

## A G E N D A

**Wichita Public Library Board of Directors Meeting  
Tuesday, September 15, 2020 – 12:00 p.m.  
Dondlinger Children's Gallery and Reading Theatre  
Advanced Learning Library, First Floor  
711 W 2<sup>nd</sup>, Wichita KS 67203**

1. Call to Order
  - a) Staff Presentation – Programming Procedures Update by Julie Sherwood
2. Approval of the Agenda
3. Public Comment
4. Minutes of the August 18, 2020 Meeting
5. Unfinished Business
6. New Business
  - a) August 2020 Finance Report and Bills

General Fund Bills	\$649,954.12
General Fund (COVID-19)	34,774.48
Grant Fund Bills	31,573.51
Gift & Memorial Fund Bills	\$8,994.32
<b><u>Total</u></b>	<b>\$725,296.43</b>

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



# Monthly Activity Report

## August 2020

### **Service Highlights**

Library staff spent much of August preparing and promoting digital resources for educators, students and parents in advance of the new school year.

The Library received \$1,000 from the Kansas Libraries CARES subgrant, approved by the State Library of Kansas. This grant will support the purchase of e-books to provide online content for students participating in remote learning.

Staff launched an e-card campaign in August, reaching out to school librarians and teachers about the benefits of e-cards for students that may spend some or all of their school years in distance learning or without regular access to their school libraries. Jackson elementary, Discovery intermediate (Goddard), and Marshall and Truesdell middle schools responded with requests for e-cards for each of their students. A teacher at Enterprise elementary did the same for each of the students in her class.

Youth Services Librarian Carol Kotsch and Communications Specialist Sean Jones promoted library resources and best practices to the Wichita Catholic Schools to help librarians practice safe check out procedures and to locate e-books and online resources on the Wichita Public Library's website.

Fall preparations extended beyond back to school planning. Library staff developed two "Welcoming Week" videos (one in English, one in Spanish) to be played during the Immigration Support Services Network's virtual Welcoming Week celebration in September. In order to make the video in both languages, Evergreen Branch staff members Karina Villarreal and Perla Olivas translated the video script and appeared on camera to communicate library resources and services in Spanish.

The Library completed its first virtual series in August. The Fall Gardening Series was a collaborative effort with K-State Research & Extension – Sedgwick County. Over the course of the five-week series that began on July 30, 462 individuals watched live presentations, and 331 people watched the archived videos on the Library's YouTube account.

## **Other News**

The Library completed its biennial participation in the Edge Assessment, a technology assessment that measures the Library's use of technology services, programs and equipment through three focus areas: community value, engaging the community and decision makers, and organizational management. In addition to providing internal metrics, the benchmarks can be used to compare the scope and depth of technology services with those offered by peer institutions. This year, the Library scored high in technology instruction and assistance for customers, organizational management and staff digital expertise, and scored lower than peers in categories relating to access to digital tools and using technology to support civic engagement, health and citizenship assistance. The Library's leadership team will use this information to plan technology services for the coming years.

Librarian John Cleary was featured in a short video through Wichita Independent Business Association highlighting small business services the Library offers to the community. John Cleary exchanged emails with five SCORE/SBA clients to share business information for business plan start-up, market research, industry and demographic information. Some of the businesses researched included window washing, power washing and lawn service.

Staff continues to implement lean process improvements, most recently using digital request lists and tablets to retrieve items that have been placed on hold by customers. This new procedure generates savings by eliminating printed hold reports as well as labels for items that may not be located on shelves.

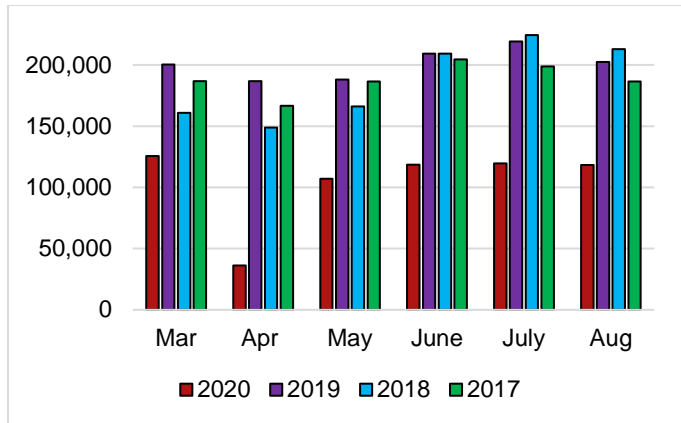
Digital Services staff worked with Rockwell Branch staff to create an express computer station for customers to use. Because of social distancing guidelines, four computers are in use at Rockwell, and staff are consistently having to turn customers away. This solution provides a computer to customers who need a computer for tasks less than 20 minutes.

The Library received its Zoom license, and staff have worked to develop protocols for virtual programming. This includes pre-program Power Point slide decks to promote library services and upcoming programs, uniform introductions, and formal emails to participants with Zoom links and other useful information connected to the program.

## 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.

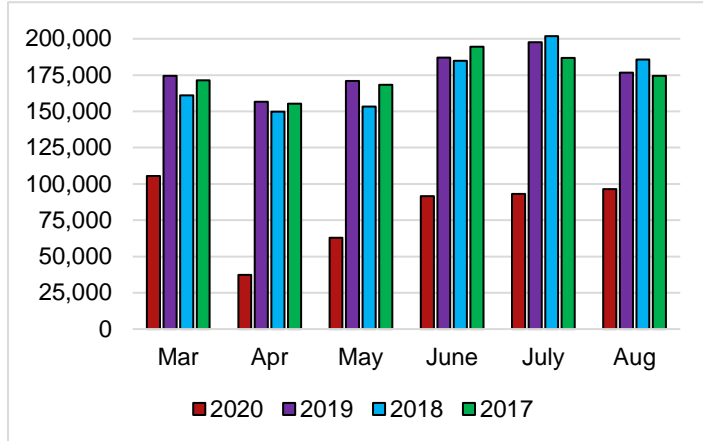
### LIBRARY VISITS (door count, catalog sessions, and website visits)



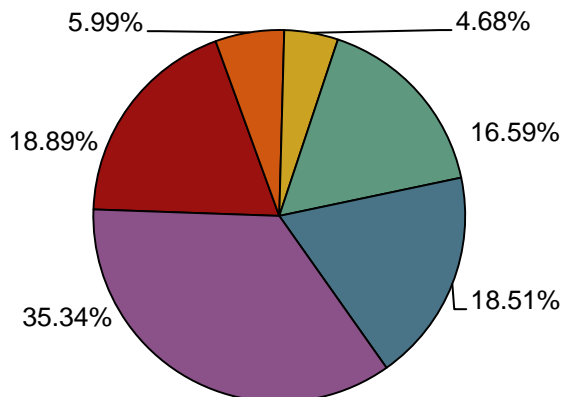
AUGUST			
	2020	2019	% change
Door Counts	33,363	90,041	-62.95%
Catalog Use	41,979	48,431	-13.32%
Website Visits	43,039	63,824	-32.57%
Total	118,381	202,296	-41.48%

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

### CHECKOUTS



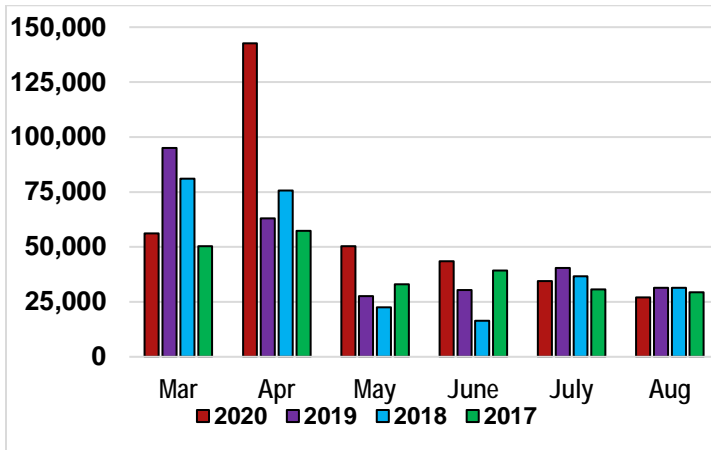
AUGUST			
	2020	2019	% change
Physical Circ	62,398	153,436	-59.33%
Virtual Circ	34,108	23,144	47.37%
WPL	24,511	14,624	67.61%
State	9,597	8,520	12.64%
Total	96,506	176,580	-45.35%



### Circulation by Location

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

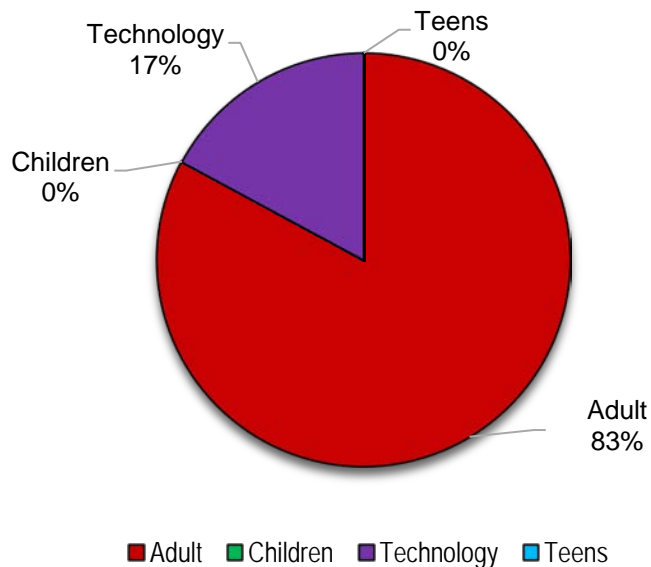
## QUESTIONS ANSWERED (by staff in person/phone and through online services)



AUGUST			
	2020	2019	% change
In person	N/A	9,127	N/A
Online	27,022	22,220	21.61%
Total	27,022	31,347	-13.80%

In person/phone reference transactions were not counted from March-August 2020. Usage statistics from the Foundation Directory Online database for August 2020 were not available when this report was compiled.

## PROGRAM ATTENDANCE



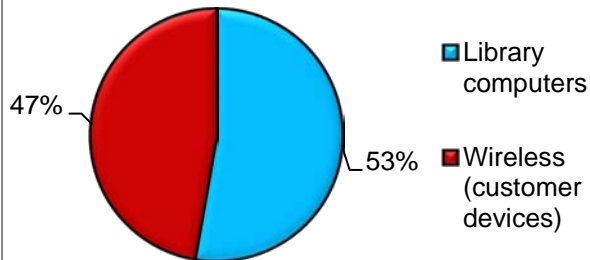
## AUGUST ATTENDANCE

	2020	2019	% change
Adult events	387	1,888	-79.50%
Children's events	0	1,289	-100%
Technology training	80	413	-80.63%
Teen events	0	27	-100%
TOTAL	467	3,617	-87.09%

August attendance reflects Book a Librarian training appointments as well as a limited number of in-person and online events.

## PUBLIC COMPUTING

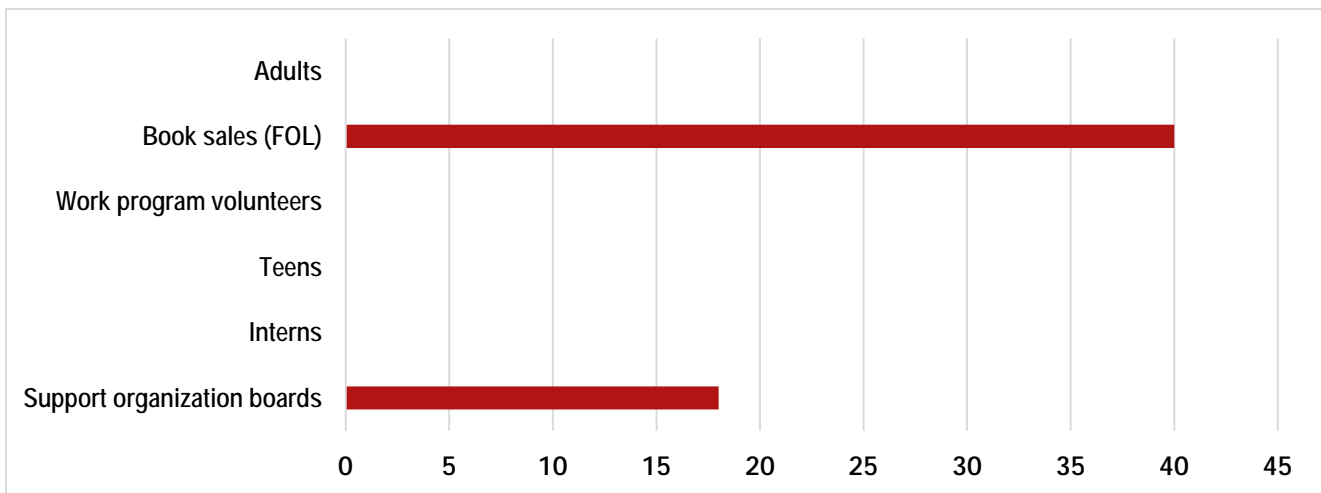
**Method of Computing Access  
(by session)**



### AUGUST

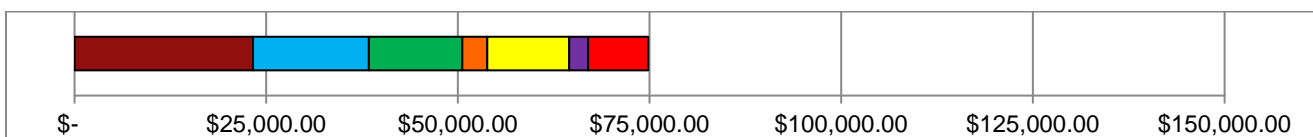
	2020	2019	% change
Workstation Sessions	5,117	11,519	-55.58%
Wi-Fi Sessions	4,585	9,312	-50.76%
Number of Users	560	2,289	-75.54%
Hours of Access	5,521	12,459	-55.69%

## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 104      Hours of service received = 3,353**

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$74,817.67      Items added to Library collections YTD = 4,592**

Materials donations include items processed from transfer of Kansas DAR library collections

### **Service Snapshot: Recent Raving Fans Stories**

A contractor visited the Alford branch in August to use public computers in order to submit a bid document to a potential customer. The contractor shared that his expertise is working with concrete in the field, not with computers, but his colleague wrote down the bid information onto a sheet of paper and sent him to the library to submit the proposal. Branch manager Robyn Belt assisted the contractor with the start of his public computing session and assured him that staff would be nearby to help when needed. After a bit of additional assistance with adjusting page rulers and columns in order to make it easier to enter information into the job details, the contractor was able to submit the proposal. Visibly relieved to have finished the task, the contractor thanked Robyn not only for the technical assistance but also for the moral support she provided to help him through what he considered to be an intimidating assignment.

A customer using the Grab Bag service wrote: "I just wanted to say thank you to the library staff for their creativity amidst the pandemic. I have a 3 1/2 year old, and we've been making use of the library's 'Grab Bag' option. This service is amazing. (Noah) is absolutely delighted by the choices made for him, and I'm so thrilled that we can get books that feed his interests, whatever they happen to be that week! I wanted to mention especially my interactions with librarian Carla Heideman, who has also taken the time to find some specific books for me on topics I need for toddler education. (We have a new baby in the house, and I needed some help figuring out what to read to encourage a little boy to be loving in a gentle way!) Carla has gone above and beyond, in my opinion, and I'm sure the whole library staff is similarly proving why the library is so relevant to the needs of our community."

An elderly customer in a care home was issued an e-card over the phone during the Library's closure and wanted to extend the expiration date and learn how to check out e-books. Westlink Branch Manager Tracie Partridge had the customer email a copy of her identification to verify her identity. She then talked her through using the Libby app and, after learning that she was reading books on her iPad, issued her a Kansas library card, providing the customer with additional e-books. The customer was grateful for the resources the Library offers.

A customer at the Rockwell Branch filled out a comment card after his visit thanking the staff for their excellent service: "I visited the Rockwell Branch today for the first time to use their computer and printer. The staff provided the best technical assistance a person could ask for. This staff is friendly, competent and kind. This experience was outstanding. Thank you to these exemplary employees!"

Librarian Sara McNeil helped a customer locate a Housing Choice Voucher (Section 8 housing application) on the City of Wichita website and create an email account so he could submit his electronic application and be notified of future approval. The customer thanked Sara for her help and mentioned how convenient it was that he could complete this task with her help.

## **WICHITA PUBLIC LIBRARY**

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

The regular meeting of the Library Board of Directors was held virtually on Tuesday, August 18, 2020 with the following present: Mr. Lamont Anderson, Ms. Erinn Bock, Ms. Donna Douglas, Ms. Jennifer Goheen, 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.

### **Call to Order**

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

### **Approval of the Agenda**

Shannon Littlejohn moved (Hirsh) to approve the agenda as published. **Motion carried unanimously.**

*Randall Johnston, Shelby Petersen and Shannon Littlejohn joined the meeting.*

### **Public Comment**

None

### **Approval of Minutes**

Minutes of the regular meeting held on July 21, 2020 were presented. Jennifer Goheen moved (Neal) to approve the minutes as included in board packets. **Motion carried unanimously.**

### **Unfinished Business**

Lamont Anderson advised that due to unforeseen issues, the proposed mural for the Maya Angelou branch library will be revisited in 2021. Work is being done with both the Maya Angelou Foundation and Real Men, Real Heroes to incorporate recommendations from the Design Council into a modified mural design.



## **New Business**

Wichita Public Library Foundation Board of Directors member John DeCesaro provided a brief summary of the WPL Foundation's request for access to names from the library customer database. Mr. DeCesaro stated that the Foundation will create a mail merge letter that would then be given to staff who will submit that as well as the contact information to the mail printer. This process ensures that the Foundation only receives the names of individuals who make contributions or ask to be added to the Foundation mailing list.

Shannon Littlejohn moved (Winkler) to authorize staff to support the year-end solicitation of the Library Foundation by supplying the requested customer account information. **Motion carried unanimously.**

*Chuck Schmidt joined the meeting.*

Operations Committee Chair Jonathan Winkler stated that updates to current policies reflect organizational changes and changes in circulation parameters. Lauren Hirsh moved (Winkler) to approve the policy updates as included in board packets. . **Motion carried unanimously.**

A review and affirmation of the Library's Internet Access and Acceptable Use Policy is required at least once every three years for compliance with the Kansas Children's Internet Protection Act. Operations Committee Chair Jonathan Winkler moved (Douglas) to affirm REF-004 Internet Access and Acceptable Use Policy. **Motion carried unanimously.**

On behalf of the Finance Committee, Chair Erinn Bock moved (McWhorter) to approve the July 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$633,250.74; COVID-19 bills of \$31,471.66; South Central Kansas Library System grant fund bills of (\$5,662.63); State Aid bills of \$23,459.35; and Gift and Memorial Fund bills of \$12,039.99 for a total of \$694,559.11. **Motion carried unanimously.**

## **Finance Committee Report**

No report.

## **Operations Committee Report**

No report.

## **Planning & Facilities Committee Report**

Director Berner reported that last week City Council approved the repair work on Sycamore Street. Once completed, there will be extra street side parking for library patrons.

Each City Council member was given a Keeper of the Plains statue to place around the Wichita area. Mayor Whipple's statue has been placed at the west public entrance to the Advanced Learning Library.

The construction documents for the Evergreen branch renovation project have been approved by City Council. Once the renovations begin, the library location will be closed until approximately December 2021.

The Linwood relocation plan will be back at City Council to initiate the capital needed for bonding resolutions. City policy additionally requires approval for the renaming process of all City buildings. Director Berner will suggest that the Library Board be designated as the naming committee since each City District is represented, fulfilling the requirements for the committee.

## **Public Affairs Committee Report**

Committee member Shannon Littlejohn reported that signs promoting the new Linwood location have been made.

## **Special Committee Reports**

Friends of the Library – Director Berner reported that due to people still dropping off donations, Friends members are clearing out the storeroom. A no-contact used book sale is being considered in the future.

Library Foundation – None

Wichita Genealogical Society (WGS) – Director Berner reported that the WGS has transitioned their board meetings and programs to Zoom.

## **Director of Libraries Report**

Director Berner reported that as COVID-19 continues, operations will continue at the same level. Curbside and window service have led to a slight increase in circulation. The Library is currently spending \$21,000.00 per month for extra cleaning. As of date, only two cases have been reported among staff.

Reverie Roasters owner Andrew Gough is developing a reopening plan for the café located in the Advanced Learning Library. Mr. Gough plans to reopen on September 1 with limited days and times available. Picnic tables are being utilized from the Parks and Recreation Department to set up on the southwest green space allowing a place for patrons to sit.

The League of Women Voters will be using the parking lot at the Maya Angelou branch for a drive up voter registration and census event on Saturday August 22.

*Lamont Anderson left the meeting.*

### **Announcements**

None

### **Adjournment**

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

The next regularly scheduled meeting will be September 15, 2020.

Respectfully submitted,

Cynthia Berner  
Director of Libraries

## REVENUE REPORT - AUGUST 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 291,632.25	\$ 23,330.58	\$ 16,989.62	\$ 118,235.08	40.54%
423030	Meeting Room Rentals	\$ 29,916.70	\$ 2,243.75	\$ (100.00)	\$ 3,800.00	12.70%
424011	Copy Charges	\$ 13,092.00	\$ 1,047.36	\$ 687.70	\$ 6,026.85	46.03%
424101	Public Computing Charges	\$ 34,240.68	\$ 2,739.25	\$ 1,795.10	\$ 11,229.52	32.80%
646981	State Setoff Collections	\$ 74,000.00	\$ 5,920.00	\$ (41,487.41)	\$ 73,999.01	100.00%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 4,126.77	100.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (4.00)	100.00%
	<b>TOTAL</b>	<b>\$ 442,881.63</b>	<b>\$ 35,280.95</b>	<b>\$ (22,114.99)</b>	<b>\$ 217,413.23</b>	<b>49.09%</b>

GENERAL FUND SUMMARY REPORT  
AUGUST 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,319,615.86	\$ 266,096.75	\$ -	\$ 2,216,297.84	\$ 2,103,318.02	51%
511020	FT/PT Limited/Classified Wages	\$ 957,279.51	\$ 64,376.13	\$ -	\$ 437,847.23	\$ 519,432.28	46%
511040	Paid Leave	\$ -	\$ 44,180.07	\$ -	\$ 467,408.90	\$ (467,408.90)	N/A
511080	Longevity	\$ 63,384.00	\$ 4,413.50	\$ -	\$ 34,879.00	\$ 28,505.00	55%
511090	Shift Differential	\$ 4,055.16	\$ 284.00	\$ -	\$ 1,950.84	\$ 2,104.32	48%
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	\$ -	\$ 1,050.00	\$ 150.00	88%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 211.19	\$ -	\$ 2,539.80	\$ (139.74)	106%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 627.10	\$ (627.10)	N/A
518010	FICA	\$ 407,518.01	\$ 27,658.48	\$ -	\$ 230,797.43	\$ 176,720.58	57%
518020	Workers Compensation	\$ 52,818.32	\$ 3,814.59	\$ -	\$ 31,628.78	\$ 21,189.54	60%
518030	Unemployment	\$ 5,340.27	\$ 361.48	\$ -	\$ 3,016.72	\$ 2,323.55	56%
518040	Health Insurance	\$ 937,830.96	\$ 72,018.06	\$ -	\$ 578,250.75	\$ 359,580.21	62%
518060	Life Insurance	\$ 17,278.48	\$ 507.13	\$ -	\$ 4,101.97	\$ 13,176.51	24%
518080	WER Contributions	\$ 600,974.95	\$ 41,249.49	\$ -	\$ 349,094.73	\$ 251,880.22	58%
521010	Electricity	\$ 197,595.00	\$ -	\$ -	\$ -	\$ 197,595.00	0%
521011	Electricity - EDI	\$ -	\$ 14,843.23	\$ -	\$ 57,775.43	\$ (57,775.43)	29%
521020	Natural Gas	\$ 15,705.00	\$ -	\$ -	\$ -	\$ 15,705.00	0%
521021	Natural Gas - EDI	\$ -	\$ 2,064.74	\$ -	\$ 32,877.88	\$ (32,877.88)	209%
521030	Water Service	\$ 19,545.00	\$ 1,105.49	\$ -	\$ 7,418.04	\$ 12,126.96	38%
521050	Trash Service	\$ 4,410.00	\$ 379.00	\$ -	\$ 3,080.15	\$ 1,329.85	70%
521060	Local Telephone Service	\$ 21,636.00	\$ 671.00	\$ -	\$ 8,667.02	\$ 12,968.98	40%
521990	Other Utilities	\$ 60,459.96	\$ -	\$ -	\$ -	\$ 60,459.96	0%
522010	PBX Line Charges	\$ 11,058.00	\$ 921.50	\$ -	\$ 8,615.99	\$ 2,442.01	78%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 13,918.94	\$ 3,541.06	80%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 210.83	\$ -	\$ 1,006.80	\$ (106.80)	112%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 1,334.68	\$ 177.32	88%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 666.18	\$ (666.18)	#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	50%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 435.00	\$ 435.00	50%

GENERAL FUND SUMMARY REPORT  
AUGUST 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	\$ 78.63	\$ -	\$ 734.10	\$ 2,190.90	25%
525990	Other Professional Services	\$ 37,970.00	\$ 3,035.50	\$ -	\$ 12,584.72	\$ 25,385.28	33%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 2,480.00	\$ 1,240.00	67%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ -	\$ 63,000.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 762.50	\$ -	\$ 5,665.00	\$ 7,335.00	44%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 4,984.00	\$ 437.00	92%
529010	Bank Charges	\$ 5,000.00	\$ 577.67	\$ -	\$ 3,008.55	\$ 1,991.45	60%
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	\$ 845.90	\$ -	\$ 10,161.86	\$ 13,310.14	43%
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	\$ -	\$ 586,226.90	\$ 282,592.10	67%
529990	Other Contractuals	\$ 77,583.00	\$ 11,100.85	\$ -	\$ 84,063.25	\$ (6,480.25)	108%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ -	\$ 900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 2,484.00	\$ -	\$ 25,442.83	\$ 23,132.17	52%
531030	Custodial Supplies	\$ 6,000.00	\$ 161.95	\$ -	\$ 984.40	\$ 5,015.60	16%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 11.94	\$ -	\$ 457.87	\$ (7.87)	102%
539012	Gasoline	\$ 2,700.00	\$ 166.46	\$ -	\$ 1,371.07	\$ 1,328.93	51%
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	\$ 9,363.69	\$ 1,312.25	\$ 233,776.84	\$ 495,502.53	32%
Expense Total		\$ 9,494,509.87	\$ 649,954.12	\$ 1,882.25	\$ 5,503,295.58	\$ 3,991,778.39	58%

**Grant Fund Summary Report  
AUGUST 2020**

Grant	Beginning Balance 08/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 08/31/2020
<b>SCKLS 2019</b>	\$ 55,808.35	\$ 48,431.19	\$ -	\$ -	\$ 9,941.25	\$ 1,292.55	\$ -	\$ 11,233.80	\$ -	\$ 93,005.74
<b>SCKLS 2020</b>	\$ 114,745.66	\$ -	\$ -	\$ 2,869.66	\$ -	\$ -	\$ -	\$ 2,869.66	\$ -	\$ 111,876.00
<b>State Aid2020</b>	\$ 86,038.65	\$ -	\$ -	\$ 15,279.98	\$ 2,190.07	\$ -	\$ -	\$ 17,470.05	\$ -	\$ 68,568.60
<b>Totals</b>	<b>\$ 256,592.66</b>	<b>\$ 48,431.19</b>	<b>\$ -</b>	<b>\$ 18,149.64</b>	<b>\$ 12,131.32</b>	<b>\$ 1,292.55</b>	<b>\$ -</b>	<b>\$ 31,573.51</b>	<b>\$ -</b>	<b>\$ 273,450.34</b>

# Wichita Public Library General Fund Bills

August 2020

Org: 10000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511010 Regular Wages

Payroll, PR PPE0807 \$127,692.28

Payroll, PR PPE0821 \$138,404.47

Total 511010 Regular Wages	\$266,096.75
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#### 511020 FT/PT Limited/Classified Wages

Payroll, PR PPE0807 \$31,601.14

Payroll, PR PPE0821 \$32,774.99

Total 511020 FT/PT Limited/Classified Wages	\$64,376.13
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#### 511040 Vacation Leave

Payroll, PR PPE0807 \$26,971.17

Payroll, PR PPE0821 \$17,208.90

Total 511040 Vacation Leave	\$44,180.07
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#### 511080 Longevity

Payroll, PR PPE0807 \$2,203.00

Payroll, PR PPE0821 \$2,210.50

Total 511080 Longevity	\$4,413.50
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#### 511090 Shift Differential

Payroll, PR PPE0807 \$140.50

Payroll, PR PPE0821 \$143.50

Total 511090 Shift Differential	\$284.00
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Total 1B - Base Compensation	\$379,350.45
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### 1F - Special Compensation

#### 512030 Cell Phone Allowance

Payroll, PR PPE0807 \$150.00

Total 512030 Cell Phone Allowance	\$150.00
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#### 512050 Auto Allowance

Payroll, PR PPE0807 \$110.10

Payroll, PR PPE0821 \$101.09

Total 512050 Auto Allowance	\$211.19
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Total 1F - Special Compensation	\$361.19
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### 1N - Employee Benefits

#### 518010 FICA

Payroll, PR PPE0807 \$13,809.23



# Wichita Public Library General Fund Bills

August 2020

Payroll, PR PPE0821 \$13,849.25

Total 518010 FICA	\$27,658.48
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## 518020 Workers Compensation

Payroll, PR PPE0807 \$1,894.84

Payroll, PR PPE0821 \$1,919.75

Total 518020 Workers Compensation	\$3,814.59
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## 518030 Unemployment

Payroll, PR PPE0807 \$180.46

Payroll, PR PPE0821 \$181.02

Total 518030 Unemployment	\$361.48
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## 518040 Health Insurance

Payroll, PR PPE0807 \$35,812.14

Payroll, PR PPE0821 \$36,205.92

Total 518040 Health Insurance	\$72,018.06
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## 518060 Life Insurance

Payroll, PR PPE0807 \$251.03

Payroll, PR PPE0821 \$256.10

Total 518060 Life Insurance	\$507.13
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## 518080 WER Contributions

Payroll, PR PPE0807 \$20,554.18

Payroll, PR PPE0821 \$20,695.31

Total 518080 WER Contributions	\$41,249.49
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Total 1N - Employee Benefits	\$145,609.23
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Total 10001 - Library - Personnel	\$525,320.87
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## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$14,843.23

Total 521011 Electricity - EDI	\$14,843.23
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#### 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$143.12

ONE GAS INC \$941.97

SYMMETRY ENERGY SOLUTIONS LLC \$979.65

Total 521021 Natural Gas - EDI	\$2,064.74
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# Wichita Public Library General Fund Bills

August 2020

## 521030 Water Service

City of Wichita \$1,105.49

Total 521030 Water Service	\$1,105.49
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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	\$18,392.46
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## 2F - Technology Charges

### 521060 Local Telephone Service

City of Wichita \$671.00

Total 521060 Local Telephone Service	\$671.00
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### 522010 PBX Line Charges

City of Wichita \$921.50

Total 522010 PBX Line Charges	\$921.50
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### 522020 PBX Instrument Charges

City of Wichita \$1,576.25

Total 522020 PBX Instrument Charges	\$1,576.25
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### 522040 Long Distance & Teleconference

AT&T \$188.23

City of Wichita \$22.60

Total 522040 Long Distance & Teleconference	\$210.83
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### 522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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### 522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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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	\$77,341.70
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## 2R - Professional Svcs

### 525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$78.63

APPAREL GRP INC

Total 525083 Textile Rental & Laundry Svcs	\$78.63
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# Wichita Public Library General Fund Bills

August 2020

## 525990 Other Professional Services

INFORMATION NETWORK OF KANSAS \$180.00

SIGN LANGUAGE INTERPRETING \$84.00  
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$2,771.50

Total 525990 Other Professional Services	\$3,035.50
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Total 2R - Professional Svcs	\$3,114.13
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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 \$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

### 529010 Bank Charges

City of Wichita \$577.67

Total 529010 Bank Charges	\$577.67
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### 529070 Printing & Copying

City of Wichita \$845.90

Total 529070 Printing & Copying	\$845.90
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### 529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$42.30

APPAREL GRP INC

P-CARD ONE-TIME PAY \$11,048.55

UNDERGROUND VAULTS & STORAGE \$10.00  
INC

Total 529990 Other Contractuals	\$11,100.85
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Total 2Z - Other Contractuals	\$12,524.42
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Total 10002 - Library - Contractuals	\$112,445.21
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## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

City of Wichita \$1,177.75

P-CARD ONE-TIME PAY \$1,306.25

Total 531020 Office Supplies	\$2,484.00
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# Wichita Public Library General Fund Bills

August 2020

## 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$161.95

Total 531030 Custodial Supplies	\$161.95
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Total 3B - Supplies	\$2,645.95
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## 3F - Components & Parts

### 532990 Other Equip Parts & Supplies

City of Wichita \$11.94

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 \$166.46

Total 539012 Gasoline	\$166.46
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Total 3N - Fuel	\$166.46
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## 4Z - Non-Capital Outlay

### 549110 Library Materials

GREY HOUSE PUBLISHING INC \$295.70

INTERNATIONAL THOMPSON  
PUBLISHING \$55.19

P-CARD ONE-TIME PAY \$9,012.80

Total 549110 Library Materials	\$9,363.69
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Total 4Z - Non-Capital Outlay	\$9,363.69
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Total 10003 - Library - Commodities	\$12,188.04
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**Grand Total**

**\$649,954.12**

# Wichita Public Library Grant Bills

August 2020

## Y0000 - Library COVID-19

### 1 - Personnel

#### 1B - Base Compensation

##### 511010000 Regular Wages

Payroll, PR PPE0807 \$5,624.20

Payroll, PR PPE0821 \$2,919.66

Total 511010000 Regular Wages	\$8,543.86
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Total 1B - Base Compensation	\$8,543.86
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#### 1N - Employee Benefits

##### 518010000 FICA

Payroll, PR PPE0807 \$397.09

Payroll, PR PPE0821 \$204.71

Total 518010000 FICA	\$601.80
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##### 518020000 Workers Compensation

Payroll, PR PPE0807 \$57.13

Payroll, PR PPE0821 \$28.68

Total 518020000 Workers Compensation	\$85.81
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##### 518030000 Unemployment

Payroll, PR PPE0807 \$5.19

Payroll, PR PPE0821 \$2.68

Total 518030000 Unemployment	\$7.87
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##### 518040000 Health Insurance

Payroll, PR PPE0807 \$1,339.09

Payroll, PR PPE0821 \$945.31

Total 518040000 Health Insurance	\$2,284.40
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##### 518060000 Life Insurance

Payroll, PR PPE0807 \$9.36

Payroll, PR PPE0821 \$4.62

Total 518060000 Life Insurance	\$13.98
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##### 518080000 WER Contributions

Payroll, PR PPE0807 \$585.38

Payroll, PR PPE0821 \$290.84

Total 518080000 WER Contributions	\$876.22
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Total 1N - Employee Benefits	\$3,870.08
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Total 1 - Personnel	\$12,413.94
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# Wichita Public Library Grant Bills

August 2020

## 2 - Contractuals

### 2Z - Other Contractuals

#### 529990000 Other Contractuals

STEPHENS INDUSTRIES INC	\$20,160.00
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Total 529990000 Other Contractuals	\$20,160.00
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Total 2Z - Other Contractuals	\$20,160.00
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Total 2 - Contractuals	\$20,160.00
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## 3 - Commodities

### 3B - Supplies

#### 531020000 Office Supplies

City of Wichita	\$163.44
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P-CARD ONE-TIME PAY	\$900.05
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STEPHENS INDUSTRIES INC	\$1,137.05
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Total 531020000 Office Supplies	\$2,200.54
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Total 3B - Supplies	\$2,200.54
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Total 3 - Commodities	\$2,200.54
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Total Y0000 - Library COVID-19	\$34,774.48
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# Wichita Public Library Grant Bills

August 2020

## Y0800 - Library -State Grant In Aid 2020

### 2 - Contractuals

#### 2B - Utilities

521070000 Internet Service

City of Wichita

\$5,210.34

COX COMMUNICATIONS

\$10,069.64

Total 521070000 Internet Service

\$15,279.98

Total 2B - Utilities

\$15,279.98

Total 2 - Contractuals

\$15,279.98

### 3 - Commodities

#### 4Z - Non-Capital Outlay

549110000 Library Materials

P-CARD ONE-TIME PAY

\$2,190.07

Total 549110000 Library Materials

\$2,190.07

Total 4Z - Non-Capital Outlay

\$2,190.07

Total 3 - Commodities

\$2,190.07

Total Y0800 - Library -State Grant In Aid 2020

\$17,470.05

# Wichita Public Library Grant Bills

August 2020

## Y0801 - SCKLS 2020

### 2 - Contractuals

#### 2B - Utilities

521070000 Internet Service

City of Wichita

(\$5,210.34)

Total 521070000 Internet Service

(\$5,210.34)

Total 2B - Utilities

(\$5,210.34)

#### 2R - Professional Srvcs

525050000 Architectural Services

LAW/KINGDON INC

\$8,080.00

Total 525050000 Architectural Services

\$8,080.00

Total 2R - Professional Srvcs

\$8,080.00

Total 2 - Contractuals

\$2,869.66

Total Y0801 - SCKLS 2020

\$2,869.66



# Wichita Public Library Grant Bills

August 2020

Y9802 - South Central KS Library Syste

3 - Commodities

3B - Supplies

531020000 Office Supplies

P-CARD ONE-TIME PAY \$1,292.55

Total 531020000 Office Supplies	\$1,292.55
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Total 3B - Supplies	\$1,292.55
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4Z - Non-Capital Outlay

549110000 Library Materials

P-CARD ONE-TIME PAY \$9,941.25

Total 549110000 Library Materials	\$9,941.25
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Total 4Z - Non-Capital Outlay	\$9,941.25
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Total 3 - Commodities	\$11,233.80
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Total Y9802 - South Central KS Library Syste	\$11,233.80
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<b>Grand Total</b>	<b>\$66,347.99</b>
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**GIFT AND MEMORIAL FUND****RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$380.04
Baird (Dividend)	\$0.18
CDs Redeemed	\$252,000.00
Flower Fund (Staff Donations)	\$140.00
Friends of the Library (Quarterly Memberships)	\$1,255.00
Memorial Donations	\$135.09

<b>TOTAL RECEIPTS</b>	<b>\$253,910.31</b>
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**EXPENDITURES**

Commerce Bank/Amazon (Bluetooth Scanners/Branch Tablets/Cases)	\$ 3,685.38
Commerce Bank/MakerBot (3D Printer Supplies)	\$ 464.40
Ingram Library Services (Materials)*	\$ 1,277.74
Ingram Library Services (Memorials)*	\$ 81.56
OverDrive (E-books)*	\$ 3,485.24

<b>TOTAL EXPENDITURES</b>	<b>\$8,994.32</b>
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\*Reimbursed expenses

Ms. Berner:

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

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



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Cynthia Berner, Director of Libraries *Cynthia Berner*  
**SUBJECT:** Minimum Staffing Levels  
**DATE:** September 15, 2020

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**Background:** In response to the need to make budget cuts in order to offset decreases in General Fund revenue resulting from the economic downturn, the City has implemented hiring freezes for most General Fund operations. Ongoing freezes for leanly staffed departments, when combined with other required employee leaves, can have a negative impact on service delivery.

**Analysis:** During one of the last local economic downturns, the City Manager's office implemented a process to identify critical positions to help guide decisions relating to holding positions vacant as well as those that needed to be filled in order to sustain business operations. Part of the decision-making established for the Library at that time was an extra step of establishing minimum staffing levels for each workgroup in the department as operations from multiple outlets requires staffing levels different than what may be employed when work can be shared across workgroups working in the same building. Compliance with the Fair Labor Standards Act in terms of ensuring work remains aligned with position classifications is also part of the minimum staffing matrix as are Affordable Care Act limits on work schedules for part-time employees.

The attached matrix outlines minimum staffing levels for each of the department's workgroups based upon the authorized professional, paraprofessional and clerical positions. When available staffing falls below these minimum levels for any significant period of time – whether through vacancies or employee absences – adjustments to services may be required. These changes may include but not be limited to reductions in programming, hours of operation, suspending in-building services, etc. By endorsing these minimum staffing levels, the Board of Directors will be authorizing staff to make those service adjustments in consultation with the City Manager's Office as may be required for the duration of time that a workgroup will be operating at less than the minimum staffing level.

**Financial Considerations:** The City Manager's office and the Human Resources office has developed procedures for City departments to request to fill vacant positions during the current hiring freeze.

**Legal Considerations:** None

**Recommendations or Actions:** It is recommended that the Library Board endorse the minimum staffing levels as proposed by staff and authorize service adjustments that may be required when available staffing falls below these levels.

**Attachments:** Minimum Staffing by Workgroup

# WICHITA PUBLIC LIBRARY

## Proposed Minimum Staffing Levels

	Staff	FTE	Minimum Staffing Level (FTE)	Vacant Positions	Current Staffing Level (FTE)
<b>Library Administration</b>					
Professional	6	6	6	1 as of 9/18	6 to 9/18 5 after 9/18
<b>Collection Management Division</b>					
Selection Section					
Professional	3	3	3	0	3
Technical Services Section					
Professional	2	2	2	0	2
Paraprofessional	8	7	5	2	5
Clerical	1	0.5	0	0	0.5
<b>Customer Service Division</b>					
Alford Branch					
Professional	2	2	2	0	2
Paraprofessional	3	3	3	1	2
Clerical	5	2.5	2	0	2.5
Angelou Branch					
Paraprofessional	3	1.5	1.5	0	1.5
Evergreen Branch					
Professional	2	2	2	0	2
Paraprofessional	5	4	4	1	3
Clerical	2	1	.5	0	1
Linwood Branch					
Paraprofessional	4	2	2	0	2
Rockwell Branch					
Professional	2	2	2	0	2
Paraprofessional	4	3.5	3.5	1 as of 10/17	2.5 as of 10/17
Clerical	6	3	3	1 as of 9/11	2.5 as of 9/11
Westlink Branch					
Professional	2	2	2	0	2
Paraprofessional	10	7.5	6.5	1	7
Clerical	4	2	1.5	0	2
Circulation Section					
Professional	1	1	1	0	1
Paraprofessional	9	8	9	1 (released for fill)	8
Clerical	13	6.5	5	3	5
Interlibrary Loan Office					
Paraprofessional	3	2	1.5	0	2
<b>Digital Services Division</b>					

Virtual Branch					
Professional	1	1	1	0	1
Technology Training Section					
Professional	3	3	3	0	3
Paraprofessional	7	6	4.5	1	5.5
<b>Education &amp; Engagement Division</b>					
Adult Programming Section					
Professional	4	4	4	0	4
Paraprofessional	4	3.5	3	0	3.5
Special Collections Section					
Professional	1	1	1	0	1
Paraprofessional	3	2	1	0	2
Youth Services Section					
Professional	3	3	3	0	3
Paraprofessional	5	4	3	0	4
<b>Support Services Division</b>					
Professional	1	1	1	0	1
Paraprofessional	6	5	4.5	1	4.5
Clerical	3	3	3	1 (released to fill)	2
<b>TOTAL</b>	<b>141</b>	<b>110.5</b>	<b>97.5</b>	<b>14 as of 9/18; 15 as of 10/17</b>	<b>100 as of 9/11; 99 as of 9/18; 98 as of 10/17</b>

## **Media Report: August 2020**

### **Television**

- August 13: KAKE, Kids Corner Library Cards
- August 27: KSN, Back to School

### **Radio**

- August 1: KFDI, "Wichita's Big Read event postponed to early 2021"

### **Print**

- August 21: The Wichita Eagle, "This week in Wichita – Fall Gardening Series"