

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, November 17, 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 – Robyn Belt, Update on Linwood Naming Process
2. Approval of the Agenda
3. Public Comment
4. Minutes of the October 20, 2020 Meeting
5. Unfinished Business
 - a) District III Branch Library Naming-Narrow Recommendations to top 5
6. New Business
 - a) October 2020 Finance Report and Bills

General Fund Bills	\$943,455.05
General Fund (COVID-19)	\$725.61
CIP Linwood Relocation	\$194,592.54
Grant Fund Bills	\$30,533.87
Gift & Memorial Fund Bills	\$2,560.46
<u>Total</u>	\$1,171,867.53

- b) SCKLS Grant Transfer
 - c) Proposed Changes to Library Foundation Endowed Funds Spending Policy
 - d) Endorsement of Foundation Nominating Committee Report for Library Directors
 - e) Proposed 2021 Holiday Schedule
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

October 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.

Staff launched an online version of Kansas Reads to preschoolers on Oct. 29. Youth Services worked with Digital Services to create a webpage with links to an online version of the book, online activities and a video feature created by librarians. More information: www.wichitalibrary.org/prek.

City and County staff will provide AIRA to customers at City Hall, the Transit Center and the Advanced Learning Library. AIRA is a service for blind/low vision individuals that uses a smart phone to provide real-time visual assistance. Agents can assist with directions, help fill out paperwork and other tasks.

The Library's Short Story Dispensers received an upgrade in October, which results in a touchless process for requesting a story. The buttons were updated from the 1-, 3- and 5-minute stories to Children's Stories, Short Edition and Local Stories. Residents will be able to submit stories for inclusion in the three dispensers. Dispensers are located at Reverie Roasters, Hunter Health Clinic and Ablah Library at Wichita State University.

Librarian Noelle Barrick took her NaNoWriMo Pep Rally virtual on Oct. 24. This event provides tips and tricks for customers who want to write 50,000 words during National Novel Writing Month in November. This year, Rachel Bournival, the Wichita-area NaNoWriMo liaison, showed how the NaNoWriMo online dashboard works, as well as provided tips for getting over writer's block.

The Library confirmed its partnership with PBS Kansas (KPTS Channel 8) to broadcast the virtual NEA Big Read: Wichita Kick Off on Saturday, Jan. 9 from 2:30-4 p.m. Viewers will be able to view the program on channel 8 and online at www.kpts.org. More information about the NEA Big Read: Wichita can be found at www.bigreadwichita.org.

Three Library staff members participated in Park and Recreation's Drive Boo Trick or Treat event at Watson Park on Oct. 24. Youth Services Librarians Katrina York (Rockwell) and Eva Caudill (Westlink) and Communications Specialist Sean Jones decorated Katrina's car as a haunted library and passed out candy and information about Kansas Reads to Preschoolers to nearly 1,600 kids.

Other News

October 2020 was the third highest number of monthly e-checkouts, placing behind April and May 2020 when the library was entirely closed or offered extreme reduced services. Total e-checkouts were 23,827.

The Youth Services team created more e-cards to area students, bringing the total to nearly 3,500. Sarah Kittrell, Collection Development Division Manager, says there is an increase in students using their cards. This service will help students stay connected to the library through the pandemic and beyond.

Rockwell Staff created a low-contact election featuring popular children's book characters to teach young children about the election process. The race was extremely close for four weeks of polling, with book characters Elephant & Piggie emerging as the winners. The project was created to spark conversations about the voting process between parents and children. One notable interaction came from a mother and child who were voting for different candidates. The mother took the opportunity to discuss with the child why it was still important to vote even though someone you knew was voting for another candidate.

Library staff submitted four innovations to the Urban Libraries Council's annual Innovations Initiative. The ULC Innovations Initiative showcases out-of-the-box thinking and new alignment of resources to further education for people of all ages, address race and social equity in communities, build digital inclusion and digital literacy and enhance civic engagement for a strong democracy. Finalists will be announced during the ULC Innovations Celebration, date TBD. Read more about the Library's submissions:

- [E-Cards for All](#)
- [Virtual Programming Shift](#)
- [Virtual Resources During COVID-19](#)
- [New Access to Materials](#)

In an effort to help residents connect with Library resources and services, Library staff created a Wichita Public Library reddit account to monitor the r/Wichita subreddit for questions the Library might be able to answer.

Westlink Branch Manager Tracie Partridge was interviewed by a Library and Information Management student at Emporia State University about her interest in librarianship, daily duties and challenges faced in her current position.

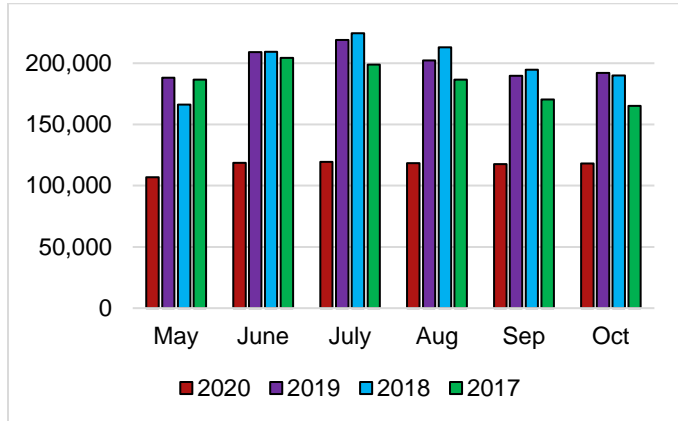
Circulation Manager Ofonime Sampson attended the Library Journal Virtual Summit on Oct. 6, including a session called "Advocating for Library Budgets in Times of Austerity." The session emphasized the importance of advocacy from data and measurements of library activities.

Staff members participated in de-escalation training provided by the Wichita Police Department. The trainings covered both situational awareness and communication.

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.

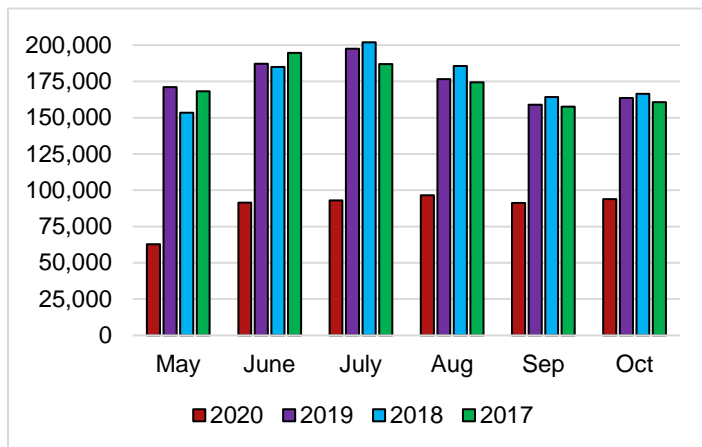
LIBRARY VISITS (door count, catalog sessions, and website visits)



OCTOBER			
	2020	2019	% change
Door Counts	37,172	88,084	-57.80%
Catalog Use	39,724	45,480	-12.66%
Website Visits	41,185	58,624	-29.75%
Total	118,081	192,188	-38.56%

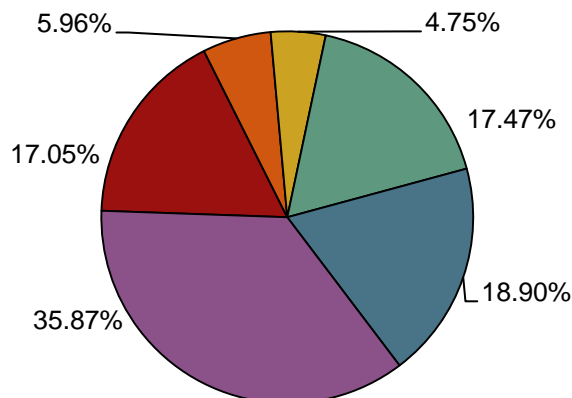
NOTE: Door counts include activity related to curbside materials delivery.

CHECKOUTS



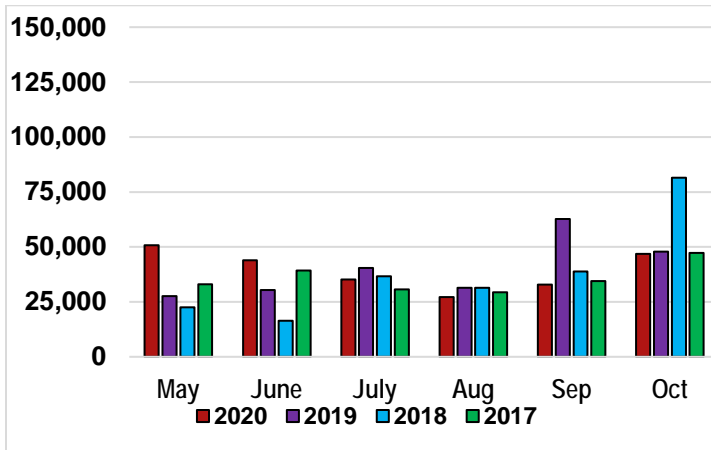
OCTOBER			
	2020	2019	% change
Physical Circ	60,169	142,154	-57.67%
Virtual Circ	33,658	21,387	57.38%
WPL	24,747	13,236	86.97%
State	8,911	8,151	9.32%
Total	93,827	158,840	-42.63%

Circulation by Location



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

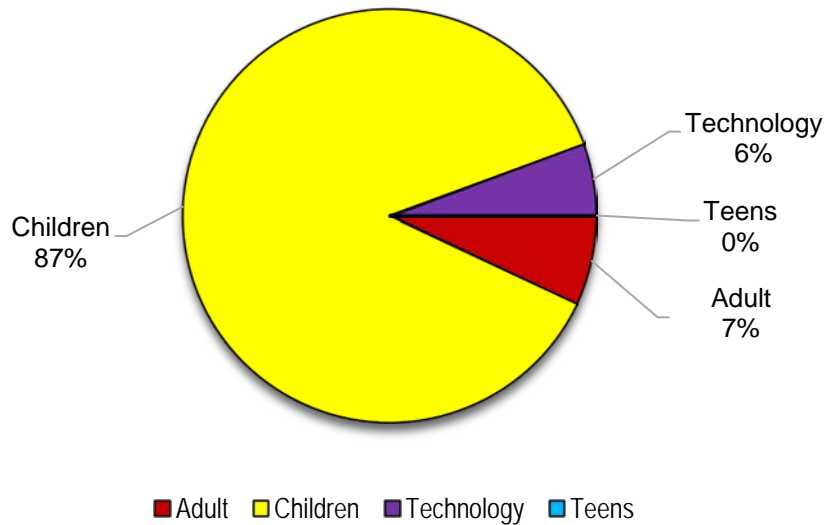
QUESTIONS ANSWERED (by staff in person/phone and through online services)



OCTOBER			
	2020	2019	% change
In person	N/A	7,830	N/A
Online	46,861	39,992	17.03%
Total	46,861	47,822	-2.14%

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

PROGRAM ATTENDANCE



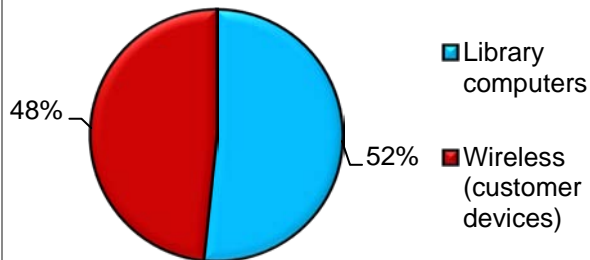
OCTOBER ATTENDANCE

	2020	2019	% change
Adult events	128	1,561	-91.80%
Children's events	1,600	4,052	-60.51%
Technology training	102	397	-74.31%
Teen events	0	128	-100%
TOTAL	1,830	6,696	-70.19%

October attendance reflects Book a Librarian training appointments, the Drive-Boo Trick-or-Treat at O.J. Watson Park, and a limited number of in-person and online events.

PUBLIC COMPUTING

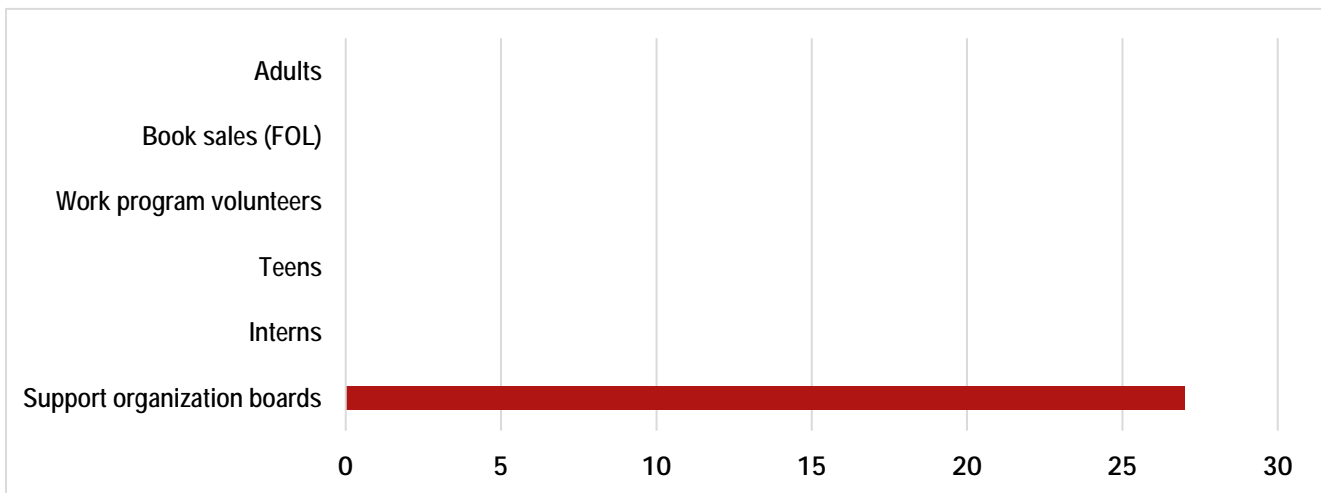
**Method of Computing Access
(by session)**



OCTOBER

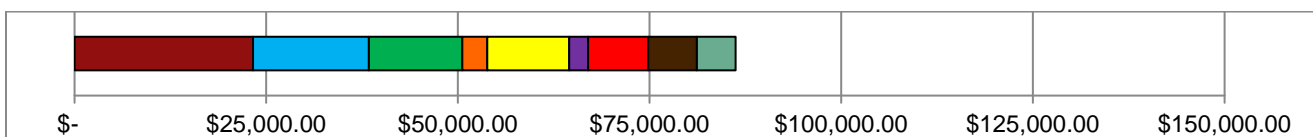
	2020	2019	% change
Workstation Sessions	5,135	10,415	-50.70%
Wi-Fi Sessions	4,807	8,940	-46.23%
Number of Users	578	2,186	-73.56%
Hours of Access	6,322	12,382	-48.94%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 104 Hours of service received = 3,407

MATERIALS DONATIONS (value if purchased)



Year to date total = \$86,198.11 Items added to Library collections YTD = 5,375

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

Service Snapshot: Recent Raving Fans Stories

Library staff continue to go beyond the call of duty to make sure customers have access to materials during limited operations. At the Westlink Branch, Branch Manager Tracie Partridge stayed late to help a customer get an updated library e-card over the phone so she could access the digital collection. Tracie also issued her a Kansas Library card for more access to digital materials.

Rockwell Branch Manager Savannah Ball helped a customer with little computer skills complete an online defensive driving class for his job. Savannah helped him set up an account, navigate the website and gave him login instructions so he could come back and finish the class. He was thankful for her help.

A customer let staff know how much they appreciated the Library's creativity in lending materials to customers. The customer loves the no-touch displays and book bundles. "Thank you for being here for us. You all are doing a great job."

The Westlink Branch held its first virtual book club with facilitation by Fiction Selector Racine Zackula. Eighteen customers participated and were impressed with the thought-provoking questions Racine asked about the book, *Where the Crawdads Sing* by Delia Owens. One customer emailed afterwards and said "I had such a great time yesterday! Thank you for all you do!"

A customer appreciated the help of a tech trainer at the Advanced Learning Library who helped him recover and organize his email account so he could recover his GetKansasBenefits account, which is used for unemployment and other State of Kansas resources. Staff took the time to create organizational methods for the customer's online contacts and revenue stream.

A parent requested 20 picture books for her children, ages four and six. Youth Services Librarian Katrina York provided them with a wide selection they had not read before, including a few new titles recently added to the collection. They praised the library and said, "A lot of bad things can be gotten through with new books."

A customer shared with Rockwell Library Assistant Sheri Williams that, "the only good thing about COVID is getting to come to the library and pick up books." He explained he has much more time to read right now as he spends more time at home. Library staff appreciate the opportunity to be the bright spot in someone's day during difficult times.

WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors
October 20, 2020.

The hybrid meeting of the Library Board of Directors was held on Tuesday, October 20, 2020 at the Advanced Learning Library with the following present in person: Mr. Lamont Anderson, Ms. Erinn Bock, Mr. Kevin McWhorter, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler. The following attended virtually: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

Call to Order

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

Staff Presentation

Youth Services Manager Erin Downey Howerton provided information regarding the Kansas Reads to Preschoolers program, which begins in November. The 2020 title is Eric Litwin's *Groovy Joe: Ice Cream & Dinosaurs*. This picture book story will appeal to young readers, with a focus on children between the ages of two and five. Due to the ongoing pandemic, this year's program will consist of an online platform that provides activities and resources for parents and children who participate. On November 15, the Library will premiere a *Sesame Street*-like video to encourage community participation. Patrons will have the options to check out the book physically or read it online at Scholastic Book Flix.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on September 15, 2020 were presented. Erinn Bock moved (Hirsh) 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 (Schmidt) to approve the

September 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$712,320.14; COVID-19 bills of \$32,391.05; Grant Fund bills of \$70,607.02; and Gift and Memorial Fund bills of \$624,302.75, for a total of \$1,439,620.96. **Motion carried unanimously.**

On behalf of the Finance Committee, Chair Bock moved (Hirsh) to approve the following invoices over \$10,000: a license renewal with the magazine subscription manager EBSCO in the amount of \$15,490.79 and a renewal for NewsBank in the amount of \$21,892. **Motion carried unanimously.**

Shannon Littlejohn joined.

Lauren Hirsh informed Board members that as they also form the Naming Committee for the new District III Library, they should consider ways to use the naming process to promote community ownership and interest in the new name.

Interim Director Kristi Dowell outlined a proposed process for naming the new library. Community engagement in the process would kick off on October 21 when an online survey launches with the ability for members of the community to submit name suggestions. At their next meeting on November 17, board members would narrow the suggestions down to the top five. On November 18, these top five suggestions would be presented to the public to elicit assistance in narrowing the suggestions down to three. At the December board meeting, members would select one name to recommend to the City Council at one of its January meetings. The City Council has final say in the name of the new library.

Finance Committee Report

No report.

Operations Committee Report

No report.

Planning & Facilities Committee Report

Chair Randall Johnston reported that the committee did not meet, but supplied updates on a few maintenance issues. At the Advanced Learning Library, Public Works and Utilities has been trying to trace the cause of a sewer smell in the pipes, and now believes that the wind has been blowing the odor back down an outside pipe that was missing a cap. It has now been capped in hopes of solving this problem.

Two replacement compressors on the north AC unit at the Advanced Learning Library have been installed to address deficiencies in humidity and temperature control that have been evident over the past year, primarily in the conference center and on the second floor.

The gas leak reported at Westlink has been fixed.

Quotes are being gathered for adding sidewalks at both the Alford branch and the Advanced

Learning Library in locations where customers have been cutting paths through grassy areas. The recommended sidewalk at the Advanced Learning Library runs from the north parking lot through the grass next to the weathering steel fence. At Alford, the planned sidewalk follows a stone path which staff and customers built between the parking lot and the front entry years ago. As the stones have now settled, this path poses a tripping hazard. If a sidewalk is not added, this hand paving will be removed and grass will be reinstated.

Public Affairs Committee Report

Chair Lamont Anderson reported that a piece of art by Anthony Joyner has been donated for the Maya Angelou branch.

Special Committee Reports

Friends of the Library – None

Library Foundation – Kristi Oberg reported that Foundation staff continue to work off-site until the library completes its opening plans. Progress continues in updating constituent records. On November 6, the Foundation will mail letters to the Library cardholder acquisition of approximately 5,000 people, and on November 13, it will dispatch another mass mailing to over 1,500 prospects and donors. Staff have also implemented a robust plan for year-end fundraising using virtual means. Work is being done with the Foundation Board of Directors to do a dollar-for-dollar match of all donations received in response to year-end mailings.

Wichita Genealogical Society (WGS) – Interim Director Dowell reported that all WGS in-person meetings have been cancelled and all WGS Board meetings are now virtual. Monthly education meetings are being held via Zoom with acceptable attendance. Membership is remaining relatively steady. The 9th annual Genealogy Conference has been cancelled, with the next one being scheduled for October 9, 2021.

Director of Libraries Report

Interim Director Dowell reported that the library has submitted four Urban Libraries Council innovation entries for 2020. The Urban Libraries Council's annual awards recognize and raise the visibility of cutting-edge programs, strategies, tools, techniques and ideas from their entire membership. In 2016 the library won a Top Innovator award in Customer Experience for its Raving Fans project within the circulation section. This year the library submitted entries for the following categories: Communicating the Library's Value by providing e-cards for all, Customer Experience for shifting programs into a virtual format, Customer Experience for providing virtual resources during COVID-19, and Customer Experience for new access to materials. Winners will be announced later this fall.

Work on the Evergreen renovation and Linwood relocation is in progress. Finishes for the Evergreen branch have been reviewed and signage for the temporary Evergreen branch has been selected.

The City of Wichita's mask ordinance expires at midnight, Wednesday, October 21. However, Wichita will continue to follow Sedgwick County's Emergency Public Health Order, which

requires residents to continue to use masks in all public places--including all City of Wichita facilities--until December 9.

Announcements

President McWhorter announced that board member Dr. Justin Henry has been named the Kansas School Superintendent of the Year.

Adjournment

The meeting was adjourned at 12:52 p.m.

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

Respectfully submitted,

Kristi Dowell
Interim Director of Libraries



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: District III Naming-Narrow to Top Five for Community Input
DATE: November 17, 2020

Background: At the October 20th Wichita Public Library Board of Director's meeting a timeline and process was discussed to engage the community in naming the District III branch library.

October 21: Kickoff community engagement

November 17: Library Board to narrow received names to top 5

November 18: Community engagement to narrow top 5 to top 3 recommendations

December 15: Library Board to narrow top 3 to make a recommendation to go to City Council

January ?: Take recommendation to City Council for approval

Analysis: During the community engagement phase following the October 21st Library Board of Director's meeting, the following community engagement occurred.

A news story was featured by Jillian Carroll of Good Day Kansas as an interview with WPL Communications Specialist Sean Jones on-site of the new branch. A Survey link was added to the Wichita Public Library website, sent to WSU Tech South Librarian Britten Kuckelman for engagement of students and faculty, City Communications staff and to Maddy Campbell, District III Community Services Representative for distribution. The Naming opportunity was discussed by Kristi Dowell at the District III Advisory Board's November 4th meeting, a display was added at Goodwill Industries of Kansas / NexStep Alliance. Lauren Hirsh reached out to community leaders, businesses and organizations around the new location as well as to area schools. The naming opportunity was pushed out through City of Wichita and Library social media, District III NextDoor page and mentioned at the Mayor's media briefing. A process was created for taking naming ideas via walk-in at library locations and Colvin Neighborhood Resource center.

The community engagement process garnered 70 unique naming ideas.

Legal Considerations: None

Recommendations/Actions: The Library Board of Directors is being asked to narrow down the list to their top 5 names. The top 5 names will then go out for another round of community engagement to get to the top three names for the December Library Board of Directors meeting.

Attachment: List of unique names submitted by the community between October 21-November 9th. Any names received after November 9th will be disseminated at the Library Board of Directors meeting on November 17th. The City of Wichita Policy 13 regarding naming facilities is included at the end of the Library Board packet.



District III Library Names (as of 11/9/2020)

Name Submission	Reasoning
The Roosevelt Distinguished Library for Exemplary Citizens	
Berner Public Library The Cynthia Berner Branch Library	<p>"Honoring Cindy Berner."</p> <p>"She made it happen as well as the new a library downtown and grew the system"</p> <p>"Cynthia Berner has been a driving force in seeing the implementation of the Library Board's master plan of library service for the past 20 years -- through multiple economic challenges. As a former employee, I know just how long this branch has been a goal and how much work it has taken *everyone* to make it come to fruition. The Ford Rockwell Branch Library is a tribute to another notable city librarian in our history, and Angelou was named while she was still with us, so there is precedent for both traits."</p> <p>"She was the reason for many changes with the library system."</p>
L.W. Clapp Library	<p>"With the closure of the Clapp golf course, it would be wonderful to have the name of the new library be reflective of the familiar location."</p> <p>"he was a mayor and loved city parts and the city itself"</p> <p>"L.W. Clapp created spaces for Wichita residents to find peace in a time that brought outlaws and the law abiding folks together in one place..our city limits. This desire to give residents a place of respite is worthy of praise and an endeavor sorely needed today when uncertainty runs through the lives of many of our neighbors."</p>
Richard Rademacher Southeast Library	<p>"It would be a good way to honor someone who was a Director of Libraries for so long."</p> <p>"In honor of the recently deceased former Director of Public Libraries."</p> <p>"Naming the new library after Mr. Rademacher would be an appropriate and fitting tribute to his contributions to Wichita. He oversaw the first electronic library catalog conversion in the state of Kansas, modernizing our library practices. He also formed the Wichita Public</p>

	<p>Library Foundation for the support and promotion of the library in the community.</p> <p>While the children's area in the Alford Library was named in honor of Mr. Rademacher, it would be far more fitting to his accomplishments and contributions to have a branch named after him. Given his recent passing, this tribute would cement his legacy in the community to which he gave so much."</p>
Harry Street Library	<p>"I think we should keep the name geographical as with other branches (Evergreen, Linwood, Westlink.) There really isn't a Wichitan heavily associated with literature (author, publisher, illustrator, etc.) While other literary figures could be used (Angelou) I find this problematic as I would like to see local connections. I believe naming it after another person (even someone I would greatly admire) becomes problematic and libraries should be welcoming to all."</p> <p>"so Wichitan can find it"</p>
Southeast Branch Library	<p>"I think we should keep the name geographical as with other branches (Evergreen, Linwood, Westlink.) There really isn't a Wichitan heavily associated with literature (author, publisher, illustrator, etc.) While other literary figures could be used (Angelou) I find this problematic as I would like to see local connections. I believe naming it after another person (even someone I would greatly admire) becomes problematic and libraries should be welcoming to all."</p>
Grandview Branch Library	<p>"I think we should keep the name geographical as with other branches (Evergreen, Linwood, Westlink.) There really isn't a Wichitan heavily associated with literature (author, publisher, illustrator, etc.) While other literary figures could be used (Angelou) I find this problematic as I would like to see local connections. I believe naming it after another person (even someone I would greatly admire) becomes problematic and libraries should be welcoming to all."</p>
Hilltop Branch Library	<p>"I think we should keep the name geographical as with other branches (Evergreen, Linwood, Westlink.) There really isn't a Wichitan heavily associated with literature (author, publisher, illustrator, etc.) While other literary figures could be used (Angelou) I find this problematic as I would like to see local connections. I believe naming it after another person (even someone I would greatly admire) becomes problematic and libraries should be welcoming to all."</p>
Amelia Earhart Branch	<p>"Amelia Earhart was born in Kansas. She is known by all, and is an awesome and inspiring hero."</p>
Carl Brewer Memorial Library Carl Brewer Southeast Library	<p>"Carl Brewer was a long time Wichitan who loved his community, and loved his city which was evident through his service both through the military, and while serving in various city leadership positions, including a progressive</p>

<p>Mayor Carl Brewer Memorial Branch Library</p>	<p>mayor who pushed for ideas to throw Wichita into the future.”</p> <p>“In memoriam of Carl Brewer.”</p> <p>“Carl Brewer was a former mayor of Wichita who was well liked.”</p> <p>““Mr. Brewer served Wichita on the City Council and as its mayor in a professional and helpful manner. He was a fine example of a leader engaged with the community he serves.”</p> <p>“He was well known. He was well liked. He did a good job. He made history as our first black mayor. I truly feel that he deserves this honor.”</p> <p>“In honor/memory of Mayor Carl Brewer”</p> <p>“Carl Brewer was a dedicated civil servant and mayor. He died before his time. This would be a great way to remember him”</p> <p>“Carl Brewer was an amazing public servant who served our community as our first elected African American mayor, and did it through tough economic times. He led the council towards approving the Advanced Learning Library be built. He served in the military and worked in the local aviation industry. He has always been a champion of supporting public services that serve ALL members of our community. His untimely death is a great loss to our community. Honoring him by naming the library after him would be a great tribute of all he has done and help ensure future citizens be aware of his important contributions.”</p> <p>“He helped keep the Linwood Branch open when it was about to be closed, along with Evergreen.”</p> <p>“Carl Brewer worked for Wichita for decades to bring people together and inspire us to be a better community. Carl was a father figure to so many young people who needed a friend and opened doors for almost everyone he met. He overcame a difficult background as a child and in turn helped so many others to improve themselves and their circumstances. He was a constant cheerleader for people of all backgrounds and for Wichita.”</p> <p>“Former major Carl Brewer was a visionary for the city of Wichita. He embodied the importance of knowledge and education.”</p>
--	--

Walters Educational Library	<p>"Ronald W. Walters, born in Wichita Kansas, was an American author, speaker and scholar of African-American politics. He was director of the African American Leadership Institute and Scholar Practitioner Program, Distinguished Leadership Scholar at the James MacGregor Burns Academy of Leadership, and professor in government and politics at the University of Maryland. Copied from online sources."</p>
LW Clapp, Meadowlark, Grandview	<p>"Clapp is the name of the park, the name of a historic mayor, and a strong supporter of Wichita Parks & Rec.</p> <p>Meadowlark for its nearby neighborhood (and historic name of the golf course).</p> <p>Grandview for its nearby neighborhood as well."</p>
Donald J. Trump Public Library	<p>"Trump is a president that represents my viewpoints. I haven't ever had decent representation of my viewpoints in high office. I am thankful that he had the courage to stand up and represent me when is seemed the whole world was against me."</p> <p>"A great honor for a wonderful president and a true American hero who, unlike other presidents, actually loves his own country. Furthermore, unlike other politicians, Trump actually cares for and is concerned about the common person, the forgotten citizen whom other presidents ignored. What could be better than our great city highlighting one of the best leaders in world history?"</p> <p>"He was the hardest working President, ever and worked for free."</p>
Harry Street/Cole Branch Library	<p>"Harry Street/Cole Branch Library. it's name would number one, easily identify the area in which the branch is located and secondly, would honor Max Cole and family who re-purposed the defunct Harry Street mall. maxes mother Maxine was a generous supporter and volunteer of many community organizations until her health became an issue. And Max took the old mall put in office spaces a restaurant and many of the smaller but much-needed city offices that service the East area of town."</p>
Harry Street Multimedia Library	<p>"Gives a general location, multi media, library to define it."</p>
Athena	<p>"Greek Goddess of Wisdom. Aspirational"</p>
Berner-Linwood Branch	<p>"I think Cynthia Berner deserves to have more than a plaza named in her honor. Like Ford Rockwell before her, she worked to make our library system what it is today. Naming a branch is the least we can do."</p>
Clare Vanderpool	<p>"Clare Vanderpool (born 1965) is an American children's book author living in Wichita, Kansas. Her First book, Moon Over Manifest, won the 2011 Newbery Medal,[1]</p>

	<p>becoming the first debut author to achieve the feat in thirty years.[2] She is also the first Kansas native to win the Newbery Medal.[3] Vanderpool is a member of the Society of Children's Book Writers and Illustrators.[4] Her book Navigating Early was named a 2014 Printz Honor Book."</p>
Lois Ruby	<p>"Lois Ruby, a former Wichita resident, is the author of several children's and young adult books, including some historical fiction. Her most notable works are the historical fiction novels Steal Away Home (based in Lawrence, KS) and The Secret of Laurel Oaks."</p>
Sunset Southeast Library	
Bibliotheca	<p>Latin meaning for "Library" which most English words are derived from.</p>
Kathryn O'Loughlin McCarthy	<p>"When Kathryn O'Loughlin of Hays entered the Democratic primary for Sixth District Kansas U.S. House of Representatives in 1932, she had three strikes against her: she was single, a Catholic, and a Democrat in a primarily Republican district that encompassed 26 counties. She overcame these obstacles to win by approximately 143,000 votes in the election landslide that put Franklin Delano Roosevelt in the White House. She was the first woman from Kansas to serve in the U.S. House of Representatives.</p> <p>During her campaign for Congress in 1932 she defeated eight men in the Democratic primary, traveled approximately 30,000 miles, gave as many as 12 speeches per day, and dealt with "whisper" campaigns about her marital status, religion, and stand on prohibition.</p> <p>As congresswoman, McCarthy was active in influencing New Deal agricultural policy. Growing discontent with the regulatory aspects of Roosevelt's farm policy and the traditional Republican leanings of her constituency contributed to her 2,000 vote defeat by Frank Carlson in her re-election bid in 1934.</p> <p>O'Loughlin continued to help others after her political career ended. She paid tuition at Fort Hays State University for many low-income students, including several African American students to whom she provided free room and board in her home because they had been discriminated against. She also advocated for better treatment of women in the state's prisons."</p>
The Gavin R. Thomas Memorial Library	<p>"My Uncle Gavin passed away suddenly in January 2020 and he worked for Wichita Public Libraries for many many years in the interlibrary loan department. He had no children and no legacy other than his true love of writing, art and books. It would be an honor to have his love of the literary world honored in this manner."</p>

Alicia Thompson	"Honor any non-white educator. It would be encouraging to all."
Harry S. Truman Library	"He was a famous president and the library will be located on Harry st."
Wichita Mall Branch	"Because it's in the Wichita mall shopping center."
The Carrie Library	"She was the wife of LW Clapp, City Mgr, Mayor. Park Director Lewis William "L.W." Clapp, 1858 - 1934 Lewis William "L.W." Clapp was born on month day 1858, Lewis married Carrie W. Clapp (born Hutchinson) on month day 1883, at age 24"
Comet Library	"Kiddieland Amusement Park at the same site as the new library 3833 East Harry Street Wichita, Kansas, United States Defunct, Operated from ≤ 1950 to 1964 - 1965 with a Comet roller coaster"
Kid Land Library	"Kiddieland Amusement Park was on the same site as the new library. Focus will be on helping educate children. 3833 East Harry Street Wichita, Kansas, United States Defunct, Operated from ≤ 1950 to 1964 - 1965"
Wichita Library	"Like the Boston Library, the name is easy and reflects Wichita's community ownership and pride."
Caledonia Library Branch	"I like this name. I just made it up and it sounds really cool I'd really like it if you took this in to consideration."
Hattie McDaniel Branch Library	"Hattie McDaniel was such an important national figure! The first woman of color to be recognized for her work in film and she was born in Wichita. We should embrace her legacy and show how thankful we are to have someone who contributed to the arts." "First African American to win an Oscar. She was from Wichita and I think this would be a good time to recognize African Americans in our community." "Hattie McDaniel The first African-American to win an Academy Award (Oscar), McDaniel was born in Wichita on June 10, 1895. She won the award for playing Mammy in "Gone With the Wind", and she was also the first African-American to attend the Oscars." "Hattie McDaniel was the first African-American to be nominated for and also to win an Oscar. She's a Wichita native."
Blackbear Bosin	"Blackbear Bosin is an important figure in Wichita history and naming the new library after him might inspire people to learn more about the native lands that our city rests on."
Library in Front of Big Lots	"It is a concise name that lets a reader know what it is and where it is."
Mall Branch Library Harry Street Mall Library	"The location is already known as the Wichita Mall. This name build on the existing name for the location and adds the function of the facility."

	"Descriptive of location. Acknowledges the old mall."
Strawberry Begonia Theme Park	"It only makes sense!"
Janet L. Miller Library	"As Wichita City Counselor, Janet Miller relentlessly strove to fund the library. During several City budget cycles a number of fellow counselors and citizens fought against efforts to include funding for a new library. Miller supported the library staff and library supporters as they worked for the new library--a long overdue project. Miller's support was extremely important to moving the library from a debated budget line item to a bricks and mortar reality."
Heartland Library	"This name reflects the relatively central location of the new library building - in the heart of Wichita."
Dolly Parton	To honor her tremendous efforts and support of literacy through her Imagination Library
Ad Astra	Ad Astra - "To the Stars" is the KS state motto, and as a library helps lift those in the community through it's multiple uses and resources, I feel this would be a fitting name.
Boliver Hills Southeast	Boliver Hills stands for: Between Oliver & Hillside
Georgetown Terrace Library	On Terrace street and next to Georgetown Street
Christie Lin Branch	After author Agatha Christie and an homage to the former Linwood branch
Twain Shall Meet	After author Mark Twain and a play on words as a meeting place
Meadowlark Public Library	<p>Obviously it's our state bird, but also there is a street on the other side of Clapp golf course named Meadowlane so it's also a name that matches the area.</p> <p>The name pays homage to the history of the area and the neighborhood its next to. At one time there was a Meadowlark drive in where the mall is currently located.</p> <p>"It is the name of the old drive-in theater that used to be next to the property; it is the name of a nearby park and neighborhood; it's the Kansas bird."</p>
Sharice Davids Public Library	<p>"Sharice Davids is a living example of tenacity and determination. She came from humble beginning and made American history as the first openly LGBT Native American elected to the U.S. Congress, the first openly gay person elected to the U.S. Congress from Kansas, and one of the first two Native American women elected to Congress. She is an attorney and a member of the Wisconsin based Ho-Chunk tribe. naming the new library after her would honor Kansas women and Native Americans, as well as the LGBTQ community.</p> <p>https://www.newsweek.com/who-sharice-davids-kansas-democrat-becomes-first-openly-lgbt-native-american-1205319"</p>

Charles M. Schulz Memorial Library	I am choosing this name because Charles M. Schulz is one of the most influential cartoonists in America.
Nell Surface	"Because she gave so many years of her life to the WPL." "Nell was a library icon."
Sunflower Library	
East Harry Library	"Easy way to remember where the library is."
Hope Library	After the tumultuous year of 2020, a new library in 2021 gives hope for the future with innovative learning.
Stan Kenton	"Kenton was a pianist, composer and band leader who was born December 15, 1911, in Wichita. He considered Wichita his hometown even though he didn't grow up here. He founded one of the most influential and progressive jazz bands of the Big Band Era in the late 30s and early 40s."
Louise Brooks	"Louise Brooks, born in Cherryvale, Kansas, was an American film actress and dancer during the 1920s and 1930s. She is regarded today as a Jazz Age icon and as a flapper sex symbol due to her bob hairstyle that she helped popularize during the prime of her career."
The Judy Young Branch Library	Judy was the manager of Linwood for many years!
Ruth Ginsberg Public Library	To honor RBG.
Roosevelt Hilltop Branch	President Roosevelt, in answer to Wichita needing housing for in-migrating defense workers, designated Wichita as one of 146 defense cities. Wichita had become one of the busiest military production cities in wake of WWII. It was felt that workers needed a place to relax, rest and recreate away from the job and the stresses inherent in it. Otherwise it was feared productivity in the war effort would be undermined. This allowed the creation of Hilltop Manor (at Hillside and Oliver) as affordable and accessible housing to provide homes that could be purchased with no down payment thru FHA. Since this area is close by and still providing homes for Wichita residents, I feel the naming of it should reflect the importance it played in Wichita, and the President that was responsible for it's construction beginning in 1941. It was officially dedicated in 1943. Also this name reflects Wichita's ties to it's aircraft connected industry and it also connects to President Franklin Roosevelt who was the longest serving President in U.S. History (4 terms), and saw the U.S. thru both the Great Depression, and WW II. I feel right now his positive accomplishments are outstanding to remember both in historic terms and in relation to his connection to Wichita.
Cottonwood Branch	"The Cottonwood is the state tree of Kansas, and Wichita's library names are usually followed by the word "branch." So "Cottonwood Branch," a branch of our state

	<p>tree. Additionally, literature/learning has no lack of tree analogies/themes:</p> <ul style="list-style-type: none"> - The Giving Tree - Newton's apple falling from a tree - The tree of knowledge in the garden of Eden - Books and paper come from trees. Shouldn't we name the house to books after the living flora that make books and paper possible?"
Towne East Library	It is on the East side.
The Library Across from Arby's	It's a good descriptive name
Booky McBook Place	
Booky McBook Face	
Ready McBookface	
Booky McBookplace	
The Library	
Nothing Racist	
Library McLibraryFace	

REVENUE REPORT - OCTOBER 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	\$ 13,741.20	\$ 149,065.39	85.46%
423030	Meeting Room Rentals	\$ 16,695.00	\$ 1,252.13	\$ -	\$ 3,840.00	23.00%
424011	Copy Charges	\$ 9,132.00	\$ 821.88	\$ 487.10	\$ 7,585.90	83.07%
424101	Public Computing Charges	\$ 10,370.00	\$ 933.30	\$ 1,273.05	\$ 14,099.02	135.96%
646981	State Setoff Collections	\$ 57,000.00	\$ 4,560.00	\$ 1,322.47	\$ 79,300.37	139.12%
646990	Other Non-Operating Revenue	\$ (3,808.00)	\$ -	\$ 60.10	\$ 4,186.87	-109.95%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ 4.00	100.00%
	TOTAL	\$ 263,806.00	\$ 21,520.67	\$ 16,883.92	\$ 258,081.55	97.83%

**Grant Fund Summary Report
OCTOBER 2020**

Grant	Beginning Balance 10/01/2020	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 10/31/2020
SCKLS 2019	\$ 47,669.82	\$ -	\$ -	\$ -	\$ 8,740.65	\$ -	\$ -	\$ 8,740.65	\$ -	\$ 38,929.17
SCKLS 2020	\$ 111,876.00	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 111,876.00
State Aid2020	\$ 43,297.50	\$ -	\$ 2,634.78	\$ 10,097.61	\$ 7,486.17	\$ 1,512.23	\$ -	\$ 21,730.79	\$ -	\$ 21,566.71
Totals	\$ 202,843.32	\$ -	\$ 2,634.78	\$ 10,097.61	\$ 16,226.82	\$ 1,512.23	\$ -	\$ 30,471.44	\$ -	\$ 172,371.88

GENERAL FUND SUMMARY REPORT
OCTOBER 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511010	Regular Wages	\$ 4,253,161.34	\$ 403,485.01	\$ -	\$ 2,895,052.57	\$ 1,358,108.77	68%
511020	FT/PT Limited/Classified Wages	\$ 938,855.58	\$ 95,635.05	\$ -	\$ 594,441.71	\$ 344,413.87	63%
511040	Paid Leave	\$ -	\$ 62,576.35	\$ -	\$ 587,628.70	\$ (587,628.70)	N/A
511080	Longevity	\$ 57,648.00	\$ 5,862.00	\$ -	\$ 45,008.00	\$ 12,640.00	78%
511090	Shift Differential	\$ 4,055.16	\$ 422.75	\$ -	\$ 2,660.34	\$ 1,394.82	66%
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	\$ 200.00	\$ -	\$ 1,400.00	\$ 400.00	78%
512040	Clothing Allowance	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0%
512050	Auto Allowance	\$ 2,400.06	\$ 87.62	\$ -	\$ 2,854.29	\$ (454.23)	119%
513020	Premium Overtime	\$ -	\$ 147.33	\$ -	\$ 774.43	\$ (774.43)	N/A
518010	FICA	\$ 403,677.29	\$ 40,454.71	\$ -	\$ 300,376.95	\$ 103,300.34	74%
518020	Workers Compensation	\$ 54,535.06	\$ 5,389.47	\$ -	\$ 40,785.05	\$ 13,750.01	75%
518030	Unemployment	\$ 5,294.66	\$ 541.22	\$ -	\$ 3,938.65	\$ 1,356.01	74%
518040	Health Insurance	\$ 949,991.04	\$ 102,871.61	\$ -	\$ 752,217.32	\$ 197,773.72	79%
518060	Life Insurance	\$ 17,192.64	\$ 689.77	\$ -	\$ 5,288.92	\$ 11,903.72	31%
518080	WER Contributions	\$ 592,644.54	\$ 58,621.30	\$ -	\$ 448,877.79	\$ 143,766.75	76%
521011	Electricity	\$ 282,000.00	\$ 7,450.33	\$ -	\$ 68,547.53	\$ 213,452.47	#REF!
521021	Natural Gas	\$ 41,004.00	\$ 2,882.69	\$ -	\$ 36,847.69	\$ 4,156.31	#REF!
521030	Water Service	\$ 11,004.00	\$ 1,095.40	\$ -	\$ 16,803.98	\$ (5,799.98)	153%
521050	Trash Service	\$ 5,736.00	\$ 379.00	\$ -	\$ 3,838.15	\$ 1,897.85	67%
521060	Local Telephone Service	\$ 16.00	\$ 671.00	\$ -	\$ 10,009.02	\$ (9,993.02)	62556%
522010	PBX Line Charges	\$ 11,058.00	\$ 925.62	\$ -	\$ 10,463.11	\$ 594.89	95%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 17,071.44	\$ 388.56	98%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 110.61	\$ -	\$ 1,253.05	\$ (353.05)	139%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 1,986.68	\$ (474.68)	131%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 797.18	\$ (797.18)	#DIV/0!
522990	Other Communications Charges	\$ -	\$ -	\$ -	\$ 1,200.00	\$ (1,200.00)	#DIV/0!
523010	Building & Contents Insurance	\$ 92,631.85	\$ -	\$ -	\$ 69,473.93	\$ 23,157.92	75%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 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	\$ 104.84	\$ -	\$ 1,022.41	\$ 1,902.59	35%

GENERAL FUND SUMMARY REPORT
OCTOBER 2020

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
525990	Other Professional Services	\$ 37,970.00	\$ 1,759.90	\$ -	\$ 19,298.47	\$ 18,671.53	51%
526010	Motor Pool Scheduled Charges	\$ 3,410.00	\$ 310.00	\$ -	\$ 3,100.00	\$ 310.00	91%
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	\$ -	\$ -	\$ 6,427.50	\$ 9,572.50	40%
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 120.00	\$ -	\$ 5,104.00	\$ 317.00	94%
529010	Bank Charges	\$ 5,000.00	\$ 517.21	\$ -	\$ 4,095.39	\$ 904.61	82%
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	\$ 4,180.87	\$ -	\$ 15,100.28	\$ 13,751.72	52%
529110	Legal Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ -	#DIV/0!
529150	Data Center Charges	\$ 885,257.00	\$ 73,570.62	\$ -	\$ 733,368.14	\$ 151,888.86	83%
529990	Other Contractuals	\$ 82,703.00	\$ 5,855.60	\$ -	\$ 99,104.05	\$ (16,401.05)	120%
531010	Computing Supplies	\$ 1,900.00	\$ -	\$ -	\$ -	\$ 1,900.00	0%
531020	Office Supplies	\$ 48,575.00	\$ 2,476.74	\$ -	\$ 31,138.02	\$ 17,436.98	64%
531030	Custodial Supplies	\$ 5,000.00	\$ 393.74	\$ -	\$ 1,387.70	\$ 3,612.30	28%
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 469.81	\$ (19.81)	104%
539012	Gasoline	\$ 1,590.00	\$ 157.82	\$ -	\$ 1,709.70	\$ (119.70)	108%
539990	Other Commodities	\$ -	\$ 11.94		\$ 11.94	\$ (11.94)	#DIV/0!
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 1,319.00	\$ -	\$ 1,319.00	\$ 8,671.00	13%
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	\$ 60,210.18	\$ 1,312.25	\$ 327,614.39	\$ 299,915.61	52%
Expense Total		\$ 9,421,644.22	\$ 943,455.05	\$ 1,312.25	\$ 7,158,500.77	\$ 2,263,707.55	76%

Wichita Public Library General Fund Bills

October 2020

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511010 Regular Wages

Payroll, PPE100220	\$135,328.30
Payroll, PR PPE1016	\$138,408.27
Payroll, PR PPE1030	\$129,748.44

Total 511010 Regular Wages	\$403,485.01
----------------------------	--------------

511020 FT/PT Limited/Classified Wages

Payroll, PPE100220	\$32,283.74
Payroll, PR PPE1016	\$31,222.63
Payroll, PR PPE1030	\$32,128.68

Total 511020 FT/PT Limited/Classified Wages	\$95,635.05
---	-------------

511040 Vacation Leave

Payroll, PPE100220	\$36,845.06
Payroll, PR PPE1016	\$9,297.20
Payroll, PR PPE1030	\$16,434.09

Total 511040 Vacation Leave	\$62,576.35
-----------------------------	-------------

511080 Longevity

Payroll, PPE100220	\$1,967.50
Payroll, PR PPE1016	\$1,973.50
Payroll, PR PPE1030	\$1,921.00

Total 511080 Longevity	\$5,862.00
------------------------	------------

511090 Shift Differential

Payroll, PPE100220	\$149.50
Payroll, PR PPE1016	\$147.00
Payroll, PR PPE1030	\$126.25

Total 511090 Shift Differential	\$422.75
---------------------------------	----------

Total 1B - Base Compensation	\$567,981.16
------------------------------	--------------

1F - Special Compensation

512030 Cell Phone Allowance

Payroll, PPE100220	\$100.00
Payroll, PR PPE1030	\$100.00

Total 512030 Cell Phone Allowance	\$200.00
-----------------------------------	----------

512050 Auto Allowance

Payroll, PPE100220	\$11.70
Payroll, PR PPE1016	\$42.19

Wichita Public Library General Fund Bills

October 2020

Payroll, PR PPE1030	\$33.73
Total 512050 Auto Allowance	\$87.62
Total 1F - Special Compensation	\$287.62
1J - OT Compensation	
513020 Premium Overtime	
Payroll, PR PPE1016	\$147.33
Total 513020 Premium Overtime	\$147.33
Total 1J - OT Compensation	\$147.33
1N - Employee Benefits	
518010 FICA	
Payroll, PPE100220	\$14,191.38
Payroll, PR PPE1016	\$13,121.32
Payroll, PR PPE1030	\$13,142.01
Total 518010 FICA	\$40,454.71
518020 Workers Compensation	
Payroll, PPE100220	\$1,802.99
Payroll, PR PPE1016	\$1,809.28
Payroll, PR PPE1030	\$1,777.20
Total 518020 Workers Compensation	\$5,389.47
518030 Unemployment	
Payroll, PPE100220	\$197.85
Payroll, PR PPE1016	\$171.55
Payroll, PR PPE1030	\$171.82
Total 518030 Unemployment	\$541.22
518040 Health Insurance	
Payroll, PPE100220	\$34,423.45
Payroll, PR PPE1016	\$34,580.12
Payroll, PR PPE1030	\$33,868.04
Total 518040 Health Insurance	\$102,871.61
518060 Life Insurance	
Payroll, PPE100220	\$232.64
Payroll, PR PPE1016	\$232.84
Payroll, PR PPE1030	\$224.29
Total 518060 Life Insurance	\$689.77

Wichita Public Library General Fund Bills

October 2020

518080 WER Contributions

Payroll, PPE100220	\$19,628.92
Payroll, PR PPE1016	\$19,612.90
Payroll, PR PPE1030	\$19,379.48

Total 518080 WER Contributions	\$58,621.30
--------------------------------	-------------

Total 1N - Employee Benefits	\$208,568.08
------------------------------	--------------

Total 10001 - Library - Personnel	\$776,984.19
-----------------------------------	--------------

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$7,450.33
---------------------------	------------

Total 521011 Electricity - EDI	\$7,450.33
--------------------------------	------------

521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$146.38
ONE GAS INC	\$1,189.60
SYMMETRY ENERGY SOLUTIONS LLC	\$1,546.71

Total 521021 Natural Gas - EDI	\$2,882.69
--------------------------------	------------

521030 Water Service

City of Wichita	\$1,095.40
-----------------	------------

Total 521030 Water Service	\$1,095.40
----------------------------	------------

521050 Trash Service

BEST VALUE SERVICES LLC	\$379.00
-------------------------	----------

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

Total 2B - Utilities	\$11,807.42
----------------------	-------------

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	\$925.62
-----------------	----------

Total 522010 PBX Line Charges	\$925.62
-------------------------------	----------

522020 PBX Instrument Charges

City of Wichita	\$1,576.25
-----------------	------------

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

522040 Long Distance & Teleconference

AT&T	\$89.01
------	---------

Wichita Public Library General Fund Bills

October 2020

City of Wichita	\$21.60
Total 522040 Long Distance & Teleconference	\$110.61
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	\$77,245.60
2R - Professional Svcs	
525083 Textile Rental & Laundry Svcs	
ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$104.84
Total 525083 Textile Rental & Laundry Svcs	\$104.84
525990 Other Professional Services	
LIQUID ENVIRONMENTAL SOLUTIONS LLC	\$530.00
SIGN LANGUAGE INTERPRETING SERVICES	\$84.00
UNIQUE MANAGEMENT SERVICES INC	\$1,145.90
Total 525990 Other Professional Services	\$1,759.90
Total 2R - Professional Svcs	\$1,864.74
2V - Bldg & Equip Charges	
526010 Motor Pool Scheduled Charges	
City of Wichita	\$310.00
Total 526010 Motor Pool Scheduled Charges	\$310.00
526070 Equipment Repair & Maint	
P-CARD ONE-TIME PAY	\$120.00
Total 526070 Equipment Repair & Maint	\$120.00
Total 2V - Bldg & Equip Charges	\$430.00
2Z - Other Contractuals	
529010 Bank Charges	
City of Wichita	\$517.21
Total 529010 Bank Charges	\$517.21

Wichita Public Library General Fund Bills

October 2020

529070 Printing & Copying

City of Wichita \$1,348.87

P-CARD ONE-TIME PAY \$2,832.00

Total 529070 Printing & Copying	\$4,180.87
---------------------------------	------------

529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$56.40

APPAREL GRP INC

P-CARD ONE-TIME PAY \$5,789.20

UNDERGROUND VAULTS & STORAGE \$10.00

INC

Total 529990 Other Contractuals	\$5,855.60
---------------------------------	------------

Total 2Z - Other Contractuals	\$10,553.68
-------------------------------	-------------

Total 10002 - Library - Contractuals	\$101,901.44
--------------------------------------	--------------

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,054.80

P-CARD ONE-TIME PAY \$1,421.94

Total 531020 Office Supplies	\$2,476.74
------------------------------	------------

531030 Custodial Supplies

P-CARD ONE-TIME PAY \$393.74

Total 531030 Custodial Supplies	\$393.74
---------------------------------	----------

Total 3B - Supplies	\$2,870.48
---------------------	------------

3N - Fuel

539012 Gasoline

City of Wichita \$157.82

Total 539012 Gasoline	\$157.82
-----------------------	----------

Total 3N - Fuel	\$157.82
-----------------	----------

3Z - Other Commodities

539990 Other Commodities

City of Wichita \$11.94

Total 539990 Other Commodities	\$11.94
--------------------------------	---------

Total 3Z - Other Commodities	\$11.94
------------------------------	---------

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$1,319.00

Total 549010 Furniture & Fixtures <\$5k	\$1,319.00
---	------------

Wichita Public Library General Fund Bills

October 2020

549110 Library Materials

(\$1,379.49)

MERGENT INC

\$1,408.00

P-CARD ONE-TIME PAY

\$60,181.67

Total 549110 Library Materials	\$60,210.18
--------------------------------	-------------

Total 4Z - Non-Capital Outlay	\$61,529.18
-------------------------------	-------------

Total 10003 - Library - Commodities	\$64,569.42
-------------------------------------	-------------

Grand Total

\$943,455.05

Wichita Public Library Grant Bills

October 2020

Y0000 - Library COVID-19	
3 - Commodities	
3B - Supplies	
531020000 Office Supplies	
P-CARD ONE-TIME PAY	\$725.61
Total 531020000 Office Supplies	\$725.61
Total 3B - Supplies	\$725.61
Total 3 - Commodities	\$725.61
Total Y0000 - Library COVID-19	\$725.61

Wichita Public Library Grant Bills

October 2020

Y0001 - Relocation of Linwood Library 2020

1 - Personnel

1B - Base Compensation

511010000 Regular Wages

Payroll, PR PPE1016 \$282.28

Payroll, PR PPE1030 \$211.71

Total 511010000 Regular Wages	\$493.99
-------------------------------	----------

Total 1B - Base Compensation	\$493.99
------------------------------	----------

1N - Employee Benefits

518010000 FICA

Payroll, PR PPE1016 \$20.15

Payroll, PR PPE1030 \$14.41

Total 518010000 FICA	\$34.56
----------------------	---------

518020000 Workers Compensation

Payroll, PR PPE1016 \$6.72

Payroll, PR PPE1030 \$4.70

Total 518020000 Workers Compensation	\$11.42
--------------------------------------	---------

518030000 Unemployment

Payroll, PR PPE1016 \$0.26

Payroll, PR PPE1030 \$0.19

Total 518030000 Unemployment	\$0.45
------------------------------	--------

518040000 Health Insurance

Payroll, PR PPE1016 \$77.54

Payroll, PR PPE1030 \$54.28

Total 518040000 Health Insurance	\$131.82
----------------------------------	----------

518060000 Life Insurance

Payroll, PR PPE1016 \$0.64

Payroll, PR PPE1030 \$0.45

Total 518060000 Life Insurance	\$1.09
--------------------------------	--------

518080000 WER Contributions

Payroll, PR PPE1016 \$39.12

Payroll, PR PPE1030 \$27.38

Total 518080000 WER Contributions	\$66.50
-----------------------------------	---------

Total 1N - Employee Benefits	\$245.84
------------------------------	----------

Total 1 - Personnel	\$739.83
---------------------	----------

Wichita Public Library Grant Bills

October 2020

2 - Contractuals

2R - Professional Svcs

525045000 City Engineering Overhead

City of Wichita \$294.70

Total 525045000 City Engineering Overhead	\$294.70
---	----------

525080000 Service Contractors

CONFERENCE TECHNOLOGIES INC \$7,369.50

CONVERGEONE INC \$12,634.05

ENVISIONWARE INC \$600.00

Total 525080000 Service Contractors	\$20,603.55
-------------------------------------	-------------

Total 2R - Professional Svcs	\$20,898.25
------------------------------	-------------

2Z - Other Contractuals

529141000 Software License & Maint Fees

BIBLIOTHECA LLC \$8,192.00

CONFERENCE TECHNOLOGIES INC \$3,619.99

Total 529141000 Software License & Maint Fees	\$11,811.99
---	-------------

529260000 Relocation

FASTSIGNS \$14,868.00

SANDIFER ENGINEERING AND
CONTROLS INC \$20,286.01

Total 529260000 Relocation	\$35,154.01
----------------------------	-------------

Total 2Z - Other Contractuals	\$46,966.00
-------------------------------	-------------

Total 2 - Contractuals	\$67,864.25
------------------------	-------------

3 - Commodities

4Z - Non-Capital Outlay

549010000 Furniture & Fixtures <\$5k

EVEREST EXPEDITION LLC \$14,782.95

H2I GROUP INC \$63,123.50

Total 549010000 Furniture & Fixtures <\$5k	\$77,906.45
--	-------------

549020000 Data Processing Equip <\$5k

CONFERENCE TECHNOLOGIES INC \$14,908.55

CONVERGEONE INC \$1,605.65

ENVISIONWARE INC \$4,557.60

Total 549020000 Data Processing Equip <\$5k	\$21,071.80
---	-------------

Total 4Z - Non-Capital Outlay	\$98,978.25
-------------------------------	-------------

Total 3 - Commodities	\$98,978.25
-----------------------	-------------

Wichita Public Library Grant Bills

October 2020

4 -

4N - Machinery & Equip

544020000 Data Processing Equipment >\$5k

BIBLIOTHECA LLC

\$12,154.73

CONVERGEONE INC

\$14,855.48

Total 544020000 Data Processing Equipment >\$5k

\$27,010.21

Total 4N - Machinery & Equip

\$27,010.21

Total 4 -

\$27,010.21

Total Y0001 - Relocation of Linwood Library 2020

\$194,592.54

Wichita Public Library Grant Bills

October 2020

Y0800 - Library -State Grant In Aid 2020

2 - Contractuals

2B - Utilities

521070000 Internet Service

COX COMMUNICATIONS \$10,097.61

Total 521070000 Internet Service \$10,097.61

Total 2B - Utilities \$10,097.61

Total 2 - Contractuals \$10,097.61

3 - Commodities

3B - Supplies

531010000 Computing Supplies

P-CARD ONE-TIME PAY \$106.43

Total 531010000 Computing Supplies \$106.43

531020000 Office Supplies

P-CARD ONE-TIME PAY \$1,405.80

Total 531020000 Office Supplies \$1,405.80

Total 3B - Supplies \$1,512.23

4Z - Non-Capital Outlay

549110000 Library Materials

INTERNATIONAL THOMPSON
PUBLISHING \$11.99

P-CARD ONE-TIME PAY \$7,474.18

Total 549110000 Library Materials \$7,486.17

Total 4Z - Non-Capital Outlay \$7,486.17

Total 3 - Commodities \$8,998.40

5 -

5A - City Admin Charges

551010000 City Administrative Charges

City of Wichita \$2,634.78

Total 551010000 City Administrative Charges \$2,634.78

Total 5A - City Admin Charges \$2,634.78

Total 5 - \$2,634.78

Total Y0800 - Library -State Grant In Aid 2020

\$21,730.79

Wichita Public Library Grant Bills

October 2020

Y9801 - Library-State Grants-In-Aid 19

5 -

5A - City Admin Charges

551010000 City Administrative Charges

City of Wichita \$62.43

Total 551010000 City Administrative Charges \$62.43

Total 5A - City Admin Charges \$62.43

Total 5 - \$62.43

Total Y9801 - Library-State Grants-In-Aid 19 \$62.43

Wichita Public Library Grant Bills

October 2020

Y9802 - South Central KS Library Syste

2 - Contractuals

2Z - Other Contractuals

529141000 Software License & Maint Fees

BIBLIOTHECA LLC

\$0.00

Total 529141000 Software License & Maint Fees

\$0.00

Total 2Z - Other Contractuals

\$0.00

Total 2 - Contractuals

\$0.00

3 - Commodities

4Z - Non-Capital Outlay

549110000 Library Materials

P-CARD ONE-TIME PAY

\$8,740.65

Total 549110000 Library Materials

\$8,740.65

Total 4Z - Non-Capital Outlay

\$8,740.65

Total 3 - Commodities

\$8,740.65

Total Y9802 - South Central KS Library Syste

\$8,740.65

Grand Total

\$225,852.02

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (Interest)	\$146.37
FOL Website Renewal	\$28.32
Memorial Donations	\$37.50

TOTAL RECEIPTS	\$212.19
-----------------------	-----------------

EXPENDITURES

Commerce Bank/FOL Website Renewal & Webcam for Westlink	\$	88.31
Ingram Library Services (Materials)*	\$	791.63
Ingram Library Services (Memorials)*	\$	562.12
Kroger (Staff Flower Fund)*	\$	111.75
OverDrive (E-books)*	\$	1,006.65

TOTAL EXPENDITURES	\$2,560.46
---------------------------	-------------------

*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: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Proposed Transfer of SCKLS 2019 Grant to the SCKLS Facilities Improvement Fund
DATE: November 17, 2020

Background: The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. The SCKLS Facilities Improvement Fund, a Wichita Public Library managed fund created by the Library Board of Directors in 2017, uses funds received from SCKLS to underwrite the purchase and support of furnishings, equipment, materials, programs and services that benefit library customers as recommended in the building program for the Advanced Learning Library and the Master Plan for Branch Libraries. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of receipts and expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

Analysis: A transfer of the balance of the 2019 SCKLS grant would ensure that the fund is closed in advance of the year end cutoff while enabling the department to make use of the funds to support planned enhancements to the branch library system.

Financial Considerations: As of October 31, 2020 the available balance of the 2019 SCKLS grant fund is \$38,246.68

The SCKLS grant agreement requires that all funds from the grant be expended or transferred prior to December 31, 2020. The SCKLS Executive Director has previously determined that transferring unexpended funds into the SCKLS Facilities Improvement Fund to assist with implementation of the branch plan fulfills the spending requirements of the grant agreement.

Recommendations/Actions: It is recommended that the Board authorize staff to transfer the remaining balance of the 2019 SCKLS grant into the SCKLS Facilities Improvement Fund.

Attachments: Invoice for transfer of remaining SCKLS 19 funds

WICHITA PUBLIC LIBRARY FOUNDATION

711 W 2nd Street N
WICHITA, KS 67203
Phone 316-261-8520
Fax 316-219-6320

INVOICE

INVOICE #20ALLBRP
DATE: 11/21/2020

DESCRIPTION	AMOUNT
Transfer of balance of SCKLS 2019 grant into Foundation SCKLS Facilities Improvement Fund as authorized by Library Board of Directors	\$38,246.68
TOTAL	\$38,246.68

Payable to:

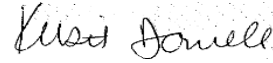
Wichita Public Library Foundation
ATTN: Kristi Oberg
711 W 2nd Street N
Wichita, KS 67203

NET 30



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries
SUBJECT: Wichita Public Library Foundation Spending Policies
DATE: November 17, 2020



Background: The Wichita Public Library Foundation has adopted a spending policy to cover endowment funds as well as gift and memorial funds in a Foundation checking account managed by Library staff. Because the Library Board of Directors has oversight responsibility for spending from the checking account, the policy requires endorsement from the Library Board in addition to approval by the Library Foundation's Board of Directors.

Analysis: The proposed policy contains updates to endowment fund restrictions, the addition of four funds, deletion of a fund, changes to language from a consolidation of funds and an update to a memorial fund.

Changes in language to the consolidation of endowment funds were made on page 1 of the attached report.

Endowment funds and named endowment funds have been updated on pages 1-4 of the attached report to indicate whether each is permanently or temporarily restricted as well as how expenditures are reviewed.

Three named endowment funds were added on pages 1-2 of the attached report; Charles Driscoll, Cynthia Berner and Richard Rademacher. The Driscoll and Rademacher funds had been categorized incorrectly in the past and have been placed correctly under Named Endowment Funds.

An update to the Nancy C. Hinman Memorial Endowment Fund was made on page 3 of the attached report indicating where Ms. Hinman passed away.

Agency funds have been updated as to how expenditures are reviewed.

The Social Events and Employee Recognition Team Fund was a fund for a staff team which is no longer in existence. This fund was closed and consolidated into the Staff Association Fund. Changes to language for this consolidation appear on page 5 of the attached report.

The Workgroup Fund was a fund for restricted accounts for each branch and section of the library system for such items as honorariums from public programming or donations received specifically by each area. The Library no longer has workgroup funds so the fund was eliminated.

The SCKLS and Levand Trust funds have been moved under Agency Funds on pages 6-7 rather than

under Grant Funds as those funds are managed in the Gift and Memorial checking account managed by the Library.

The Friends Marketing Fund was added to the spending policy on page 7 of the attached report. Although the grant was created in 2007, the spending policy had not been updated to reflect it.

Financial Considerations: There are no changes to policies relating to distributions, oversight or use of any of the funds outlined in this spending policy.

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse changes to the Library Foundation Spending Policy as proposed by staff.

Attachments: *Separate document to keep paging accurate* WPLF Endowed Spending Policies

Wichita Public Library Foundation Endowed Fund Spending Policies

As Endorsed by the Library Board of Directors

Updated November 4, 2020

ENDOWMENT FUNDS:

#Campaign for Books (CFB) Endowment Fund: The purpose of this permanently restricted fund is to provide general support for collections, programs, and services in all public service sections of the library system. Distributions from this endowment may be used for the purchase of library materials, programming contracts and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to promote or deliver library service to the community. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#National Endowment for the Humanities (NEH) Endowment Fund: The purpose of this permanently restricted fund is to support the Library's collections, programs, and services in the Humanities subject areas. Distributions from this endowment may be used for the purchase of library materials, programming contracts and supporting supplies, equipment to be used by the public or in the delivery of public service, or salaries for student interns or contractors working to deliver services relating to the subject areas of biography, fiction, genealogy, geography, history, language, literary criticism, local history or religion. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund, reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Miscellaneous Donor Endowment Fund: This fund consolidates a collection of permanently restricted general endowments, each of which has been created with a value of less than \$5,000. When contributions to any of the funds contained within this endowment exceed \$5,000, that fund is removed from the consolidated endowment and becomes a stand-alone named endowment. Beginning in 2021 the level for endowments has increased to \$20,000. Funds added to this fund in 2021 will need to meet this new higher threshold. Distributions from these endowments are used for the purchase of library materials. To expand the purchasing power of these small funds, the endowments are grouped into three categories: Donor Arts, Donor Children's, and Donor Miscellaneous. In this way, donor intent for these endowments is completed on a three-year rotation. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

NAMED ENDOWMENT FUNDS:

#Charles Driscoll Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a transfer of unrestricted funds to Board endowed funds, is a general-purpose unrestricted

endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Cynthia Berner Endowment Fund: This Foundation Board restricted endowment fund, established in 2020 through a gift from the WPLF Board of Directors to honor Berner's years of service as Director of Libraries, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Jo Ohlmeier Endowment Fund: This Foundation Board restricted endowment fund, established in 2018 through a gift from the estate of Ms. Ohlmeier, is a general-purpose endowment to be used to enhance the collections of the Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Richard Rademacher Endowment Fund: This Foundation Board restricted endowment fund established in 2020 through a transfer of unrestricted funds to endowed funds is a restricted endowment to be used to support the Alford Branch and children's collections. The gift was initially made in 2000 by the WPLF Board of Directors to honor Rademacher's years of service as Director of Libraries. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Hattie Edwards Bright Memorial Endowment Fund: This permanently restricted endowment fund, established in 2013 by Jeanne Bright O'Malley in memory of her grandmother Hattie Edwards Bright is to be used to support Kansas history collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Carol Doherty Endowment Fund: This permanently restricted endowment fund, established in 2010 by friends and family of Mrs. Doherty, is to be used for the purchase of spoken audiobooks. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Kendall Durst Endowment Fund: This permanently restricted endowment fund, established by the family of former Library employee Kendall Durst is to be used to support the Library's Durst Decorative Arts Collection. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Robert Edwin Fleischman Endowment Fund: This permanently restricted endowment fund, established by the family of Mr. Fleischman, is a general-purpose endowment to be used to enhance the collections of the Library. The fund became a stand-alone endowment in 2008. There are no restrictions on the subjects or formats that may be purchased using these funds. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Nancy C. Hinman Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by the family of Nancy C. Hinman, is to be used for the purchase of books in the subject areas of genealogy, history, or science. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis. Distributions from this fund will begin in 2021, the year following the death of Ms. Hinman.

#Professor John Michael Hyde Endowment Fund: This permanently restricted endowment fund, established in 2012 by Professor John Hyde in memory of his mother Helen McCarthy Hyde ("Grandmother Hyde"), is to be used for the purchase of classic children's literature. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jackman Endowment Fund: 75% of this permanently restricted endowment fund, established in 2010 as an estate gift from David and Sally Jackman, is to be used for the purchase of materials relating to the worldwide study of archaeology and anthropology. Precedence is given to the purchase of new titles relating to the study of archaeology and anthropology of the Americas prior to 1492. The remaining 25% of the fund is directed at the Library's discretion and in response to the Library's needs. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Keys Memorial Endowment Fund: This permanently restricted endowment fund, established in 2016 by Richard and Phyllis Keys in memory of Edna Carol and Joseph Franklin Keys, is to be used to support arts and business or technology book collections. Distributions are made annually by the Foundation Board of Directors

based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Jerry F. Kinzy Memorial Endowment Fund: This permanently restricted endowment fund, established in 2014 by friends and family of Jerry Kinzy, is to be used for the purchase of American and European history materials. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Edward V. Marnett Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the family of Edward Marnett, is to be used to enhance book collections at the Westlink Branch Library. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Mary Elizabeth Olson Memorial Endowment Fund: This permanently restricted endowment fund, established in 2017 by the daughter of Mary Olson, is to be used to enhance the library materials collections. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. Expenditures of these endowment distributions are authorized at the discretion of the Director of Libraries. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Shawver Endowment Fund: This permanently restricted endowment fund, initiated in 2019 through a gift from Kent and Martha Shawver, is to be used to support educational and training expenses for Wichita Public Library employees. Distributions are made annually by the Foundation Board of Directors based at a value equating to 5% of a three-year rolling average of the fund reduced by budgeted operating expenses. The Foundation Board of Directors approves scholarships awarded from this fund.

AGENCY FUNDS:

***Gift and Memorial Fund:** This memorial fund receives contributions donated to the Wichita Public Library for materials to be purchased in honor or in memory of individuals or organizations in the community. In some cases, donors request specific titles, subjects, or locations for which materials are to be purchased using these memorial funds. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***DAR Gift and Memorial Fund:** This fund receives donations to the Wichita Public Library from individuals and local chapters of the Kansas Society Daughters of the American Revolution wishing to honor or memorialize members. In some cases, donors request specific titles or subjects for which materials are to be purchased. In special cases, memorial funds may be designated for the purchase of equipment or to underwrite the delivery of a program or activity of the Library. All donor designations are subject to the Library's policies for gifts and donations. When donors do not designate a purpose for their donation, Library staff strives to make purchase selections that reflect the interests of the person being honored or memorialized as determined through consultation with the honoree or that person's family members. Expenditures of these gift and memorial distributions are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Local History Photo Fund:** The Local History Photo Fund is used to pay for processing and printing costs related to the copying of photographs from the Library's Local History collections. The fund is also used to support costs related to the Library's participation in the Wichita Photo Archives cooperative. In special circumstances, this fund also may be used to underwrite costs relating to special programs and services of the Edward & Elizabeth Burns Historical Research Pavilion. Revenue into the fund is derived from the pass through of reproduction costs for printed copies of images as well as from digital reproduction and publication use fees assessed for images as charged per Library policy. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Technology Enhancement Fund:** The Technology Enhancement Fund was established by the Library Board of Directors in 2010. Revenue into the fund is derived from universal service (e-rate) reimbursements for grant-funded purchases in past fiscal years. Expenditures from the fund are used for the purchase of digital resources and for projects and purchases relating to implementation of the department's Technology Plan are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Staff Association Fund:** The Wichita Public Library Staff Association Fund had its beginnings as a dues fund from which employees funded social events, including an annual holiday tea, retirement celebrations, etc. After the demise of the Staff Association, the fund has been maintained with revenues derived from the Library's share of the revenue from vending machines in the staff room of the Advanced Learning Library and the public vending area at the Alford Regional Library as well as from contributions from the Friends of the Library. The fund continues to be used to assist with costs related to social events and retirements. In addition, the fund supports *a service award program* for Library employees in years when such recognition is not provided by the City of Wichita, welcoming new employees to the Library system and providing enjoyable and supportive activities such as the "Survivor" kits distributed to all staff members working during the COVID-19 pandemic. Expenditures of this fund are authorized at the discretion of the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Employee Flower Fund:** Established with approval of the Library Board in 2009, the employee flower fund receives donations from employees to be held and used to provide cards and flowers/plants at the time of

weddings, the birth of children, loss of immediate family members, etc. as well as for memorial gifts at the time of the death of a library employee. Expenditures from this fund are authorized by the Director of Libraries and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Employee Training Fund:** The Friends of the Library has provided a restricted fund to be used to assist with costs related to employee training. Funds are used to support costs related to period In-Service training days held for the Library's employees and volunteers as well as to assist with registration and travel costs for sending employees to special conferences and workshops. The fund is often used to pay initial registration fees for training activities, which are then reimbursed to the Library by the South-Central Kansas Library System. It is also used to pay registration fees for audio conferences sponsored by the Urban Library Council. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Friends Project Funds:** By policy of the Friends of the Wichita Public Library, 50% of the proceeds of the Friends Used Bookstore revenue is donated to the Library for unrestricted use. In addition, the Friends Board of Governors regularly provides additional funding support for designated programs and projects. Friends' donations may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from these funds are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Miscellaneous Fund:** The Library maintains a miscellaneous fund that is used to receive and fund miscellaneous activities of the Library. Examples of expenditures include lunches and supplies for Library Board meetings, expenses for Library, Friends and Foundation board member participation in library association activities, business cards for branch and division managers, etc. Revenues come from reimbursements with additional support from the Friends of the Library. This fund may be allocated into sub-funds to track more easily expenditures for special purposes. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Wichita Genealogical Society Grant Fund:** Through its role as a supporting organization of the Wichita Public Library, the Wichita Genealogical Society provides funds to enhance genealogy and local history collections and services of the Library. The Society's Board of Directors specifies the intended use of funds at the time grants are made to the Library. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. Reports relating to the use of these grant funds are also made to the Genealogy Society Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***SCKLS Facilities Improvement Fund:** The South Central Kansas Library System (SCKLS) provides grants to member libraries to be used for library purposes only with no administrative fees allowed. This Facilities Improvement Fund, created by the Library Board of Directors in 2017, uses funds received from SCKLS to underwrite the purchase and support of furnishings, equipment, materials, programs, and services that benefit library customers as recommended in the building program for the Advanced Learning Library and the

2017 Wichita Public Library Branch Review. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An accounting of expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

***Levand Trust Fund:** As a beneficiary of the Leonard and Celia Levand Trust, the Library shares in annual distributions of the trust along with other public libraries serving Sedgwick County. The use of the trust distributions provided to the Library is negotiated with the fund trustees on an annual basis and the funds are distributed to the Wichita Public Library Foundation. Expenditures from this fund are authorized by the Director of Libraries and are reviewed and approved by the Library Board of Directors. An annual accounting of fund expenditures is provided to the Levand trustees as well as to the Foundation Board of Directors on a semi-annual basis.

GRANT FUNDS:

#Friends Marketing Fund: This grant, created in 2007 with proceeds generated from a permanently restricted endowment created by the Friends of the Wichita Public Library and held at the Wichita Community Foundation, is to be used for marketing and promotional activities surrounding Wichita Public Library programs and services. Expenditures from this fund are authorized by the Director of Libraries. An accounting of the expenditures is provided to the Foundation Board of Directors on a semi-annual basis.

#Funds for which the Foundation Executive Director serves as fiscal agent

****Funds for which the Director of Libraries serves as fiscal agent***

Last reviewed and updated: November 4, 2020

Approved by Library Board: November 17, 2020

Approved by Library Foundation Board: December 10, 2020



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: WPLF Nominating Committee Library Directors Request for Approval
DATE: November 17, 2020

Background: Article Two of the Wichita Public Library Foundation bylaws state the Library Board of Directors shall select additional Directors to serve with the ex officio Directors and the Appointed Director on the Wichita Public Library Foundation Board so that the ratio of Library Directors to total Directors of the WPLF Board shall be maintained at approximately forty percent. Such additional selected Library Directors shall serve for three years.

Analysis: The Wichita Public Library Foundation bylaws state that a proposed slate of Library Directors will be presented to the Wichita Public Library Board of Directors for selection prior to the Foundation's annual meeting in December.

Financial Considerations: None

Legal Considerations: None

Recommendations or Actions: It is recommended that the Library Board endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors.

Attachments: Wichita Public Library Foundation Request for Approval of Library Directors

Wichita Public Library Foundation Request for Approval of Library Directors

Article Two of the Bylaws of the Wichita Public Library Foundation states:

- 2.1 There shall be Directors of this corporation which shall number not less than five (5) nor more than fifteen (15). The number of Directors can be increased by a two-thirds (2/3) majority vote of the Directors at any regular or special meeting of the Directors called for the purpose of so increasing the number of Directors.
- a) Ex-Officio and Appointed Directors: The persons serving as President/CEO of the corporation, the President of the Library Board of Directors and the Director of the Wichita Public Library shall automatically become Directors (ex officio directors with full voting rights) of this corporation and shall so serve as long as they maintain such positions. In addition, the President of the Library Board of Directors shall appoint one (1) individual (the "Appointed Director") to serve as a Director of this corporation to serve a concurrent term with the President of the Library Board of Directors. Ex officio Directors do not count towards or against the director limits of this Article; an Appointed Director does.
- b) Library Directors. The Governance Committee of the corporation shall nominate additional Directors to serve with the *ex officio* Directors and the Appointed Director (all of whom are collectively referred to herein as the "Library Directors"), so that the ratio of Library Directors to total Directors of this corporation shall be maintained at approximately forty percent (40%). These nominees will be proposed to the Library Board of Directors for approval. Such additional selected Library Directors may serve up to two (2) consecutive three (3) year terms before becoming ineligible for a minimum of one year to serve on the board of directors.

During the April 15, 2008 meeting of the Wichita Public Library Board of Directors, the following resolution was approved:

Whereas the Board of Directors of the Wichita Public Library Foundation has established a strong record of funding materials, programs and services that enhance the quality of library service, and

Whereas the varied skill sets and community connections of the members of the Wichita Public Library Foundation Board of Directors have been an integral part of ensuring the success of the Foundation and its initiatives,

Be It Resolved that the Board of Directors of the Wichita Public Library delegates its authority for nomination of "Library Directors" on the Wichita Public Library Foundation Board of Directors to the Foundation Nominating Committee (Governance Committee) with the understanding that a proposed slate of Library Directors will be presented to the Wichita Public Library Board of Directors for selection prior to the Foundation's annual meeting in December.

Within these authorities, the Governance Committee of the Library Foundation is pleased to propose Don Barry as a Library Director for a two-year term beginning January 1, 2021.

Don Barry will be joined by these other Library Directors: Kristi Dowell, ex officio (Interim Director of Libraries), Kevin McWhorter, ex officio (Library Board President), Kellie Hogan serving terms through 2021, Tim Moore serving terms through 2023, and Justin Henry an additional member of the Library Board appointed by Board President McWhorter.

Submitted November 7, 2020
Eric Eakins, Chair, Governance Committee
Wichita Public Library Foundation



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Proposed 2021 Holiday Schedule
DATE: November 17, 2020

Background: To assist with service planning, the Library Board of Directors is asked to establish a schedule for board-approved closings prior to the start of each calendar year.

Analysis: The City of Wichita provides ten paid holidays to its workforce. These include New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. In addition, all City offices are closed on the Friday after Thanksgiving. When a holiday falls on a Saturday, the City observes the holiday on the preceding Friday. Holidays falling on a Sunday are observed on the following Monday.

Library policy PER-005 Holidays directs that the Library is also closed on the Sundays before Memorial Day and Labor Day, and one other Sunday to be designated each year by the Library Board of Directors. This third Sunday has traditionally been scheduled to correspond with Easter Sunday. Board authorized closings are not paid holidays but are considered days off for all department employees.

For 2021, the Library's Leadership Team recommends three additional Board designated closings and two scheduled early holiday eve closings. The City's 2021 Independence Day observation will be on Monday July 5. Staff recommend that the Advanced Learning Library also be closed on Sunday July 4. This will enable a staffing realignment from the lesser used day of the holiday weekend into the busier days of the following week. This will not impact branch libraries which are closed on Sundays between Memorial and Labor Days. Library staff recommend that Monday, October 11 (observed Columbus Day) be designated as a Library closing in order to allow the department to conduct a day of in-service training. In addition, staff recommend closing Saturday December 25 (observed Christmas Day) This will enable a staffing realignment from the lesser used day of the holiday weekend into the busier days of the following week. Finally, the Team recommends that all Library locations close at 5pm on the Wednesday evening before Thanksgiving and at 5pm on New Year's Eve.

A complete listing of all proposed holidays is attached.

Financial Considerations: The proposed schedule will allow for more effective staff utilization during holiday weeks.

Legal Considerations: Board adopted closings are authorized by Library policy.

Recommendations/Actions: It is recommended that the Library Board adopt the 2021 holiday schedule as proposed by staff.

2021 Library Holidays (PROPOSED)

City Holiday Closings:

Friday, January 1 – New Year’s Day
Monday, January 18 – Martin Luther King Day
Monday, February 15– President’s Day
Monday, May 31 – Memorial Day
Monday, July 5 – Independence Day
Monday, September 6 – Labor Day
Thursday, November 11 – Veterans Day
Thursday, November 25 – Thanksgiving
Friday, November 26 – Day after Thanksgiving
Friday, December 24 - Christmas

Additional Closings per Library Policy PER-005:

Sunday, April 4 – Board Designated Sunday Closing (Easter)*
Sunday, May 30– Memorial Day weekend
Sunday, September 5 – Labor Day weekend

Board Designated Closings:*

Sunday, July 4 – Independence Day
Monday, October 11 – Staff In-Service Training Day
Wednesday, November 24 – 5 pm closing for Thanksgiving Eve
Saturday, December 25
Friday, December 31 – 5 pm closing for New Year’s Eve

*require approval from Library Board of Directors

Media Report: October 2020

Television:

- Oct. 8, 2020: KAKE Kids Corner “Wonderbooks”
- Oct. 23, 2020: KSN/Good Day Kansas “New District III Library / Naming Survey”
<https://www.ksn.com/gooddaykansas/help-name-wichitas-newest-library-branch/>
- Oct. 24, 2020: KWCH “Kansas Reads to Preschoolers”

Advertising Initiatives: October 2020

- Print ad in The Wichita Eagle “Library 24/7: Databases”
- Social media boosted post “Library 24/7: Databases”
- Email blast through The Wichita Eagle “Library 24/7: e-books, e-audiobooks, databases and digital magazines”
- Print ad in El Perico “E-books”
- Print ad in The Active Age “E-books”
- Underwriting for KMWU “1000 Books Before Kindergarten”

WGS Report to WPL Board meeting, Nov. 17, 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 at 179, our loyal members continue to renew via mail and on-line.

Meetings:

- Face to face meetings CANCELLED
- October 17th meeting was via ZOOM and featured Melissa Tennant from the Allen County Indiana library speaking on 'Piecing the Census Puzzle Together'
- The November 21st meeting will also be via ZOOM with the topic "Politics on the Platform: Woman Suffrage at the Chautauqua

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 November 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 significantly 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: Seven grants totaling \$86,500 plus a sizeable in-kind gift from Spirit to paint seven plane shade structures for the Children's Garden.
- ❖ Pending: One in-kind gift from JR Custom Metals for Children's Garden plane shade structures.
- ❖ Declined: Seven grants totaling \$179,500

Finance & Investment

On October 15, the board approved the 2019 Audit. The board also discussed endowed funds. In October, accounting entries rectified earlier classification errors resulting in creating two new named endowed funds. The amount of financial support the Library receives from the Foundation will not decrease. The restricted versus unrestricted allocations will change, providing the Library with more unrestricted dollars.

Year-End Fundraising efforts

We postponed the mail date on the Library cardholder acquisition until November 9 because of the election. The second Foundation mass mailing of 1,500 Foundation prospects and donors mails 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. Already person-to-person fundraising to our highest-level donors has raised \$9,000.

We finalized the \$25,000 WPLF Board dollar-for-dollar match of all year-end gifts. You will soon receive a mailing requesting a donation, and as always, we are striving for 100% participation from the Library and Foundation Board.

WPLF Board member's letter-writing campaign will mail on November 12 or 13. This mailing consists of those who have given the most to WPLF or have the highest capacity to make a major gift. For this mailing, we requested a specific gift amount based on prior giving or capacity and did extensive segmentation, focusing letter content in four segments:

1. Those who gave to the Year-End 2019
2. Those who gave to the campaign but have not given since
3. Those who gave at some time in the past but not last year
4. Those who have not given a gift

CITY COUNCIL POLICY

Policy 13
March 4, 2003
Revised September 17, 2019

**Subject: Advisory Committee/Naming of Public Facilities
Including Honorary Over-Naming of City Streets**

It is the policy of the City of Wichita to name public facilities in accordance with their intended use and, where appropriate, to recognize distinguished citizens by naming public facilities/lands and property in their memory. The City may also “over-name” segments of residential streets to accomplish the same objective.

To assist in naming public facilities, a **Naming Advisory Committee** shall meet "as needed." Each City Council Member will nominate one (1) person to serve on the Committee. Appointees shall be residents of the City and at least 18 years of age. The appointees may be members of another City Board/Commission. For all Park facilities, the Park Board shall serve as the official Naming Committee.

The Committee shall be charged with receiving or developing nominations and formulating recommendations to the City Council. The Committee will disband upon assignment completion. However, for designated parks and property owned as park and open space lands, the Board of Park Commissioners shall serve in the capacity of the Naming Committee and follow the same guidelines and provisions of this policy, including submitting recommendations to the City Council for final review and determination.

1. All proposals for naming a facility, a park/open space, streets or other properties shall be referred in writing to the City Council, City Manager's Office, and/or the City Clerk's Office. All proposals shall describe the facility or property to be named, shall state the name being proposed and shall include reasons, qualifications and documentation in support of the person having a facility/property named after him/her or after an agency, business or organization.
2. Approval must be obtained from the proper authorities if naming federal or state property or facility.
3. The name used must not be duplicated and/or be confused with the names of existing facilities.
4. The person being distinguished must be one who has made a significant contribution to the City and such person must have been primarily responsible for the existence or wellbeing of the facility.
5. A child or young adult may be distinguished if his/her contribution to the development of the facility was substantial. Substantial contributions would include fund raising for over

CITY COUNCIL POLICY

50% of the facility's cost, supplying more than 50% of the labor for the facility's construction or providing at least one year of maintenance for the facility.

6. The selection of a name, if not a person's name, must be based on the function of the facility and the image of the name would project.
7. The naming of City-owned facilities shall not be limited to new facilities. Existing facilities may be renamed.
8. Segments of a City street may be 'over-named' by City Council action, after referral to the Mayor's Advisory Committee, in conformance with the conditions and requirements below:
 - Over-naming will be an honorary designation; no postal, map, or other addressing designations will be involved.
 - Only residential streets will be over-named. The consent of property owners or residents on the street segment to be over-named will NOT be required.
 - The street segment to be over-named should relate to the person being honored in some meaningful way.
 - Only one over-naming will be allowed on any given segment of City street.
 - Over-naming will consist of the addition of street name signs ('blades') which meet City of Wichita specifications to the existing street name posts at each end of the street segment, in a manner also specified by the City of Wichita.

Installation and Maintenance Responsibilities for Over-Named Streets

- The individual or group which requests the over-naming will be responsible for having the appropriate number of blades made and attached to the City's posts by a private vendor. City staff will provide the specifications and the names of qualified vendors to the group or individual which is sponsoring the over-naming.
- Installed blades that do not conform to the request as approved by the City Council will be removed by City staff.
- In the event that an over-named sign blade is damaged or vandalized, the City will notify the sponsor/s of the need for replacement.
- The sponsor will be responsible for replacement of damaged and stolen blades, using the same specifications as for the original installation. If the sponsor does not replace damaged or stolen blades within 90 days of notification, the City Engineer is authorized to rescind the over-naming designation and cause any remaining blades carrying the same designation to be removed and retained by the City.
- Over-naming will be in effect for 20 years, after which time the request must be resubmitted for Council approval. Over-naming signs in good condition will not need to be replaced at the time of Council approval.

City staff will notify the over-naming sponsor following approval by the City Council, to provide the specifications and vendor information identified above.

CITY COUNCIL POLICY

The City will retain responsibility for maintenance of the official City street name blades and the posts on which they are mounted, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). In the event that some future edition of the MUTCD shall prohibit or restrict the practice set out in this policy, the City will be responsible for adjusting and/or removing the over-naming signs as necessary to comply with the MUTCD.

Over-Naming Request Requirements

To request over-naming of a street segment, the sponsoring group or individual must submit a written request to the Mayor's Office, identifying:

- The blocks proposed for over-naming (such as, Porter from Pine to Murdock);
- The name proposed for the over-name (such as, G. Fred Williams);
- A brief statement of the person's contribution to the Quality of Life in Wichita;
- How the requested location is relevant to the person being honored; and
- Contact information for the sponsoring group/individual.

9. The Naming Advisory Committee shall review all proposals and forward recommendations to the City Council for final determination.
10. Any waivers to this policy must be approved by the Mayor and City Council. A waiver may not be granted if the person's significant accomplishments for the betterment of the community cannot be identified.
11. The City Council shall have the final authority for selection of an appropriate name upon recommendation of the Committee.