

# AGENDA

Wichita Public Library Board of Directors Meeting  
Tuesday, December 15, 2020 – 12:00 p.m.  
Virtual Meeting

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

Residents with a question or comment relevant to agenda items may type them into the chat on the YouTube live stream. They may also participate by emailing comments or questions to [kdowell@wichita.gov](mailto:kdowell@wichita.gov), providing their name, address and the agenda item(s) they are speaking toward, followed by their comments. A member of the Library staff will read emailed comments during the meeting. To ensure comments are included, all emails must be submitted by 5 p.m. Monday, December 14th.

1. Call to Order
  - a) Staff presentation; Leadership Team 2020 Accomplishments & 2021 Goals
2. Approval of the Agenda
3. Public Comment
4. Minutes of the November 17, 2020 Meeting
5. Unfinished Business
  - a) District III Branch Name
6. New Business
  - a) November 2020 Finance Report and Bills

|                            |              |
|----------------------------|--------------|
| General Fund Bills         | \$732,652.59 |
| General Fund (COVID-19)    | \$0.00       |
| CIP Linwood Relocation     | \$136,970.55 |
| Grant Fund Bills           | \$15,458.01  |
| Gift & Memorial Fund Bills | \$3,776.83   |
| <u>Total</u>               | \$888,857.98 |

- b) Updates to Wichita Public Library Policy Manual
  - c) 2021 Department Goals
7. Special Committee Reports
8. Support Organization Reports
9. Director of Libraries Report

10. Announcements

11. Adjournment



# Monthly Activity Report

## November 2020

### Service Highlights

On Wednesday, Nov. 25, the Library returned to curbside only service. Customers are able to pick up materials they request through the website or by phone by using the drive through windows at Alford Branch Library or the Advanced Learning Library, or have materials delivered to their vehicle at other Library locations. Reference service is available by phone, programs offered via Zoom, and copying, scanning and print services are available from drive through windows or via curbside assistance.

The Youth Services Team, along with videographer Kyle Holly, created a virtual Kansas Reads to Preschoolers video that premiered on YouTube in November. Youth librarians created short segments based around the book *Groovy Joe: Ice Cream and Dinosaurs* by Eric Litwin, including a segment on making homemade ice cream, games and songs. The video is available on the Library's YouTube channel.

Carol Kotsch, youth services librarian at the Evergreen and Angelou Branches, conducted her first virtual outreach storytelling session in November. She worked with McLean Elementary to tell stories to a third grade class as part of their language arts unit on folktales. With help from library staff, Carol was able to practice reading books using a webcam, so she could figure out proper lighting and angles to have the laptop for the best result.

Staff continue to work on plans for the NEA: Big Read Wichita program which was postponed this year. The new dates for that program are January 9-February 21, 2021. Madeline Miller's bestselling novel *Circe* is this year's NEA Big Read: Wichita selection. This novel, about the lesser-known goddess Circe, takes you on a spellbinding journey into the world of gods, monsters, mortals and nymphs. More information is available online at [www.bigreadwichita.org](http://www.bigreadwichita.org)

Teen Librarian Sara Moesel presented to USD 259 library staff in November. The librarian at Stucky Middle School asked Sara to help students become aware of Wichita Public Library resources, and she developed two PowerPoint presentations with narration. The first was about getting started at the library, and the second was a book talk about 40 recommended titles for grades 6-8. These presentations reached 638 students.

## **Other News**

During the month of November, Collection Development staff and Evergreen Branch staff worked to prepare the branch to close for the upcoming renovations. Many items were removed from the collection for temporary reassignment to other locations. Other items were packed to take to the Evergreen temporary location. Desks and workspaces were cleaned out in order to make packing easier.

On Nov. 30, the Evergreen Branch shut down for its move to the temporary location at the Evergreen Recreation Center, 2700 N. Woodland, while renovations are made to the building to become an Evergreen community center, a project led by Vice Mayor Cindy Claycomb. The temporary location will open Monday, Dec. 21 and will operate Monday-Wednesday (9 a.m.-noon), Thursday (2-5:30 p.m.) and Friday (2-5 p.m.).

During the election, Library staff added polling maps to the digital wall at the Advanced Learning Library to provide customers information and resources about local, state and federal elections. Data pulled from 270toWin, a nonpartisan website, aggregated polling information from various national outlets to create the maps.

Westlink Branch Manager Tracie Partridge gave a virtual presentation to the Westlink Neighborhood Association on Library offerings for continuing education for adults. The board of the Association recorded the program and intends to share it on their social media channels.

Rockwell Branch Manager Savannah Ball was the Local Arrangements Chair for the Kansas Library Association's 2020 conference. As many other conferences have done this year, the group decided to move the event online. Since local arrangements were no longer needed, Savannah volunteered to serve as a room monitor for the Zoom room where most of the public library topics were being presented. Savannah worked with presenters to make sure their tech needs were met and answered questions from attendees.

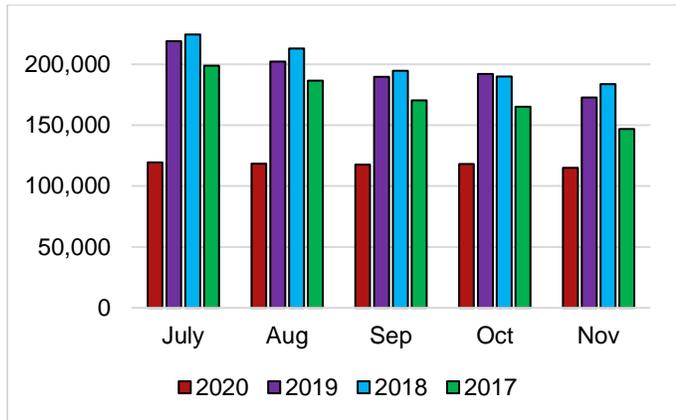
Several staff members participated in the Wichita Police Department's de-escalation training, presented virtually via Microsoft Teams. This two-part training showed staff how to handle different workplace situations, and provided solutions to de-escalate different customer interactions.

Since June, the Rockwell Branch's "Quick Pick Table" has circulated thousands of titles for early readers. Now that all locations are back to curbside, Youth Services Librarian Katrina York will reevaluate offerings and expand the selection to create book stacks or bundles for all ages, including early readers and middle grades.

## 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. All locations reverted to curbside and drive-up service beginning November 25.

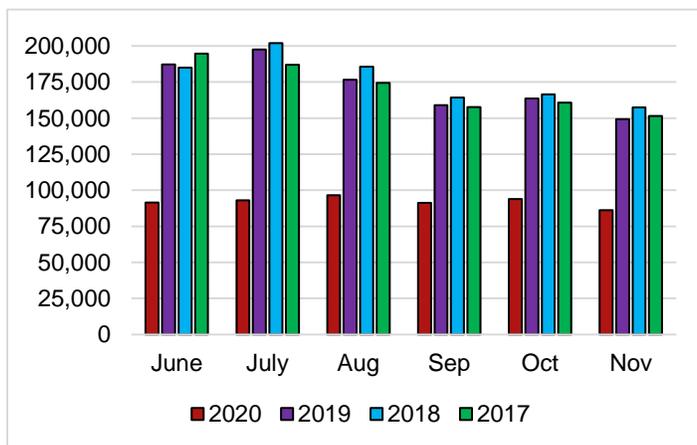
### LIBRARY VISITS (door count, catalog sessions, and website visits)



|                | NOVEMBER       |                |                |
|----------------|----------------|----------------|----------------|
|                | 2020           | 2019           | % change       |
| Door Counts    | 40,726         | 80,864         | -49.64%        |
| Catalog Use    | 37,702         | 40,462         | -6.82%         |
| Website Visits | 36,632         | 51,410         | -28.75%        |
| <b>Total</b>   | <b>115,060</b> | <b>172,736</b> | <b>-33.39%</b> |

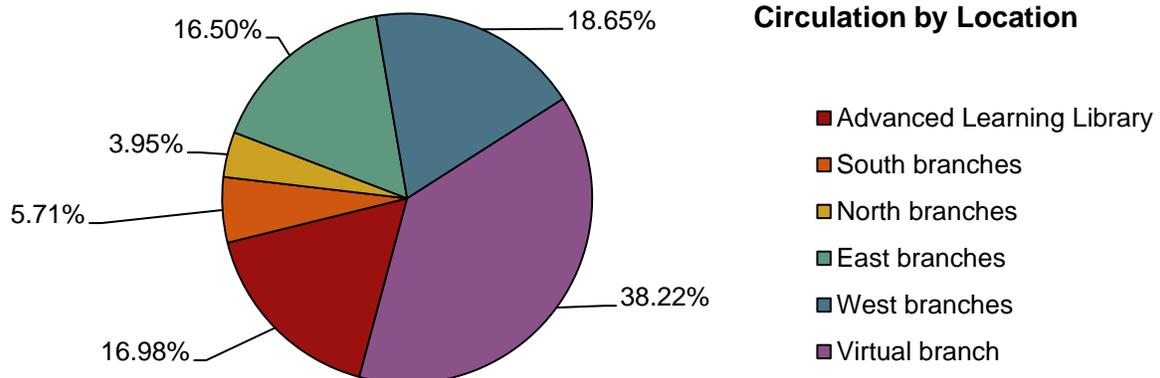
NOTE: Door counts include activity related to curbside materials delivery.

### CHECKOUTS

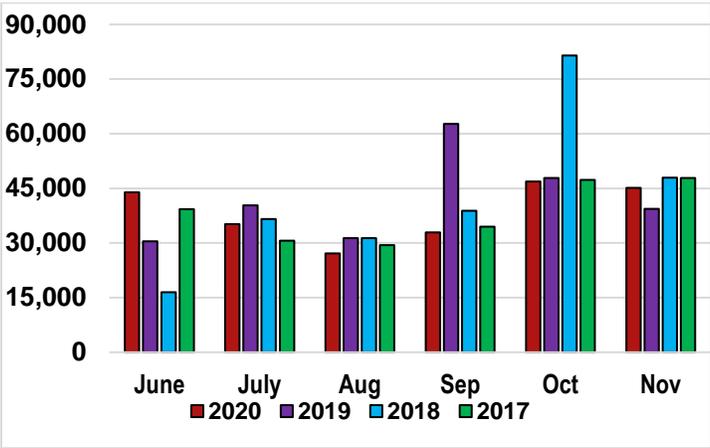


|               | NOVEMBER      |                |                |
|---------------|---------------|----------------|----------------|
|               | 2020          | 2019           | % change       |
| Physical Circ | 53,249        | 149,290        | -64.33%        |
| Virtual Circ  | 32,936        | 20,912         | 57.50%         |
| WPL           | 24,054        | 12,813         | 87.73%         |
| State         | 8,882         | 8,099          | 9.67%          |
| <b>Total</b>  | <b>86,185</b> | <b>170,202</b> | <b>-49.36%</b> |

### Circulation by Location



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

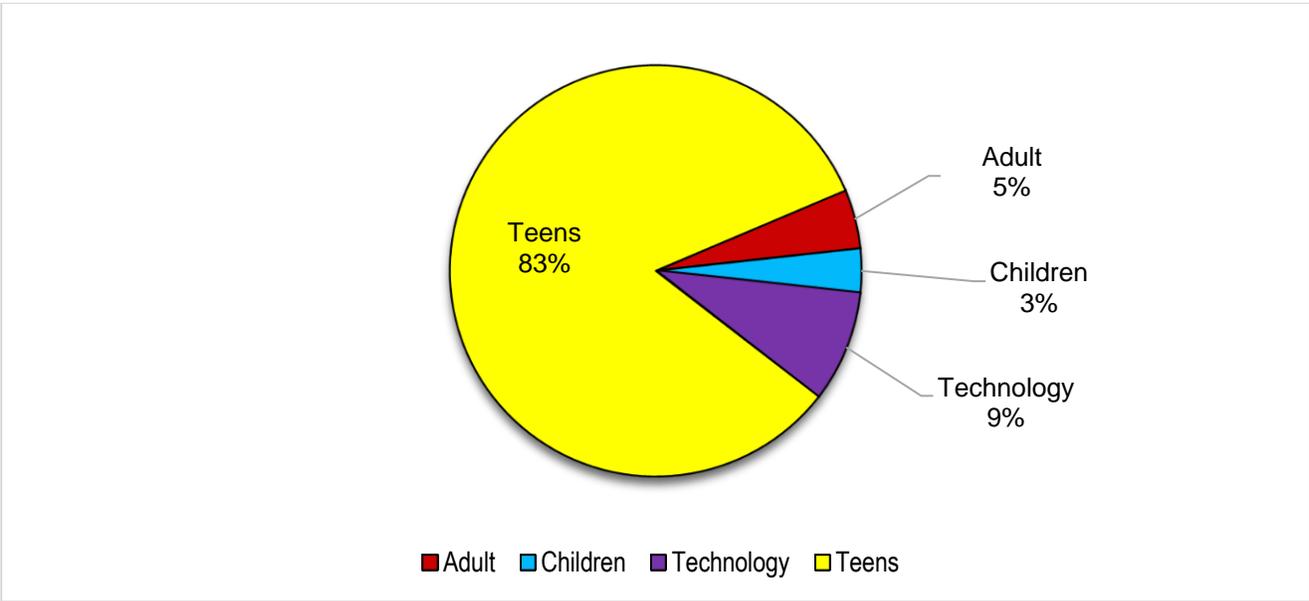


**NOVEMBER**

|           | 2020   | 2019   | % change |
|-----------|--------|--------|----------|
| In person | N/A    | 8,181  | N/A      |
| Online    | 45,120 | 31,219 | 44.53%   |
| Total     | 45,120 | 39,400 | 14.52%   |

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

**PROGRAM ATTENDANCE**



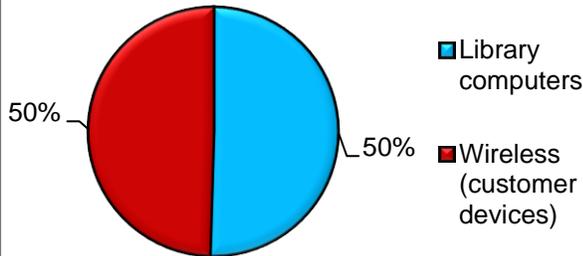
**NOVEMBER ATTENDANCE**

|                     | 2020 | 2019  | % change  |
|---------------------|------|-------|-----------|
| Adult events        | 36   | 1,016 | -97.24%   |
| Children's events   | 26   | 6,677 | -100.00%  |
| Technology training | 67   | 320   | -79.06%   |
| Teen events         | 636  | 30    | 2,106.67% |
| TOTAL               | 757  | 8,043 | -90.59%   |

November attendance reflects Book a Librarian training appointments, a limited number of in-person and online public events, and virtual presentations.

## PUBLIC COMPUTING

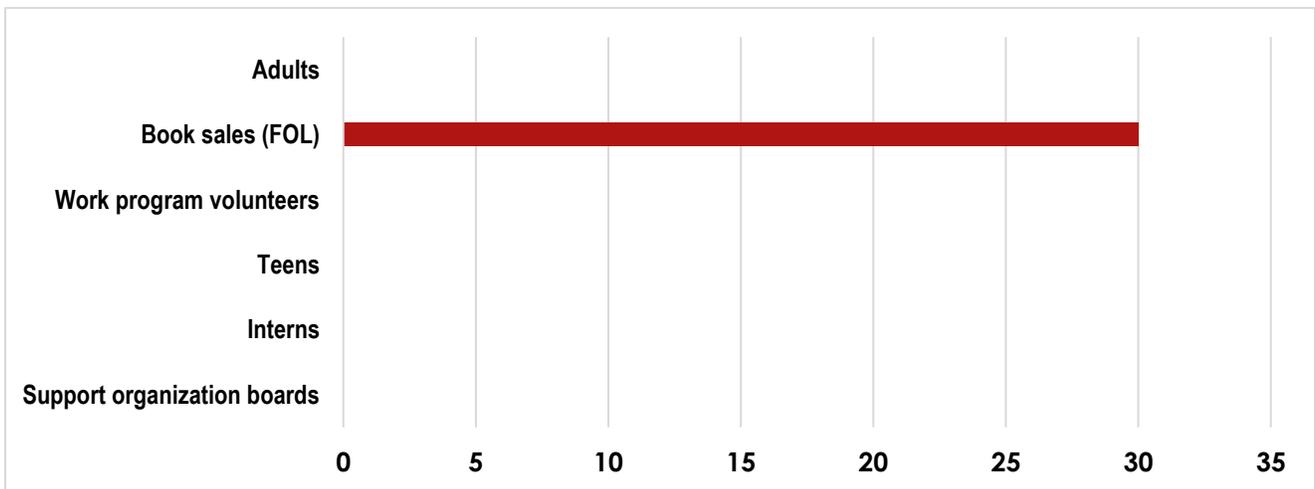
**Method of Computing Access  
(by session)**



### NOVEMBER

|                      | 2020  | 2019  | % change |
|----------------------|-------|-------|----------|
| Workstation Sessions | 3,716 | 8,746 | -57.51%  |
| Wi-Fi Sessions       | 3,647 | 7,334 | -50.27%  |
| Number of Users      | 451   | 1,999 | -77.44%  |
| Hours of Access      | 4,648 | 9,993 | -53.49%  |

## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 104    Hours of service received = 3,437**

Volunteer service includes data from October that had not been reported previously.

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$86,756.06    Items added to Library collections YTD = 5,424**

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

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

A customer expressed her gratitude for the children's grab bags. She spreads the word about this service, telling people how exciting and convenient the process is. She also says her children are excited because they don't know what they are getting and are always surprised when the books come home.

Staff at the Alford Branch helped an elderly customer with some work through the online IRS platform. She hadn't filed a tax return in several years and needed to apply to the IRS for her stimulus check. Staff helped her set up an email account, create an online IRS account and verify all of her sign-in activity before she could complete the form. She thanked staff for their patience and support.

Librarian Noelle Barrick helped a Vietnamese-speaking customer find several fiction titles from the foreign language collection. Although the language barrier was too great to do a reader's advisory interview, Noelle was able to bring 10 books to the customer to pick from. The customer selected four books and was grateful that the Library had books for her to borrow in her native language.

A customer called the Alford Branch looking for seasons of one of her favorite television shows. Staff pulled the next few seasons and had them waiting for her at the drive up. Right after she left, staff found the next season in an outgoing box to the Advanced Learning Library, called the customer and held it for her. She swung by immediately and thanked the staff for being so considerate.

Even during a pandemic, staff can still help customers through email and other technological means. Erin Howerton helped a customer find resources for his second grade child, who was working on county reports. Via email, Erin shared screenshots of the Library's databases and catalog so the customer could find precisely what he was looking for. His reply: "This is awesome! Thank you so much!"

Alford Library Assistant Carrie Hosford assisted a customer who called to say he needed to make a reservation to renew his Driver's License. He was unable to make an online appointment without a computer. Carrie made an appointment for him and printed the appointment confirmation. He later visited the Alford Drive-up to get the document and pay for the print, saying he really appreciated the help from the library.

Westlink Branch Manager Tracie Partridge helped a customer currently living in France with her three children gain access to e-books. She had a library account but the actual library card had been left in Wichita. Tracie had her e-mail a copy of her Kansas driver's license as ID. She then sent her the card numbers so she could make use of Libby, the Library's e-book and e-audiobook resource, and explained how it worked. The customer was incredibly grateful because the children really needed reading material in English.

## WICHITA PUBLIC LIBRARY

Minutes of a Regular Meeting of the Library Board of Directors  
November 17, 2020.

The hybrid meeting of the Library Board of Directors was held on Tuesday, November 17, 2020 at the Advanced Learning Library with the following present in person: Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Mr. Lamont Anderson, Ms. Abi Boatman, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

### Call to Order

President Kevin McWhorter called the meeting to order at 12:05 p.m., a quorum being present.

### Staff Presentation

Robyn Belt, Alford and Linwood Branch Manager, provided an update on the process for naming the relocated Linwood branch. After the last Board meeting, a survey link for the public to submit name recommendations was added to the library website and shared with City Communications, the District III Community Services Representative, and WSU Tech South students and faculty to gain a wider audience. This link was featured in a story on Good Day Kansas with Julian Carroll and Sean Jones, the library's Communications Specialist; additionally, it was presented at the November 4 District III Advisory Board meeting and shared through both word of mouth and social media. This outreach resulted in 70 unique naming ideas submitted by the community. The Library Board will narrow these candidates down to five options. The public will then vote on these five to narrow them down to three finalists. At its December meeting, the Board will choose one name from among the three to forward to the City Council for approval.

### Approval of the Agenda

Lamont Anderson moved (Winkler) to approve the agenda as published. **Motion carried unanimously.**

### Public Comment

None

### Approval of Minutes

Minutes of the regular meeting held on October 20, 2020 were presented. Shelby Petersen moved (Littlejohn) to approve the minutes as included in board packets. **Motion carried unanimously.**

*Donna Douglas joined.*

## **Unfinished Business**

Interim Director Dowell presented 70 unique names for the relocated Linwood branch and asked board members to narrow the list down to their top five. Naming Committee Chair Ms. Lauren Hirsh asked if board members had any further names they would like to add to the list. President McWhorter and Mr. Jonathan Winkler submitted a total of three. Board members were then asked to share their respective top five or six selections. After extended discussion, consensus coalesced around five candidates: Cynthia Berner Branch Library, Ronald Walters Branch Library, Ad Astra Branch Library, Meadowlark Branch Library, and Carl Brewer Branch Library. These selections will be released to the public to narrow down to three.

## **New Business**

On behalf of the Finance Committee, President McWhorter moved (Douglas) to approve the October 2020 finance report and supplemental bills in the following amounts: General Fund bills of \$943,455.05; COVID-19 bills of \$725.61; CIP Linwood Relocation bills of \$194,592.54; Grant Fund Bills of \$30,533.87; and Gift and Memorial Fund bills of \$2,560.46, for a total of \$1,171,867.53. **Motion carried unanimously.**

President McWhorter moved (Petersen) to authorize staff to transfer the remaining balance of the 2019 SCKLS grant in the amount of \$38,246.68 into the SCKLS Facilities Improvement Fund. **Motion carried unanimously.**

President McWhorter moved (Hirsh) to endorse changes to the Library Foundation Spending Policy as proposed by staff. **Motion carried unanimously.**

President McWhorter moved (Winkler) to endorse the Wichita Public Library Foundation nominating committee's proposed slate of Library Directors. **Motion carried unanimously.**

Jonathan Winkler moved (Neal) to adopt the 2021 holiday schedule as proposed by staff. **Motion carried unanimously.**

## **Finance Committee Report**

No report.

## **Operations Committee Report**

Committee Chair Winkler reported that the Evergreen branch will shut down temporarily at the close of business on November 30 so renovations may begin. A temporary location will be set up at the Park and Recreation space located at 2700 N. Woodland, with a book drop located at the curb on the west side of the building.

## **Planning & Facilities Committee Report**

Interim Director Dowell reported that the sewer smell has returned to the Advanced Learning Library. The City may have to perform an engineering investigation to identify a permanent solution.

Bids for spring are being received to install two sidewalks, one at the Alford branch and one at the Advanced Learning Library, where customers have been cutting paths through grassy areas.

Staff looked at modular and other furniture options for Evergreen branch staff areas from the Environmental Health building. The book drop for the temporary Evergreen location has been delivered and installed.

The Linwood branch project is progressing on schedule and is expected to receive the certificate of occupancy in the first week of December.

### **Public Affairs Committee Report**

No report.

*Dr. Justin Henry left.*

### **Special Committee Reports**

*Friends of the Library* – Matt Warner reported that the online book sale in October was successful, with over \$1,700 raised. A second online sale will be held on December 5. At their December board meeting, the Friends of the Library will be electing their 2021 officers and discussing the possibility of increasing member benefits.

*Library Foundation* – Kristi Oberg reported that in addition to sending out two mass mailings, Foundation staff have implemented a robust plan for year-end fundraising through virtual means. The Foundation Board dollar-for-dollar match of all year-end gifts has been finalized. In October, the board approved the 2019 audit, and accounting entries rectified earlier classification errors, resulting in the creation of two new endowed funds. The amount of financial support the Library receives from the Foundation will not decrease. The mix of restricted versus unrestricted allocations will change, providing the Library with more unrestricted dollars.

*Wichita Genealogical Society (WGS)* – Interim Director Dowell reported that all WGS in-person meetings have been cancelled and the board is meeting via Zoom. Membership is relatively steady at 179 as loyal members continue to renew via mail and online. The topic for the November 21<sup>st</sup> Zoom meeting will be “Politics on the Platform: Woman Suffrage at the Chautauqua.” The Annual Genealogy Conference has been cancelled for this year; it will next be held on October 9, 2021.

### **Director of Libraries Report**

Interim Director Dowell reported that Library branches will close for the day on November 21 due to scheduled maintenance of the City of Wichita’s data center. The Advanced Learning Library will remain open since its public Internet access is provided through a separate system. Public computing will be available, but materials checkout and returns will be carried out offline. Phone service will be unavailable at all City facilities. Material due dates of November 21 have been extended to November 23 and returns will be accepted through the book drops at

all locations. The pickup deadline for materials held for customers will also be extended to November 23.

Due to the rise in quarantines, confirmed case count, and test positivity for COVID-19, both within the community at large and among City of Wichita staff, changes are being made to library service and physical spaces. Live technology classes that were planned for November are being shifted to either a virtual environment or Book-A-Librarian sessions for individual customers. Classes scheduled for the first quarter of 2021 are being revised or cancelled if they cannot meet virtually. Additional Plexiglas barriers will be ordered to put in places where a need has become evident over the past several months. Staff is reassessing the spacing of tables and PCs in the conference center of the Advanced Learning Library for any needed revisions. Library Board meetings will be held virtually beginning with the December meeting.

As of October 30, Reverie Roasters has paused service at the Advanced Learning Library due to low sales. Library staff is working with other City staff to develop solutions. Reverie's contract is due to end in December, but it may be possible to place it on hold for six months to a year, until the Library can resume full operations.

**Announcements**

None

**Adjournment**

The meeting was adjourned at 1:25 p.m.

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

Respectfully submitted,

Kristi Dowell  
Interim Director of Libraries



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Kristi Dowell, Interim Director of Libraries *Kristi Dowell*  
**SUBJECT:** District III Naming-Recommendation  
**DATE:** December 15, 2020

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**Background:** At the November 17<sup>th</sup> Wichita Public Library Board of Director's meeting Library Board members narrowed down over seventy unique names for the District III branch library received through community input, to their top five choice of names.

- Ad Astra Branch Library
- Carl Brewer Branch Library
- Cynthia Berner Branch Library
- Meadowlark Branch Library
- Ronald Walters Branch Library

**Analysis:** Following the November 17<sup>th</sup> Library Board of Directors' meeting the community was given the opportunity to narrow the five names to the top three via a poll.

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 Voting opportunity was discussed by Kristi Dowell at the District III Advisory Board's December 2nd meeting. Lauren Hirsh reached out to community leaders, businesses and organizations around the new location as well as to area schools. The voting 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 votes via walk-in at library locations and Colvin Neighborhood Resource center.

The community engagement voting process resulted in the following names in order of number of votes;

- Carl Brewer Branch Library
- Meadowlark Branch Library
- Ronald Walters Branch Library
- Cynthia Berner Branch Library
- Ad Astra Branch Library

**Legal Considerations:** None

**Recommendations/Actions:** The Library Board of Directors is being asked to review the top three names from the community poll results and make a recommendation for the name of the District III branch to be presented to the City Council for approval.

**Attachment:** None

## REVENUE REPORT - NOVEMBER 2020

| OBJECT | ACCOUNT DESCRIPTION           | BUDGET               | MONTHLY REVENUE<br>TARGET | RECEIVED IN<br>MONTH | RECEIVED YTD         | % RECEIVED<br>YTD |
|--------|-------------------------------|----------------------|---------------------------|----------------------|----------------------|-------------------|
| 422110 | Library Desk Receipts (Fines) | \$ 174,417.00        | \$ 13,953.36              | \$ 15,357.43         | \$ 164,422.82        | 94.27%            |
| 423030 | Meeting Room Rentals          | \$ 16,695.00         | \$ 1,669.50               | \$ -                 | \$ 3,840.00          | 23.00%            |
| 424011 | Copy Charges                  | \$ 9,132.00          | \$ 639.24                 | \$ 994.25            | \$ 8,580.15          | 93.96%            |
| 424101 | Public Computing Charges      | \$ 10,370.00         | \$ 725.90                 | \$ 1,654.75          | \$ 15,753.77         | 151.92%           |
| 646981 | State Setoff Collections      | \$ 57,000.00         | \$ 4,560.00               | \$ 1,709.96          | \$ 81,010.33         | 142.12%           |
| 646990 | Other Non-Operating Revenue   | \$ (3,808.00)        | \$ -                      | \$ -                 | \$ 4,186.87          | -109.95%          |
| 646998 | Cash Over/Short               | \$ -                 | \$ -                      | \$ -                 | \$ 4.00              | 100.00%           |
|        | <b>TOTAL</b>                  | <b>\$ 263,806.00</b> | <b>\$ 21,548.00</b>       | <b>\$ 19,716.39</b>  | <b>\$ 277,797.94</b> | <b>105.30%</b>    |

**Grant Fund Summary Report  
NOVEMBER 2020**

| Grant                 | Beginning<br>Balance<br>11/01/2020 | Revenue<br>Received   | Personnel<br>Services | Contractuals        | Materials          | Supplies &<br>Petty Cash | Equipment   | Total<br>Expenditures | Encumbrances | Remaining<br>Balance<br>11/30/2020 |
|-----------------------|------------------------------------|-----------------------|-----------------------|---------------------|--------------------|--------------------------|-------------|-----------------------|--------------|------------------------------------|
| <b>SCKLS 2019</b>     | \$ 40,227.50                       | \$ (38,246.68)        | \$ -                  | \$ -                | \$ 1,980.82        | \$ -                     | \$ -        | \$ 1,980.82           | \$ -         | \$ -                               |
| <b>SCKLS 2020</b>     | \$ 111,876.00                      | \$ -                  | \$ -                  | \$ -                |                    | \$ -                     | \$ -        | \$ -                  | \$ -         | \$ 111,876.00                      |
| <b>State Aid 2020</b> | \$ 21,566.71                       | \$ -                  | \$ -                  | \$ 10,097.61        | \$ 3,172.00        | \$ 207.58                | \$ -        | \$ 13,477.19          | \$ -         | \$ 8,089.52                        |
| <b>Totals</b>         | <b>\$ 172,371.88</b>               | <b>\$ (38,246.68)</b> | <b>\$ -</b>           | <b>\$ 10,097.61</b> | <b>\$ 5,152.82</b> | <b>\$ 207.58</b>         | <b>\$ -</b> | <b>\$ 15,458.01</b>   | <b>\$ -</b>  | <b>\$ 119,965.52</b>               |

\*Transferred balance to SCKLS Facility Improvement Fund.

GENERAL FUND SUMMARY REPORT  
NOVEMBER 2020

| OBJECT | ACCOUNT DESCRIPTION            | APPROPRIATION   | CURRENT MONTH EXPENDITURES | CURRENT MONTH ENCUMBRANCES | YTD EXPENDITURES | BALANCE         | PERCENT EXPENDED |
|--------|--------------------------------|-----------------|----------------------------|----------------------------|------------------|-----------------|------------------|
| 511010 | Regular Wages                  | \$ 4,253,161.34 | \$ 247,007.17              | \$ -                       | \$ 3,142,059.74  | \$ 1,111,101.60 | 74%              |
| 511020 | FT/PT Limited/Classified Wages | \$ 938,855.58   | \$ 55,059.31               | \$ -                       | \$ 649,501.02    | \$ 289,354.56   | 69%              |
| 511040 | Paid Leave                     | \$ -            | \$ 47,956.62               | \$ -                       | \$ 635,585.32    | \$ (635,585.32) | N/A              |
| 511080 | Longevity                      | \$ 57,648.00    | \$ 3,781.00                | \$ -                       | \$ 48,789.00     | \$ 8,859.00     | 85%              |
| 511090 | Shift Differential             | \$ 4,055.16     | \$ 215.75                  | \$ -                       | \$ 2,876.09      | \$ 1,179.07     | 71%              |
| 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     | \$ 100.00                  | \$ -                       | \$ 1,500.00      | \$ 300.00       | 83%              |
| 512040 | Clothing Allowance             | \$ 150.00       | \$ -                       | \$ -                       | \$ -             | \$ 150.00       | 0%               |
| 512050 | Auto Allowance                 | \$ 2,400.06     | \$ 11.64                   | \$ -                       | \$ 2,865.93      | \$ (465.87)     | 119%             |
| 513020 | Premium Overtime               | \$ -            | \$ 107.98                  | \$ -                       | \$ 882.41        | \$ (882.41)     | N/A              |
| 518010 | FICA                           | \$ 403,677.29   | \$ 25,681.52               | \$ -                       | \$ 326,058.47    | \$ 77,618.82    | 81%              |
| 518020 | Workers Compensation           | \$ 54,535.06    | \$ 3,515.75                | \$ -                       | \$ 44,300.80     | \$ 10,234.26    | 81%              |
| 518030 | Unemployment                   | \$ 5,294.66     | \$ 335.79                  | \$ -                       | \$ 4,274.44      | \$ 1,020.22     | 81%              |
| 518040 | Health Insurance               | \$ 949,991.04   | \$ 72,466.96               | \$ -                       | \$ 824,684.28    | \$ 125,306.76   | 87%              |
| 518060 | Life Insurance                 | \$ 17,192.64    | \$ 449.82                  | \$ -                       | \$ 5,738.74      | \$ 11,453.90    | 33%              |
| 518080 | WER Contributions              | \$ 592,644.54   | \$ 37,856.25               | \$ -                       | \$ 486,734.04    | \$ 105,910.50   | 82%              |
| 521011 | Electricity                    | \$ 282,000.00   | \$ 5,878.59                | \$ -                       | \$ 74,426.12     | \$ 207,573.88   | 26%              |
| 521021 | Natural Gas                    | \$ 41,004.00    | \$ 3,173.00                | \$ -                       | \$ 40,020.69     | \$ 983.31       | 98%              |
| 521030 | Water Service                  | \$ 11,004.00    | \$ 789.85                  | \$ -                       | \$ 17,593.83     | \$ (6,589.83)   | 160%             |
| 521050 | Trash Service                  | \$ 5,736.00     | \$ 379.00                  | \$ -                       | \$ 4,217.15      | \$ 1,518.85     | 74%              |
| 521060 | Local Telephone Service        | \$ 16.00        | \$ 671.00                  | \$ -                       | \$ 9,884.02      | \$ (9,868.02)   | 61775%           |
| 522010 | PBX Line Charges               | \$ 11,058.00    | \$ 931.00                  | \$ -                       | \$ 11,394.11     | \$ (336.11)     | 103%             |
| 522020 | PBX Instrument Charges         | \$ 17,460.00    | \$ 1,576.25                | \$ -                       | \$ 18,647.69     | \$ (1,187.69)   | 107%             |
| 522030 | IT Moves & Changes             | \$ 100.00       | \$ -                       | \$ -                       | \$ -             | \$ 100.00       | 0%               |
| 522040 | Long Distance & Teleconference | \$ 900.00       | \$ 61.42                   | \$ -                       | \$ 2,110.47      | \$ (1,210.47)   | 234%             |
| 522070 | Voicemail                      | \$ 1,512.00     | \$ 326.00                  | \$ -                       | \$ 2,312.68      | \$ (800.68)     | 153%             |
| 522080 | Automatic Call Distribution    | \$ -            | \$ 65.50                   | \$ -                       | \$ 862.68        | \$ (862.68)     | #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     | \$ 78.63                   | \$ -                       | \$ 1,101.04      | \$ 1,823.96     | 38%              |

GENERAL FUND SUMMARY REPORT  
NOVEMBER 2020

| OBJECT | ACCOUNT DESCRIPTION          | APPROPRIATION   | CURRENT MONTH EXPENDITURES | CURRENT MONTH ENCUMBRANCES | YTD EXPENDITURES | BALANCE         | PERCENT EXPENDED |
|--------|------------------------------|-----------------|----------------------------|----------------------------|------------------|-----------------|------------------|
| 525990 | Other Professional Services  | \$ 37,970.00    | \$ 1,367.05                | \$ -                       | \$ 20,665.52     | \$ 17,304.48    | 54%              |
| 526010 | Motor Pool Scheduled Charges | \$ 3,410.00     | \$ 310.00                  | \$ -                       | \$ 3,410.00      | \$ -            | 100%             |
| 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    | \$ 1,525.00                | \$ -                       | \$ 7,952.50      | \$ 8,047.50     | 50%              |
| 526070 | Equipment Repair & Maint     | \$ 5,421.00     | \$ -                       | \$ -                       | \$ 5,104.00      | \$ 317.00       | 94%              |
| 529010 | Bank Charges                 | \$ 5,000.00     | \$ 546.15                  | \$ -                       | \$ 4,641.54      | \$ 358.46       | 93%              |
| 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    | \$ 1,171.25                | \$ -                       | \$ 16,271.53     | \$ 12,580.47    | 56%              |
| 529110 | Legal Advertising            | \$ -            | \$ -                       | \$ -                       | \$ 42.00         | \$ (42.00)      | #DIV/0!          |
| 529150 | Data Center Charges          | \$ 885,257.00   | \$ 151,888.86              | \$ -                       | \$ 885,257.00    | \$ 0.00         | 100%             |
| 529990 | Other Contractuals           | \$ 82,703.00    | \$ 479.40                  | \$ -                       | \$ 99,583.45     | \$ (16,880.45)  | 120%             |
| 531010 | Computing Supplies           | \$ 1,900.00     | \$ -                       | \$ -                       | \$ -             | \$ 1,900.00     | 0%               |
| 531020 | Office Supplies              | \$ 48,575.00    | \$ 606.79                  | \$ -                       | \$ 31,744.86     | \$ 16,830.14    | 65%              |
| 531030 | Custodial Supplies           | \$ 5,000.00     | \$ 169.99                  | \$ -                       | \$ 1,557.69      | \$ 3,442.31     | 31%              |
| 532990 | Other Equip Parts & Supplies | \$ 450.00       | \$ 11.94                   | \$ -                       | \$ 481.75        | \$ (31.75)      | 107%             |
| 539012 | Gasoline                     | \$ 1,590.00     | \$ 170.54                  | \$ -                       | \$ 1,880.24      | \$ (290.24)     | 118%             |
| 539990 | Other Commodities            | \$ -            | \$ -                       | \$ -                       | \$ 11.94         | \$ (11.94)      | #DIV/0!          |
| 549010 | Furniture & Fixtures <\$5k   | \$ 9,990.00     | \$ -                       | \$ -                       | \$ 1,319.00      | \$ 8,671.00     | 13%              |
| 549020 | Data Processing Equip <\$5k  | \$ 9,665.00     | \$ -                       | \$ 28,474.45               | \$ 28,800.60     | \$ (19,135.60)  | 298%             |
| 549030 | Communication Equip <\$5K    | \$ -            | \$ -                       | \$ -                       | \$ 443.20        | \$ (443.20)     | #DIV/0!          |
| 549100 | Laboratory Equip <\$5k       | \$ -            | \$ -                       | \$ -                       | \$ 78.90         | \$ (78.90)      | #DIV/0!          |
| 549110 | Library Materials            | \$ 627,530.00   | \$ 65,929.82               | \$ -                       | \$ 391,809.83    | \$ 235,720.17   | 62%              |
|        | Expense Total                | \$ 9,421,644.22 | \$ 732,652.59              | \$ 28,474.45               | \$ 7,889,419.03  | \$ 1,532,225.19 | 84%              |

# Wichita Public Library General Fund Bills

November 2020

Org: 1000080

## 10001 - Library - Personnel

### 1B - Base Compensation

#### 511010 Regular Wages

Payroll, PR PPE1113 \$126,472.00

Payroll, PR PPE1127 \$120,535.17

|                                   |                     |
|-----------------------------------|---------------------|
| <b>Total 511010 Regular Wages</b> | <b>\$247,007.17</b> |
|-----------------------------------|---------------------|

#### 511020 FT/PT Limited/Classified Wages

Payroll, PR PPE1113 \$29,857.39

Payroll, PR PPE1127 \$25,201.92

|  |                    |
|--|--------------------|
| <b>Total 511020 FT/PT Limited/Classified Wages</b> | <b>\$55,059.31</b> |
|--|--------------------|

#### 511040 Vacation Leave

Payroll, PR PPE1113 \$19,552.34

Payroll, PR PPE1127 \$28,404.28

|                                    |                    |
|------------------------------------|--------------------|
| <b>Total 511040 Vacation Leave</b> | <b>\$47,956.62</b> |
|------------------------------------|--------------------|

#### 511080 Longevity

Payroll, PR PPE1113 \$1,888.00

Payroll, PR PPE1127 \$1,893.00

|                               |                   |
|-------------------------------|-------------------|
| <b>Total 511080 Longevity</b> | <b>\$3,781.00</b> |
|-------------------------------|-------------------|

#### 511090 Shift Differential

Payroll, PR PPE1113 \$116.00

Payroll, PR PPE1127 \$99.75

|  |                 |
|--|-----------------|
| <b>Total 511090 Shift Differential</b> | <b>\$215.75</b> |
|--|-----------------|

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Total 1B - Base Compensation</b> | <b>\$354,019.85</b> |
|-------------------------------------|---------------------|

### 1F - Special Compensation

#### 512030 Cell Phone Allowance

Payroll, PR PPE1127 \$100.00

|  |                 |
|--|-----------------|
| <b>Total 512030 Cell Phone Allowance</b> | <b>\$100.00</b> |
|--|-----------------|

#### 512050 Auto Allowance

Payroll, PR PPE1113 \$4.23

Payroll, PR PPE1127 \$7.41

|                                    |                |
|------------------------------------|----------------|
| <b>Total 512050 Auto Allowance</b> | <b>\$11.64</b> |
|------------------------------------|----------------|

|  |                 |
|--|-----------------|
| <b>Total 1F - Special Compensation</b> | <b>\$111.64</b> |
|--|-----------------|

# Wichita Public Library General Fund Bills

November 2020

## 1J - OT Compensation

### 513020 Premium Overtime

Payroll, PR PPE1113 \$107.98

|                               |          |
|-------------------------------|----------|
| Total 513020 Premium Overtime | \$107.98 |
|-------------------------------|----------|

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Total 1J - OT Compensation</b> | <b>\$107.98</b> |
|-----------------------------------|-----------------|

## 1N - Employee Benefits

### 518010 FICA

Payroll, PR PPE1113 \$12,881.15

Payroll, PR PPE1127 \$12,800.37

|                   |             |
|-------------------|-------------|
| Total 518010 FICA | \$25,681.52 |
|-------------------|-------------|

### 518020 Workers Compensation

Payroll, PR PPE1113 \$1,754.53

Payroll, PR PPE1127 \$1,761.22

|                                   |            |
|-----------------------------------|------------|
| Total 518020 Workers Compensation | \$3,515.75 |
|-----------------------------------|------------|

### 518030 Unemployment

Payroll, PR PPE1113 \$168.43

Payroll, PR PPE1127 \$167.36

|                           |          |
|---------------------------|----------|
| Total 518030 Unemployment | \$335.79 |
|---------------------------|----------|

### 518040 Health Insurance

Payroll, PR PPE1113 \$36,402.37

Payroll, PR PPE1127 \$36,064.59

|                               |             |
|-------------------------------|-------------|
| Total 518040 Health Insurance | \$72,466.96 |
|-------------------------------|-------------|

### 518060 Life Insurance

Payroll, PR PPE1113 \$225.00

Payroll, PR PPE1127 \$224.82

|                             |          |
|-----------------------------|----------|
| Total 518060 Life Insurance | \$449.82 |
|-----------------------------|----------|

### 518080 WER Contributions

Payroll, PR PPE1113 \$18,835.14

Payroll, PR PPE1127 \$19,021.11

|                                |             |
|--------------------------------|-------------|
| Total 518080 WER Contributions | \$37,856.25 |
|--------------------------------|-------------|

|                                     |                     |
|-------------------------------------|---------------------|
| <b>Total 1N - Employee Benefits</b> | <b>\$140,306.09</b> |
|-------------------------------------|---------------------|

|  |                     |
|--|---------------------|
| <b>Total 10001 - Library - Personnel</b> | <b>\$494,545.56</b> |
|--|---------------------|

## 10002 - Library - Contractuals

### 2B - Utilities

#### 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$5,878.59

|                                |            |
|--------------------------------|------------|
| Total 521011 Electricity - EDI | \$5,878.59 |
|--------------------------------|------------|

# Wichita Public Library General Fund Bills

November 2020

## 521021 Natural Gas - EDI

|                                 |            |
|---------------------------------|------------|
| BLACK HILLS UTILITY HOLDING INC | \$361.17   |
| ONE GAS INC                     | \$1,373.50 |
| SYMMETRY ENERGY SOLUTIONS LLC   | \$1,438.33 |

|                                |            |
|--------------------------------|------------|
| Total 521021 Natural Gas - EDI | \$3,173.00 |
|--------------------------------|------------|

## 521030 Water Service

|                 |          |
|-----------------|----------|
| City of Wichita | \$789.85 |
|-----------------|----------|

|                            |          |
|----------------------------|----------|
| Total 521030 Water Service | \$789.85 |
|----------------------------|----------|

## 521050 Trash Service

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

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

|                             |                    |
|-----------------------------|--------------------|
| <b>Total 2B - Utilities</b> | <b>\$10,220.44</b> |
|-----------------------------|--------------------|

## 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 | \$931.00 |
|-----------------|----------|

|                               |          |
|-------------------------------|----------|
| Total 522010 PBX Line Charges | \$931.00 |
|-------------------------------|----------|

### 522020 PBX Instrument Charges

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

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

### 522040 Long Distance & Teleconference

|                 |         |
|-----------------|---------|
| AT&T            | \$47.57 |
| City of Wichita | \$13.85 |

|   |         |
|---|---------|
| Total 522040 Long Distance & Teleconference | \$61.42 |
|---|---------|

### 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 | \$151,888.86 |
|-----------------|--------------|

|                                  |              |
|----------------------------------|--------------|
| Total 529150 Data Center Charges | \$151,888.86 |
|----------------------------------|--------------|

|                                      |                     |
|--------------------------------------|---------------------|
| <b>Total 2F - Technology Charges</b> | <b>\$155,520.03</b> |
|--------------------------------------|---------------------|

# Wichita Public Library General Fund Bills

November 2020

## 2R - Professional Svcs

### 525083 Textile Rental & Laundry Svcs

|  |         |
|--|---------|
| ARAMARK UNIFORM & CAREER APPAREL GRP INC | \$78.63 |
|--|---------|

|  |         |
|--|---------|
| Total 525083 Textile Rental & Laundry Svcs | \$78.63 |
|--|---------|

### 525990 Other Professional Services

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

|                                |            |
|--------------------------------|------------|
| UNIQUE MANAGEMENT SERVICES INC | \$1,283.05 |
|--------------------------------|------------|

|  |            |
|--|------------|
| Total 525990 Other Professional Services | \$1,367.05 |
|--|------------|

|                              |            |
|------------------------------|------------|
| Total 2R - Professional Svcs | \$1,445.68 |
|------------------------------|------------|

## 2V - Bldg & Equip Charges

### 526010 Motor Pool Scheduled Charges

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

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

### 526042 Pest Control Services

|                     |            |
|---------------------|------------|
| P-CARD ONE-TIME PAY | \$1,525.00 |
|---------------------|------------|

|                                    |            |
|------------------------------------|------------|
| Total 526042 Pest Control Services | \$1,525.00 |
|------------------------------------|------------|

|                                 |            |
|---------------------------------|------------|
| Total 2V - Bldg & Equip Charges | \$1,835.00 |
|---------------------------------|------------|

## 2Z - Other Contractuals

### 529010 Bank Charges

|                 |          |
|-----------------|----------|
| City of Wichita | \$546.15 |
|-----------------|----------|

|                           |          |
|---------------------------|----------|
| Total 529010 Bank Charges | \$546.15 |
|---------------------------|----------|

### 529070 Printing & Copying

|                 |            |
|-----------------|------------|
| City of Wichita | \$1,171.25 |
|-----------------|------------|

|                                 |            |
|---------------------------------|------------|
| Total 529070 Printing & Copying | \$1,171.25 |
|---------------------------------|------------|

### 529990 Other Contractuals

|  |         |
|--|---------|
| ARAMARK UNIFORM & CAREER APPAREL GRP INC | \$42.30 |
|--|---------|

|                     |          |
|---------------------|----------|
| P-CARD ONE-TIME PAY | \$130.00 |
|---------------------|----------|

|                                  |         |
|----------------------------------|---------|
| UNDERGROUND VAULTS & STORAGE INC | \$18.00 |
|----------------------------------|---------|

|                                |          |
|--------------------------------|----------|
| UNIQUE MANAGEMENT SERVICES INC | \$289.10 |
|--------------------------------|----------|

|                                 |          |
|---------------------------------|----------|
| Total 529990 Other Contractuals | \$479.40 |
|---------------------------------|----------|

|                               |            |
|-------------------------------|------------|
| Total 2Z - Other Contractuals | \$2,196.80 |
|-------------------------------|------------|

|                                      |              |
|--------------------------------------|--------------|
| Total 10002 - Library - Contractuals | \$171,217.95 |
|--------------------------------------|--------------|

# Wichita Public Library General Fund Bills

November 2020

## 10003 - Library - Commodities

### 3B - Supplies

#### 531020 Office Supplies

P-CARD ONE-TIME PAY \$606.79

|                              |          |
|------------------------------|----------|
| Total 531020 Office Supplies | \$606.79 |
|------------------------------|----------|

#### 531030 Custodial Supplies

P-CARD ONE-TIME PAY \$169.99

|                                 |          |
|---------------------------------|----------|
| Total 531030 Custodial Supplies | \$169.99 |
|---------------------------------|----------|

|                            |                 |
|----------------------------|-----------------|
| <b>Total 3B - Supplies</b> | <b>\$776.78</b> |
|----------------------------|-----------------|

### 3F - Components & Parts

#### 532990 Other Equip Parts & Supplies

City of Wichita \$11.94

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

|  |                |
|--|----------------|
| <b>Total 3F - Components &amp; Parts</b> | <b>\$11.94</b> |
|--|----------------|

### 3N - Fuel

#### 539012 Gasoline

City of Wichita \$170.54

|                       |          |
|-----------------------|----------|
| Total 539012 Gasoline | \$170.54 |
|-----------------------|----------|

|                        |                 |
|------------------------|-----------------|
| <b>Total 3N - Fuel</b> | <b>\$170.54</b> |
|------------------------|-----------------|

### 4Z - Non-Capital Outlay

#### 549110 Library Materials

EBSCO INDUSTRIES INC \$12,756.68

P-CARD ONE-TIME PAY \$53,173.14

|                                |             |
|--------------------------------|-------------|
| Total 549110 Library Materials | \$65,929.82 |
|--------------------------------|-------------|

|                                      |                    |
|--------------------------------------|--------------------|
| <b>Total 4Z - Non-Capital Outlay</b> | <b>\$65,929.82</b> |
|--------------------------------------|--------------------|

|  |                    |
|--|--------------------|
| <b>Total 10003 - Library - Commodities</b> | <b>\$66,889.08</b> |
|--|--------------------|

**Grand Total**

**\$732,652.59**

# Wichita Public Library Grant Bills

November 2020

## Y0001 - Relocation of Linwood Library 2020

### 2 - Contractuals

#### 2Z - Other Contractuals

529110000 Advertising

WICHITA EAGLE \$50.40

|                             |         |
|-----------------------------|---------|
| Total 529110000 Advertising | \$50.40 |
|-----------------------------|---------|

529990000 Other Contractuals

THOMAS TRANSFER & STORAGE CO \$8,745.00  
INC

|                                    |            |
|------------------------------------|------------|
| Total 529990000 Other Contractuals | \$8,745.00 |
|------------------------------------|------------|

|                               |            |
|-------------------------------|------------|
| Total 2Z - Other Contractuals | \$8,795.40 |
|-------------------------------|------------|

|                        |            |
|------------------------|------------|
| Total 2 - Contractuals | \$8,795.40 |
|------------------------|------------|

### 3 - Commodities

#### 4Z - Non-Capital Outlay

549010000 Furniture & Fixtures <\$5k

COLOR ART INTEGRATED INTERIORS \$855.75  
OF KANSAS

ENCOMPAS CORPORATION \$126,810.00

|  |              |
|--|--------------|
| Total 549010000 Furniture & Fixtures <\$5k | \$127,665.75 |
|--|--------------|

549020000 Data Processing Equip <\$5k

HIGH TOUCH HOLDINGS INC \$509.40

|   |          |
|---|----------|
| Total 549020000 Data Processing Equip <\$5k | \$509.40 |
|---|----------|

|                               |              |
|-------------------------------|--------------|
| Total 4Z - Non-Capital Outlay | \$128,175.15 |
|-------------------------------|--------------|

|                       |              |
|-----------------------|--------------|
| Total 3 - Commodities | \$128,175.15 |
|-----------------------|--------------|

Total Y0001 - Relocation of Linwood Library 2020

\$136,970.55

# Wichita Public Library Grant Bills

November 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 (\$7.43)

Total 531010000 Computing Supplies (\$7.43)

531020000 Office Supplies

P-CARD ONE-TIME PAY \$215.01

Total 531020000 Office Supplies \$215.01

Total 3B - Supplies \$207.58

#### 4Z - Non-Capital Outlay

549110000 Library Materials

INTERNATIONAL THOMPSON PUBLISHING \$145.55

P-CARD ONE-TIME PAY \$3,026.45

Total 549110000 Library Materials \$3,172.00

Total 4Z - Non-Capital Outlay \$3,172.00

Total 3 - Commodities \$3,379.58

Total Y0800 - Library -State Grant In Aid 2020

\$13,477.19

# Wichita Public Library Grant Bills

November 2020

Y9802 - South Central KS Library System

3 - Commodities

4Z - Non-Capital Outlay

549110000 Library Materials

P-CARD ONE-TIME PAY

\$1,980.82

Total 549110000 Library Materials

\$1,980.82

Total 4Z - Non-Capital Outlay

\$1,980.82

Total 3 - Commodities

\$1,980.82

Total Y9802 - South Central KS Library System

\$1,980.82

**Grand Total**

**\$152,428.56**

**GIFT AND MEMORIAL FUND**

**RECEIPTS/REIMBURSEMENTS**

|                       |                 |
|-----------------------|-----------------|
| Baird (Interest)      | \$158.69        |
| <hr/>                 |                 |
| <b>TOTAL RECEIPTS</b> | <b>\$158.69</b> |

**EXPENDITURES**

|                                      |    |                   |
|--------------------------------------|----|-------------------|
| AWE Acquisition (Computer)           | \$ | 2,895.00          |
| Ingram Library Services (Materials)* | \$ | 808.64            |
| Ingram Library Services (Memorials)* | \$ | 66.21             |
| OverDrive (E-books)*                 | \$ | 6.98              |
| <hr/>                                |    |                   |
| <b>TOTAL EXPENDITURES</b>            |    | <b>\$3,776.83</b> |

\*Reimbursed expenses

Ms. Dowell:

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

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

**TO:** Library Board of Directors  
**FROM:** Kristi Dowell, Interim Director of Libraries *Kristi Dowell*  
**SUBJECT:** Proposed Policy Updates  
**DATE:** December 15, 2020

---

**Background:** To ensure efficiency and effectiveness of business activities, the Library policy manual is on a twelve month review cycle with one or more sections of the manual scheduled for review in each quarter of the year.

**Analysis:** Proposed changes reflect information relating to department reorganizations and realignment of work responsibilities, and updates to materials loan and fee policies. Policies proposed for changes include:

**ORG-002 Library Divisions**

- Updates chart to reflect the reorganization of the Learning Services and Partnership & Community Engagement divisions into one, following budget cuts in 2020.

**CIR-007.1 Circulation Parameters**

- Adds E-magazine as new item type format
- Changes loan period of older Blu-Ray and DVDs from 7 days to 14 days
- Removes New Music CD item type due to no longer purchasing music CD format

**Financial Considerations:** None

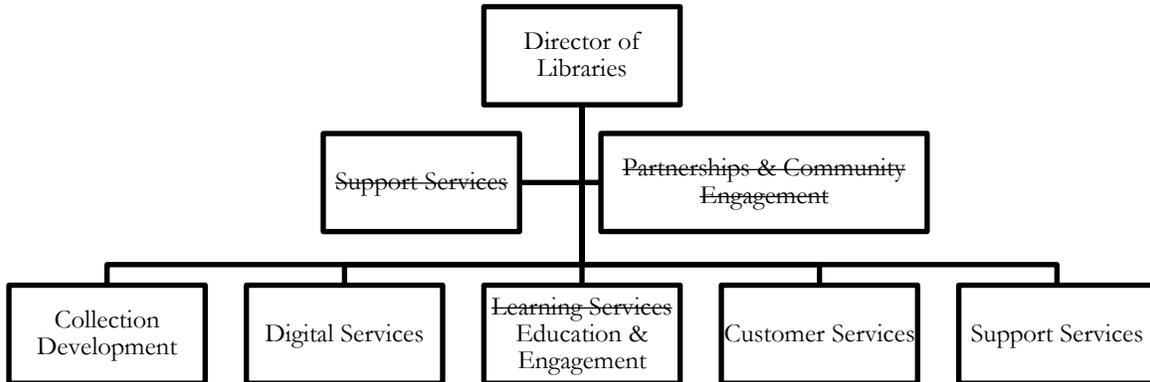
**Legal Considerations:** The proposed policy changes have been approved as to form by the Law Department.

**Recommendations or Actions:** It is recommended that the Board of Directors approve revisions to the policies as proposed by staff and included in packets.

**Attachments:** ORG-002; CIR-007.1

ORG-002LIBRARY DIVISIONS

The Wichita Public Library is currently comprised of the ~~six~~ five divisions, organized in the following manner.



Last Review: ~~August 2020~~ November 2020

| Item Type           | Loan Period | Renewal Period | Charge Limit*** | Fine / day | Max Fine | Default Cost |
|---------------------|-------------|----------------|-----------------|------------|----------|--------------|
| Big Book            | 28 days     | 28 days        | 150***          | \$0.25     | \$5.00   | \$22.50      |
| Blu-Ray             | 7-14 days   | 7-14 days      | 8 titles***     | \$1.00     | \$10.00  | \$40.00      |
| Board Book          | 28 days     | 28 days        | 150***          | \$0.25     | \$5.00   | \$10.00      |
| Book                | 0-28 days   | 0-28 days      | 150***          | \$0.25     | \$5.00   | \$30.00      |
| Book Set            | 42 days     | None           | 20 titles***    | \$0.25     | \$5.00   | \$13.00      |
| Decorative Arts     | None        | None           | None            | \$0.00     | \$0.00   | \$100.00     |
| DVD                 | 7-14 days   | 7-14 days      | 150***          | \$1.00     | \$10.00  | \$30.00      |
| E-Books and E-Audio | 7-21 days   | None           | 5 titles        | NA         | NA       | NA           |
| E-Magazine          | Varies      | None           | NA              | NA         | NA       | NA           |
| Equipment****       | 1-3 hours   | None           | 2 items         | \$0.00     | \$0.00   | \$35.00      |
| E-Resource          | None        | None           | None            | \$0.00     | \$0.00   | \$0.00       |
| Globe               | None        | None           | None            | \$0.00     | \$0.00   | \$75.00      |
| Graphic Novel       | 28 days     | 28 days        | 150***          | \$0.25     | \$5.00   | \$25.00      |
| Hi/Lo               | 56 days     | 56 days        | 150***          | \$0.25     | \$5.00   | \$10.00      |
| ILL                 | 21 days     | None           | 3 titles***     | \$1.00     | \$30.00  | \$75.00*     |
| Image               | None        | None           | None            | \$0.00     | \$0.00   | \$100.00     |
| Laptop****          | 3 hours     | None           | 1 item          | \$15.00**  | \$500.00 | \$500.00     |
| Large Print         | 14-28 days  | 14-28 days     | 150***          | \$0.25     | \$5.00   | \$30.00      |
| Magazine            | 0-14 days   | 0-14 days      | 150***          | \$0.25     | \$5.00   | \$5.00       |
| Manuscript          | None        | None           | None            | \$0.00     | \$0.00   | \$100.00     |
| Map                 | None        | None           | None            | \$0.00     | \$0.00   | \$15.00      |
| Microform           | None        | None           | None            | \$0.00     | \$0.00   | \$25.00      |
| Music CD            | 28 days     | 28 days        | 150***          | \$0.25     | \$5.00   | \$17.00      |
| New Blu-Ray         | 7 days      | 7 days         | 4 titles***     | \$1.00     | \$10.00  | \$40.00      |
| New DVD             | 7 days      | 7 days         | 8 titles***     | \$1.00     | \$10.00  | \$30.00      |
| New Music CD        | 14 days     | 14 days        | 8 titles***     | \$0.25     | \$5.00   | \$17.00      |
| Newspaper           | None        | None           | None            | \$0.00     | \$0.00   | \$1.00       |
| Paperback           | 28 days     | 28 days        | 150***          | \$0.25     | \$5.00   | \$8.00       |
| Playaway            | 28 days     | 28 days        | 4 titles***     | \$0.25     | \$5.00   | \$60.00      |
| Playaway Launchpad  | 14 days     | None           | 1 item          | \$1.00     | \$10.00  | \$60.00      |
| Schematics          | 14 days     | 14 days        | 150***          | \$0.25     | \$5.00   | \$5.00       |
| Spoken CD           | 28 days     | 28 days        | 150***          | \$0.25     | \$5.00   | \$30.00      |
| VHS                 | None        | None           | None            | \$0.00     | \$0.00   | \$100.00     |

\*Final cost determined by lending library.

\*\*Hourly fee.

\*\*\*Some customer account types have more stringent loan limits.

\*\*\*\*Available for circulation in library only.

Last Review: ~~August 2020~~ November 2020



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Kristi Dowell, Interim Director of Libraries *Kristi Dowell*  
**SUBJECT:** Proposed 2021 Department Goals  
**DATE:** December 15, 2020

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**Background:** The Library Board of Directors adopts annual goals for the department to help guide strategic operation of the Library and to ensure forward movement on master plans and other key initiatives.

**Analysis:** The 2021 goals as proposed by staff continue to be anchored in four service pillars adopted during 2017 zero based budgeting exercises: 1) supporting a literate community; 2) ensuring digital inclusion; 3) providing equitable access to information; and 4) delivering administrative activities with efficiency and effectiveness.

Implementation of activities from the master plan for branch libraries will continue to be an area of emphasis during the year. This includes alignment of programs and services with branch focus areas as well as facility changes for the Evergreen and Linwood branches.

Continuing to enhance virtual services in response to COVID, encouraging the development of an informed and engaged community, and implementing continuous improvement initiatives will be key priorities.

**Financial Considerations:** Funding for the work plan is covered by the City General Fund in combination with grant resources and foundation endowment distributions.

**Legal Considerations:** The Law Department will be asked to review and approve all agreements and contracts that may be required in order to implement the work plan.

**Recommendations or Actions:** It is recommended that the Library Board adopt the goals as proposed by staff.

**Attachments:** Proposed Wichita Public Library 2021 Department Goals

# PROPOSED Wichita Public Library 2021 Department Goals

## Supporting a Literate Community

*The Library supports literacy skills required by residents in order to achieve academic success, to meet their personal goals and to fully participate in community decision making.*

- Enhance services that support early literacy and school readiness
- Encourage development of a community of readers and writers
- Expand Learning Circles to branches

## Ensuring Digital Inclusion

*The Library supports digital literacy and access by working to remove obstacles preventing residents from having high-speed access to the digital world in order to take advantage of the ever growing resources and services available through the Internet.*

- Enhance digital communication with customers and access to resources
- Align technology training with customer needs
- Explore wireless access policies and procedures to ensure equitable access to Library's wireless network

## Providing Equitable Access to Information

*The Library supports lifelong learning by providing residents with the resources they need to succeed in school and to explore topics of personal interest and discovery as well as ensuring access to resources that help residents to identify and analyze risks, benefits and alternatives before making decisions that affect their lives.*

- Create dialogue among diverse communities
- Enhance customer self-service
- Encourage development of an informed and engaged community
- Support workforce development and small business growth
- Create a phased project to create a web-based digital archive for photography collection
- Work with WGS to identify and prioritize research and Genealogy projects

## Delivering Administrative Activities with Efficiency and Effectiveness

*The Library demonstrates public stewardship of its facilities and resources to secure the best value for citizens and to maximize the community's investment in its public library system.*

- Continue implementation of branch plan
- Complete Continuous Improvement Initiatives (LEAN)

- Implement Service Enhancements
- Complete Department Administration Projects
- Create plan for converting to web-based catalog and inventory management software
- Evaluate room reservation process for programs and meetings

## **Media Report: November 2020**

### **Television:**

- Nov. 12, 2020: KAKE Kids Corner, Kansas Reads to Preschoolers
- Nov. 13, 2020: KSN, Evergreen Library Renovation  
<https://www.ksn.com/news/local/library-branch-in-north-wichita-to-close-for-a-while-will-reopen-as-community-center/>
- Nov. 20, 2020: KSN, Curbside Service  
<https://www.ksn.com/news/health/coronavirus/coronavirus-in-kansas/wichita-public-library-goes-back-to-curbside-service/>

### **Print:**

- Nov. 6, 2020: The Wichita Eagle, Reverie at the Library  
<https://www.kansas.com/entertainment/restaurants/dining-with-denise-neil/article247013692.html>
- Nov. 13, 2020: Wichita Business Journal, Evergreen Renovation  
<https://www.bizjournals.com/wichita/news/2020/11/13/evergreen-library-branch-wichita-renovation-closed.html>
- Nov. 20, 2020: The Wichita Eagle, Curbside Service  
<https://www.kansas.com/news/coronavirus/article247319449.html>

## **Advertising Initiatives: November 2020**

- Print ad in The Wichita Eagle “Library 24/7: E-Audiobooks”
- Social media boosted post “Library 24/7: E-Audiobooks”
- Print ad in El Perico “E-books”
- Print ad in The Active Age “E-books”
- Underwriting for KMUW “Kansas Reads to Preschoolers”
- Sponsored article and social media through Wichita Moms “Kansas Reads to Preschoolers”

# WPLF President's Report

Prepared December 4, 2020

By Kristi Oberg

## YTD Fundraising Results (11-30-20)\*

| Gift Type                  | Restrictions                              | Number     | Amount           |
|----------------------------|---|------------|------------------|
| 19 YE Appeal received 2020 | Unrestricted for Foundation Operations    | 8          | \$1,100          |
| 20 YE Appeal               | Unrestricted for Foundation Operations    | 85         | \$14,892         |
| 20 YE Appeal Match \$      | Unrestricted for Foundation Operations    | 5          | \$14,100         |
| COVID-19                   | Increase online and print resources       | 12         | \$19,927         |
| Library Day of Giving      | Ks Reads to Preschoolers & child literacy | 56         | \$11,025         |
| Library Grants             | Various                                   | 4          | \$51,500         |
| Multiple Endowments        | Restricted to purpose                     | 9          | \$465            |
| General Donations          | Unrestricted for Foundation Operations    | 38         | \$27,031         |
| <b>Total gifts YTD</b>     |   | <b>217</b> | <b>\$140,040</b> |
| Capital Campaign           | Pledge payments                           | 11         | \$250,758        |
|                            | <b>Total pledge payments and gifts</b>    | <b>228</b> | <b>\$390,798</b> |

\*These numbers no longer include Library Restricted Grants such as Levand and others in which the Foundation does not actively participate.

## Fundraising update

### New commitments (2)

Lattner Family Foundation – \$15,000 to buy Wonderbooks for early readers

Ruth Spooner Stone Charitable Trust – \$16,500 to purchase print materials to replace City budget cuts

### 2020-2021 grants/requests pending (1)

JR Custom Metals – In-kind or cash gift to underwrite Children's Garden for plane shade structures

### Declined (2)

Charlie Brown – \$50,000 to endow children's programming in memory of daughter

Everyg – \$7,000 to expand e-audiobooks and print materials for workforce readiness, job search, entrepreneurship & small business

## Finance & Investment

The Finance and Investment Committee continues to create strategies to separate WPLF endowed and unrestricted funds to manage payouts and distribution of investment earnings better. Work is also being done to finalize the 2021 Budget. As a result, there will be three motions at the WPLF December 10 board meeting.

## Marketing & Development

OUR CHALLENGE: Raise \$63,000 in unrestricted dollars before year-end to hit our fundraising budget. Our Year-End Appeal should generate an additional \$20K, leaving a shortfall of \$40K. This projection is conservative and based on NOT receiving several IRA required minimum distribution gifts and a few other major gifts that we usually receive this time of year. We hope that those who give through IRA RMD's will increase their giving in 2021.

With all the additional work Cambry and I have done this year in the fundraising area, it is disappointing that we may not meet our fundraising budget. We must remember that our efforts have undoubtedly helped us raise every dollar we have and hopefully will increase 2021 giving.

## Governance

The Committee received five 2021 nominations for the Board. Four of those accepted. They are Amy Williams, Sharon Iorio, Jonathan Weigand, and Alan Howarter. Minor edits to the WPLF Bylaws will be voted on at the December meeting.