YTD = 3,171

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

SERVICE SNAPSHOT: Recent Raving Fans Stories

Advanced Learning Library employee Ben Ropp received a call from a customer concerned that she left her Medicare card on the photocopier at the Westlink Branch prior to the branch closing to the public. Her message was forwarded to Westlink Manager Tracie Partridge who not only arranged a time for her to retrieve the card during the Library's closure but also provided her with a photocopy of the front and back of the card.

A customer called the Library because she returned an item with two bookmarks her children had made her. The bookmarks were located in a recycling bin and mailed back to the customer who was incredibly appreciative.

Business Librarian John Cleary spent a great deal of time in April searching the Foundation Directory Online database for grant information for local non-profits. He received thank-you notes from several organizations.

Realizing the difficulty distance learning students would face when they were unable to visit the Library to complete their semester-end tests, John also researched and developed procedures for a remote test proctoring service using Zoom software and a lockdown browser, when required by the university. One session has been completed successfully with additional exams scheduled for May and June.

As so many people have moved to work from home and business services have moved to online only, requests for technology assistance have remained steady. When one customer called for help finding Wichita E-Reads books on a Kindle, Librarian Daniel Pewewardy realized that the customer's Kindle was the same model as his own which he happened to have at the library that day. Pewewardy explained this to the customer and then went to get his own device. A return call was made to the customer and Daniel was able to guide the customer through a step by step process until the books were located. The customer was extremely grateful and thanked Daniel for the special assistance.

While she has been unable to make visits to child care centers, Youth Outreach Librarian Anne Harris has remained in contact with in home providers, center directors and teachers, sending them information about free informational webinars and other online resources to fill the gap for the loss of in-person service. Several of the providers have responded with appreciative emails, thanking Anne for her ingenuity in finding a way to continue to support child care providers.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
April 21, 2020

The regular meeting of the Library Board of Directors was held virtually on Tuesday, April 21, 2020 with the following present: Mr. Lamont Anderson, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Deal, 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

None

Introductions

None

Approval of the Agenda

Chuck Schmidt moved (Anderson) moves to approve the agenda as published. No discussion.
Motion unanimously carried.

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on February 18, 2020 were presented. Jennifer Goheen moved (Littlejohn) to approve minutes as improved in board packets. There was no discussion.
Motion unanimously accepted.

Unfinished Business

None

New Business

Final bills and finance reports for the months of January and February of 2020 were presented. These included January General Fund bills of \$650,344.53 and grant fund bills of \$21,280.29 for a total of \$671,624.82 and February General Fund bills of \$698,915.53 and grant fund bills of \$17,835.87 for a total of \$716,751.40. Preliminary bills for the month of March were also presented in the following amounts: General Fund bills of \$734,072.10, grant fund bills of \$2,026.02 and Gift & Memorial fund bills in the amount of \$3,446.04 for a total of \$739,544.16.

Director Berner noted that some bills for the Central Library are still being charged to the department. She also noted that through March, revenue was ahead of projections due to receipts from the state setoff program. Jennifer Goheen moved (Neal) to approve financial reports as presented. There was no additional discussion. **Motion unanimously accepted.**

The Library has received a 2020 State Grants-in-Aid payment in the amount of \$111,998.20. Staff propose using the grant to underwrite costs relating to public computing in branch libraries, and the purchase of library materials with smaller amounts set aside for repair or replacement of equipment, printing, and membership in the Urban Libraries Council. The budget includes administrative charges of 3.98% to be paid to the City for fiscal management of the grant. Tadonne Neal moved (Goheen) to approve the budget as proposed by staff. There was no discussion. **Motion unanimously accepted.**

The Library has received a proposed contract for the 2020 South Central Kansas Library System Grant in the amount of \$178,639. This is a 10% reduction over the previous year, due in large part to reduced interlibrary loan lending. This grant requires a contract that must be approved by the City Council. No administrative charges are allowed under the terms of the contract. Staff propose using the grant for public computing costs in branch libraries and the purchase of library materials with smaller amounts for printing and staff development. Lamont Anderson moved (Goheen) to approve the proposed budget as presented and to authorize staff to submit the contract to the City Council for consideration. There was no discussion. **Motion unanimously accepted.**

Finance Committee Report

None

Operations Committee Report

None

Planning & Facilities Committee Report

Randall Johnson gave an update about the new southeast branch library. Negotiations for the lease have been completed. The City Manager has asked that the project be put on hold for thirty days while the City's financial situation can be evaluated. Several board members expressed support for the importance of the relocation and indicated that they would be in contact with their Council members regarding the project.

Public Affairs Committee Report

None

Special Committee Reports

None

Director of Libraries Report

Director Berner discussed the status of library services during the state stay-at-home order. Exempt staff remain on duty processing mail, freight and materials returns and to provide telephone, email and virtual services to customers. All clerical and paraprofessional employees are on furloughs which will extend at least through May 3.

The Library's supervisory cohort has begun planning for restoration of services. Several members of the management team participate in weekly calls sponsored by the Urban Libraries Council where challenges and best practices can be discussed. At this point, it is envisioned that service restoration will be phased in several steps beginning with window and curbside service prior to opening buildings for limited use. Given the uncertainty of programming opportunities, children's summer reading programs have been converted to online activities that will begin May 1. All paid professional programmers have been cancelled from the summer schedule but staff presented activities remain on the calendar at this time.

Announcements

Director Berner reminded members that the annual meeting of the board and election of officers will be held in May. Please contact Nominating Committee members TaDonne Neil, Shannon Littlejohn or Jonathan Winkler if you wish to volunteer to serve as an officer.

Adjournment

The meeting was adjourned at 12:38 p.m.

The next regularly scheduled meeting will be May 19, 2020.

FINAL REVENUE REPORT - MARCH 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	\$ 24,282.26	\$ 67,417.95	23.12%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,243.75	\$ 1,530.00	\$ 5,635.00	18.84%
424011	Copy Charges	\$ 13,092.00	\$ 1,309.20	\$ 1,227.45	\$ 3,888.10	29.70%
424101	Public Computing Charges	\$ 34,240.68	\$ 3,424.07	\$ 2,080.50	\$ 6,714.17	19.61%
646981	State Setoff Collections	\$ 74,000.00	\$ 7,400.00	\$ 24,262.20	\$ 37,309.78	50.42%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ -	\$ 318.17	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ 2.00	100.00%
	TOTAL	\$ 442,881.63	\$ 40,623.92	\$ 53,382.41	\$ 121,285.17	27.39%

GENERAL FUND SUMMARY REPORT
MARCH 2020 PRELIMINARY

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 287,043.75	\$ -	\$ 871,251.76	\$ 3,448,364.10	20%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 65,479.46	\$ -	\$ 187,724.63	\$ 769,554.88	20%
511040	Paid Leave	\$ -	\$ 39,820.40	\$ -	\$ 132,156.11	\$ (132,156.11)	N/A
511080	Longevity	\$ 63,384.00	\$ 4,697.00	\$ -	\$ 11,781.00	\$ 51,603.00	19%
511090	Shift Differential	\$ 4,055.16	\$ 319.00	\$ -	\$ 901.09	\$ 3,154.07	22%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ (47,112.26)	\$ 47,112.26	0%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ -	\$ (356,423.04)	0%
512010	Bonus Compensation	\$ -	\$ -	\$ -	\$ 4,815.90	\$ (4,815.90)	N/A
512030	Cell Phone Allowance	\$ 1,200.00	\$ 150.00	\$ -	\$ 300.00	\$ 900.00	25%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 372.95	\$ -	\$ 1,254.27	\$ 1,145.79	52%
513020	Premium Overtime	\$ -	\$ 144.50	\$ -	\$ 317.24	\$ (317.24)	N/A
518010	FICA	\$ 407,518.01	\$ 28,947.80	\$ -	\$ 88,631.38	\$ 318,886.63	22%
518020	Workers Compensation	\$ 52,818.32	\$ 3,989.19	\$ -	\$ 12,018.21	\$ 40,800.11	23%
518030	Unemployment	\$ 5,340.27	\$ 378.37	\$ -	\$ 1,158.53	\$ 4,181.74	22%
518040	Health Insurance	\$ 937,830.96	\$ 76,373.04	\$ -	\$ 233,650.56	\$ 704,180.40	25%
518060	Life Insurance	\$ 17,278.48	\$ 541.36	\$ -	\$ 1,633.23	\$ 15,645.25	9%
518080	WER Contributions	\$ 600,974.95	\$ 43,363.01	\$ -	\$ 131,209.22	\$ 469,765.73	22%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0%
521011	Electricity - EDI	\$ -	\$ 4,444.34	\$ -	\$ 19,176.99	\$ (19,176.99)	10%
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0%
521021	Natural Gas - EDI	\$ -	\$ 5,088.56	\$ -	\$ 18,370.92	\$ (18,370.92)	117%
521030	Water Service	\$ 19,545.00	\$ 1,868.87	\$ -	\$ 2,490.92	\$ 17,054.08	13%
521050	Trash Service	\$ 4,410.00	\$ 478.00	\$ -	\$ 1,494.00	\$ 2,916.00	34%
521060	Local Telephone Service	\$ 21,636.00	\$ 245.29	\$ -	\$ 2,441.29	\$ 19,194.71	11%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0%
522010	PBX Line Charges	\$ 11,058.00	\$ -	\$ -	\$ 2,299.00	\$ 8,759.00	21%
522020	PBX Instrument Charges	\$ 17,460.00	\$ -	\$ -	\$ 3,667.50	\$ 13,792.50	21%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ -	\$ -	\$ 459.10	\$ 440.90	51%
522070	Voicemail	\$ 1,512.00	\$ -	\$ -	\$ 252.00	\$ 1,260.00	17%
522080	Automatic Call Distribution	\$ -	\$ -	\$ -	\$ 178.50	\$ (178.50)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 1,200.00	\$ (9,320.00)	-15%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%

GENERAL FUND SUMMARY REPORT
MARCH 2020 PRELIMINARY

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
524010	Recruitment & Hiring	\$ 3,140.00	\$ 45.00	\$ -	\$ 213.80	\$ 2,926.20	7%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ -	\$ 2,615.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 12.11	\$ -	\$ 340.95	\$ 2,584.05	12%
525990	Other Professional Services	\$ 37,970.00	\$ 84.00	\$ -	\$ 5,672.65	\$ 32,297.35	15%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 930.00	\$ 2,790.00	25%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ 5,165.48	\$ 57,834.52	8%
526042	Pest Control Services	\$ 13,000.00	\$ 762.50	\$ -	\$ 907.50	\$ 12,092.50	7%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 724.00	\$ 4,697.00	13%
529010	Bank Charges	\$ 5,000.00	\$ -	\$ -	\$ 1,242.96	\$ 3,757.04	25%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ 290.00	\$ 2,905.00	9%
529070	Printing & Copying	\$ 23,472.00	\$ 2,631.15	\$ -	\$ 6,254.95	\$ 17,217.05	27%
529110	Legal Advertising	\$ -	\$ 42.00	\$ -	\$ 42.00	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ 110,145.00	\$ -	\$ -	\$ 6,568.32	\$ 103,576.68	6%
529150	Data Center Charges	\$ 868,819.00	\$ 73,570.62	\$ -	\$ 218,373.80	\$ 650,445.20	25%
529990	Other Contractuals	\$ 77,583.00	\$ 179.05	\$ -	\$ 38,979.00	\$ 38,604.00	50%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 3,372.79	\$ -	\$ 12,061.30	\$ 36,513.70	25%
531030	Custodial Supplies	\$ 6,000.00	\$ 113.69	\$ -	\$ 459.88	\$ 5,540.12	8%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 23.88	\$ -	\$ 398.17	\$ 51.83	88%
539012	Gasoline	\$ 2,700.00	\$ 161.30	\$ -	\$ 542.92	\$ 2,157.08	20%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 10,235.00	\$ 28,474.45	\$ 570.00	\$ 29,370.60	\$ (19,135.60)	287%
549100	Laboratory Equip <\$k	\$ -	\$ 78.90	\$ -	\$ 78.90	\$ -	#DIV/0!
549110	Library Materials	\$ 729,279.37	\$ 89,385.57	\$ 1,312.25	\$ 102,203.03	\$ 627,076.34	14%
Expense Total		\$ 9,494,509.87	\$ 762,991.90	\$ 1,882.25	\$ 2,114,541.30	\$ 7,380,089.47	22%

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511010 Regular Wages

Payroll, PR PP0306 \$145,367.25

Payroll, PR PP0320 \$141,676.50

Total 511010 Regular Wages	\$287,043.75
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511020 FT/PT Limited/Classified Wages

Payroll, PR PP0306 \$33,261.23

Payroll, PR PP0320 \$32,218.23

Total 511020 FT/PT Limited/Classified Wages	\$65,479.46
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511040 Vacation Leave

Payroll, PR PP0306 \$18,649.88

Payroll, PR PP0320 \$21,170.52

Total 511040 Vacation Leave	\$39,820.40
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511080 Longevity

Payroll, PR PP0306 \$2,343.00

Payroll, PR PP0320 \$2,354.00

Total 511080 Longevity	\$4,697.00
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511090 Shift Differential

Payroll, PR PP0306 \$159.50

Payroll, PR PP0320 \$159.50

Total 511090 Shift Differential	\$319.00
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Total 1B - Base Compensation	\$397,359.61
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1F - Special Compensation

512030 Cell Phone Allowance

Payroll, PR PP0306 \$150.00

Total 512030 Cell Phone Allowance	\$150.00
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512050 Auto Allowance

Payroll, PR PP0306 \$242.84

Payroll, PR PP0320 \$130.11

Total 512050 Auto Allowance	\$372.95
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Total 1F - Special Compensation	\$522.95
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1J - OT Compensation

513020 Premium Overtime

Payroll, PR PP0306 \$144.50

Total 513020 Premium Overtime	\$144.50
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Total 1J - OT Compensation	\$144.50
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1N - Employee Benefits

518010 FICA

Payroll, PR PP0306 \$14,606.70

Payroll, PR PP0320 \$14,341.10

Total 518010 FICA	\$28,947.80
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518020 Workers Compensation

Payroll, PR PP0306 \$2,005.12

Payroll, PR PP0320 \$1,984.07

Total 518020 Workers Compensation	\$3,989.19
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518030 Unemployment

Payroll, PR PP0306 \$190.92

Payroll, PR PP0320 \$187.45

Total 518030 Unemployment	\$378.37
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518040 Health Insurance

Payroll, PR PP0306 \$38,941.76

Payroll, PR PP0320 \$37,431.28

Total 518040 Health Insurance	\$76,373.04
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518060 Life Insurance

Payroll, PR PP0306 \$272.53

Payroll, PR PP0320 \$268.83

Total 518060 Life Insurance	\$541.36
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518080 WER Contributions

Payroll, PR PP0306 \$21,786.39

Payroll, PR PP0320 \$21,576.62

Total 518080 WER Contributions	\$43,363.01
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Total 1N - Employee Benefits	\$153,592.77
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Total 10001 - Library - Personnel	\$551,619.83
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$4,444.34

Total 521011 Electricity - EDI	\$4,444.34
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$677.81

CENTERPOINT ENERGY SERVICES INC \$2,534.51

ONE GAS INC \$1,876.24

Total 521021 Natural Gas - EDI	\$5,088.56
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521030 Water Service

City of Wichita \$1,868.87

Total 521030 Water Service	\$1,868.87
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521050 Trash Service

WASTE CONNECTIONS OF KANSAS \$478.00
INC

Total 521050 Trash Service	\$478.00
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Total 2B - Utilities	\$11,879.77
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2F - Technology Charges

522040 Long Distance & Teleconference

AT&T \$245.29

Total 522040 Long Distance & Teleconference	\$245.29
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529150 Data Center Charges

City of Wichita \$73,570.62

Total 529150 Data Center Charges	\$73,570.62
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Total 2F - Technology Charges	\$73,815.91
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2N - Employee Development

524010 Recruitment & Hiring

VIA CHRISTI REHABILITATION \$45.00
HOSPITAL INC

Total 524010 Recruitment & Hiring	\$45.00
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Total 2N - Employee Development	\$45.00
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2R - Professional Svcs

525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$26.21
APPAREL GRP INC

City of Wichita (\$14.10)

Total 525083 Textile Rental & Laundry Svcs	\$12.11
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525990 Other Professional Services

SIGN LANGUAGE INTERPRETING \$84.00
SERVICES

Total 525990 Other Professional Services	\$84.00
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Total 2R - Professional Svcs	\$96.11
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526042 Pest Control Services

SCHENDEL PEST \$762.50

Total 526042 Pest Control Services	\$762.50
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Total 2V - Bldg & Equip Charges	\$1,072.50
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2Z - Other Contractuals

529070 Printing & Copying

City of Wichita	\$1,257.15
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ASSOCIATED BUSINESS FORMS	\$1,374.00
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Total 529070 Printing & Copying	\$2,631.15
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529110 Legal Advertising

WICHITA EAGLE	\$42.00
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Total 529110 Legal Advertising	\$42.00
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER	\$14.10
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APPAREL GRP INC	
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City of Wichita	\$14.10
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CENTRAL SECURITY	\$140.85
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UNDERGROUND VAULTS & STORAGE	\$10.00
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INC	
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Total 529990 Other Contractuals	\$179.05
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Total 2Z - Other Contractuals	\$2,852.20
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Total 10002 - Library - Contractuals	\$89,761.49
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

ASSOCIATED BUSINESS FORMS	\$2423.26
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AMAZON	\$ 218.64
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BATTERIES PLUS BULBS	\$ 65.28
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BRODART	\$ 278.60
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DEMCO	\$ 122.88
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ULINE	\$ 264.13
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Total 531020 Office Supplies	\$3,372.79
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531030 Custodial Supplies

AMAZON	\$ 3.58
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HOME DEPOT	\$ 9.99
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MFASCO	\$ 100.12
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Total 531030 Custodial Supplies	\$113.69
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Total 3B - Supplies	\$3,486.48
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3F - Components & Parts

532990 Other Equip Parts & Supplies

City of Wichita	\$23.88
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Total 532990 Other Equip Parts & Supplies	\$23.88
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Total 3F - Components & Parts	\$23.88
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3N - Fuel

539012 Gasoline

City of Wichita	\$161.30
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Total 539012 Gasoline	\$161.30
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Total 3N - Fuel	\$161.30
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4Z - Non-Capital Outlay

549020 Data Processing Equip <\$5k

CONVERGEONE INC	\$28,474.45
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Total 549020 Data Processing Equip <\$5k	\$28,474.45
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549100 Laboratory Equip <\$5k

City of Wichita	\$78.90
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Total 549100 Laboratory Equip <\$5k	\$78.90
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549110 Library Materials

BRODART	\$16,672.40
AMAZON	\$ 376.28
TCHAVDARGUE	\$ 25.00
CFRA	\$ 5,812.00
INF CITY DIRECTORY	\$ 1,625.00
INGRAM	\$11,194.52
MIDWEST TAPE	\$15,120.44
OVERDRIVE	\$36,439.93
SAGE PRODUCTIONS	\$ 1,539.00
SQ W WILSON	\$ 199.00
THOMSON WEST TCD	\$ 382.00

Total 549110 Library Materials	\$89,385.57
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Total 4Z - Non-Capital Outlay	\$117,938.92
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Total 10003 - Library - Commodities	\$121,610.58
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Grand Total**\$762,991.90**

Y9802 - South Central KS Library System

2 - Contractuals

2N - Employee Development

524020000 Employee Travel & Training

CYNTHIA BAILEY (\$1,247.88)

CYNTHIA BAILEY \$499.00

CYNTHIA BAILEY \$407.40

JEFF TATE \$256.80

SARA DIXON \$622.12

Total 524020000 Employee Travel & Training \$537.44

Total 2N - Employee Development \$537.44

Total 2 - Contractuals \$537.44

3 - Commodities

3B - Supplies

531020000 Office Supplies

BRODART \$240.70

Total 531020000 Office Supplies \$240.70

Total 3B - Supplies \$240.70

Total 3 - Commodities \$240.70

Total Y9802 - South Central KS Library System \$778.14

Grand Total \$778.14

INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Mural Request – Maya Angelou Northeast Branch
DATE: May 12, 2020

Background: A request has been received seeking permission to paint a mural on the north façade of the Maya Angelou Northeast Branch Library.

Analysis: JaNeace Bluma, a program manager for Real Men Real Heroes, has submitted a request for permission to add the mural for the north (21st street) exterior wall of the Maya Angelou branch. The work would 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. If supported by the Library Board of Directors, the mural project will require an additional review by the Design Council.

Financial Considerations: As noted in the proposal, costs of this project would be funded by a Community Development Block Grant and the Everygy Community Investment Fund.

Legal Considerations: A community unit plan (CUP-DP210) may prohibit painting of the red brick exterior of the Angelou library.

Recommendations/Action: Guidance from the Board of Directors is requested regarding the request.

Attachments Maya Angelou Mural proposal



Real Men Real Heroes, Inc.

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

Maya Angelou Mural

4th 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
Nominating Committee Report
2020-2021

The Nominating Committee recommends the following slate of officers for the 2020-2021 Board year:

President – Kevin McWhorter

First Vice-President – Lamont Anderson

Second Vice-President – TaDonne Neal

Secretary – Jonathan Winkler

Treasurer – Jennifer Goheen

Assistant Secretary-Treasurer – Cynthia Berner

Submitted by the Nominating Committee

Shannon Littlejohn

TaDonne Neal

Jonathan Winkler

REVENUE REPORT - APRIL 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	\$ 2,114.01	\$ 69,531.96	23.84%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,243.75	\$ 75.00	\$ 5,710.00	19.09%
424011	Copy Charges	\$ 13,092.00	\$ 1,309.20	\$ -	\$ 3,888.10	29.70%
424101	Public Computing Charges	\$ 34,240.68	\$ 3,424.07	\$ -	\$ 6,714.17	19.61%
646981	State Setoff Collections	\$ 74,000.00	\$ 7,400.00	\$ 9,212.40	\$ 46,522.18	62.87%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ -	\$ 318.17	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ 2.00	100.00%
	TOTAL	\$ 442,881.63	\$ 40,623.92	\$ 11,401.41	\$ 132,686.58	29.96%

GENERAL FUND SUMMARY REPORT
MARCH 2020 PRELIMINARY

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 190,003.46	\$ -	\$ 1,061,255.22	\$ 3,258,360.64	25%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 16,444.44	\$ -	\$ 204,169.07	\$ 753,110.44	21%
511040	Paid Leave	\$ -	\$ 61,391.12	\$ -	\$ 193,547.23	\$ (193,547.23)	N/A
511080	Longevity	\$ 63,384.00	\$ 4,730.50	\$ -	\$ 16,511.50	\$ 46,872.50	26%
511090	Shift Differential	\$ 4,055.16	\$ 28.00	\$ -	\$ 929.09	\$ 3,126.07	23%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ (47,112.26)	\$ 47,112.26	0%
511999	Planned Savings	\$ (356,423.04)	\$ -	\$ -	\$ -	\$ (356,423.04)	0%
512010	Bonus Compensation	\$ -	\$ -	\$ -	\$ 4,815.90	\$ (4,815.90)	N/A
512030	Cell Phone Allowance	\$ 1,200.00	\$ 150.00	\$ -	\$ 450.00	\$ 750.00	38%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 229.32	\$ -	\$ 1,483.59	\$ 916.47	62%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 317.24	\$ (317.24)	N/A
518010	FICA	\$ 407,518.01	\$ 19,805.32	\$ -	\$ 108,436.70	\$ 299,081.31	27%
518020	Workers Compensation	\$ 52,818.32	\$ 2,731.43	\$ -	\$ 14,749.64	\$ 38,068.68	28%
518030	Unemployment	\$ 5,340.27	\$ 258.84	\$ -	\$ 1,417.37	\$ 3,922.90	27%
518040	Health Insurance	\$ 937,830.96	\$ 54,733.09	\$ -	\$ 288,383.65	\$ 649,447.31	31%
518060	Life Insurance	\$ 17,278.48	\$ 412.89	\$ -	\$ 2,046.12	\$ 15,232.36	12%
518080	WER Contributions	\$ 600,974.95	\$ 31,589.78	\$ -	\$ 162,799.00	\$ 438,175.95	27%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0%
521011	Electricity - EDI	\$ -	\$ 4,804.73	\$ -	\$ 23,981.72	\$ (23,981.72)	12%
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0%
521021	Natural Gas - EDI	\$ -	\$ 3,873.33	\$ -	\$ 22,244.25	\$ (22,244.25)	142%
521030	Water Service	\$ 19,545.00	\$ 1,004.49	\$ -	\$ 3,495.41	\$ 16,049.59	18%
521050	Trash Service	\$ 4,410.00	\$ 28.00	\$ -	\$ 1,522.00	\$ 2,888.00	35%
521060	Local Telephone Service	\$ 21,636.00	\$ 550.71	\$ -	\$ 2,992.00	\$ 18,644.00	14%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0%
522010	PBX Line Charges	\$ 11,058.00	\$ -	\$ -	\$ 2,299.00	\$ 8,759.00	21%
522020	PBX Instrument Charges	\$ 17,460.00	\$ -	\$ -	\$ 3,667.50	\$ 13,792.50	21%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ -	\$ -	\$ 459.10	\$ 440.90	51%
522070	Voicemail	\$ 1,512.00	\$ -	\$ -	\$ 252.00	\$ 1,260.00	17%
522080	Automatic Call Distribution	\$ -	\$ -	\$ -	\$ 178.50	\$ (178.50)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 1,200.00	\$ (9,320.00)	-15%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%

GENERAL FUND SUMMARY REPORT
MARCH 2020 PRELIMINARY

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
524010	Recruitment & Hiring	\$ 3,140.00	\$ 408.85	\$ -	\$ 622.65	\$ 2,517.35	20%
524020	Employee Travel & Training	\$ 2,615.00	\$ -	\$ -	\$ -	\$ 2,615.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ -	\$ -	\$ 340.95	\$ 2,584.05	12%
525990	Other Professional Services	\$ 37,970.00	\$ 2,316.80	\$ -	\$ 7,989.45	\$ 29,980.55	21%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,240.00	\$ 2,480.00	33%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ 5,165.48	\$ 57,834.52	8%
526042	Pest Control Services	\$ 13,000.00	\$ 1,707.50	\$ -	\$ 2,615.00	\$ 10,385.00	20%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 724.00	\$ 4,697.00	13%
529010	Bank Charges	\$ 5,000.00	\$ 421.77	\$ -	\$ 1,664.73	\$ 3,335.27	33%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ 290.00	\$ 2,905.00	9%
529070	Printing & Copying	\$ 23,472.00	\$ 369.56	\$ -	\$ 6,624.51	\$ 16,847.49	28%
529110	Legal Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ 110,145.00	\$ (6,568.32)	\$ -	\$ -	\$ 110,145.00	0%
529150	Data Center Charges	\$ 868,819.00	\$ 73,570.62	\$ -	\$ 291,944.42	\$ 576,874.58	34%
529990	Other Contractuals	\$ 77,583.00	\$ 150.85	\$ -	\$ 39,129.85	\$ 38,453.15	50%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 6,142.80	\$ -	\$ 18,204.10	\$ 30,370.90	37%
531030	Custodial Supplies	\$ 6,000.00	\$ 265.75	\$ -	\$ 725.63	\$ 5,274.37	12%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 11.94	\$ -	\$ 410.11	\$ 39.89	91%
539012	Gasoline	\$ 2,700.00	\$ 19.55	\$ -	\$ 562.47	\$ 2,137.53	21%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 10,235.00	\$ -	\$ 570.00	\$ 29,370.60	\$ (19,135.60)	287%
549030	Communication Equip <\$5K	\$ -	\$ 443.20		\$ 443.20		
549100	Laboratory Equip <\$5k	\$ -	\$ -	\$ -	\$ 78.90	\$ -	#DIV/0!
549110	Library Materials	\$ 729,279.37	\$ 48,367.85	\$ 1,312.25	\$ 150,570.88	\$ 578,708.49	21%
Expense Total		\$ 9,494,509.87	\$ 520,708.17	\$ 1,882.25	\$ 2,635,249.47	\$ 6,859,824.50	28%

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511010 Regular Wages

Payroll, PR PP0403 \$111,083.11

Payroll, PR PP0417 \$78,920.35

Total 511010 Regular Wages	\$190,003.46
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511020 FT/PT Limited/Classified Wages

Payroll, PR PP0403 \$16,444.44

Total 511020 FT/PT Limited/Classified Wages	\$16,444.44
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511040 Vacation Leave

Payroll, PR PP0403 \$13,621.43

Payroll, PR PP0417 \$47,769.69

Total 511040 Vacation Leave	\$61,391.12
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511080 Longevity

Payroll, PR PP0403 \$2,354.00

Payroll, PR PP0417 \$2,376.50

Total 511080 Longevity	\$4,730.50
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511090 Shift Differential

Payroll, PR PP0403 \$28.00

Total 511090 Shift Differential	\$28.00
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Total 1B - Base Compensation	\$272,597.52
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1F - Special Compensation

512030 Cell Phone Allowance

Payroll, PR PP0403 \$150.00

Total 512030 Cell Phone Allowance	\$150.00
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512050 Auto Allowance

Payroll, PR PP0403 \$112.14

Payroll, PR PP0417 \$117.18

Total 512050 Auto Allowance	\$229.32
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Total 1F - Special Compensation	\$379.32
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1N - Employee Benefits

518010 FICA

Payroll, PR PP0403 \$10,502.30

Payroll, PR PP0417 \$9,303.02

Total 518010 FICA	\$19,805.32
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518020 Workers Compensation

Payroll, PR PP0403 \$1,456.01

Payroll, PR PP0417 \$1,275.42

Total 518020 Workers Compensation	\$2,731.43
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518030 Unemployment

Payroll, PR PP0403 \$137.33

Payroll, PR PP0417 \$121.51

Total 518030 Unemployment	\$258.84
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518040 Health Insurance

Payroll, PR PP0403 \$28,640.40

Payroll, PR PP0417 \$26,092.69

Total 518040 Health Insurance	\$54,733.09
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518060 Life Insurance

Payroll, PR PP0403 \$212.73

Payroll, PR PP0417 \$200.16

Total 518060 Life Insurance	\$412.89
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518080 WER Contributions

Payroll, PR PP0403 \$16,144.42

Payroll, PR PP0417 \$15,445.36

Total 518080 WER Contributions	\$31,589.78
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Total 1N - Employee Benefits	\$109,531.35
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Total 10001 - Library - Personnel	\$382,508.19
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$4,804.73

Total 521011 Electricity - EDI	\$4,804.73
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$383.36

CENTERPOINT ENERGY SERVICES INC \$1,940.78

ONE GAS INC \$1,549.19

Total 521021 Natural Gas - EDI	\$3,873.33
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521030 Water Service

City of Wichita \$1,004.49

Total 521030 Water Service	\$1,004.49
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521050 Trash Service

WASTE CONNECTIONS OF KANSAS INC \$28.00

Total 521050 Trash Service	\$28.00
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Total 2B - Utilities	\$9,710.55
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2F - Technology Charges

522040 Long Distance & Teleconference

AT&T \$507.60

AT&T EASYLINK SERVICES \$23.46

City of Wichita \$19.65

Total 522040 Long Distance & Teleconference	\$550.71
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529150 Data Center Charges

City of Wichita \$73,570.62

Total 529150 Data Center Charges	\$73,570.62
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Total 2F - Technology Charges	\$74,121.33
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2N - Employee Development

524010 Recruitment & Hiring

HIRERIGHT LLC \$378.85

VIA CHRISTI REHABILITATION \$30.00

HOSPITAL INC

Total 524010 Recruitment & Hiring	\$408.85
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Total 2N - Employee Development	\$408.85
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2R - Professional Svcs

525990 Other Professional Services

SIGN LANGUAGE INTERPRETING \$168.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$2,148.80

Total 525990 Other Professional Services	\$2,316.80
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Total 2R - Professional Svcs	\$2,316.80
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,707.50

Total 526042 Pest Control Services	\$1,707.50
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Total 2V - Bldg & Equip Charges	\$2,017.50
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$421.77

Total 529010 Bank Charges	\$421.77
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529070 Printing & Copying

City of Wichita \$369.56

Total 529070 Printing & Copying	\$369.56
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529141 Software License & Maint Fees

Wichita Public Library General Fund Bills

April 2020

City of Wichita	(\$6,568.32)
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Total 529141 Software License & Maint Fees	(\$6,568.32)
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529990 Other Contractuals

P-CARD ONE-TIME PAY	\$140.85
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UNDERGROUND VAULTS & STORAGE INC	\$10.00
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Total 529990 Other Contractuals	\$150.85
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Total 2Z - Other Contractuals	(\$5,626.14)
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Total 10002 - Library - Contractuals	\$82,948.89
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	\$1,881.50
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P-CARD ONE-TIME PAY	\$4,261.30
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Total 531020 Office Supplies	\$6,142.80
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531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$265.75
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Total 531030 Custodial Supplies	\$265.75
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Total 3B - Supplies	\$6,408.55
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3F - Components & Parts

532990 Other Equip Parts & Supplies

City of Wichita	\$11.94
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Total 532990 Other Equip Parts & Supplies	\$11.94
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Total 3F - Components & Parts	\$11.94
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3N - Fuel

539012 Gasoline

City of Wichita	\$19.55
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Total 539012 Gasoline	\$19.55
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Total 3N - Fuel	\$19.55
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4Z - Non-Capital Outlay

549030 Communication Equip <\$5k

ATOS IT SOLUTIONS AND SERVICE INC	\$443.20
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Total 549030 Communication Equip <\$5k	\$443.20
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549110 Library Materials

EBSCO INDUSTRIES INC	\$15,890.10
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GREY HOUSE PUBLISHING INC	\$495.00
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INTERNATIONAL THOMPSON PUBLISHING	\$973.55
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P-CARD ONE-TIME PAY	\$31,009.20
Total 549110 Library Materials	\$48,367.85
Total 4Z - Non-Capital Outlay	\$48,811.05
Total 10003 - Library - Commodities	\$55,251.09

Grand Total

\$520,708.17

Y0000 - Library COVID-19

1 - Personnel

1B - Base Compensation

511010000 Regular Wages

Payroll, PR PP0417 \$60,442.12

Total 511010000 Regular Wages	\$60,442.12
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511020000 PT Seasonal Wages

Payroll, PR PP0417 \$247.94

Total 511020000 PT Seasonal Wages	\$247.94
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511040000 Vacation Leave

Payroll, PR PP0417 \$9,138.26

Total 511040000 Vacation Leave	\$9,138.26
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Total 1B - Base Compensation	\$69,828.32
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1N - Employee Benefits

518010000 FICA

Payroll, PR PP0417 \$5,085.37

Total 518010000 FICA	\$5,085.37
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518020000 Workers Compensation

Payroll, PR PP0417 \$964.57

Total 518020000 Workers Compensation	\$964.57
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518030000 Unemployment

Payroll, PR PP0417 \$66.56

Total 518030000 Unemployment	\$66.56
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518040000 Health Insurance

Payroll, PR PP0417 \$14,566.79

Total 518040000 Health Insurance	\$14,566.79
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518060000 Life Insurance

Payroll, PR PP0417 \$84.76

Total 518060000 Life Insurance	\$84.76
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518080000 WER Contributions

Payroll, PR PP0417 \$5,292.24

Total 518080000 WER Contributions	\$5,292.24
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Total 1N - Employee Benefits	\$26,060.29
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Total 1 - Personnel	\$95,888.61
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2 - Contractuals

2Z - Other Contractuals

529020000 Postage

Wichita Public Library Grant Bills

April 2020

CYNTHIA BERNER

\$55.00

Total 529020000 Postage

\$55.00

Total 2Z - Other Contractuals

\$55.00

Total 2 - Contractuals

\$55.00

3 - Commodities

3B - Supplies

531020000 Office Supplies

P-CARD ONE-TIME PAY

\$1,526.70

Total 531020000 Office Supplies

\$1,526.70

Total 3B - Supplies

\$1,526.70

Total 3 - Commodities

\$1,526.70

Total Y0000 - Library COVID-19

\$97,470.31

Y0800 - Library -State Grant In Aid 2020		
2 - Contractuals		
2Z - Other Contractuals		
529061000 Organizational Memberships		
URBAN LIBRARIES COUNCIL		\$2,500.00
Total 529061000 Organizational Memberships		\$2,500.00
Total 2Z - Other Contractuals		\$2,500.00
Total 2 - Contractuals		\$2,500.00
Total Y0800 - Library -State Grant In Aid 2020		\$2,500.00

Y9802 - South Central KS Library System

2 - Contractuals

2F - Technology Charges

521070000 Internet Service

COX COMMUNICATIONS

\$9,748.19

Total 521070000 Internet Service

\$9,748.19

Total 2F - Technology Charges

\$9,748.19

2N - Employee Development

524020000 Employee Travel & Training

P-CARD ONE-TIME PAY

(\$228.25)

Total 524020000 Employee Travel & Training

(\$228.25)

Total 2N - Employee Development

(\$228.25)

2Z - Other Contractuals

529141000 Software License & Maint Fees

City of Wichita

\$6,568.32

Total 529141000 Software License & Maint Fees

\$6,568.32

Total 2Z - Other Contractuals

\$6,568.32

Total 2 - Contractuals

\$16,088.26

3 - Commodities

3B - Supplies

531020000 Office Supplies

P-CARD ONE-TIME PAY

\$204.00

Total 531020000 Office Supplies

\$204.00

Total 3B - Supplies

\$204.00

4Z - Non-Capital Outlay

549010000 Furniture & Fixtures <\$5k

DANIKSCO OFFICE INTERIORS

\$680.00

Total 549010000 Furniture & Fixtures <\$5k

\$680.00

549110000 Library Materials

P-CARD ONE-TIME PAY

\$1,152.08

Total 549110000 Library Materials

\$1,152.08

Total 4Z - Non-Capital Outlay

\$1,832.08

Total 3 - Commodities

\$2,036.08

Total Y9802 - South Central KS Library System

\$18,124.34

Grand Total**\$118,094.65**

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$280.68
Friends of the Library (Monthly Donation)	\$692.00
Friends of the Library (Quarterly Memberships)	\$1,680.00

TOTAL RECEIPTS	\$2,652.68
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EXPENDITURES

Conference Technologies, Inc (iPad Mini/accessories)	\$ 978.42
Ingram Library Services (Materials)*	\$ 33.84
Kroger (Staff Flower Fund)*	\$ 47.28

TOTAL EXPENDITURES	\$1,059.54
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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



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries
SUBJECT: Proposed Policy Updates
DATE: May 19, 2020



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.

Wichita Public Library Media Report, April 2020

- 4/3/2020: "Wichita library, book store find new ways to serve customers during shutdown," *The Wichita Eagle*
<https://www.kansas.com/entertainment/article241695846.html>
- 4/25/2020: "Interview: Summer reading at Wichita Public Library," *KAKE*
<http://www.kake.com/clip/15054335/interview-summer-reading-at-wichita-public-library>
- 4/26/2020: "Social distancing with books? Here are some fresh #ReadICT 'quaran-read' categories," *The Wichita Eagle*
<https://www.kansas.com/opinion/opn-columns-blogs/suzanne-perez/article242231206.html>

WGS Report to VIRTUAL WPL Board meeting, May 19, 2020

Activities:

- We have cancelled our meetings etc. in keeping with COVID-19 protocols.
- We were in the process of conducting education classes then the world stopped. Those were terminated.
- The WGS BoD April and May meetings were held via ZOOM.
- WGS will restart meetings, classes etc. as WPL reopens.

Membership:

- Membership is 192, our loyal members continue to renew via mail and on-line.

Meetings:

- **CANCELLED**

Classes:

- **CANCELLED** March 14th Gen 101

Trips:

- No trips being scheduled.

Conference:

- 9th Annual Genealogy Conference will held October 3, 2020
- 10th Annual Genealogy Conference will held October 9, 2021

The web site is www.wichitagensoc.org

President's Report

Prepared May 12, 2020

By Kristi Oberg

First and foremost, I want to thank you for your leadership in our community during the COVID-19 crisis. It's been a time like no other, and I commend you for the long hours you have worked in your business or to help a community organization.

Since the library closures on March 17, Cambry and I have been working from home. I see this continuing well into the summer. Just this week, the Library is beginning curbside services. Please see the attached report from Cyndi for more information.

Fundraising Results

Library Giving Day:

As of May 11, we have received 49 gifts totaling \$8,875 + \$2,000 match from Friends of the Library totaling \$10,875. This fundraising initiative is one of two direct mailings the Foundation initiates to discover new donors and begin the process of identifying which of these donors may have the capacity to make a major gift or a planned gift in the future.

This is the second year the Foundation has participated in Library Giving Day. Last year promotional materials were placed in all Library Branches to celebrate LGD. This year due to Library closures, we increased social media and email messaging. We surpassed all three goals for the fundraiser.

1. Increase the number of \$100 gifts to 20 (we received 29)
2. Raise a total of \$5,000
3. Bring new donors on board (15 first time donors made gifts)

COVID-19 E-Resources:

As of May 11, we have received seven gifts totaling \$14,600.

On March 17, to help slow the spread of COVID-19, the Library closed. On the same day, the Library increased access to e-resources through the Library website, or what they are calling the Virtual Library Branch. Since March 17, the Virtual Branch averaged 824 check-outs of e-materials (books online) per day and issued 1,072 user e-cards over the phone. We are glad the public is utilizing library resources, but there is a cost involved. In early April, a fundraising initiative launched to raise a minimum of \$20,000 with a stretch goal of \$125,000. We still have \$85,000 worth of requests waiting for a response and have two grants totaling \$9,000 we will complete before the end of the month.

Finance & Investment

Financials are attached to this email. As expected, our 1st quarter financials are down significantly. The good news is that our investment account has recovered to \$6.5 million. Not where we were in January but considerably better than the \$5.9 million reported in the financials.

We have begun the 2019 audit and are working remotely with Kirkpatrick and Sprecker to complete. Because of COVID-19, we are still determining our timeline for completion.

Last but certainly not least, Cambry completed her graduate work this week, attaining a Master's Degree in Public Administration with an emphasis in Non-profit Management. Please join me in congratulating Cambry!

Friends of the Wichita Public Library Report to Library Board of Directors

May 2020

- The Friends provided a \$2,000 match for the Foundation's Library Day of Giving campaign.
- Used book donations are not being accepted until further notice.
- In lieu of in-person sales, the Operations Manager is working with the organization's two online vendors to generate sales in support of the library.
- Creation of a volunteer return and safety plan is underway.