

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, October 20, 2020 – 12:00 p.m.
Dondlinger Children's Gallery and Reading Theatre
Advanced Learning Library, First Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order
 - a) Staff Presentation – Kansas Reads to Preschoolers-Erin Downey Howerton
2. Approval of the Agenda
3. Public Comment
4. Minutes of the September 15, 2020 Meeting
5. Unfinished Business
6. New Business
 - a) September 2020 Finance Report and Bills

General Fund Bills	\$712,320.14
General Fund (COVID-19)	\$32,391.05
Grant Fund Bills	\$70,607.02
Gift & Memorial Fund Bills	\$624,302.75
<u>Total</u>	\$1,439,620.96

- b) Materials Bills Exceeding \$10,000-EBSCO
 - c) Materials Bills Exceeding \$10,000-Newsbank
 - d) District III Branch Library Naming Process
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

September 2020

Service Highlights

Library staff continue to provide quality service to customers while services remain limited, and found creative ways to engage customers during their visits to the library.

Youth Services staff issued more than 1,000 e-cards in September for students at local schools, including USD 259 (Marshall, Truesdell & Coleman Middle Schools; Jackson, Enterprise and Cessna Elementary Schools) and USD 265-Goddard (Discovery Intermediate; Oak Street, Challenger and Clark Davidson Elementary Schools). Students will now have access to e-resources from the Library.

Alford Branch staff have helped several high school students obtain both their Wichita Public Library and Kansas State Library cards over the past few weeks. At least one English teacher has made an assignment out of her students showing proof they have the cards available and ready to use for future assignments.

The Rockwell Branch is demonstrating how elections work for young readers through a low-touch pompom ballot system. Customers can vote for their favorite children's book characters each week, and they can borrow materials from a nearby display about presidents, voting and the constitution. The mock election has garnered interest and conversation with families, including a parent and child discussing which of the characters they should vote for based on their merits and disadvantages.

The Library expanded its virtual programming via Zoom in September. Select programs were recorded and are available to view on the Library's YouTube channel.

The Book-A-Librarian service continues to be popular despite building limitations and reduced staff capacity. Customers are seeking assistance with unemployment, resume building, filing online applications, setting up email accounts, smartphone assistance and learning about e-content. In September, 78 Book-A-Librarian sessions were completed.

Librarian John Cleary taught a representative from CASA Sedgwick County how to use Foundation Directory Online. The session resulted in more than 40 potential grant makers for CASA to explore.

Other News

The Library received the final 2020 grant disbursement from South Central Kansas Library Systems in the amount of \$58,683.

The new branch library in District III is on schedule and is anticipated to open during the first quarter of 2021. In September, the City Council approved the initiation of the CIP to begin ordering furniture and fixtures for the new space, and approved the Library Board of Directors to serve as the naming committee.

The Linwood Library relocation project is now live in the City's new financial system, Munis. Staff are working with the Purchasing Department to get shelving and furniture bids posted, and are working on moving specifications for both Linwood and Evergreen.

Staff recently added a webpage for the new District III library opening early 2021. The page will provide information about the new facility, construction photos and other helpful information that will evolve as the project progresses. [Click here to view.](#)

Plans and preparations continue for the upcoming renovation of the Evergreen Branch. Later this year, the branch will temporarily shut down and relocate to a small space at the Evergreen Recreation Center (2700 N. Woodland) and operate a small circulating collection and allow customers the opportunity to pick up holds and return materials.

The Wichita Public Library presented at the Immigration Support Services Network's Virtual Welcoming Week Resource Fair on September 16, discussing Library resources available to new Wichita residents. Topics discussed included job search resources, technology training and information about signing up for a library card.

The Library received a donation of papers from the family of Sgt. John W. Davis who worked as an electrical test engineer at Beechcraft for 48 years, from 1941-1989. The donation consists of several hundred issues of *The Beechcrafter* company newsletter from the 1960s and 1970s. This addition to the Library's holdings will add new depth to the local history holdings and allow researchers better insight into Wichita's aviation history.

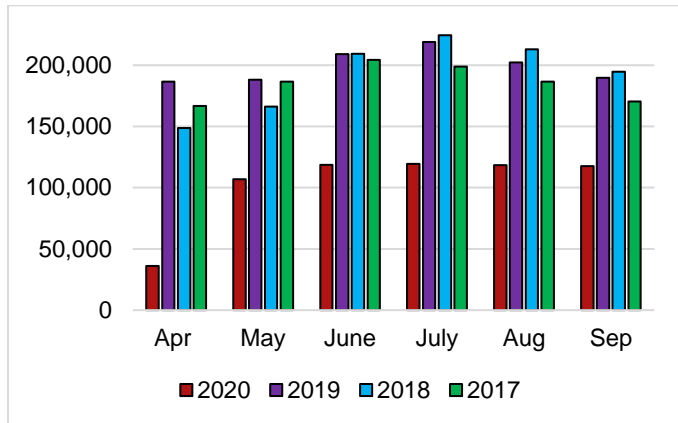
A painting contractor performed work at the Angelou Branch to prepare for an art wall. The contractor removed two large bulletin boards and small tack strips in the children's area. The walls are now ready for the arrival of donated artwork featuring Maya Angelou.

Three middle school girls from Girl Scout Troop 41524 contacted Special Collections staff looking for information about handling books for local family shelters for which they are building shelves and collecting donated books. Staff set up a virtual meeting and discussed book storage, book handling and repair and how to archive materials.

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)

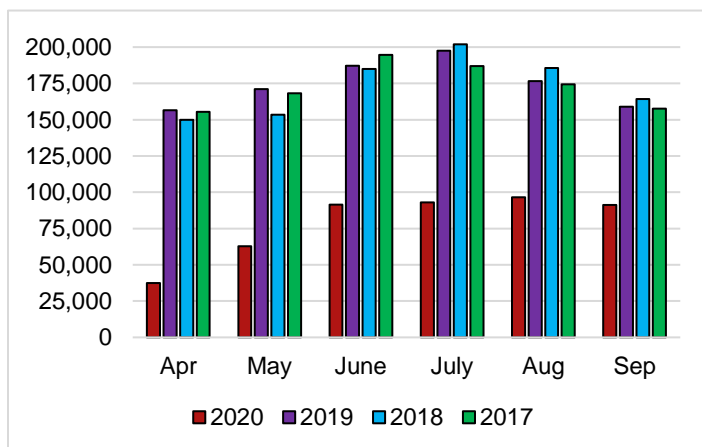


SEPTEMBER

	2020	2019	% change
Door Counts	38,049	82,747	-54.02%
Catalog Use	38,475	45,565	-15.56%
Website Visits	40,977	61,324	-33.18%
Total	117,501	189,636	-38.04%

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

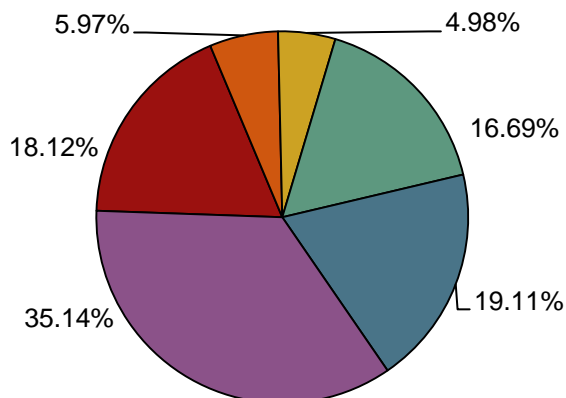
CHECKOUTS



SEPTEMBER

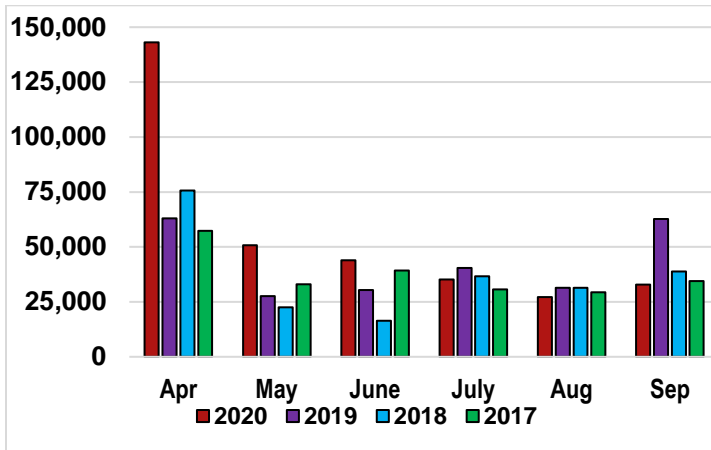
	2020	2019	% change
Physical Circ	59,130	137,071	-56.86%
Virtual Circ	32,031	21,769	47.14%
WPL	22,904	13,677	67.46%
State	9,127	8,092	12.79%
Total	91,161	158,840	-42.61%

Circulation by Location



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

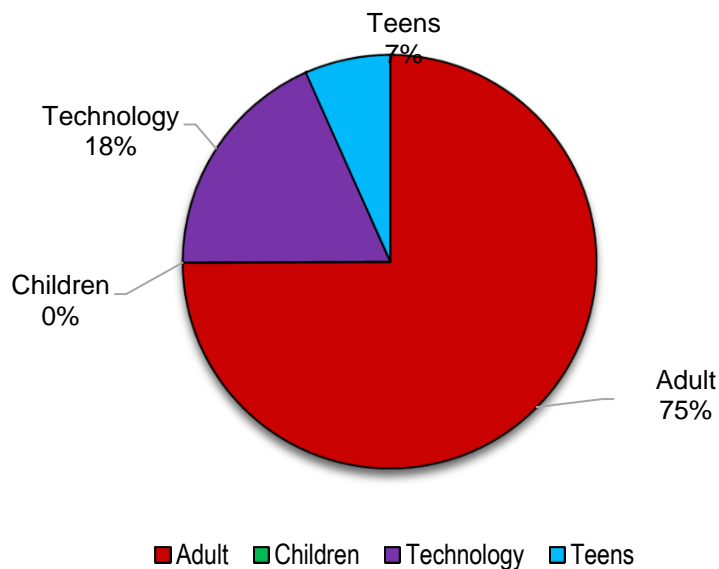
QUESTIONS ANSWERED (by staff in person/phone and through online services)



SEPTEMBER			
	2020	2019	% change
In person	N/A	8,820	N/A
Online	32,876	53,844	-38.94%
Total	32,876	62,664	-47.54%

In person/phone reference transactions were not counted from March-September 2020.

PROGRAM ATTENDANCE



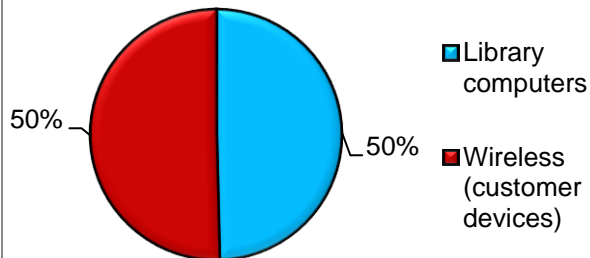
SEPTEMBER ATTENDANCE

	2020	2019	% change
Adult events	317	3,328	-90.47%
Children's events	0	2,856	-100%
Technology training	78	382	-79.58%
Teen events	28	130	-78.46%
TOTAL	423	6,696	-93.68%

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

PUBLIC COMPUTING

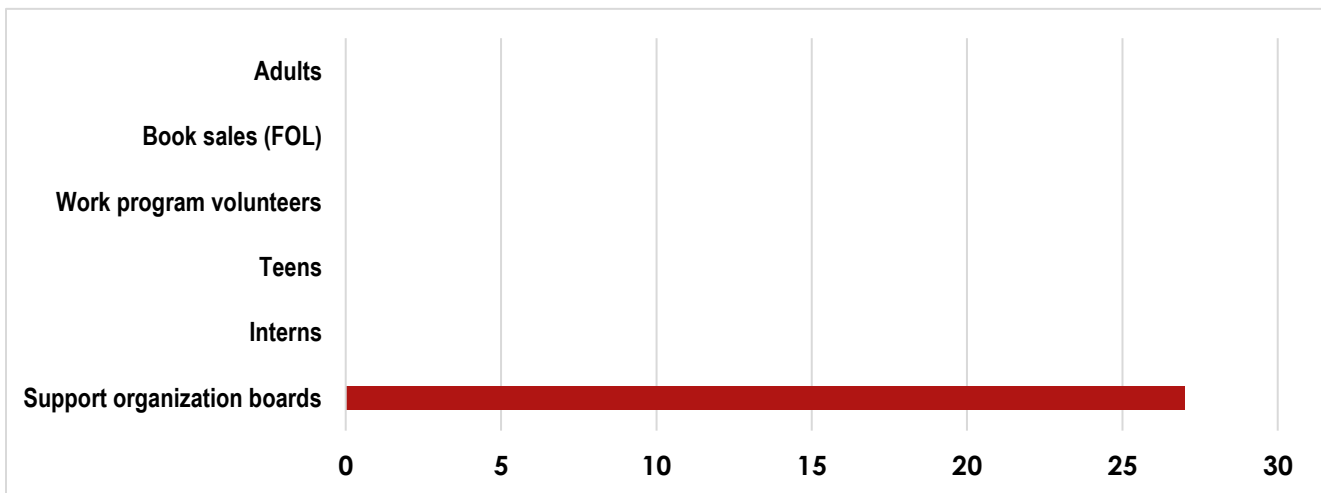
**Method of Computing Access
(by session)**



SEPTEMBER

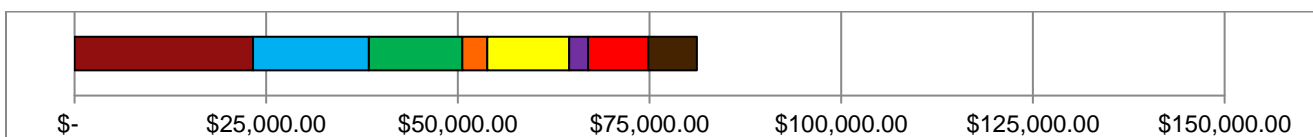
	2020	2019	% change
Workstation Sessions	4,660	10,518	-55.69%
Wi-Fi Sessions	4,731	9,057	-47.76%
Number of Users	586	2,321	-74.75%
Hours of Access	5,920	12,340	-52.03%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 104 Hours of service received = 3,380

MATERIALS DONATIONS (value if purchased)



Year to date total = \$81,178.97 Items added to Library collections YTD = 5,017

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

Service Snapshot: Recent Raving Fans Stories

A visually impaired customer called the reference line with a concern about the TSA ruling on the Real ID. She received misinformation and decided to call the Library where “she could get the facts straight.” Librarian Cassie Fahey verified the new deadline and gave the customer information from both the Homeland Security’s website and AARP’s travel site, taking the time to read the information to the customer. “I can always count on the Library,” the customer said.

A customer called the Westlink Branch needing a copy of a book for her daughter’s school assignment. All print copies were checked out (with a hold list), but there was an e-book copy available. Branch Manager Tracie Partridge issued an e-card to the customer over the phone, checked the e-book out to the customer and walked the customer through the steps to download the Libby app and access the book.

Rockwell Branch Manager Savannah Ball helped a customer who was frustrated and stressed because he needed to fill out forms for the Department of Veteran Affairs, but their offices were closed due to COVID. He needed to complete the forms online but was not confident in his computer skills. Savannah walked the customer through the steps and helped him find the correct format and how to add a signature. The customer appreciated Savannah taking the time to help him.

A customer recently expressed gratitude for the Library: *“I also want to say thank you for all that you are doing to allow access for the public to our libraries. I had not been using the libraries in the last couple of decades due to several circumstances, but coming back after my retirement has been a godsend. Thinking about the gift of libraries, I recently made a donation to the Wichita Public Library Foundation for all of the work and care provided in our 2020 crisis.”*

Several customers needing help with the unemployment filing process have received assistance from staff over the last month, including one woman whose unemployment funding is her only source of income, and a gentleman who needed assistance retrieving his username and password for his account to complete his application. Customers express their gratitude to staff, oftentimes saying they couldn’t complete this work without the assistance of the Library.

The Library created Raving Fans when a parent and child came in to browse the collection, only to be discouraged to find the collection accessible by staff only at this time. Library staff worked one on one with the pair and offered personalized reader’s advisory assistance, ultimately finding a variety of graphic novels for the child. By the end of the personalized experience, the pair were much more excited about the Library.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
September 15, 2020.

The regular meeting of the Library Board of Directors was held on Tuesday, September 15, 2020 at the Advanced Learning Library with the following present: Mr. Lamont Anderson, Ms. Abi Boatman, Ms. Erinn Bock, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

President Kevin McWhorter called the meeting to order at 12:01 p.m., a quorum being present.

Staff Presentation

Julie Sherwood, Education and Engagement Manager, provided board members information regarding the Program Procedure Manual that is being prepared in response to the Programming Policy previously approved by the Library Board. The manual will ensure that programming policies are enforced consistently across the system. The manual covers a variety of issues relating to programming. Addendums to the manual include examples of forms and lists of support materials. Staff are currently working on adding a section for virtual programming.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on August 18, 2020 were presented. Erinn Bock moved (Schmidt) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

None

New Business

On behalf of the Finance Committee, Chair Erinn Bock moved (Littlejohn) to approve the August 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$649,954.12; COVID-19 bills of \$34,774.48; Grant Fund Bills \$31,573.51; and Gift and Memorial Fund bills of \$8,994.32 for a total of \$725,296.43. **Motion carried unanimously.**

Director Berner advised the Board that in response to the need to make budget cuts and an ongoing hiring freeze by the City, staff has identified minimum staffing levels utilizing a matrix developed for each of the department's workgroups. The matrix outlines minimum staffing levels for any significant period of time where adjustments to service may be required. These adjustments may include, but are not limited to: reductions in programming, hours of operation, suspending in-building services, etc. By endorsing the minimum staffing levels, staff will be authorized to make those service adjustments in consultation with the City Manager's Office as may be required for the duration of time a workgroup may be operating lower than minimum staffing levels. Chuck Schmidt moved (Winkler) to endorse the minimum staffing levels as proposed by staff and authorize service adjustments that may be required when available staffing falls below these levels. **Motion carried unanimously.**

President McWhorter recognized Director Berner and her 37 years of dedicated service to the Wichita Public Library. President McWhorter moved (Petersen) to rename with Westside Plaza at the Advanced Learning Library the Cynthia Berner Westside Plaza. **Motion carried unanimously.**

Finance Committee Report

No report.

Operations Committee Report

No report.

Planning & Facilities Committee Report

Committee Chair Randall Johnston reported that the Mayor's Keeper of the Plains mini-statue is on display at the west entrance to the Advanced Learning Library.

The new Linwood branch library is still slated for a first quarter opening.

Remodeling of the Evergreen branch library is still scheduled to be complete near the end of 2021.

Public Affairs Committee Report

Committee Chair Lamont Anderson states that the library has received a \$1000 Kansas Cares grant for distance learning.

Mr. Anderson asked Director Berner how the Board can help promote and support Reverie Roasters keeping their café in the Advanced Learning Library open during limited operations. Director Berner advised the best way to help is to spread the word that the café is open.

Special Committee Reports

Friends of the Library – None

Library Foundation – None

Wichita Genealogical Society (WGS) – None

Director of Libraries Report

Director Berner advised that the Linwood project has been initiated and the Library Board has been designated the Naming Committee for the new branch.

A gas leak has been problematic at the Westlink branch. While the issue is being figured out, the gas has been turned off and the building is safe to occupy.

Staff continues to work with the Health Department to determine the status of operations and the possibility of opening up collection access to the public. Most libraries in the surrounding area have begun allowing patrons access to their collections.

Announcements

None

Adjournment

The meeting was adjourned at 12:49 p.m.

The next regularly scheduled meeting will be October 20, 2020.

Respectfully submitted,

Cynthia Berner
Director of Libraries

REVENUE REPORT - SEPTEMBER 2020

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 174,417.00	\$ 13,953.36	\$ 17,089.11	\$ 135,324.19	77.59%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,252.13	\$ 40.00	\$ 3,840.00	23.00%
424011	Copy Charges	\$ 9,132.00	\$ 821.88	\$ 1,071.95	\$ 7,098.80	77.74%
424101	Public Computing Charges	\$ 10,370.00	\$ 933.30	\$ 1,596.45	\$ 12,825.97	123.68%
646981	State Setoff Collections	\$ 57,000.00	\$ 4,560.00	\$ 3,978.89	\$ 77,977.90	136.80%
646990	Other Non-Operating Revenue	\$ (3,808.00)	\$ -	\$ -	\$ 4,126.77	-108.37%
646998	Cash Over/Short	\$ -	\$ -	\$ 8.00	\$ 4.00	100.00%
	TOTAL	\$ 263,806.00	\$ 21,520.67	\$ 23,784.40	\$ 241,197.63	91.43%

**Grant Fund Summary Report
SEPTEMBER 2020**

Grant		Beginning Balance 09/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 09/30/2020
SCKLS 2019	*	\$ 93,005.74	\$ -	\$ -	\$ 16,384.00	\$ 4,394.54	\$ 247.92	\$ 24,309.46	\$ 45,335.92	\$ -	\$ 47,669.82
SCKLS 2020		\$ 111,876.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 111,876.00
State Aid2020		\$ 68,568.60	\$ -	\$ -	\$ 10,069.64	\$ 14,717.38	\$ 203.20	\$ 280.88	\$ 25,271.10	\$ -	\$ 43,297.50
Totals		\$ 273,450.34	\$ -	\$ -	\$ 26,453.64	\$ 19,111.92	\$ 451.12	\$ 24,590.34	\$ 70,607.02	\$ -	\$ 202,843.32

*The \$48,431.19 showing on the grant bills was shown on last months report as revenue. The amount should have shown and a reimbrsement to contractals.
The coding is an accounting fix and therefore is not being shown again this month.

GENERAL FUND SUMMARY REPORT
SEPTEMBER 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,253,161.00	\$ 275,269.72	\$ -	\$ 2,491,567.56	\$ 1,761,593.44	59%
511020	FT/PT Limited/Classified Wages	\$ 938,856.00	\$ 60,959.43	\$ -	\$ 498,806.66	\$ 440,049.34	53%
511040	Paid Leave	\$ -	\$ 57,643.45	\$ -	\$ 525,052.35	\$ (525,052.35)	N/A
511080	Longevity	\$ 57,648.00	\$ 4,267.00	\$ -	\$ 39,146.00	\$ 18,502.00	68%
511090	Shift Differential	\$ 4,055.00	\$ 286.75	\$ -	\$ 2,237.59	\$ 1,817.41	55%
511950	Year-End Payroll Accrual	\$ -	\$ -	\$ -	\$ (47,112.26)	\$ 47,112.26	0%
511999	Planned Savings	\$ (183,316.00)	\$ -	\$ -	\$ -	\$ (183,316.00)	0%
512010	Bonus Compensation	\$ -	\$ -	\$ -	\$ 4,815.90	\$ (4,815.90)	N/A
512030	Cell Phone Allowance	\$ 1,800.00	\$ 150.00	\$ -	\$ 1,200.00	\$ 600.00	67%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.00	\$ 226.87	\$ -	\$ 2,766.67	\$ (366.67)	115%
513020	Premium Overtime	\$ -	\$ -	\$ -	\$ 627.10	\$ (627.10)	N/A
518010	FICA	\$ 403,677.00	\$ 29,124.81	\$ -	\$ 259,922.24	\$ 143,754.76	64%
518020	Workers Compensation	\$ 54,535.00	\$ 3,766.80	\$ -	\$ 35,395.58	\$ 19,139.42	65%
518030	Unemployment	\$ 5,295.00	\$ 380.71	\$ -	\$ 3,397.43	\$ 1,897.57	64%
518040	Health Insurance	\$ 949,991.00	\$ 71,094.96	\$ -	\$ 649,345.71	\$ 300,645.29	68%
518060	Life Insurance	\$ 17,193.00	\$ 497.18	\$ -	\$ 4,599.15	\$ 12,593.85	27%
518080	WER Contributions	\$ 592,645.00	\$ 41,161.76	\$ -	\$ 390,256.49	\$ 202,388.51	66%
521011	Electricity	\$ 282,000.00	\$ 3,321.77	\$ -	\$ 61,097.20	\$ 220,902.80	#REF!
521021	Natural Gas	\$ 41,004.00	\$ 1,087.12	\$ -	\$ 33,965.00	\$ 7,039.00	#REF!
521030	Water Service	\$ 11,004.00	\$ 8,290.54	\$ -	\$ 15,708.58	\$ (4,704.58)	143%
521050	Trash Service	\$ 5,736.00	\$ 379.00	\$ -	\$ 3,459.15	\$ 2,276.85	60%
521060	Local Telephone Service	\$ 16.00	\$ 671.00	\$ -	\$ 9,338.02	\$ (9,322.02)	58363%
522010	PBX Line Charges	\$ 11,058.00	\$ 921.50	\$ -	\$ 9,537.49	\$ 1,520.51	86%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 15,495.19	\$ 1,964.81	89%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 135.64	\$ -	\$ 1,142.44	\$ (242.44)	127%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 1,660.68	\$ (148.68)	110%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 731.68	\$ (731.68)	#DIV/0!
522990	Other Communications Charges	\$ -	\$ -	\$ -	\$ 1,200.00	\$ (1,200.00)	#DIV/0!
523010	Building & Contents Insurance	\$ 92,632.00	\$ 23,157.93	\$ -	\$ 69,473.93	\$ 23,158.07	75%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ 652.50	\$ 217.50	75%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ 622.65	\$ 2,517.35	20%
524020	Employee Travel & Training	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0%
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 183.47	\$ -	\$ 917.57	\$ 2,007.43	31%

GENERAL FUND SUMMARY REPORT
SEPTEMBER 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
525990	Other Professional Services	\$ 37,970.00	\$ 4,953.85	\$ -	\$ 17,538.57	\$ 20,431.43	46%
526010	Motor Pool Scheduled Charges	\$ 3,410.00	\$ 310.00	\$ -	\$ 2,790.00	\$ 620.00	82%
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	\$ 16,000.00	\$ 762.50	\$ -	\$ 6,427.50	\$ 9,572.50	40%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 4,984.00	\$ 437.00	92%
529010	Bank Charges	\$ 5,000.00	\$ 569.63	\$ -	\$ 3,578.18	\$ 1,421.82	72%
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	\$ 28,852.00	\$ 757.55	\$ -	\$ 10,919.41	\$ 17,932.59	38%
529110	Legal Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ -	#DIV/0!
529150	Data Center Charges	\$ 885,257.00	\$ 73,570.62	\$ -	\$ 659,797.52	\$ 225,459.48	75%
529990	Other Contractuals	\$ 82,702.00	\$ 9,185.20	\$ -	\$ 93,248.45	\$ (10,546.45)	113%
531010	Computing Supplies	\$ 1,900.00	\$ -	\$ -	\$ -	\$ 1,900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 3,218.45	\$ -	\$ 28,661.28	\$ 19,913.72	59%
531030	Custodial Supplies	\$ 5,000.00	\$ 9.56	\$ -	\$ 993.96	\$ 4,006.04	20%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ 11.94	\$ -	\$ 469.81	\$ (19.81)	104%
539012	Gasoline	\$ 1,590.00	\$ 180.81	\$ -	\$ 1,551.88	\$ 38.12	98%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ -	\$ 9,990.00	0%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 28,800.60	\$ (19,135.60)	298%
549030	Communication Equip <\$5K	\$ -	\$ -		\$ 443.20		#DIV/0!
549100	Laboratory Equip <\$5k	\$ -	\$ -	\$ -	\$ 78.90	\$ -	#DIV/0!
549110	Library Materials	\$ 627,530.00	\$ 33,627.37	\$ 1,312.25	\$ 267,404.21	\$ 360,125.79	43%
Expense Total		\$ 9,421,644.00	\$ 712,320.14	\$ 1,312.25	\$ 6,215,045.72	\$ 3,207,162.38	66%

Wichita Public Library General Fund Bills

September 2020

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511010 Regular Wages

Payroll, PPE091820 \$134,714.12

Payroll, PR PPE0904 \$140,555.60

Total 511010 Regular Wages	\$275,269.72
----------------------------	--------------

511020 FT/PT Limited/Classified Wages

Payroll, PPE091820 \$27,870.70

Payroll, PR PPE0904 \$33,088.73

Total 511020 FT/PT Limited/Classified Wages	\$60,959.43
---	-------------

511040 Vacation Leave

Payroll, PPE091820 \$40,161.33

Payroll, PR PPE0904 \$17,482.12

Total 511040 Vacation Leave	\$57,643.45
-----------------------------	-------------

511080 Longevity

Payroll, PPE091820 \$2,054.00

Payroll, PR PPE0904 \$2,213.00

Total 511080 Longevity	\$4,267.00
------------------------	------------

511090 Shift Differential

Payroll, PPE091820 \$131.00

Payroll, PR PPE0904 \$155.75

Total 511090 Shift Differential	\$286.75
---------------------------------	----------

Total 1B - Base Compensation	\$398,426.35
------------------------------	--------------

1F - Special Compensation

512030 Cell Phone Allowance

Payroll, PR PPE0904 \$150.00

Total 512030 Cell Phone Allowance	\$150.00
-----------------------------------	----------

512050 Auto Allowance

Payroll, PPE091820 \$119.78

Payroll, PR PPE0904 \$107.09

Total 512050 Auto Allowance	\$226.87
-----------------------------	----------

Total 1F - Special Compensation	\$376.87
---------------------------------	----------

1N - Employee Benefits

518010 FICA

Payroll, PPE091820 \$14,963.96

Wichita Public Library General Fund Bills

September 2020

Payroll, PR PPE0904 \$14,160.85

Total 518010 FICA	\$29,124.81
-------------------	-------------

518020 Workers Compensation

Payroll, PPE091820 \$1,852.59

Payroll, PR PPE0904 \$1,914.21

Total 518020 Workers Compensation	\$3,766.80
-----------------------------------	------------

518030 Unemployment

Payroll, PPE091820 \$195.62

Payroll, PR PPE0904 \$185.09

Total 518030 Unemployment	\$380.71
---------------------------	----------

518040 Health Insurance

Payroll, PPE091820 \$34,234.36

Payroll, PR PPE0904 \$36,860.60

Total 518040 Health Insurance	\$71,094.96
-------------------------------	-------------

518060 Life Insurance

Payroll, PPE091820 \$241.45

Payroll, PR PPE0904 \$255.73

Total 518060 Life Insurance	\$497.18
-----------------------------	----------

518080 WER Contributions

Payroll, PPE091820 \$20,099.93

Payroll, PR PPE0904 \$21,061.83

Total 518080 WER Contributions	\$41,161.76
--------------------------------	-------------

Total 1N - Employee Benefits	\$146,026.22
------------------------------	--------------

Total 10001 - Library - Personnel	\$544,829.44
-----------------------------------	--------------

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$3,321.77

Total 521011 Electricity - EDI	\$3,321.77
--------------------------------	------------

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$146.97

ONE GAS INC \$940.15

Total 521021 Natural Gas - EDI	\$1,087.12
--------------------------------	------------

521030 Water Service

City of Wichita \$8,290.54

Total 521030 Water Service	\$8,290.54
----------------------------	------------

Wichita Public Library General Fund Bills

September 2020

521050 Trash Service

BEST VALUE SERVICES LLC \$379.00

Total 521050 Trash Service	\$379.00
----------------------------	----------

Total 2B - Utilities	\$13,078.43
----------------------	-------------

2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$671.00

Total 521060 Local Telephone Service	\$671.00
--------------------------------------	----------

522010 PBX Line Charges

City of Wichita \$921.50

Total 522010 PBX Line Charges	\$921.50
-------------------------------	----------

522020 PBX Instrument Charges

City of Wichita \$1,576.25

Total 522020 PBX Instrument Charges	\$1,576.25
-------------------------------------	------------

522040 Long Distance & Teleconference

AT&T \$116.59

City of Wichita \$19.05

Total 522040 Long Distance & Teleconference	\$135.64
---	----------

522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
------------------------	----------

522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
--	---------

529150 Data Center Charges

City of Wichita \$73,570.62

Total 529150 Data Center Charges	\$73,570.62
----------------------------------	-------------

Total 2F - Technology Charges	\$77,266.51
-------------------------------	-------------

2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$23,157.93

Total 523010 Building & Contents Insurance	\$23,157.93
--	-------------

523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
---	----------

Total 2J - Insurance Premiums	\$23,375.43
-------------------------------	-------------

Wichita Public Library General Fund Bills

September 2020

2R - Professional Svcs

525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$183.47
--	----------

Total 525083 Textile Rental & Laundry Svcs	\$183.47
--	----------

525990 Other Professional Services

SIGN LANGUAGE INTERPRETING SERVICES	\$84.00
-------------------------------------	---------

UNIQUE MANAGEMENT SERVICES INC	\$4,869.85
--------------------------------	------------

Total 525990 Other Professional Services	\$4,953.85
--	------------

Total 2R - Professional Svcs	\$5,137.32
------------------------------	------------

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita	\$310.00
-----------------	----------

Total 526010 Motor Pool Scheduled Charges	\$310.00
---	----------

526042 Pest Control Services

P-CARD ONE-TIME PAY	\$762.50
---------------------	----------

Total 526042 Pest Control Services	\$762.50
------------------------------------	----------

Total 2V - Bldg & Equip Charges	\$1,072.50
---------------------------------	------------

2Z - Other Contractuals

529010 Bank Charges

City of Wichita	\$569.63
-----------------	----------

Total 529010 Bank Charges	\$569.63
---------------------------	----------

529070 Printing & Copying

City of Wichita	\$757.55
-----------------	----------

Total 529070 Printing & Copying	\$757.55
---------------------------------	----------

529990 Other Contractuals

ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$70.50
--	---------

P-CARD ONE-TIME PAY	\$9,104.70
---------------------	------------

UNDERGROUND VAULTS & STORAGE INC	\$10.00
----------------------------------	---------

Total 529990 Other Contractuals	\$9,185.20
---------------------------------	------------

Total 2Z - Other Contractuals	\$10,512.38
-------------------------------	-------------

Total 10002 - Library - Contractuals	\$130,442.57
--------------------------------------	--------------

Wichita Public Library General Fund Bills

September 2020

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,881.14

P-CARD ONE-TIME PAY \$1,337.31

Total 531020 Office Supplies	\$3,218.45
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$9.56

Total 531030 Custodial Supplies	\$9.56
---------------------------------	--------

Total 3B - Supplies	\$3,228.01
---------------------	------------

3F - Components & Parts

532990 Other Equip Parts & Supplies

City of Wichita \$11.94

Total 532990 Other Equip Parts & Supplies	\$11.94
---	---------

Total 3F - Components & Parts	\$11.94
-------------------------------	---------

3N - Fuel

539012 Gasoline

City of Wichita \$180.81

Total 539012 Gasoline	\$180.81
-----------------------	----------

Total 3N - Fuel	\$180.81
-----------------	----------

4Z - Non-Capital Outlay

549110 Library Materials

INTERNATIONAL THOMPSON
PUBLISHING \$942.40

MERGENT INC \$1,356.00

P-CARD ONE-TIME PAY \$31,328.97

Total 549110 Library Materials	\$33,627.37
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$33,627.37
-------------------------------	-------------

Total 10003 - Library - Commodities	\$37,048.13
-------------------------------------	-------------

Grand Total

\$712,320.14

Wichita Public Library Grant Bills

September 2020

Y0000 - Library COVID-19

1 - Personnel

1B - Base Compensation

511010000 Regular Wages

Payroll, PPE091820 \$2,473.48

Payroll, PR PPE0904 \$2,651.36

Total 511010000 Regular Wages	\$5,124.84
-------------------------------	------------

Total 1B - Base Compensation	\$5,124.84
------------------------------	------------

1N - Employee Benefits

518010000 FICA

Payroll, PPE091820 \$172.75

Payroll, PR PPE0904 \$178.18

Total 518010000 FICA	\$350.93
----------------------	----------

518020000 Workers Compensation

Payroll, PPE091820 \$24.55

Payroll, PR PPE0904 \$24.74

Total 518020000 Workers Compensation	\$49.29
--------------------------------------	---------

518030000 Unemployment

Payroll, PPE091820 \$2.25

Payroll, PR PPE0904 \$2.33

Total 518030000 Unemployment	\$4.58
------------------------------	--------

518040000 Health Insurance

Payroll, PPE091820 \$630.95

Payroll, PR PPE0904 \$992.64

Total 518040000 Health Insurance	\$1,623.59
----------------------------------	------------

518060000 Life Insurance

Payroll, PPE091820 \$4.55

Payroll, PR PPE0904 \$3.94

Total 518060000 Life Insurance	\$8.49
--------------------------------	--------

518080000 WER Contributions

Payroll, PPE091820 \$281.90

Payroll, PR PPE0904 \$334.77

Total 518080000 WER Contributions	\$616.67
-----------------------------------	----------

Total 1N - Employee Benefits	\$2,653.55
------------------------------	------------

Total 1 - Personnel	\$7,778.39
---------------------	------------

Wichita Public Library Grant Bills

September 2020

2 - Contractuals

2Z - Other Contractuals

529990000 Other Contractuals

STEPHENS INDUSTRIES INC \$23,715.00

Total 529990000 Other Contractuals	\$23,715.00
------------------------------------	-------------

Total 2Z - Other Contractuals	\$23,715.00
-------------------------------	-------------

Total 2 - Contractuals	\$23,715.00
------------------------	-------------

3 - Commodities

3B - Supplies

531020000 Office Supplies

City of Wichita \$204.88

P-CARD ONE-TIME PAY \$692.78

Total 531020000 Office Supplies	\$897.66
---------------------------------	----------

Total 3B - Supplies	\$897.66
---------------------	----------

Total 3 - Commodities	\$897.66
-----------------------	----------

Total Y0000 - Library COVID-19	\$32,391.05
--------------------------------	-------------

Wichita Public Library Grant Bills

September 2020

Y0800 - Library -State Grant In Aid 2020

2 - Contractuals

2B - Utilities

521070000 Internet Service

COX COMMUNICATIONS \$10,069.64

Total 521070000 Internet Service	\$10,069.64
----------------------------------	-------------

Total 2B - Utilities	\$10,069.64
----------------------	-------------

Total 2 - Contractuals	\$10,069.64
------------------------	-------------

3 - Commodities

3B - Supplies

531020000 Office Supplies

P-CARD ONE-TIME PAY \$203.20

Total 531020000 Office Supplies	\$203.20
---------------------------------	----------

Total 3B - Supplies	\$203.20
---------------------	----------

4Z - Non-Capital Outlay

549020000 Data Processing Equip <\$5k

P-CARD ONE-TIME PAY \$280.88

Total 549020000 Data Processing Equip <\$5k	\$280.88
---	----------

549110000 Library Materials

P-CARD ONE-TIME PAY \$14,717.38

Total 549110000 Library Materials	\$14,717.38
-----------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$14,998.26
-------------------------------	-------------

Total 3 - Commodities	\$15,201.46
-----------------------	-------------

Total Y0800 - Library -State Grant In Aid 2020	\$25,271.10
--	-------------

Wichita Public Library Grant Bills

September 2020

Y9802 - South Central KS Library Syste

2 - Contractuals

2F - Technology Charges

521070000 Internet Service

City of Wichita

(\$48,431.19)

Total 521070000 Internet Service

(\$48,431.19)

Total 2F - Technology Charges

(\$48,431.19)

2Z - Other Contractuals

529141000 Software License & Maint Fees

BIBLIOTHECA LLC

\$16,384.00

Total 529141000 Software License & Maint Fees

\$16,384.00

Total 2Z - Other Contractuals

\$16,384.00

Total 2 - Contractuals

(\$32,047.19)

3 - Commodities

3B - Supplies

531020000 Office Supplies

P-CARD ONE-TIME PAY

\$247.92

Total 531020000 Office Supplies

\$247.92

Total 3B - Supplies

\$247.92

3Z - Other Commodities

539990000 Other Commodities

BIBLIOTHECA LLC

\$1,980.00

Total 539990000 Other Commodities

\$1,980.00

Total 3Z - Other Commodities

\$1,980.00

4Z - Non-Capital Outlay

549110000 Library Materials

P-CARD ONE-TIME PAY

\$4,394.54

Total 549110000 Library Materials

\$4,394.54

Total 4Z - Non-Capital Outlay

\$4,394.54

Total 3 - Commodities

\$6,622.46

Wichita Public Library Grant Bills

September 2020

4 -	
4N - Machinery & Equip	
544020000 Data Processing Equipment >\$5k	
BIBLIOTHECA LLC	\$22,329.46
Total 544020000 Data Processing Equipment >\$5k	\$22,329.46
Total 4N - Machinery & Equip	\$22,329.46
Total 4 -	\$22,329.46

Total Y9802 - South Central KS Library Syste	(\$3,095.27)
--	--------------

Grand Total	\$54,566.88
--------------------	--------------------

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (Interest)	\$149.24
Baird (Dividend)	\$4.25
Flower Fund (Staff Donations)	\$100.00
State of Kansas (CARES Grant)	\$1,000.00
Memorial Donations	\$200.55

TOTAL RECEIPTS	\$1,454.04
-----------------------	-------------------

EXPENDITURES

CDs Purchased	\$ 621,000.00
Commerce Bank/Ulimate Globes (Vos Retirement Gift)	\$ 126.00
Ingram Library Services (Materials)*	\$ 1,161.72
Ingram Library Services (Memorials)*	\$ 926.14
Kroger (Staff Flower Fund)*	\$ 93.49
OverDrive (E-books)*	\$ 995.40

TOTAL EXPENDITURES	\$624,302.75
---------------------------	---------------------

*Reimbursed expenses

Ms. Dowell:

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
SUBJECT: EBSCO Invoice – Approval of invoices over \$10,000
DATE: October 20, 2020

Background: EBSCO, a magazine subscription manager, is used by the Library to manage most of the Library's magazine and newspaper subscriptions. Current subscriptions are set on the calendar year and will expire at the end of December. Renewals must be processed prior to that time to prevent a gap in service.

Analysis: Magazines and newspapers remain an important part of the Library's information service delivery, although service changes relating to COVID-19 have impacted how these materials may be accessed and used. A set of magazines were added to the virtual branch collection in mid-March when libraries closed in response to stay at home orders. Some of the most expensive subscriptions managed by EBSCO are for printed newspapers that are difficult to make available when safety protocols require materials to be quarantined between uses. Suspending the majority of these subscriptions until libraries are returned to broader service will be implemented for budget savings. Additionally, as the Evergreen Branch Library will close in late 2020 and will be closed for most of 2021, all Evergreen periodical subscriptions will be suspended until the branch is ready to reopen.

Financial Considerations: A \$16,000 reduction in print subscriptions will be required to offset the cost of the Flipster digital magazine service. An additional \$6,000 reduction will be required as part of the \$100,000 materials budget cut adopted by the City Council for 2020 and 2021.

The cost to renew 347 subscriptions managed by EBSCO is \$15,490.79 reflecting a \$32,611.94 reduction from the last annual renewal invoice.

Legal Considerations: None.

Recommendations/Actions: It is recommended that the Library Board approve the invoice from EBSCO in the amount of \$15,490.79 for the subscription renewals.

Attachments: Changes to 2020 EBSCO renewal

Title Name	Subscriber Name	Price
Suspend until no longer quarantine		
Barrons	BUSINESS & TECH	223.00
Contract Employment Weekly	BUSINESS & TECH	65.00
Investors Business Daily	BUSINESS & TECH	349.00
Janes Defence Weekly	BUSINESS & TECH	710.00
No Load Fund Investor Newsletter	BUSINESS & TECH	169.00
Outlook - CFRA	BUSINESS & TECH	445.00
Value Line Fund Advisor	BUSINESS & TECH	421.00
Value Line Investment Survey - Small & Mid Cap ed	BUSINESS & TECH	511.00
Value Line Investment Survey - US ed	BUSINESS & TECH	1142.00
Wall Streets Best Investment	BUSINESS & TECH	197.00
Wichita Eagle	GENERAL REFERENCE	1455.40
Wichita Eagle	FORD ROCKWELL BR LIB	735.20
Wichita Eagle	WESTLINK BR LIBRARY	735.20
Wichita Eagle	EVERGREEN BR LIBRARY	735.20
Wichita Eagle	ALFORD BR LIBRARY	735.20
Wichita Eagle	M A BRANCH LIBRARY	735.20
Wichita Eagle	L P BRANCH LIBRARY	0.00
Discontinue - either publisher drop or we drop		
AHA Guide	GENERAL REFERENCE	484.95
Alaska Magazine	GENERAL REFERENCE	24.00
Alternative Press	ART & MUSIC	60.00
American City & County	BUSINESS & TECH	67.00
American Iron Magazine	CIRCULATING COLLECTION	44.97
American Motorcyclist	CIRCULATING COLLECTION	30.00
American Oil & Gas Reporter	BUSINESS & TECH	115.00
American Theatre	ART & MUSIC	50.00
Artist Blacksmiths Association of North America Membership	BUSINESS & TECH	60.00
Artists Magazine	EVERGREEN	21.99
ARTnews	ART & MUSIC	59.95
ATV UTV Action	CIRCULATING COLLECTION	22.99
Automotive News	BUSINESS & TECH	169.00
BBC Music Magazine	ART & MUSIC	49.95
Better Homes and Gardens	MAYA ANGELOU	22.00
Better Investing	CIRCULATING COLLECTION	34.00

Biblical Archaeology Review	CIRCULATING COLLECTION	35.70
Bicycling	CIRCULATING COLLECTION	19.98
Billboard	ART & MUSIC	99.00
Bloomberg Businessweek	EVERGREEN	75.00
Bob Carlsons Retirement Watch	BUSINESS & TECH	82.00
Bon Appetit	MAYA ANGELOU	24.00
Bon Appetit	EVERGREEN	24.00
Call - MO	MAYA ANGELOU	71.00
Catholic Digest	CIRCULATING COLLECTION	0.00
Catster	CIRCULATING COLLECTION	24.95
Charisma	FORD ROCKWELL	19.97
Chess Life	GENERAL REFERENCE	72.00
Chicago	GENERAL REFERENCE	19.90
Christian Century	GENERAL REFERENCE	65.00
Climbing	CIRCULATING COLLECTION	24.97
Concealed Carry Handguns	BUSINESS & TECH	0.00
Conde Nast Traveler	GENERAL REFERENCE	19.97
Conde Nast Traveler	FORD ROCKWELL	19.97
Consumer Reports	EVERGREEN	60.00
CONSUMER REPORTS ON HEALTH	FORD ROCKWELL	24.00
Cooking with Paula Deen	FORD ROCKWELL	22.98
Cosmopolitan	MAYA ANGELOU	30.00
Country Living	ALFORD	24.00
Crochet World	ART & MUSIC	29.95
Crochet!	ART & MUSIC	29.95
Crochet!	ALFORD	29.95
Current - Taylor & Francis	GENERAL REFERENCE	223.00
Denver Post	GENERAL REFERENCE	847.00
Diabetes Self-Management	ALFORD	0.00
Diabetic Living	CIRCULATING COLLECTION	19.97
Digital Photo	ART & MUSIC	0.00
Do It Yourself	GENERAL REFERENCE	19.97
Dogster	CIRCULATING COLLECTION	24.95
Dollars & Sense	CIRCULATING COLLECTION	45.00
DownBeat	ART & MUSIC	40.00

Dwell Magazine	ART & MUSIC	28.00
Electronic Musician	ART & MUSIC	23.97
Ellery Queens Mystery Magazine	CIRCULATING COLLECTION	34.97
Emporia Gazette	GENERAL REFERENCE	111.00
ENR	BUSINESS & TECH	108.00
Entertainment Weekly	EVERGREEN	59.95
Essence	MAYA ANGELOU	22.00
FAA Safety Briefing	BUSINESS & TECH	36.00
Family Circle	GENERAL REFERENCE	0.00
Family Circle	FORD ROCKWELL	0.00
Family Handyman	FORD ROCKWELL	19.98
Family Handyman	ALFORD	19.98
Film Comment	ART & MUSIC	0.00
Filmmaker - Magazine of Independent Film	ART & MUSIC	50.00
Food Network Magazine	MAYA ANGELOU	30.00
Franchising World	BUSINESS & TECH	65.00
Fun for Kidz	EVERGREEN	32.95
Game & Fish Midwest	GENERAL REFERENCE	19.97
Geographical : the Royal Geographical Society Magazine	GENERAL REFERENCE	79.07
Golf Digest	CIRCULATING COLLECTION	27.94
Good Housekeeping	FORD ROCKWELL	22.00
Good Housekeeping	EVERGREEN	22.00
Handloader Magazine	CIRCULATING COLLECTION	37.97
Handmade Business	ART & MUSIC	0.00
Harts E&P - incl Supplements	BUSINESS & TECH	89.00
Hawvers Capitol Report	PROF READING	200.00
Hays Daily News	GENERAL REFERENCE	190.00
Highlights for Children	MAYA ANGELOU	39.99
Hollywood Reporter	ART & MUSIC	99.00
Home Shop Machinist	BUSINESS & TECH	29.95
Horse Illustrated	CIRCULATING COLLECTION	23.95
Horticulture - Magazine of American Gardening	EVERGREEN	19.95
House Beautiful	FORD ROCKWELL	24.00
House Beautiful	EVERGREEN	24.00
Humpty Dumpty Magazine	EVERGREEN	29.94
Hutchinson News	GENERAL REFERENCE	214.26
Interweave Knits	ART & MUSIC	25.00

Inventors Digest	CIRCULATING COLLECTION	33.60
J-14	MAYA ANGELOU	14.97
J-14	ALFORD	14.97
Kansas!	FORD ROCKWELL	33.00
Kansas!	KANSAS	33.00
Kansas!	EVERGREEN	33.00
Kansas!	ALFORD	33.00
Kerrang - England	ART & MUSIC	170.46
Kiplingers Personal Finance	EVERGREEN	34.95
Knit Simple	ALFORD	19.97
Library Hotline	PROF READING	0.00
Library Trends	PROF READING	190.00
Machinists Workshop	CIRCULATING COLLECTION	26.95
MacLeans Magazine	GENERAL REFERENCE	54.02
MAD	CIRCULATING COLLECTION	24.99
Marie Claire - US ed	EVERGREEN	20.00
Martha Stewart Living	EVERGREEN	24.00
Martha Stewart Living	ALFORD	24.00
Mens Health - PA	EVERGREEN	24.94
MIT Technology Review	BUSINESS & TECH	59.95
Model Airplane News	CIRCULATING COLLECTION	34.95
Modern Dog	FORD ROCKWELL	16.00
Moneyletter	BUSINESS & TECH	164.00
Mother Earth News	ALFORD	17.00
Motor Trend	EVERGREEN	10.00
Motorhome	ALFORD	19.97
NADA Official Used Car Guide	FORD ROCKWELL	175.00
National Guard Magazine	CIRCULATING COLLECTION	40.00
Nautilus Magazine	BUSINESS & TECH	99.00
New Mexico Magazine	GENERAL REFERENCE	25.95
New Statesman	GENERAL REFERENCE	394.00
New York	GENERAL REFERENCE	70.00
New York Times - New York Metro Ed	GENERAL REFERENCE	1144.00
New York Times Upfront - Teachers ed	GENERAL REFERENCE	39.95
New Yorker	FORD ROCKWELL	99.99
Newsweek - Regular ed	FORD ROCKWELL	99.99
Newsweek - Regular ed	EVERGREEN	99.99

Newsweek - Regular ed	ALFORD	99.99
O : the Oprah Magazine	EVERGREEN	28.00
Oklahoma Today	GENERAL REFERENCE	29.95
Oklahoman	GENERAL REFERENCE	428.40
Otaku USA	ALFORD	24.95
Outside	CIRCULATING COLLECTION	24.00
Parents	FORD ROCKWELL	15.98
Parents	ALFORD	15.98
People	EVERGREEN	118.26
People en Espanol	LINWOOD BRANCH	19.97
People en Espanol	EVERGREEN	19.97
Petersens Hunting	CIRCULATING COLLECTION	19.94
Plane & Pilot	CIRCULATING COLLECTION	19.94
Popular Mechanics - English ed	WESTLINK	24.00
Popular Science	WESTLINK	19.97
Popular Science	CIRCULATING COLLECTION	19.97
Pottery Making Illustrated	ART & MUSIC	24.99
Prevention - PA	FORD ROCKWELL	48.00
Prevention - PA	EVERGREEN	48.00
Prevention - PA	ALFORD	48.00
Rachael Ray Every Day	ALFORD	0.00
Rachael Ray Every Day	CIRCULATING COLLECTION	0.00
Radio Control Car Action	BUSINESS & TECH	34.95
Railway Age	BUSINESS & TECH	100.00
Ranger Rick - American ed	EVERGREEN	29.95
Ranger Rick Jr	EVERGREEN	29.95
Readers Digest - Large Print for Easier Reading	ALFORD	24.98
Real Simple	EVERGREEN	28.95
Reminisce Magazine - WI	CIRCULATING COLLECTION	17.98
Reptiles	CIRCULATING COLLECTION	0.00
Restaurant Hospitality	BUSINESS & TECH	80.00
Revolver	ART & MUSIC	40.00
Rocks and Minerals	BUSINESS & TECH	292.00
Saturday Evening Post	ALFORD	29.94
Science News	FORD ROCKWELL	50.00
Scientific American	EVERGREEN	84.00

Servo Magazine	BUSINESS & TECH	26.95
Skeptical Inquirer	GENERAL REFERENCE	35.00
Ski	CIRCULATING COLLECTION	18.00
Small Craft Advisor	CIRCULATING COLLECTION	44.95
Smithsonian	FORD ROCKWELL	39.00
Smithsonian	EVERGREEN	39.00
Smithsonian	ALFORD	39.00
Southern Living	FORD ROCKWELL	19.95
Southwest Art	ART & MUSIC	39.95
Spectator - England	GENERAL REFERENCE	266.69
Spirituality & Health	CIRCULATING COLLECTION	24.95
Sports Illustrated	MAYA ANGELOU	88.95
Sports Illustrated	ALFORD	88.95
Sports Illustrated for Kids	WESTLINK	31.95
Taste of Home	MAYA ANGELOU	17.98
Taste of Home	EVERGREEN	17.98
Technicalities	ACQUISITIONS	131.00
Teen Ink	CHILDRENS	0.00
Territorial	KANSAS	0.00
The Bark - US	CIRCULATING COLLECTION	0.00
This Old House	EVERGREEN	19.95
Threads	ALFORD	32.95
TIME Magazine - Domestic ed	WESTLINK	76.13
TIME Magazine - Domestic ed	MAYA ANGELOU	76.13
TIME Magazine - Domestic ed	LINWOOD BRANCH	76.13
TIME Magazine - Domestic ed	EVERGREEN	76.13
Topeka Capital-Journal	GENERAL REFERENCE	506.56
Touchstone : A Journal of Mere Christianity	CIRCULATING COLLECTION	39.95
Travel & Leisure	GENERAL REFERENCE	45.00
Travel & Leisure	WESTLINK	45.00
Tropical Fish Hobbyist	CIRCULATING COLLECTION	28.00
USA Today - NY	GENERAL REFERENCE	240.00
USA Today : the Nations Newspaper	GENERAL REFERENCE	275.00
USA Today : the Nations Newspaper	FORD ROCKWELL BR LIB	275.00
USA Today : the Nations Newspaper	ALFORD BR LIBRARY	275.00
Utne Reader	GENERAL REFERENCE	0.00

Value Line Investment Survey - US ed	FORD ROCKWELL BR LIB	1142.00
Value Line Investment Survey - US ed	WESTLINK BR LIBRARY	1142.00
Vanity Fair - American Ed	FORD ROCKWELL	30.00
Vanity Fair - American Ed	ALFORD	30.00
Veranda	ART & MUSIC	28.00
Videomaker	CIRCULATING COLLECTION	19.97
Wall Street Journal	BUSINESS & TECH	443.88
Wall Street Journal	FORD ROCKWELL BR LIB	443.88
Wall Street Journal	WESTLINK BR LIBRARY	443.88
Wall Street Journal	EVERGREEN BR LIBRARY	443.88
Wall Street Journal	ALFORD BR LIBRARY	443.88
Washington Post	GENERAL REFERENCE	951.00
Watercolor Artist	ART & MUSIC	21.97
Wichita Business Journal	FORD ROCKWELL BR LIB	125.00
Wichita Business Journal	WESTLINK BR LIBRARY	125.00
Wichita Business Journal	ALFORD BR LIBRARY	125.00
Wichita Business Journal	BUSINESS & TECH	125.00
Wichita Business Journal	EVERGREEN BR LIBRARY	125.00
Wired	FORD ROCKWELL	24.00
Woodsmith	BUSINESS & TECH	33.00
World Soccer	CIRCULATING COLLECTION	144.48



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: Approval of Invoices Exceeding \$10,000 - Newsbank
DATE: October 7, 2020

Background: Newsbank provides Wichita Public Library customers and staff with access to full-text digital news articles and blog posts from the Wichita Eagle, from 1984 – the current year. In 2018, Newsbank rolled out its image edition product, which makes a fully searchable image of the current day's Eagle available to library customers. In addition to the Eagle, Newsbank also provides access to selected full text news articles, blog posts, and magazine articles from around the country and the world, but the value is in the online, accessible from anywhere, completely searchable Wichita Eagle archive. The subscription expires at the end of 2020.

Analysis: While the digital Wichita Eagle archives are a valuable resource for researchers, providing key-word search functions to the entire archive from 1984-the present, the true value in 2020 has been the ability to offer customers uninterrupted access to the image edition of the daily paper during the Library closure and the current period of limited access to print materials. This can be seen in increased usage of the Newsbank product.

In the past 12 months, Newsbank has had 28,447 uses, up 5,455 from the year before.

Financial Considerations: The cost to renew for fiscal year 2021 is \$21,892.00 (2020 price was: \$21,199.00. This is an increase of \$693.00 (3%) from 2020. The cost per use for the last 12 months was \$0.75, a decrease of \$0.11 per use from the cost per use of \$0.86 in 2019.

Legal Considerations: Wichita Public Library has received written confirmation that the Newsbank license agreement has not been updated.

Recommendations/Actions: It is recommended that the Board approve the invoice from Newsbank in the amount of \$21,892.00 for the 2021 renewal of the Newsbank database.

Attachments:



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: District III Naming Process-Library Board as Naming Advisory Committee
DATE: October 20, 2020

Background: On September 15th the City Council voted to designate the Library Board of Directors as the Naming Advisory Committee for the naming of the branch library relocating to District III. Library Board member Lauren Hirsh is serving as the lead of the committee.

Analysis: Library staff, City project management staff and Library Board member Lauren Hirsh met for an initial conversation regarding the process for utilizing the Library Board as the Naming Advisory Committee. Preliminary ideas for community engagement and a timeline were discussed.

Because the Library Board as a whole serves as the Naming Advisory Committee and the Library Board meets only once per month, we are seeking input on how you wish this process to proceed.

The Library expects to receive the certificate of occupancy for the rental space the first week of December 2020 with an opening of the branch planned for the first quarter of 2021.

The Library will install LED signage on the building that will read "LIBRARY" on both the north and west sides. Once a name has been determined, non-lit signage will be added above the LED signage on the north side of the building to state the name of the branch.

The recommended name for the District III library will need to go to City Council for final approval.

Legal Considerations: None

Recommendations/Actions: The Library Board of Directors is being asked to discuss plans for the process to solicit community engagement as well as the anticipated timeline and any other concerns or ideas to be taken into consideration throughout the process.

Attachment: None

Media Report: September 2020

Television:

- Sept. 10, 2020: KAKE Kids Corner, Online resources for educators
- Sept. 18, 2020: KSN, E-books, <https://www.ksn.com/news/wichita-public-library-emphasizing-e-books-during-pandemic/>

Print:

- Sept. 15, 2020: The Wichita Eagle, Linwood Branch Relocation, <https://www.kansas.com/news/politics-government/article245749685.html>

Radio:

- Sept. 15, 2020: KFDI, Linwood Branch Relocation, <https://www.kfdi.com/2020/09/15/city-council-approves-relocation-of-southeast-wichita-library-branch/>
- Sept. 15, 2020: KNSS, Linwood Branch Relocation, <https://knss.radio.com/articles/wichita-city-council-approves-funds-for-new-linwood-library>

WGS Report to WPL Board meeting, Oct 20, 2020

Activities:

- We have cancelled in person meetings etc. in keeping with COVID-19 protocols.
- The WGS BoD meetings are being held via ZOOM.
- Monthly education meetings are held via ZOOM with acceptable 'attendance'.
- WGS will restart in person meetings, classes etc. as WPL reopens.

Membership:

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

Meetings:

- Face to face meetings CANCELLED

Classes:

- Face to face classes CANCELLED

Trips:

- No trips being scheduled.

Conference:

- 9th Annual Genealogy Conference was cancelled
- The next Annual Genealogy Conference will held October 9, 2021

The web site is www.wichitagensoc.org

Wichita Public Library Foundation Update
Prepared October 9, 2020
By Kristi Oberg

Operations Update

Foundation staff continue to work off-site and will do so until the Library completes its phased opening plan, and COVID numbers are further reduced.

Fundraising update

The Foundation continues to work on grant writing restricted to building Library print and e-collections due to COVID and City of Wichita budget cuts.

- ❖ Received: Five grants totaling \$60,000 plus a sizeable in-kind gift from Spirit to paint seven plane shade structures for the Children's Garden.
- ❖ Pending: Three grants totaling \$57,000 and one in-kind gift from JR Custom Metals for Children's Garden plane shade structures.
- ❖ Declined: Six grants totaling \$172,000

Constituent Data

Good progress continues in updating our constituent records. July's mailing to constituents asking for telephone and email information yielded over 500 unique pieces of new data.

Finance & Investment

On October 15, the Finance Committee Chair will present the Kirkpatrick & Sprecker 2019 Audit to the WPLF Board for approval.

Year-End Fundraising efforts

The Foundation will mail the Library cardholder acquisition to approximately 5,000 people on November 6. The Foundation will mail another mass mailing of 1,500 Foundation prospects and donors on November 13. Foundation staff have also implemented a robust virtual fundraising plan for year-end fundraising, including an updated website, donation landing pages, and new online and social media content to increase online fundraising and engagement.

We are working with the WPLF Board of Directors to do a dollar-for-dollar match of all year-end mailings. This strategy has proven to increase first-time donors, the amount of a gift, and total contributions. Another proven strategy is for WPLF Board members to personally request gifts to support the Library from other community leaders and philanthropists. This letter-writing campaign will add prospective donors to our list and help increase donation amounts from existing donors.