

A G E N D A

Wichita Public Library Board of Directors Meeting
Tuesday, July 21, 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, June 15.

1. Call to Order
2. Approval of the Agenda
3. Public Comment – (Suspended during virtual meetings)
4. Minutes of the June 16, 2020 Meeting
5. Unfinished Business
 - a) Proposed Mural – Maya Angelou Northeast Branch
6. New Business
 - a) City Budget Office Presentation of 2020-2022 Proposed Budget
 - b) June 2020 Finance Report and Bills

General Fund Bills	\$750,931.87
General Fund (COVID-19)	12,948.79
SCKLS Grant Fund Bills	23,675.45
Gift & Memorial Fund Bills	1,114.50
<u>Total</u>	\$788,670.61

- c) Approval of Bills Exceeding \$10,000 – AtoZ Databases
- d) Semi-Annual Accounting of Gift & Memorial Fund
- e) Semi-Annual Report of Employee Travel

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



Monthly Activity Report

June 2020

Service Highlights

Although pandemic challenges remain, Library staff continue to innovate and use their creative abilities in order to provide essential services and resources to customers while operating in a limited capacity.

Two of the most widely used innovations during June were “Personalized Reading Lists” and “Early Literacy Grab Bags.” Through forms added to the Library’s website, customers now are able share information about their reading preferences and interests. Materials selectors and subject experts use this information to prepare short lists of customized reading recommendations. Items of interest can then be placed on hold or collected from the library through an in-person visit. The grab bag service for younger readers allows an adult to request up to five board books, picture books or easy readers on one of four reading levels. Customers are encouraged to share information about things a child loves as well as things that they are not interested in to ensure that books would reflect items the family might select if children’s areas were open for customer browsing. Although customers continue to anxiously await broader opening of library buildings, these services have been well-received options for customers who prefer browsing for reading material rather than placing requests on specific titles.

A \$15,000 grant from the National Endowment for the Arts (NEA) and Arts Midwest will allow Wichita to be a NEA Big Read community again in 2020. This year’s featured selection is *Circe* by Madeline Miller, a novel based on Greek mythology about the goddess Circe, a lesser known character from Homer’s *The Odyssey*. The program will run Oct. 1-Nov. 15. More information about the book, author, events and young reader companion titles can be found at www.bigreadwichita.org.

In lieu of creating new online programs, the Library has opted to curate the best of the overwhelming amount of virtual activity that has developed during the pandemic. Options are added to the virtual branch website and highlighted through social media. A recent example was a virtual event featuring Ibram X. Kendi discussing his book *How to be an Anti-Racist*. The event was promoted to the #ReadICT facebook group where it received numerous likes, shares and comments about members committing to reading the book in advance of viewing the event.

Other News

As conversations about diversity, inclusion and civil rights continue across the country, Library staff have worked to promote reading materials to customers that address these topics. The Youth Services team at the Advanced Learning Library created a book display called “Own Voices” behind the glass in the Children’s Pavilion. Many items from the display have been borrowed by families. Collections Development Manager Sarah Kittrell was interviewed by KSN about ways libraries provide access to information for customers, especially during important community conversations.

Business Librarian John Cleary worked with four SCORE/SBA clients this month, collecting business information for business plan startup, market research, industry and demographic information. Areas researched were soap making, lawn and food services.

Technology trainers completed 118 Book-A-Librarian sessions at the Advanced Learning Library in June. Across the system, public computing use increased over the course of the month, with many customers filing unemployment claims, state and federal taxes.

Jeff Tate, Digital Services Manager, has been selected to serve as an Innovative, Inc. Idea Lab moderator for 2020-2021. Innovative, Inc. is the company that supports Polaris, the Library’s customer and materials inventory and online catalog software. As a moderator, Jeff will monitor and evaluate submissions from customers that develop enhancements for Polaris.

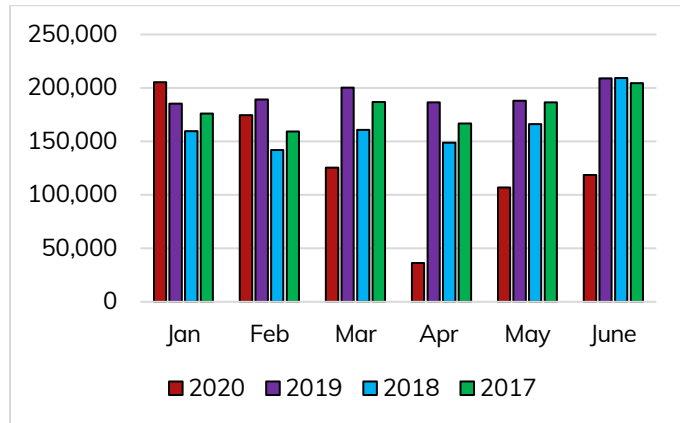
The Wichita Public Library is proud to be part of the Wichita Literacy Coalition. Funded by a grant from the Kansas Health Foundation, the Coalition will identify and implement policy, systems and environmental changes intended to increase literacy among children ages 0-8. Staff members will participate in workgroups to guide the work forward. Cynthia Berner, Director of Libraries, will be part of the “Resource Development” group, and Julie Sherwood, Partnership and Community Engagement Manager, and Anne Harris, Youth Outreach Librarian, will be part of the “Inventory Services/Network Development/Programs & Training” group. Other key partners in the project include Wichita State University, Wichita Public Schools, Child Start, Project Wichita, the Kansas Children’s Service League, Storytime Village and United Way of the Plains.

The Wichita Public Library is equally proud to be a local partner with the Wichita Journalism Collaborative, a coalition of local newsrooms and community institutions formed to support and enhance quality local journalism and information sharing. The project has been possible through a grant awarded by the Solutions Journalism Network, funded by The Knight Foundation. More information can be found at www.wichitajournalism.com.

Service Dashboard

All library buildings were closed to the public from March 17-May 25. Curbside and drive-up service began May 11, while limited in-person services for all locations except Linwood began May 26. Limited in-person services at Linwood began June 1.

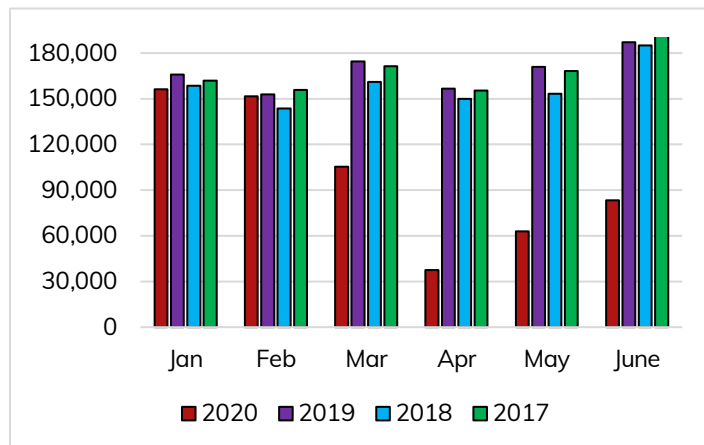
LIBRARY VISITS (door count, catalog sessions, and website visits)



JUNE			
	2020	2019	% change
Door Counts	30,897	97,362	-68.27%
Catalog Use	40,980	46,545	-11.96%
Website Visits	46,680	65,210	-28.42%
Total	118,557	209,117	-43.31%

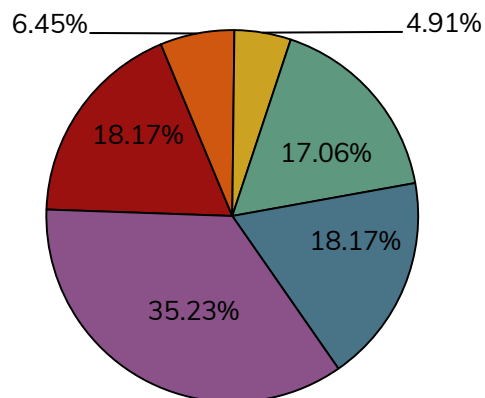
NOTE: Door counts include activity related to curbside materials delivery.

CHECKOUTS



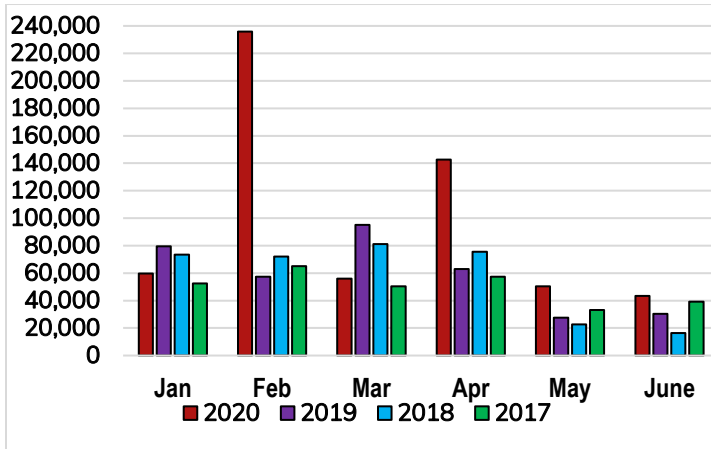
JUNE			
	2020	2019	% change
Physical Circ	59,256	165,159	-64.12%
Virtual Circ	32,227	21,894	47.20%
WPL	23,120	14,334	61.29%
State	9,107	7,560	20.46%
Total	91,483	187,053	-51.09%

Circulation by Location



- Advanced Learning Library
- South branches
- North branches
- East branches
- West branches
- Virtual branch

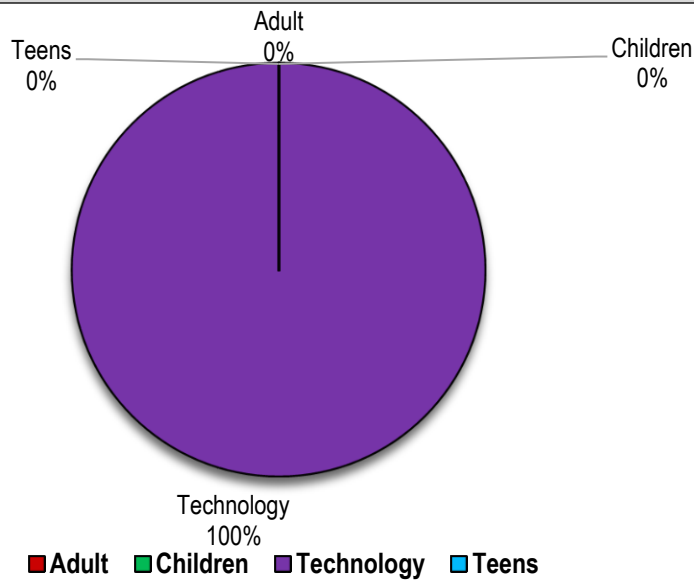
QUESTIONS ANSWERED (by staff in person/phone and through online services)



JUNE			
	2020	2019	% change
In person	N/A	9,030	N/A
Online	43,454	21,419	102.88%
Total	43,454	30,449	42.71%

In person/phone reference transactions were not counted during March, April, May, or June.

PROGRAM ATTENDANCE



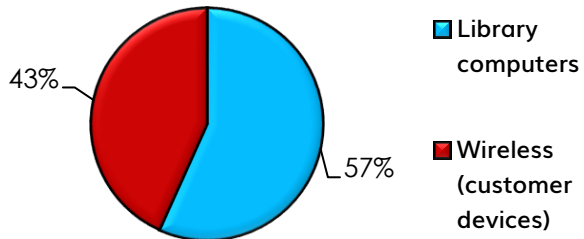
JUNE ATTENDANCE

	2020	2019	% change
Adult events	0	1,253	-100%
Children's events	0	6,407	-100%
Technology training	118	308	-61.69%
Teen events	0	230	-100%
TOTAL	118	8,198	-98.56%

June attendance reflects Book a Librarian training appointments.

PUBLIC COMPUTING

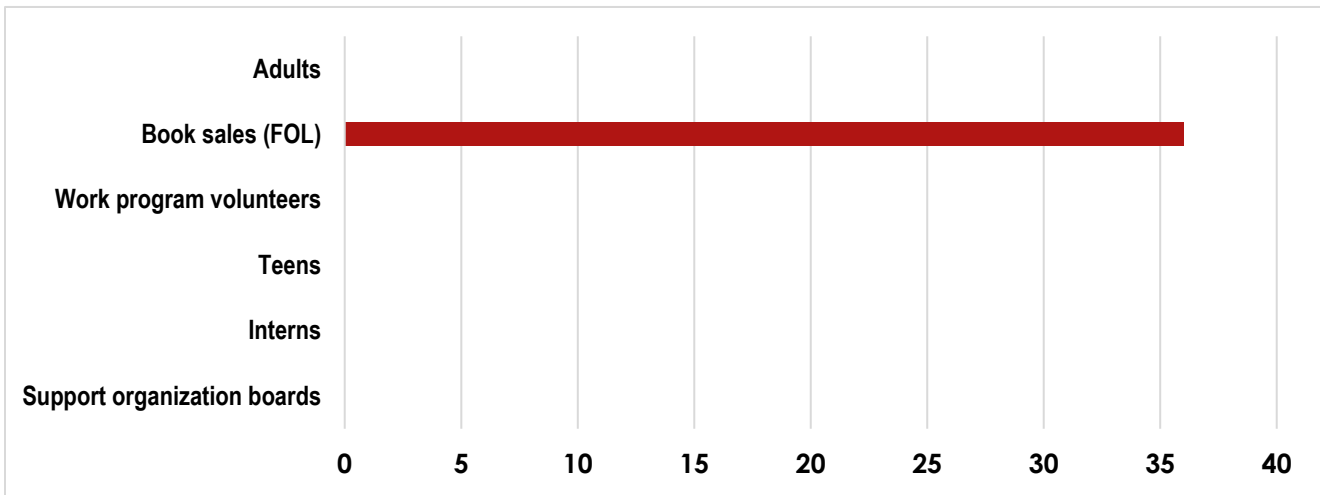
**Method of Computing Access
(by session)**



JUNE

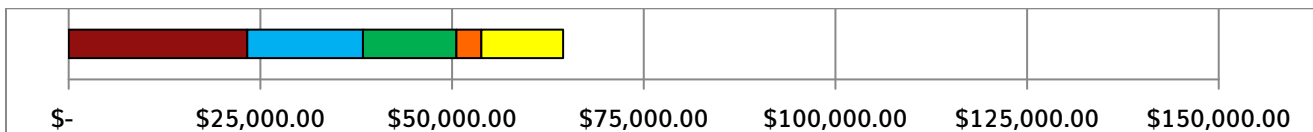
	2020	2019	% change
Workstation Sessions	4,361	10,553	-58.68%
Wi-Fi Sessions	3,328	9,539	-65.11%
Number of Users	466	2,157	-78.40%
Hours of Access	5,542	12,839	-56.83%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 104 Hours of service received = 3,295

MATERIALS DONATIONS (value if purchased)



Year to date total = \$64,496.89 Items added to Library collections YTD = 3,939

the age range. Youth Services Librarian Katrina York was able to pull four picture and board books covering different approaches to diversity. The educator said she spent more than an hour on Google trying to find appropriate books, but should have come straight to the Library because staff was able to find what she needed in five minutes.

Service Snapshot: Recent Raving Fans Stories

Westlink Branch Library Assistant Emma Marlow helped a woman scan photos on the copier. The woman's brother recently passed away and she wanted to share photos with other family members. She was happy to learn the Library could save her money on color copies. She also appreciated Emma's help keeping her documents organized.

Alford Branch Clerk Hodge Lee recently helped a couple apply for employment at the U.S. Postal Service. The man was recommended a particular job by friends, but was having difficulty finding it on the website. Hodge, having retired from more than 20 years of service with the U.S. Postal Service, was able to narrow the search results until the position was found and the application was submitted. The couple had various questions about testing and other positions, and Hodge was able to help them. The couple left with smiles on their faces and a big "THANK YOU" for Hodge.

Linwood Branch Library Assistant Bret Harvey helped a customer apply for Pandemic Relief Unemployment Assistance. Bret retrieved the paperwork and encouraged the customer to fill out and submit the application. A week later, the customer returned in a sad state, showing Bret the letter he received that denied him his claim to benefits. Bret then told him he could contest their decision and provided the paperwork. The next week, the customer came in and was excited to show Bret his approval letter. He told him he was approved for unemployment benefits and for the pandemic relief.

Customers offered enthusiastic feedback about the "Personalized Reading Lists" and "Early Literacy Grab Bags" services:

- "It's so nice to get some new books to read at home! Thanks for taking the time to pick them out!"
- "Thank you for your time and care in choosing them! I wanted to tell you which were their favorites, but honestly we've read them ALL multiple times. We so appreciate you!"
- "I just wanted to let you know that my granddaughter LOVED *Where is the Green Sheep?* by Mem Fox! We read it at least one dozen times yesterday. Thanks again for finding us some new treasures."

An early literacy educator visited the Rockwell Branch looking for books for ages 2-5 about diversity and acceptance. She found a list online, but wasn't certain those would work for the age range. Youth Services Librarian Katrina York was able to pull four picture and board books covering different approaches to diversity. The educator said she spent more than an hour on Google trying to find appropriate books, but should have come straight to the Library because staff was able to find what she needed in five minutes.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
June 16, 2020.

The regular meeting of the Library Board of Directors was held virtually on Tuesday, June 16, 2020 with the following present: Mr. Lamont Anderson, Ms. Abi Boatman, Ms. Donna Douglas, Ms. Jennifer Goheen, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Vice Mayor Cindy Claycomb gave a presentation on the revitalization of the Evergreen Center, which includes the consolidation of library and neighborhood resource center activities into a single facility. This project had been initiated by Janet Miller, her predecessor as Council member for District VI. Primary focus areas for the remodeled center will include workforce development, career readiness, and small business promotion. In addition to City services, the facility will house offices for the Kansas Hispanic Education & Development Foundation and for Empower Evergreen (a new non-profit to be created to support communication, collaboration and coordination of activities out of the center). Permanent office space for the Kansas Department of Children and Families will be available, while co-working space will be provided for other organizations that will offer programming or services from the new center. This project aligns with the Project Wichita goal of creating neighborhood anchor institutions that support increased educational attainment and improve the economic self-sufficiency of community members. Planning has been in hand since 2016. A request to initiate the library's portion of Capital Improvement Program funding will be made to the City Council on June 23. If it is approved, renovation will likely begin in September, with completion and grand opening projected for July 2021.

Call to Order

President Kevin McWhorter called the meeting to order at 12:40 p.m., a quorum being present.

Recognition and Introductions

Director Berner recognized retiring board member Axel Chacon by presenting a book that will be placed into the library collection in his honor.

Board members welcomed Abi Boatman, recently appointed to the Board by Mayor Whipple.

Approval of the Agenda

TaDonne Neal moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 19, 2020 were presented. Chuck Schmidt moved (Anderson) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

The board discussed a proposal from Real Men, Real Heroes for installation of a painted mural on the north façade of the Maya Angelou Northeast branch. Director Cynthia Berner summarized information received since the last board meeting regarding the relation of the proposed mural to the property's Community Unit Plan. She also noted that when she consulted with Design Council staff, she was told that the relation of the mural to surrounding properties is considered, so images showing properties adjacent and across the street from the property were added to the agenda report for this item.

President McWhorter asked board members to share their opinions on the proposed project. Lamont Anderson stated that he fully supports the mural and would like to see the board move forward with it, since it pays homage to Maya Angelou and will provide a more welcoming and engaging library presence for the community.

TaDonne Neal said she also favors the mural and the plan to involve children in its creation. She indicated that this will improve the appearance of the branch building and will encourage people to visit the library.

President McWhorter noted that this decision may set a precedent and asked members their thoughts on how to ensure that it does not place future boards at a disadvantage.

Lamont Anderson responded that he believes a precedent already exists with the mural at the Evergreen branch, but agreed that it would be useful to have a policy guiding the evaluation of future proposals.

Jonathan Winkler agreed with the development of a policy and suggested it should be based in part on what other libraries do when presented with similar situations.

He recommended that the proposal be forwarded to the Design Council for their opinion.

Chuck Schmidt stated that he has mixed feelings about the mural. While he likes the cultural representation and the namesake, he is cautious about painting on brick and the maintenance that will entail in the future.

Shannon Littlejohn said that she too loves the idea of the mural but is also concerned about painting on the brick. She indicated support for creation of a policy and for referring the proposal to the Design Council for their guidance.

Shelby Petersen left the meeting.

Jennifer Goheen stated she loves the mural idea but agreed there needs to be a policy in place for maintenance of the mural.

Jennifer Goheen left the meeting.

Lamont Anderson stated that the information about the mural should be presented to the Design Council for their opinion. Additionally Real Men, Real Heroes should be contacted for their opinion on maintenance of the mural and a policy should be created.

By consensus, no action was taken on the proposal. The item will be forwarded to the Design Council for feedback and to Real Men, Real Heroes and the City's Arts and Cultural Division for additional information regarding long-term maintenance plans for murals on City-owned facilities. Staff will further investigate the City's public art policy as well as similar policies from peer libraries. This item will be scheduled again as unfinished business for the July meeting.

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Hirsh) to approve the May 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$829,373.78; COVID-19 bills of \$109,435.97; South Central Kansas Library System grant fund bills of \$15,389.18; and Gift and Memorial Fund bills of \$404,950.10 for a total of \$1,348,102.63. Mr. McWhorter noted that the larger than normal totals were based on three pay periods in the general fund and the purchase of some certificates of deposit in the Gift and Memorial Fund. **Motion carried unanimously.**

Finance Committee Report

None

Operations Committee Report

None

Planning & Facilities Committee Report

None

Public Affairs Committee Report

None

Special Committee Reports

Friends of the Library – None

Library Foundation – None

Wichita Genealogical Society (WGS) – None

Director of Libraries Report

Director Berner stated that the lease agreement for the new Linwood branch building has been approved by the City Council, which is also tentatively scheduled to consider the Evergreen branch redesign on June 23.

The City of Wichita has released an online budget simulator to canvass public opinion on ways to address a multi-million-dollar shortfall in the City budget.

A small number of complaints have been received from customers regarding the reinstatement of hold and transfer fees after the limited public reopening beginning May 26. Library staff has responded by explaining the City's current budget difficulties and offering options to obtain materials without the need to place holds. Customers have been disappointed but more understanding of the fees' return.

A letter was included in board packets from Chelsea Long, a community member who described the security at the Advanced Learning Library as being so lacking as to prompt her and her children to be cautious about visiting. Ms. Long does not appear to be a current account holder and did not provide any contact information with her letter, which had been delivered by hand. It was dated in late May but referred to conditions prevailing in early March, before the Library's two-month pandemic closure. As a result, staff have not been able to obtain more specific information either by contacting Ms. Long directly or investigating independently.

No reports exist on file for incidents of the type described in the letter. Polling of employees and security officers did not turn up anyone who was aware of situations like those reported in the letter.

Jonathan Winkler asked if staff members had reported being afraid or uncomfortable within the Advanced Learning Library, as Ms. Long had suggested in her letter. Director Berner responded that she has not received feedback from staff or any comments from customers along these lines.

President McWhorter stated that the letter appears to reflect an isolated incident. Accordingly, there is no cause for concern at present, unless other complaints are received.

Announcements

None

Adjournment

The meeting was adjourned at 1:26 p.m.

The next regularly scheduled meeting will be July 21, 2020.

Respectfully submitted,

Cynthia Berner
Director of Libraries

INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Cynthia Berner, Director of Libraries *Cynthia Berner*
SUBJECT: Unfinished Business – Maya Angelou Northeast Branch Mural
DATE: July 14, 2020

Background: A request has been received seeking permission to paint a mural on the north façade of the Maya Angelou Northeast Branch Library. As directed by the Board during the June 16 meeting, the proposal was forwarded to the Design Council for comment and is being returned as an item of unfinished business at the July 21 meeting.

Analysis: The presentation to the Design Council asked for comment and guidance on three points: 1) General suitability of the proposed project; 2) Clarification about expectations for mural maintenance; and 3) Information about if precedents relating to community initiated art projects on public facilities exist or if a policy should be created to ensure consistency in responding to future proposals. The language of the Shadybrook Commercial Community Unit Plan (CUP) was shared as it might relate to the requested guidance.

Artist Erick Nkana described his vision for the piece with Council Member Brandon Johnson also on hand to answer questions and to speak in support of the project.

It was the consensus of the Design Council members that the CUP does not prevent consideration of a mural as has been proposed. There also appeared to be general support for the idea of community initiated art projects to be added to public facilities. In lieu of creating a new policy, requiring all proposed projects to be reviewed by the Design Council in advance of any action to approve or deny a request appears to be the preferred method of ensuring consistency and managing precedents.

Design Council members were supportive of the idea of the mural although many members offered specific recommendations for changes to the piece as it was originally proposed. At the end of the conversation, a motion was made and unanimously approved to recommend incorporation of a more diverse palette of colors, to ensure approvals for likeness and quotes have been obtained from the Angelou estate, to test products on the building materials to ensure integrity, to add graffiti presentation seal over the completed mural, to use stencils for letters and other components to be painted by youth and to consider the building's elevation, existing lighting and multiple materials in determining the size and placement of the mural.

The artist and Real Men Real Heroes staff are using this guidance to prepare a revised proposal and timeline.

Financial Considerations: Mural installation will be funded by Real Mean Real Heroes. Sec.2.15.100 of the City's Code of Ordinances specifies that all public artworks fall under the control and ownership of the City with costs for maintenance charged to the Division of Arts and Culture.

Legal Considerations: Because the project will impact the budget of another department, the City Council has the final authority for project approval.

Recommendations/Action: After receiving and reviewing the updated design concept and proposal, the Library Board will be encouraged to make a recommendation to the Council since the project will be placed on a library facility.

Attachments: None

REVENUE REPORT - JUNE 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 29,163.23	\$ 12,037.48	\$ 86,455.99	29.65%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,393.34	\$ (300.00)	\$ 4,125.00	13.79%
424011	Copy Charges	\$ 13,092.00	\$ 1,047.36	\$ 744.05	\$ 4,642.65	35.46%
424101	Public Computing Charges	\$ 34,240.68	\$ 2,739.25	\$ 1,422.10	\$ 8,266.27	24.14%
646981	State Setoff Collections	\$ 74,000.00	\$ 7,400.00	\$ 1,920.97	\$ 59,040.14	79.78%
646990	Other Non-Operating Reenue	\$ -	\$ -	\$ -	\$ 4,126.77	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ 2.00	\$ 4.00	100.00%
	TOTAL	\$ 442,881.63	\$ 42,743.18	\$ 15,826.60	\$ 166,660.82	37.63%

GENERAL FUND SUMMARY REPORT
JUNE 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 299,700.77	\$ -	\$ 1,674,995.18	\$ 2,644,620.68	39%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 65,429.56	\$ -	\$ 311,263.79	\$ 646,015.72	33%
511040	Paid Leave	\$ -	\$ 22,013.51	\$ -	\$ 376,022.19	\$ (376,022.19)	N/A
511080	Longevity	\$ 63,384.00	\$ 4,636.00	\$ -	\$ 28,234.50	\$ 35,149.50	45%
511090	Shift Differential	\$ 4,055.16	\$ 284.75	\$ -	\$ 1,383.09	\$ 2,672.07	34%
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	\$ -	\$ 900.00	\$ 300.00	75%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 289.48	\$ -	\$ 2,104.43	\$ 295.63	88%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 627.10	\$ (627.10)	N/A
518010	FICA	\$ 407,518.01	\$ 28,552.79	\$ -	\$ 174,392.86	\$ 233,125.15	43%
518020	Workers Compensation	\$ 52,818.32	\$ 3,938.83	\$ -	\$ 23,957.33	\$ 28,860.99	45%
518030	Unemployment	\$ 5,340.27	\$ 373.27	\$ -	\$ 2,279.43	\$ 3,060.84	43%
518040	Health Insurance	\$ 937,830.96	\$ 75,005.08	\$ -	\$ 468,919.79	\$ 468,911.17	50%
518060	Life Insurance	\$ 17,278.48	\$ 527.27	\$ -	\$ 3,332.98	\$ 13,945.50	19%
518080	WER Contributions	\$ 600,974.95	\$ 42,821.29	\$ -	\$ 266,584.56	\$ 334,390.39	44%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0%
521011	Electricity - EDI	\$ -	\$ 6,178.21	\$ -	\$ 34,687.92	\$ (34,687.92)	18%
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0%
521021	Natural Gas - EDI	\$ -	\$ 3,092.72	\$ -	\$ 26,967.98	\$ (26,967.98)	172%
521030	Water Service	\$ 19,545.00	\$ 552.19	\$ -	\$ 5,336.64	\$ 14,208.36	27%
521050	Trash Service	\$ 4,410.00	\$ 379.00	\$ -	\$ 2,322.15	\$ 2,087.85	53%
521060	Local Telephone Service	\$ 21,636.00	\$ 3,294.00	\$ -	\$ 7,384.00	\$ 14,252.00	34%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0%
522010	PBX Line Charges	\$ 11,058.00	\$ 3,429.50	\$ -	\$ 6,878.00	\$ 4,180.00	62%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 5,460.00	\$ -	\$ 10,961.25	\$ 6,498.75	63%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 74.28	\$ -	\$ 575.41	\$ 324.59	64%
522070	Voicemail	\$ 1,512.00	\$ 378.00	\$ -	\$ 756.00	\$ 756.00	50%
522080	Automatic Call Distribution	\$ -	\$ 267.75	\$ -	\$ 535.50	\$ (535.50)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 1,200.00	\$ (9,320.00)	-15%
523010	Building & Contents Insurance	\$ 92,632.00	\$ 46,316.00	\$ -	\$ 46,316.00	\$ 46,316.00	50%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 435.00	\$ -	\$ 435.00	\$ 435.00	50%

GENERAL FUND SUMMARY REPORT
JUNE 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 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	\$ 104.84	\$ -	\$ 498.21	\$ 2,426.79	17%
525990	Other Professional Services	\$ 37,970.00	\$ 184.00	\$ -	\$ 8,257.45	\$ 29,712.55	22%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,860.00	\$ 1,860.00	50%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ (5,165.48)	\$ -	\$ -	\$ 63,000.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 1,525.00	\$ -	\$ 4,140.00	\$ 8,860.00	32%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 4,260.00	\$ -	\$ 4,984.00	\$ 437.00	92%
529010	Bank Charges	\$ 5,000.00	\$ 192.73	\$ -	\$ 1,959.56	\$ 3,040.44	39%
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	\$ 822.30	\$ -	\$ 8,623.46	\$ 14,848.54	37%
529110	Legal Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ -	#DIV/0!
529141	Software License & Maint Fees	\$ 110,145.00	\$ -	\$ -	\$ -	\$ 110,145.00	0%
529150	Data Center Charges	\$ 868,819.00	\$ 73,570.62	\$ -	\$ 439,085.66	\$ 429,733.34	51%
529990	Other Contractuals	\$ 77,583.00	\$ 6,191.10	\$ -	\$ 50,953.85	\$ 26,629.15	66%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 1,912.35	\$ -	\$ 19,970.96	\$ 28,604.04	41%
531030	Custodial Supplies	\$ 6,000.00	\$ 96.82	\$ -	\$ 822.45	\$ 5,177.55	14%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 422.05	\$ 27.95	94%
539012	Gasoline	\$ 2,700.00	\$ 167.78	\$ -	\$ 1,058.12	\$ 1,641.88	39%
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		
549100	Laboratory Equip <\$5k	\$ -	\$ -	\$ -	\$ 78.90	\$ -	#DIV/0!
549110	Library Materials	\$ 729,279.37	\$ 53,180.56	\$ 1,312.25	\$ 209,550.88	\$ 519,728.49	29%
Expense Total		\$ 9,494,509.87	\$ 750,931.87	\$ 1,882.25	\$ 4,220,090.72	\$ 5,274,983.25	44%

Grant Fund Summary Report
June 2020

Grant	Beginning Balance 06/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 06/30/2020
SCKLS 2019	\$ 68,610.83	\$ -	\$ -	\$ 7,847.00	\$ -	\$ 80.26	\$ -	\$ 7,927.26	\$ -	\$ 60,683.57
SCKLS 2020	\$ 119,956.00	\$ -	\$ -	\$ 15,748.19	\$ -	\$ -	\$ -	\$ 15,748.19	\$ -	\$ 104,207.81
State Aid2020	\$ 109,498.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 109,498.00
Totals	\$ 298,064.83	\$ -	\$ -	\$ 23,595.19	\$ -	\$ 80.26	\$ -	\$ 23,675.45	\$ -	\$ 274,389.38

Wichita Public Library General Fund Bills

June 2020

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511010 Regular Wages

Payroll, PR PP0612 \$150,040.70

Payroll, PR PP0626 \$149,660.07

Total 511010 Regular Wages	\$299,700.77
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511020 FT/PT Limited/Classified Wages

Payroll, PR PP0612 \$33,036.24

Payroll, PR PP0626 \$32,393.32

Total 511020 FT/PT Limited/Classified Wages	\$65,429.56
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511040 Vacation Leave

Payroll, PR PP0612 \$10,812.99

Payroll, PR PP0626 \$11,200.52

Total 511040 Vacation Leave	\$22,013.51
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511080 Longevity

Payroll, PR PP0612 \$2,312.50

Payroll, PR PP0626 \$2,323.50

Total 511080 Longevity	\$4,636.00
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511090 Shift Differential

Payroll, PR PP0612 \$146.75

Payroll, PR PP0626 \$138.00

Total 511090 Shift Differential	\$284.75
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Total 1B - Base Compensation	\$392,064.59
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1F - Special Compensation

512030 Cell Phone Allowance

Payroll, PR PP0626 \$150.00

Total 512030 Cell Phone Allowance	\$150.00
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512050 Auto Allowance

Payroll, PR PP0612 \$145.87

Payroll, PR PP0626 \$143.61

Total 512050 Auto Allowance	\$289.48
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Total 1F - Special Compensation	\$439.48
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1N - Employee Benefits

518010 FICA

Payroll, PR PP0612 \$14,242.40

Wichita Public Library General Fund Bills

June 2020

Payroll, PR PP0626 \$14,310.39

Total 518010 FICA	\$28,552.79
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518020 Workers Compensation

Payroll, PR PP0612 \$1,967.37

Payroll, PR PP0626 \$1,971.46

Total 518020 Workers Compensation	\$3,938.83
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518030 Unemployment

Payroll, PR PP0612 \$186.20

Payroll, PR PP0626 \$187.07

Total 518030 Unemployment	\$373.27
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518040 Health Insurance

Payroll, PR PP0612 \$37,368.84

Payroll, PR PP0626 \$37,636.24

Total 518040 Health Insurance	\$75,005.08
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518060 Life Insurance

Payroll, PR PP0612 \$266.07

Payroll, PR PP0626 \$261.20

Total 518060 Life Insurance	\$527.27
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518080 WER Contributions

Payroll, PR PP0612 \$21,479.86

Payroll, PR PP0626 \$21,341.43

Total 518080 WER Contributions	\$42,821.29
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Total 1N - Employee Benefits	\$151,218.53
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Total 10001 - Library - Personnel	\$543,722.60
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$6,178.21

Total 521011 Electricity - EDI	\$6,178.21
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$146.66

ONE GAS INC \$1,374.60

SYMMETRY ENERGY SOLUTIONS LLC \$1,571.46

Total 521021 Natural Gas - EDI	\$3,092.72
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Wichita Public Library General Fund Bills

June 2020

521030 Water Service

City of Wichita \$552.19

Total 521030 Water Service	\$552.19
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521050 Trash Service

BEST VALUE SERVICES LLC \$379.00

Total 521050 Trash Service	\$379.00
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Total 2B - Utilities	\$10,202.12
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$3,294.00

Total 521060 Local Telephone Service	\$3,294.00
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522010 PBX Line Charges

City of Wichita \$3,429.50

Total 522010 PBX Line Charges	\$3,429.50
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522020 PBX Instrument Charges

City of Wichita \$5,460.00

Total 522020 PBX Instrument Charges	\$5,460.00
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522040 Long Distance & Teleconference

AT&T \$44.38

City of Wichita \$29.90

Total 522040 Long Distance & Teleconference	\$74.28
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522070 Voicemail

City of Wichita \$378.00

Total 522070 Voicemail	\$378.00
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522080 Automatic Call Distribution

City of Wichita \$267.75

Total 522080 Automatic Call Distribution	\$267.75
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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	\$86,474.15
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2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$46,316.00

Total 523010 Building & Contents Insurance	\$46,316.00
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Wichita Public Library General Fund Bills

June 2020

523020 Vehicle Liability Premiums

City of Wichita	\$435.00
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Total 523020 Vehicle Liability Premiums	\$435.00
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Total 2J - Insurance Premiums	\$46,751.00
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2R - Professional Svcs

525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$104.84
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Total 525083 Textile Rental & Laundry Svcs	\$104.84
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525990 Other Professional Services

City of Wichita	\$100.00
SIGN LANGUAGE INTERPRETING SERVICES	\$84.00

Total 525990 Other Professional Services	\$184.00
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Total 2R - Professional Svcs	\$288.84
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita	\$310.00
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Total 526010 Motor Pool Scheduled Charges	\$310.00
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526041 Janitorial Services

City of Wichita	(\$5,165.48)
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Total 526041 Janitorial Services	(\$5,165.48)
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526042 Pest Control Services

P-CARD ONE-TIME PAY	\$1,525.00
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Total 526042 Pest Control Services	\$1,525.00
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526070 Equipment Repair & Maint

P-CARD ONE-TIME PAY	\$4,260.00
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Total 526070 Equipment Repair & Maint	\$4,260.00
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Total 2V - Bldg & Equip Charges	\$929.52
---------------------------------	----------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	\$192.73
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Total 529010 Bank Charges	\$192.73
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529070 Printing & Copying

City of Wichita	\$822.30
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Total 529070 Printing & Copying	\$822.30
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Wichita Public Library General Fund Bills

June 2020

529990 Other Contractuals

ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$56.40
LIQUID ENVIRONMENTAL SOLUTIONS LLC	\$530.00
P-CARD ONE-TIME PAY	\$5,594.70
UNDERGROUND VAULTS & STORAGE INC	\$10.00

Total 529990 Other Contractuals	\$6,191.10
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Total 2Z - Other Contractuals	\$7,206.13
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Total 10002 - Library - Contractuals	\$151,851.76
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita	\$441.12
P-CARD ONE-TIME PAY	\$1,471.23

Total 531020 Office Supplies	\$1,912.35
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531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$96.82
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Total 531030 Custodial Supplies	\$96.82
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Total 3B - Supplies	\$2,009.17
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3N - Fuel

539012 Gasoline

City of Wichita	\$167.78
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Total 539012 Gasoline	\$167.78
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Total 3N - Fuel	\$167.78
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4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY	\$53,180.56
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Total 549110 Library Materials	\$53,180.56
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Total 4Z - Non-Capital Outlay	\$53,180.56
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Total 10003 - Library - Commodities	\$55,357.51
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Grand Total

\$750,931.87

Wichita Public Library Grant Bills

June 2020

Y0000 - Library COVID-19

1 - Personnel

1B - Base Compensation

511010000 Regular Wages

Payroll, PR PP0612 \$2,524.59

Payroll, PR PP0626 \$2,138.36

Total 511010000 Regular Wages	\$4,662.95
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Total 1B - Base Compensation	\$4,662.95
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1N - Employee Benefits

518010000 FICA

Payroll, PR PP0612 \$190.29

Payroll, PR PP0626 \$160.41

Total 518010000 FICA	\$350.70
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518020000 Workers Compensation

Payroll, PR PP0612 \$31.38

Payroll, PR PP0626 \$28.49

Total 518020000 Workers Compensation	\$59.87
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518030000 Unemployment

Payroll, PR PP0612 \$2.48

Payroll, PR PP0626 \$2.09

Total 518030000 Unemployment	\$4.57
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518040000 Health Insurance

Payroll, PR PP0612 \$302.09

Payroll, PR PP0626 \$294.54

Total 518040000 Health Insurance	\$596.63
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518060000 Life Insurance

Payroll, PR PP0612 \$3.74

Payroll, PR PP0626 \$3.84

Total 518060000 Life Insurance	\$7.58
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518080000 WER Contributions

Payroll, PR PP0612 \$257.31

Payroll, PR PP0626 \$243.11

Total 518080000 WER Contributions	\$500.42
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Total 1N - Employee Benefits	\$1,519.77
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Total 1 - Personnel	\$6,182.72
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Wichita Public Library Grant Bills

June 2020

2 - Contractuals

2V - Bldg & Equip Charges

526041000 Janitorial Services

STEPHENS INDUSTRIES INC \$593.40

Total 526041000 Janitorial Services \$593.40

Total 2V - Bldg & Equip Charges \$593.40

Total 2 - Contractuals \$593.40

3 - Commodities

3B - Supplies

531020000 Office Supplies

City of Wichita \$635.44

P-CARD ONE-TIME PAY \$2,353.49

STEPHENS INDUSTRIES INC \$3,183.74

Total 531020000 Office Supplies \$6,172.67

Total 3B - Supplies \$6,172.67

Total 3 - Commodities \$6,172.67

Total Y0000 - Library COVID-19 \$12,948.79

Wichita Public Library Grant Bills

June 2020

Y0801 - SCKLS 2020

2 - Contractuals

2B - Utilities

521070000 Internet Service

COX COMMUNICATIONS \$9,748.19

Total 521070000 Internet Service	\$9,748.19
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Total 2B - Utilities	\$9,748.19
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2Z - Other Contractuals

529061000 Organizational Memberships

URBAN LIBRARIES COUNCIL \$6,000.00

Total 529061000 Organizational Memberships	\$6,000.00
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Total 2Z - Other Contractuals	\$6,000.00
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Total 2 - Contractuals	\$15,748.19
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Total Y0801 - SCKLS 2020

\$15,748.19

Wichita Public Library Grant Bills

June 2020

Y9802 - South Central KS Library Syste

2 - Contractuals

2N - Employee Development

524020000 Employee Travel & Training

CITY OF WICHITA

\$23.00

Total 524020000 Employee Travel & Training

\$23.00

Total 2N - Employee Development

\$23.00

2Z - Other Contractuals

529061000 Organizational Memberships

KANSAS CITY METROPOLITAN LIBRARY \$7,824.00

& INFORMATION NET

Total 529061000 Organizational Memberships

\$7,824.00

Total 2Z - Other Contractuals

\$7,824.00

Total 2 - Contractuals

\$7,847.00

3 - Commodities

3B - Supplies

531020000 Office Supplies

P-CARD ONE-TIME PAY

\$80.26

Total 531020000 Office Supplies

\$80.26

Total 3B - Supplies

\$80.26

Total 3 - Commodities

\$80.26

Total Y9802 - South Central KS Library Syste

\$7,927.26

Grand Total

\$36,624.24

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$275.61
Memorial Donations	\$695.00
Premier Food Service (vending commissions)	\$227.28

TOTAL RECEIPTS	\$1,197.89
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EXPENDITURES

Ingram Library Services (Materials)*	\$ 352.65
Ingram Library Services (Memorials)*	\$ 501.71
Kroger (Staff Flower Fund)*	\$ 116.26
Quik Print (Staff Flower Fund)*	\$ 36.39
Wichita Public Library Foundation (External Hard Drive for Communications Specialist file access during work from home)	\$ 107.49

TOTAL EXPENDITURES	\$1,114.50
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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: Sarah Kittrell, Collection Development Manager
SUBJECT: Approval of Invoices over \$10,000 – AtoZ Database
DATE: July 2, 2020

Background: The Library Board of Directors must take special action to approve materials purchases when the cost of a single invoice exceeds \$10,000.

Analysis: The AtoZ database is an important resource for current and prospective business owners. The database contains listings for more than 15 million businesses, including contact information for companies and executives, industry profiles, and competitor information. It also provides a searchable telephone directory for individuals – a service that is becoming more valuable as the Library is no longer able to acquire telephone books from outside of the Wichita metro area. There are a limited number of similar products available. Staff have evaluated these and believe that AtoZ remains the best choice based upon the depth and accuracy of service for the price.

Financial Considerations: The current licensing agreement for this product was signed in 2017. The company allows for up to a three-year price lock agreement which the Library accepted at that time. As this multi-year agreement comes to a close, a new agreement has been negotiated at an annual rate of \$16,174, reflecting a 3% increase over the subscription rate for the past three years. Per the terms of the licensing agreement, the subscription rate will be held at this rate for the next three subscription years.

The cost per use of the database over the past year has been \$0.26, making it one of the most affordable products in the Library's digital subscription portfolio.

Legal Considerations: The subscription agreement has been reviewed by the Law Department and approved as to form.

Recommendations/Actions: It is recommended that the Board approve the AtoZ subscription renewal at the proposed rate and term.

Attachments: Subscription Agreement

AtoZdatabases Subscription Agreement

Offer Valid Until: _____

Institution Name: Wichita Public Library

Main Contact: Cynthia Berner Title: Director

Email: Cberner@wichita.gov

Phone: 316-261-8500 Fax: _____

Address: 223 S Main St

City: Wichita State: KS ZIP: 67202

Select Your Option Below		Term	Savings	Investment	Payment Terms
	Option 1 (Best Value)	3 Yrs	20%	\$44,112	One-Upfront Payment
	Option 2	3 Yrs	12%	\$16,174 /Yr	Invoiced Annually
	Option 3	2 Yrs	5%	\$17,461 /Yr	Invoiced Annually
	Option 4	1 Yr		\$18,360 /Yr	Invoiced Annually

Billing Start Date: 6/30/2020 Payable in 30 Days

Subscription Start Date: 6/30/2020

Subscription End Date: Equals Billing Start Date plus Option Term selected above

Subscription includes:

- ✓ 30 million US Businesses & Executives Database
- ✓ 7 million Jobs Database
- ✓ 2 million US New Businesses
- ✓ 12 million Healthcare Professionals
- ✓ 240 million Residents
- ✓ 200,000 New Movers added weekly
- ✓ 50,000 New Homeowners added weekly
- ✓ Spanish Interface
- ✓ 1,000 downloads within the library and remotely
- ✓ Send Emails for Free up to 1,000 per month
- ✓ Executive email addresses
- ✓ iPhone & iPad App
- ✓ Triple Verified Business Database
- ✓ On-Demand Usage Reporting
- ✓ Free Training and Support including AtoZU
- ✓ Future Enhancements

Special Terms:

Accepted by: _____ Date: _____

Name: _____ Title: _____

AtoZdatabases Executive: April Diaz/Jordan LaBorde Phone: 877.428.0101

By signing this Subscription Agreement, you pledge that you will not share any of our product details including pricing, with any third parties. You also agree to use reasonable measures to restrict access to your library's service area, and to work with AtoZdatabases to block malicious users or hackers if necessary. This agreement will commence on the Subscription Start date shown above and shall continue for three years. Wichita Public Library shall have the option to terminate the agreement after the first year if the Library has a reduction in budget. The parties agree that the Exhibit A, City of Wichita Mandatory Contractual Provisions Attachment, attached hereto shall be incorporated and made a part of this Agreement.



Toll Free: 877.428.0101
Fax: 402.704-7047
Email: sales@atozdatabases.com

11211 John Galt Blvd
PO Box 27757
Omaha, NE 68137-0757

EXHIBIT A

CITY OF WICHITA MANDATORY CONTRACTUAL PROVISIONS ATTACHMENT

1. **Terms Herein Controlling Provisions:** The terms of this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Agreement.
2. **Choice of Law:** This Agreement shall be interpreted under and governed by the laws of the State of Kansas. Any dispute or cause of action that arises in connection with this Agreement will be brought before a court of competent jurisdiction in Sedgwick County, Kansas.
3. **Termination Due To Lack of Funding Appropriation:** If, in the judgment of the City's Director of Finance, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, City may terminate this Agreement at the end of its current fiscal year. City agrees to give written notice of termination to Contractor at least thirty (30) days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided for in the Agreement, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided to City under the Agreement. City will pay to Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any related equipment. Upon the effective termination of the Agreement by City, title to any such equipment shall revert to Contractor. The termination of the Agreement pursuant to this paragraph shall not cause any penalty to be charged to the City or the Contractor.
4. **Disclaimer of Liability:** City shall not hold harmless or indemnify any Contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).
5. **Acceptance of Agreement:** This Agreement shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
6. **Arbitration, Damages, Jury Trial and Warranties:** The City does not ever accept binding arbitration or the payment of damages or penalties upon the occurrence of a contingency, and expressly denies such acceptance for this Agreement. The City never consents to a jury trial to resolve any disputes that may arise hereunder, and expressly denies such consent for this Agreement. Contractor waives its right to a jury trial to resolve any disputes that may arise hereunder. No provision of any document within the Agreement between the Parties will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
7. **Representative's Authority to Contract:** By signing this Agreement, the representative of the Contractor thereby represents that such person is duly authorized by the Contractor to execute this Agreement on behalf of the Contractor and that the Contractor agrees to be bound by the provisions thereof.
8. **Federal, State and Local Taxes:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Agreement. City is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the Agreement. Upon request, City shall provide to the Contractor a certificate of tax exemption.
9. **Insurance:** City shall not be required to purchase any insurance against any liability loss or damage to which this Agreement relates, nor shall this Agreement require the City to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.
10. **Conflict of Interest:** Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any professional personnel who are also in the employ of the City and providing services involving this Agreement or services similar in nature to the scope of this Agreement to the City. Furthermore, Contractor shall not knowingly employ, during the period of this Agreement or any extensions

to it, any City employee who has participated in the making of this Agreement until at least two years after his/her termination of employment with the City.

11. **Confidentiality.** Contractor may have access to private or confidential data maintained by City to the extent necessary to carry out its responsibilities under this Agreement. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 *et seq.*) in providing services and/or goods under this Agreement. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. Contractor must agree to return any or all data furnished by the City promptly at the request of City in whatever form it is maintained by Contractor. Upon the termination or expiration of this Agreement, Contractor shall not use any of such data or any material derived from the data for any purpose and, where so instructed by City, shall destroy or render such data or material unreadable. The parties accept that City must comply with the Kansas Open Records Act, and will produce upon written request all documents pertaining to this Agreement other than those covered by express exceptions to disclosure listed in the Act.
12. **Cash Basis and Budget Laws.** The right of the City to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the City shall at all times stay in conformity with such laws, and as a condition of this Agreement the City reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.
13. **Anti-Discrimination Clause.** Contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin, ancestry, or age in the admission or access to, or treatment or employment in, its programs and activities; (b) to include in all solicitations or advertisements for employees the phrase "equal opportunity employer;" (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the Contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the Agreement may be cancelled, terminated or suspended, in whole or in part by City, without penalty thereto; and (f) if it is determined that the Contractor has violated applicable provisions of the ADA, such violation shall constitute a breach of the Agreement and the Agreement may be cancelled, terminated or suspended, in whole or in part by City, without penalty thereto.

Parties to this Agreement understand that the provisions of this paragraph 13 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of this Agreement or whose contracts with the City cumulatively total \$5,000 or less during the City's fiscal year.

14. **Suspension/Debarment.** Contractor acknowledges that as part of the Code of Federal Regulations (2 C.F.R. Part 180) a person or entity that is debarred or suspended in the System for Award Management (SAM) shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. All non-federal entities, including the City of Wichita, must determine whether the Contractor has been excluded from the system and any federal funding received or to be received by the City in relation to this Agreement prohibits the City from contracting with any Contractor that has been so listed. In the event the Contractor is debarred or suspended under the SAM, the Contractor shall notify the City in writing of such determination within five (5) business days as set forth in the Notice provision of this Agreement. City shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of the written notice. Contractor shall be responsible for determining whether any sub-contractor performing any work for Contractor pursuant to this Agreement has been debarred or suspended under the SAM and to notify City within the same five (5) business days, with the City reserving the same right to terminate for breach as set forth herein.
15. **Compliance with Law.** Contractor shall comply with all applicable local, state and federal laws and regulations in carrying out this Agreement, regardless of whether said local, state and federal laws are specifically referenced in the Agreement to which this attached is incorporated.

**Gift and Memorials Account
Report of Activity (January - June 2020)**

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING			
BALANCE	January 1, 2020		<u>\$329,945.46</u>
130 - Local History Fund			\$5,860.90
Ending Balance:			\$5,860.90
150 - Technology Fund			\$87,762.10
Receipts:			
CD Sold		\$75,000.00	
E-Rate		\$53,923.10	
Expenditures:			
CDs Purchased	(100,000.00)		
Commerce Bank/Amazon (Tech Training Earphones)	(99.95)		
Conference Technologies, Inc (Westlink/Rockwell/Alford)	(21,946.44)		
Techlogic (WIN10 2019)	(5,690.00)		
Wichita Public Library Foundation (External Hard Drive)	(107.49)		
Ending Balance:			\$88,841.32
160 - SCKLS Facilities Improvement Fund			\$75,646.69
Receipts:			
CD Redeemed		\$204,000.00	
Expenditures:			
CD Purchased	(200,000.00)		
Ending Balance:			\$79,646.69
210 - Staff Association Fund			\$636.84
Receipts:			
Premier Food Service		\$427.52	
Expenditures:			
The Wichita Eagle (Staff Copy)	(314.83)		
Ending Balance:			\$749.53
220 - Employee Training			\$5,881.99
Expenditures:			
Commerce Bank/PLA (Virtual Conference)	(630.00)		
Michelle Enke (Travel Reimbursement)	(50.00)		
Ending Balance:			\$5,201.99

Gift and Memorials Account
Report of Activity (January - June 2020)

230 -Social Events and Recognition Team	\$925.18
Receipts:	
Staff Honorariums for Book Reviews	\$105.00
Expenditures:	
Awards Factory (Service Awards)	(310.68)
Ending Balance:	\$719.50
240 - Staff Flower Fund	\$609.19
Receipts:	
Staff Donations	\$15.00
Expenditures:	
Commerce Bank/Amazon (Staff Memorial Book)	(53.50)
Kroger (Plant - Family Death/Balloons - Employee Illness)	(321.52)
QuikPrint (Staff Sympathy Cards)	(36.39)
Ending Balance:	\$212.78
320 - WGS	\$226.43
Ending Balance:	\$226.43
330 - Friends of the Library	\$68,936.91
Receipts:	
Friends of the Library - Monthly Bookstore Proceed Distributions	\$5,078.00
Transfer from 330.4	\$5.07
Expenditures:	
CD Purchased	(50,000.00)
Ending Balance:	\$24,019.98
330.1 Big Read (Friends)	\$1,017.52
Ending Balance:	\$1,017.52
330.2 - SR Wed (Friends)	\$0.00
Receipts:	
Friends of the Library	\$1,200.00
Expenditures:	
Copy Express	(10.75)
Drury Hotels (Presenter)	(132.44)
Ending Balance:	\$1,056.81
330.3 - 1000Books (Friends)	\$0.00
Receipts:	

Gift and Memorials Account
Report of Activity (January - June 2020)

Friends of the Library	\$300.00	
Ending Balance:		\$300.00
330.4 - Homeschool (Friends		\$0.00
Receipts:		
Friends of the Library	\$500.00	
Expenditures:		
Ingram Library Services	(494.93)	
Transfer to 330 to close	(5.07)	
Ending Balance:		\$0.00
340 - Miscellaneous Fund		\$70,972.42
Receipts: (Transfers)		
Baird (Interest)	\$5,805.00	
CD Redeemed	\$100,000.00	
Expenditures:		
CD Purchased	(150,000.00)	
Kroger (Board Supplies)	(51.96)	
Wichita Public Library Foundation (COVID Postage)	(55.00)	
Ending Balance:		\$26,670.46
355- FOL Holds		\$6,354.10
Receipts:		
Friends of the Library - Membership Proceeds	\$3,500.00	
Expenditures:		
Brodart	(30.58)	
Ingram Library Services	(3,857.86)	
Ending Balance:		\$5,965.66
412 - Outreach		\$364.55
Ending Balance:		\$364.55
417 - Wulfmeyer Special Collections		\$177.75
Expenditures:		
Riley County Genealogical Society	(91.00)	
Ending Balance:		\$86.75
420 - E-Books Grant		\$3,004.03
Ending Balance:		\$3,004.03
423 - Senior Expo Partnership		\$500.00
Ending Balance:		\$500.00
Memorials (500; 502-535)		\$1,068.86
Receipts:		

Gift and Memorials Account
Report of Activity (January - June 2020)

Miscellaneous Donors \$1,376.24

Expenditures:

Commerce Bank/Amazon.com (28.97)

Ingram (728.32)

Nelson Petersen (Senior Wednesday) (300.00)

Transfer to Foundation

Ending Balance: \$1,387.81

<u>Project Summaries Starting & Ending</u>	<u>January 1 2020</u>	<u>June 30 2020</u>
Local History Fund (130)	\$5,860.90	\$5,860.90
Technology Fund (150)	\$87,762.10	\$88,841.32
SCKLS Facilities Improvement Fund (160)	\$75,646.69	\$79,646.69
Staff Association Fund (210)	\$636.84	\$749.53
Employee Training (220)	\$5,881.99	\$5,201.99
Social Events and Recognition Team (230)	\$925.18	\$719.50
Staff Flower Fund (240)	\$609.19	\$212.78
WGS (320)	\$226.43	\$226.43
Friends of the Library (330)	\$68,936.91	\$24,019.98
Big Read (Friends) (330.1)	\$1,017.52	\$1,017.52
SR Wed (Friends) (330.2)	\$0.00	\$1,056.81
1000Books (Friends) (330.3)	\$0.00	\$300.00
Homeschool (Friends) (330.4)	\$0.00	\$0.00
Miscellaneous (340)	\$70,972.42	\$26,670.46
FOL Holds (355)	\$6,354.10	\$5,965.66
Outreach (412)	\$364.55	\$364.55
Wulfmeyer Special Collections (417)	\$177.75	\$86.75
E-Books Grant (420)	\$3,004.03	\$3,004.03
Senior Expo Partnership (423)	\$500.00	\$500.00
Memorials (500; 502-506)	\$1,068.86	\$1,387.81
	\$329,945.46	\$245,832.71
(Certificates of Deposit Transfer - Fall 2011)	(\$110,000.00)	(\$110,000.00)
<u>MONEY MARKET LEDGER BALANCE</u>	<u>219,945.46</u>	<u>\$135,832.71</u>

<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value (12/31/2019)</u>
Beal Bank USA Las Vegas NV Matures 7/13/20 (340-\$100,000/150-\$100,000)	\$200,000.00	0.15%	\$200,000.00
BankUnited Miami Lakes Fl Matures 8/28/20 (160)	\$200,000.00	0.20%	\$200,000.00

Gift and Memorials Account
Report of Activity (January - June 2020)

Texas Capital Bank Dallas TX Matures 7/13/20 (160)	\$100,000.00	1.70%	\$100,000.00
UBS Bank USA Salt Lake City UT Matures 8/28/20 (340)	\$52,000.00	2.80%	\$52,226.66
Wells Fargo Natl Bk West Las Vegas NV Matures 2/17/21 (330-\$50,000/340-\$50,000)	\$100,000.00	1.75%	\$100,996.70
<u>SECURITIES MARKET VALUE</u>	<u>652,000.00</u>		<u>\$653,223.36</u>
<u>TOTAL ACCOUNT BALANCE</u>			<u>\$789,056.07</u>

SEMI-ANNUAL REPORT OF STAFF TRAVEL
January-June 2020

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Savannah Ball	Branch Manager	2/25-29	Nashville TN	Public Library Association	1595.42	SCKLS 19
Sara E Dixon	Senior Librarian	2/25-29	Nashville TN	Public Library Association	2194.54	SCKLS 10
Michelle Enke	Senior Librarian	1/11-18	Salt Lake City UT	Advanced Hispanic Research	2241.00	Foundation
Sean Jones	Communications Specialist	1/29/20	South Hutchinson	SCKLS Convening of Library Marketers	12.00	General Fund

Media Report: June 2020

Television

- June 11: KAKE, "Kids Corner: Wichita Public Library" <https://www.kake.com/clip/15082117/kids-corner-wichita-public-library>
- June 16: KSN, "Wichita city council to approve new location for Linwood branch library" <https://www.ksn.com/news/wichita-city-council-to-approve-new-location-for-linwood-branch-library/>
- June 19: KSN, "'Circe' selected for NEA Big Read: Wichita" <https://www.ksn.com/news/local/circe-selected-for-nea-big-read-wichita/>
- June 21: KSN, "Diversity education at Wichita Public Library" <https://www.ksn.com/top-stories/diversity-education-at-wichita-public-library/>

Print

- June 12: Wichita Business Journal, "Southeast Wichita library branch expected to relocate near WSU Tech complex" https://www.bizjournals.com/wichita/news/2020/06/12/linwood-library-branch-to-relocate-wichita.html?iana=hpmvp_wich_news_headline
- June 16: The Wichita Eagle, "New library will go into former south Wichita tire store, City Council decides" https://www.kansas.com/news/politics-government/article243568762.html?fbclid=IwAR2FBDgjb2ahv7kx_Ysu0l51B9Wgy8s0CrCwf6JwKYzbNZ39lYrpsr1QtD8
- June 18, The Wichita Eagle, "Wichita Big Read for 2020 is a feminist retelling of a classical myth" <https://www.kansas.com/news/local/article243629582.html>
- June 26, District II Newsletter, Linwood Branch Relocation <https://myemail.constantcontact.com/The-latest-District-3-and-City-news.html?soid=1109720235631&aid=ObCPO2Tcj0w!>

Online

- June 23, Medium, "Civic Bright Spots Show Where Local News is Making Progress" <https://medium.com/trust-media-and-democracy/civic-bright-spots-show-where-local-news-is-making-progress-8c3e29bf4718>

WGS Report to VIRTUAL WPL Board meeting, July 21, 2020

Activities:

- **9th Annual Genealogy Conference scheduled for October 3, 2020 has been cancelled.**
- The WGS BoD July meeting was held via ZOOM.
- WGS will restart meetings, classes etc. as WPL reopens.

Membership:

- Membership is 185.

Meetings:

- **CANCELLED**

Classes:

- **CANCELLED** Gen 101 class was cancelled in process on March 14th. Pro rata refunds have been issued.

Trips:

- No trips being scheduled.

Conference:

- **9th Annual Genealogy Conference scheduled for October 3, 2020 has been cancelled.**
- 10th Annual Genealogy Conference will held October 9, 2021

The web site is www.wichitagensoc.org

Wichita Public Library Foundation President's Update
Prepared July 14, 2020
By Kristi Oberg

Operations Update

Foundation staff continue to work off-site and will do so until the library completes its phased opening, and COVID-19 numbers are reducing in our community.

Fundraising update

The Foundation is working to reduce additional expenses related to the Children's Garden. With the project budget increasing from \$350,000 to \$650,000 due to the poor soil quality and the weight of the shading elements, we are approaching companies connected to the project for in-kind or cash support. Spirit AeroSystems has already agreed to paint the seven airplane shading structures at no cost. We also have other requests pending.

The Foundation continues to work on grant writing and is pleased to announce a \$15,000 grant to underwrite the Big Read 2020. We are also working on two other grants to Everygy and Cox Communications. A request to support our E-Collections was declined by the Knight Foundation.

Good progress is being made to update constituent records. Currently, the Foundation has 738 emails and 804 telephone numbers. With an emphasis on telephone and email fundraising, because of COVID-19, the need for accurate and complete data is crucial. Since January, we have sent two emails and two newsletters requesting updated information. July 6, we mailed a form asking 1,700 constituents for updated data and to tell us what they love most about their library.

Finance & Investment

On July 27, Kirkpatrick & Sprecker will review a draft of the 2019 Audit with the Finance and Investment committee.

Marketing & Development

Staff are working on year-end fundraising plans. Consideration is being given to the feasibility of an acquisition mailing to library cardholders. Other efforts to prepare virtually for fundraising are underway, including updating the website, donation landing pages, and new online and social media strategies. Staff participated virtually in the International Public Library Conference on June 15-17, coming away with several actionable items to increase a culture of philanthropy within the library. Two interesting takeaways:

- Donors are 67% more likely to give if the message is centered around a personal story about a patron explaining the impact of Library Services.
- 51% of people do not know that they can give a charitable gift to their local Public Library or affiliated Foundation.

Wichita Public Library

→ Electronic Measures, 6/7-6/13/2020



**168 hours
of available WiFi**



**798
wireless sessions**



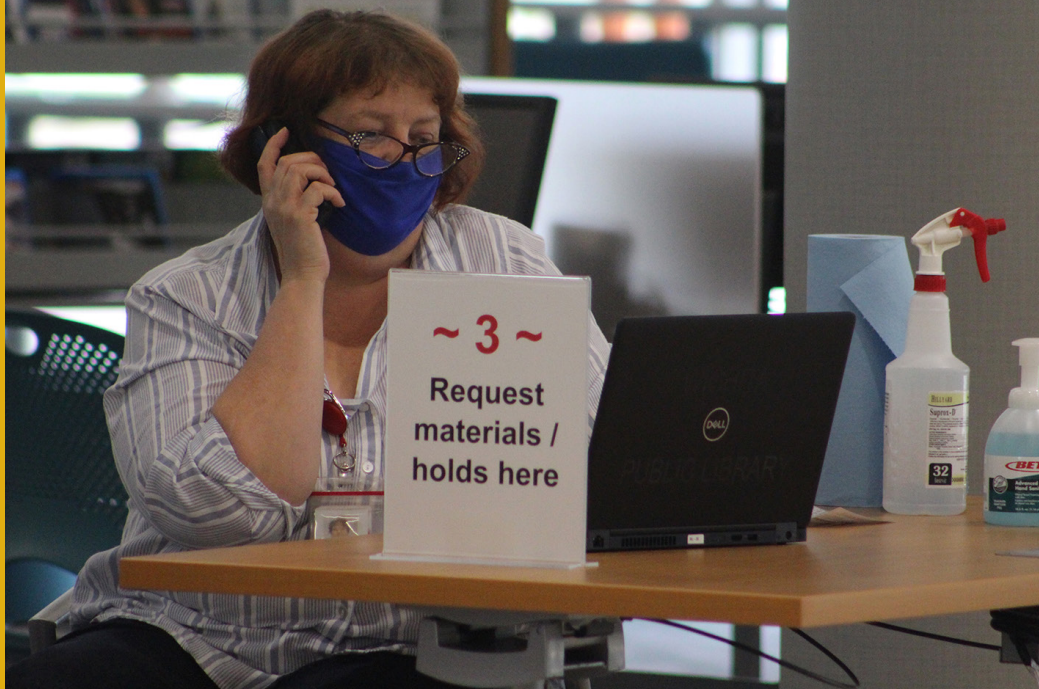
**10,260
website visits**



11,838 database uses



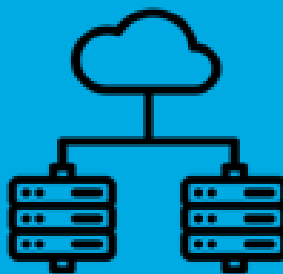
**985 in-person
computing sessions**



**103 people
registered online
for a library card**



**9,069 physical
materials were loaned
without contact**



**4,529 e-books,
721 e-audiobooks
and 332 e-periodicals
were checked out**

→ wichitalibrary.org   