

A G E N D A

Wichita Public Library Board of Directors Meeting Tuesday, May 18, 2021 – 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, 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 May 17th.

1. Call to Order
 - a) Staff Presentation: Summer Reading Program 2021; Erin Howerton, Youth Services Manager
2. Approval of the Agenda
3. Public Comment
4. Minutes of the April 20, 2021 Meeting
5. Unfinished Business
 - a) Evergreen Center Naming Process-Jonathan Winkler update
6. New Business
 - a) April 2021 Finance Report and Bills

General Fund Bills	\$972,777.47
Grant Fund Bills	\$6,358.85
Gift & Memorial Fund Bills	\$11,685.81
<u>Total</u>	\$990,822.13

- b) Election of Officers
 - c) Internet Access and Acceptable Use Policy Reaffirmation
7. Special Committee Reports -None
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



Monthly Activity Report

April 2021

Service Highlights

The Library hosted its 35th annual Academy Award® Short Film program in April. This year's event was conducted online via Eventive due to COVID-19 restrictions on in-person programs. The Library registered 799 customers, who each received access codes to any or all of their preferred categories: Live Action, Animation, and/or Documentary. Total number of views on the combined program counts is 838, which does not account for additional viewers who may have watched from the same login. The programs were free with costs underwritten by support from the Wichita Public Library Foundation. Audience members voted in their favorites and Wichita viewers were in accord with the winning entry in the Animated category ("If Anything Happens I Love You"), but favored "Hunger Ward" in the Documentary category (rather than "Colette") and "Feeling Through" in the Live Action category (rather than "Two Distant Strangers").

Thanks to a \$10,000 grant from the Lattner Family Foundation, the Library was able to add several hundred more Wonderbooks to its collection. In February 2020, the Library added Wonderbooks, picture books and easy readers that come with an attached audio player to the collection. Wonderbooks have an added learning mode to help children think critically about what they just listened to and read.

The Library is a proud community partner of the [Wichita Journalism Collaborative](#), a cohort of news outlets and community partners working together to bring timely and accurate news and information to Kansans. The Collaborative's new focus is providing stories and information about mental health concerns as we navigate through the current stage of the COVID-19 pandemic. Library staff has [curated a list of mental health materials](#) available in the collection, created a video with the Mental Health Association about the new Crisis Cards initiative they've launched, and [circulated a survey](#) that asks residents to submit their stories and information about navigating the pandemic.

Technology Training is increasing as customers become more comfortable with in-person services. In April, technology trainers completed 143 book-a-librarian appointments. Customers were given assistance with resumes, printing vaccine vouchers and filing for unemployment.

The Library received a \$20,000 grant from the Lattner Family Foundation and Wichita Public Library Foundation to create an internet hotspot lending pilot project. The grant will fund the purchase of 50 hotspots with unlimited data to circulate to customers this summer. The goal of the grant is to lessen the digital divide in Wichita's neighborhoods.

This year, the Library will launch a new type of Teen Volunteer program called "Teen Ambassadors." Rather than working in Library buildings, Teen Ambassadors will work from home to write & submit book reviews, boost social media about the Library, and promote teen events and reading throughout the summer. Teens in the program are skilled in creating digital media for school assignments, and are looking forward to putting that skill to use in supporting the Library among their peers.

Other News

Solicitation went out for bids for new sidewalks at the Alford Branch to replace the stepping stones that have become potential tripping hazards, and for the Advanced Learning Library where there is a trail being made from the north parking lot to the west entrance. G-Mac Construction will complete the work.

Communications Specialist Sean Jones attended a webinar called “The Million Dollar Reason Your Library Should Market the Collection and How to Do It,” hosted by the South Central Kansas Library System and featuring Angela Hursh, creator of the Super Library Marketing blog and Senior Engagement Consultant at NoveList. She gave tips to Library marketers on how to effectively market the collection using different platforms, including social media, print and email.

Alford and Walters Branch Manager Robyn Belt participated in an expert panel of front-line librarians during the Wichita Area Library Association’s spring symposium. Along with several other library workers, Robyn discussed the COVID-19 pandemic and how the Black Lives Matter movement has impacted area libraries.

A new LEAN process will replace the current volunteer database (Rovir) with a new software (Vogistics). Vogistics is entirely web-based, which eliminates the need for dedicated hardware and IT support and allows access from any computer with an internet connection.

The Wichita Eagle donated their print city directories from the 1890s to the late 1900s, and their microfilm of the Beacon and Eagle newspapers, to the Special Collections section at the Library. This will allow the Library to have additional print directories on the shelves for customer use, and the microfilm will be used to fill in for missing or damaged rolls, which cannot be replaced.

Westlink Youth Services Librarian Eva Peacock attended Mount Head Start’s virtual meeting to share early literacy concepts with parents and highlight the Library’s 1000 Books Before Kindergarten program. She shared tips about early literacy concepts and read the book *Jump!* by Scott Fischer.

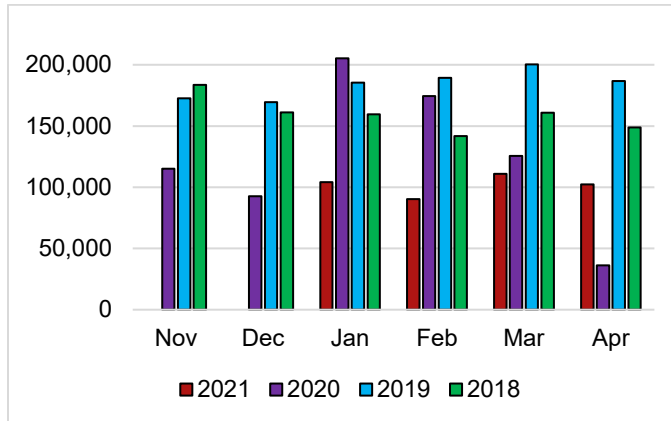
Several community organizations and agencies are contacting the Walters Branch Library about potential partnerships and meeting room use. International Rescue Committee (IRC) is one that helps refugees get on their feet and integrate into a new life in Wichita. They are interested in using the Walters meeting room for its youth summer and school year programs due to internet access and proximity to quality information resources.

In a partnership with KMUW and StoryCorps, the Library presented a program on StoryCorps’ One Small Step, an initiative that brings two people of opposing political viewpoints together to have a conversation on a variety of topics. The program highlighted the work KMUW has recently completed on this initiative (26 conversations), which revealed a common theme: participants had more shared values than disparate. One particular conversation from last year was featured along with a more recently recorded follow up, allowing the two to reconnect and reflect on their experience with One Small Step and how the conversation impacted their world view. The program also featured Dr. Timothy Shaffer of the Institute for Civil Discourse and Democracy from K-State University giving a broader perspective of the importance of such humanizing conversations. The program has been archived and is available on the Library’s YouTube channel.

Service Dashboard

All Library buildings were closed to the public from March 17-May 25, 2020. From November 25, 2020-March 7, 2021, all locations were limited to curbside and drive-up services. Although services have expanded, they are still reduced from pre-COVID levels. The Evergreen Branch closed on November 30, 2020 for renovations and a temporary outlet opened on December 21 at the Evergreen Recreation Center. The Linwood Park Branch closed on January 15, 2021 and the Walters Branch opened on February 1.

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

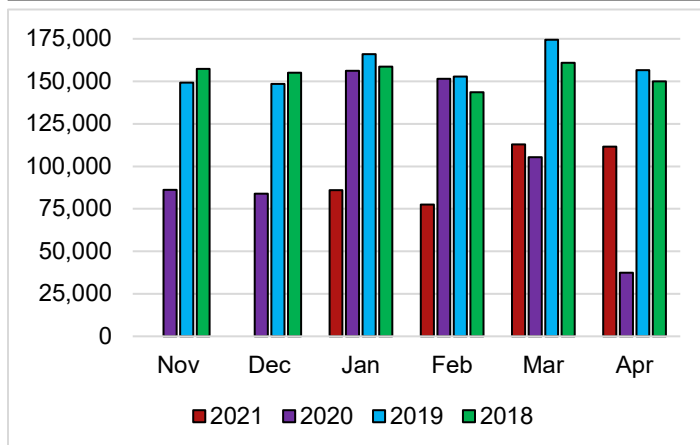


APRIL

	2021	2020	% change
Door Counts	26,645	-	N/A
Catalog Log-ins	33,957	10,836	213.37%
Website Visits	41,589	25,326	64.21%
Total	102,191	36,162	182.59%

The door count for the Angelou Northeast Branch in April 2021 includes only April 1-2 due to equipment failure.

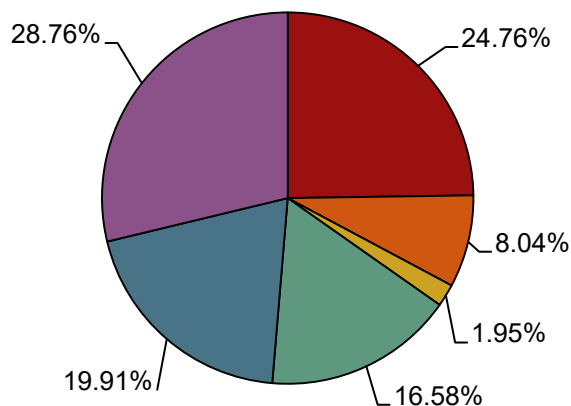
CHECKOUTS



APRIL

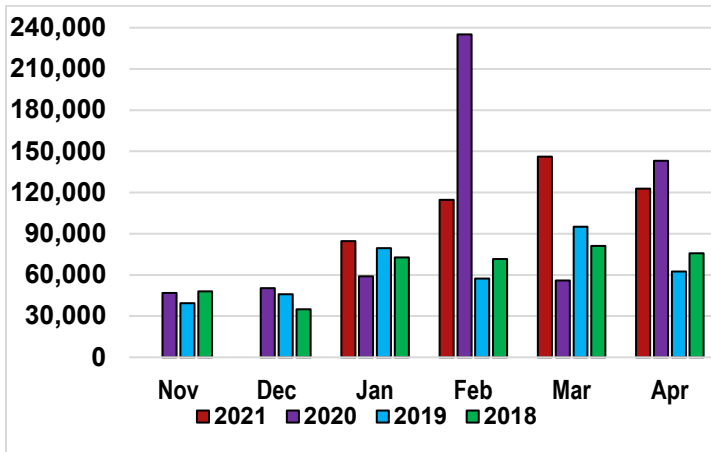
	2021	2020	% change
Physical Circ	79,517	1,232	6,354.30%
Virtual Circ	32,103	36,175	-11.26%
WPL	25,263	27,332	-7.57%
State	6,840	8,843	-22.65%
Total	111,620	37,407	198.39%

Circulation by Location



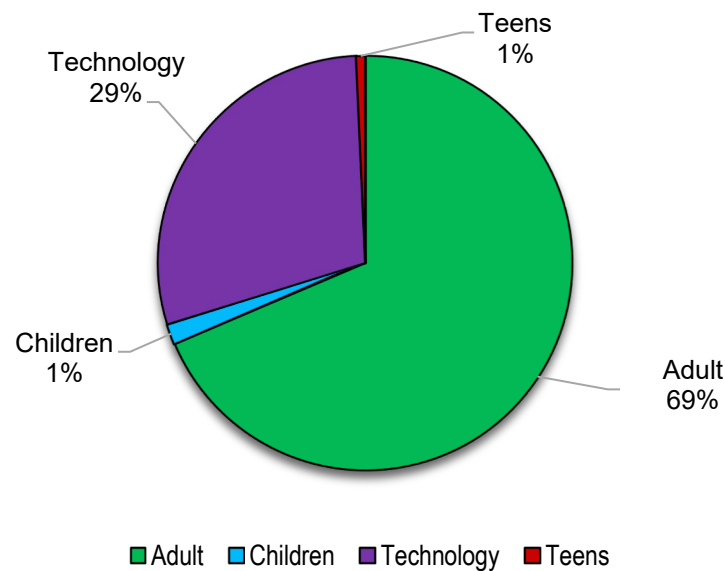
- Advanced Learning Library
- South branches
- North branches
- East branches
- West branches
- Virtual branch

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



APRIL			
	2021	2020	% change
In person	4,723	N/A	N/A
Online	118,068	143,130	-17.51%
Total	122,791	143,130	-14.21%

PROGRAM ATTENDANCE

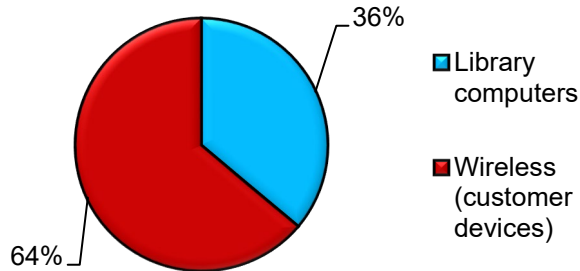


APRIL ATTENDANCE

	2021	2020	% change
Adult events	520	0	N/A
Children's events	12	0	N/A
Technology training	221	0	N/A
Teen events	5	0	N/A
TOTAL	758	0	N/A

PUBLIC COMPUTING

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



APRIL

	2021	2020	% change
Workstation Sessions	3,348	-	N/A
Wi-Fi Sessions	5,918	736	704.08%
Number of Users	450	78	476.92%
Hours of Access	5,714	1,445	295.43%

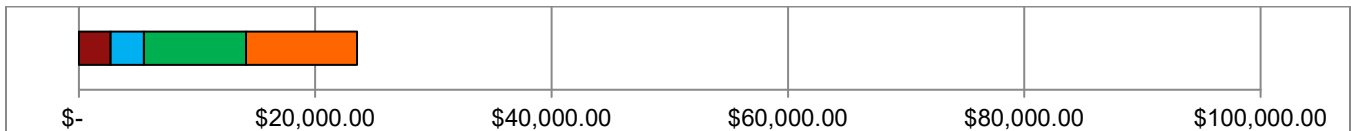
Due to a reporting discrepancy, Wi-Fi usage data at the Advanced Learning Library may be under-reported for April 2021.

VOLUNTEERS (hours of service)

No volunteer hours were recorded in April 2021.

Number of volunteers YTD = 8 Hours of service YTD = 112

MATERIALS DONATIONS (value if purchased)



Year to date total = \$23,539.20

Items added to Library collections YTD = 1,304

Service Snapshot: Recent Raving Fans Stories

Library staff member Cassie Fahey won the first place Raving Fans Award at the staff appreciation program. She was honored for her ability to create raving fans of the Library with her phone reference assistance, helpful attitude and good nature. Cassie said: "You never know when you pick up the phone whose life you might help."

Daniel Pewewardy helped a customer with the Mid America All Indian Center navigate Foundation Directory Online, as well as showed her other resources she could access. She was so impressed she sent an email to Daniel's supervisor: *"I had no idea such things were even offered by the library for nonprofits with just my card! Daniel himself is a great resource, and I appreciate his willingness to share his knowledge."*

Several customers called and wrote in to thank the Library for providing a virtual Academy Awards Shorts Film Festival this year. One customer in particular mentioned that she watches the short films every year with her mother-in-law, who is 90, and that this method was convenient for them.

Teen Librarian Sara Moesel created a recommended reading list for a customer hoping to use it with a teen as a summer project to combat the summer slide. Moesel also provided information about upcoming early registration for the Summer Reading Program and the incentives available to young teen readers for making a habit of reading over the summer.

Barbara Velazquez at the Advanced Learning Library helped a Spanish-speaking customer over the phone schedule an appointment for a COVID-19 vaccine. She walked the customer through the scheduling steps and the customer was able to get an appointment scheduled. The customer was excited and thankful for the help.

Special Collections Manager Michelle Enke helped a customer find information about her birth mother. Newspaper articles and obituaries were located, which took her family back three generations. Suggestions were offered on where else to look for information, such as school and college yearbooks. The customer, who was calling from Pennsylvania, was happy with the information and said: *"I am very grateful for all the help you have given me to find information on my birth mother."*

Librarian Jennifer Durham was helping a customer over the phone with locating an auto repair manual and the customer mentioned how the Library has the best collection of shop manuals he's seen and how impressed he was with how knowledgeable John Cleary is about the manuals! He said the Library is the first place he turns to when he has to fix something on his car.

Rockwell Branch Manager Savannah Ball noticed a regular customer continuously using the disposable masks available to customers each time he came to the branch, often several times in one day. She decided to offer the customer two of the extra cloth masks provided to the Library from FEMA and explained to the customer that the masks could be reused. He thanked her for providing these masks.

WICHITA PUBLIC LIBRARY

Minutes of a Virtual Meeting of the Library Board of Directors
April 20, 2021.

The regular meeting of the Library Board of Directors was held on Tuesday, April 20, 2021 at the Advanced Learning Library with the following present: Ms. Abi Boatman, Ms. Donna Douglas, Dr. Justin Henry, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

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

Staff Presentation

Programming Librarian Sara McNeil described the new library podcast Read, Return, Repeat: A #ReadICT Podcast, which has been created to complement and support the #ReadICT reading challenge. The ongoing Covid pandemic has forced library staff to think creatively as they search for ways to engage the community with this twelve-month, twelve-book reading program. The podcast dives more deeply into the twelve categories and recommends books to read for each. Thus far, it has received positive responses from both staff and the community. It is produced in the AV studio at the Advanced Learning Library and put together by staff from the Digital Services, Marketing, and Education and Engagement Departments. New episodes will be uploaded monthly (first Friday of each month) and listeners can stream them from any one of nine different streaming platforms. Each episode features experts from the community and promotes library services.

Approval of the Agenda

Jonathan Winkler moved (Littlejohn) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on March 16, 2021 were presented. TaDonne Neal moved (Winkler) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Jonathan Winkler provided an update on the Evergreen Center naming process. A plan has been solidified for gathering potential names. A social media campaign will launch on May 3 to elicit suggested names from the public and will be additionally promoted through posters,

postcards, door hangers, and a presentation at the District VI advisory board meeting. All media materials are to be bilingual. Names will be solicited through June 30 and presented at the July Library Board meeting to narrow down to five candidates, which will then be presented to the public to rate. Mr. Winkler thanked Michelle Enke, Special Collections Manager, and Angela Martinez, Vice President, North End Hispanic Historical Society, for the extensive research on the history of the Evergreen neighborhood that had been provided in board packets, and also Sean Jones, Communications Specialist, and Ana Lopez, District VI Liaison, for a well-elaborated outreach plan.

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Winkler) to approve the March 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$676,911.85; Grant Fund bills of \$38,535.57; and Gift and Memorial Fund bills of \$31,847.30 for a total of \$747,294.72. **Motion carried unanimously.**

The Library has received a 2021 State Grants-in-Aid payment in the amount of \$110,841.85. Staff propose using the majority of funds from this grant towards the cost of public internet connections for branch libraries, with the rest allocated to library materials and equipment, office supplies, and the Library's annual memberships in Edge and in the Urban Libraries Council. The budget includes administrative charges of 4.1% to be paid to the City for fiscal management of the grant. Kevin McWhorter moved (Littlejohn) to approve the budget as proposed by staff. There was no discussion. **Motion carried unanimously.**

The Library has received a proposed contract for the 2021 South Central Kansas Library System Grant in the amount of \$238,472.00. This is a 33% increase over the previous year, due to a greater number of out-of-district borrowers. This grant requires a contract that must be approved by the City Council. No administrative charges are allowed under the terms of the agreement. Staff propose using the grant for public computing in branch libraries, staff development, library materials, supply costs related to the processing of library materials, and contractual expenses related to cataloging materials and promotion of library collections, programs and services. Jonathan Winkler moved (Hirsh) to approve the proposed budget as presented and to authorize staff to submit the contract to the City Council for consideration. There was no discussion. **Motion carried unanimously.**

President McWhorter presented a letter from a community member concerned with the exterior appearance of the new Walters branch library. This customer suggested the new branch is not as attractive as the others in the system and proposed a number of enhancements to improve visual appeal, including adding flower pots around the building, placing a mural on the east wall, changing the color of the exterior paint, and taking out some of the concrete parking. Interim Director Dowell informed the board that since this branch is situated in leased premises, many of these suggestions are not feasible. Other suggestions of a similar nature have been received, so staff is looking into various ways to make the building more attractive, including hanging artwork and adding a bike rack. President McWhorter will draft a respectful response to the letter writer explaining the factors constraining the library's ability to change the exterior. A copy of this letter will be sent to board members as well.

Finance Committee Report

None

Operations Committee Report

None

Planning & Facilities Committee Report

None

Public Affairs Committee Report

None

Special Committee Reports

Friends of the Library – Amanda Shankle reported that over 180 bags were sold at the recent book sale, with 35 bags being donated. Plans are in place to reopen the Used Book Store at the Advanced Learning Library on May 5. It will be open Wednesday, Friday, and Saturday from 10:30 am to 5:00 pm, and customers can book a 30 minute shopping time online at the Friends website. Two customers and one volunteer will be allowed in the store at a time. A Plexiglas shield for the desk has been ordered and will be installed prior to opening. Donations are still not being accepted, but collection may resume in June.

Library Foundation – Kristi Oberg reported that the Foundation exceeded its goal of raising \$12,500 on the Library Day of Giving. These funds will be used to provide both virtual and in-person programs for children, and will help support the Kansas Reads to Preschoolers Program, Summer Reading Program, Young Artist Exhibits, and the purchase of Vimeo. Several grants have been received by the Foundation and will help finance provision of hotspots for the library, STEAM to GO! Kits, and Library of Things. Sarah Kittrell, Collection Development Manager, reported that the STEAM to GO! Kits will hopefully be available in mid-May to coincide with the launch of the Summer Reading Program. Each branch is to receive twelve different kits, and each set covers a wide variety of STEAM topics, from underwater exploration to geology to robots. The Library of Things (LoT) will launch in the coming weeks. First to be available for checkout will be radon detectors, sponsored by a local radon remediation company, with hotspots and telescopes to be added later.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the new WGS website will now be launched in May. Genealogy 101 classes that were expected to begin in May have been postponed to a later date due to low interest. At the last two meetings, there were 37 attendees in March and 81 in April.

Director of Libraries Report

Interim Director Dowell reported that the west entrance to the Advanced Learning Library has developed ongoing issues with closing and locking; a part within the door assembly has been replaced, and it is hoped this will be a permanent repair. The sewer smell that comes and goes has once again come and gone; Public Works is still working on a diagnosis. Geese have been hanging around the west entrance to the Advanced Learning Library, occasionally menacing customers entering the building. A firm has been hired to encourage these waterfowl to relocate. Engineers have advised library staff that Sycamore Street will soon reopen.

City department directors have given orientations about their respective departments to Jared Cerullo, the newly appointed council member for District III. As part of this onboarding effort, Interim Director Dowell provided an orientation and tour of the Advanced Learning Library.

All city departments are working to determine what opportunities will be available through the American Rescue Plan Act that passed in March. There may be some competitive grants through the National Endowment of the Arts and the National Endowment of the Humanities. The Library Foundation will assist staff in pursuing any that seem feasible. It may also be possible to obtain devices such as hotspots or laptops for checkout through the E-Rate Emergency Connectivity Fund. Staff have already confirmed that a \$2.6 million allocation coming from IMLS to state libraries will be used to fund programs and services at the state level and will not be passed through to local libraries. Since staff are still monitoring information as it comes out and various entities are firming up their processes for distributing funding, Interim Director Dowell will be giving weekly updates to the City Manager.

Currently 15% of positions within the Library are vacant. Due to the uncertainty of factors affecting the budget, the City may fill no more than 50% of city-wide civilian vacant positions through 2022. Interim Director Dowell is using the critical positions list approved by the board in 2020 to prioritize Library vacancies for filling.

In-person services have been going well, with over 100 Book-A-Librarian appointments conducted in March. Although a general mask mandate is no longer in effect in Sedgwick County, the City of Wichita is still following CDC guidelines for social distancing, gatherings, and mask wearing. Returned materials will no longer be quarantined after May 3, the CDC having determined that surface contact plays no more than a minimal role in spreading Covid.

Ms. Dowell made a reminder to Board members to return officer and committee positions forms as soon as possible. These forms will be forwarded to the Nominating Committee, who will meet and make a recommendation for the slate of officers at the May annual Library Board meeting.

Announcements

None

Adjournment

The meeting was adjourned at 1:13p.m.

The next regularly scheduled meeting will be May 18, 2021.

Respectfully submitted,

Kristi Dowell
Interim Director of Libraries

DRAFT

REVENUE REPORT -APRIL 2021

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 310,929.00	\$ 15,546.45	\$ 14,949.97	\$ 47,933.64	15.42%
423030	Meeting Room Rentals	\$ 32,875.00	\$ 3,616.25	\$ -	\$ -	0.00%
424011	Copy Charges	\$ 13,088.00	\$ 785.28	\$ 981.35	\$ 2,089.50	15.97%
424101	Public Computing Charges	\$ 34,237.00	\$ 2,054.22	\$ 1,443.40	\$ 3,761.95	10.99%
646981	State Setoff Collections	\$ 96,500.00	\$ 5,790.00	\$ 8,350.23	\$ 25,115.16	26.03%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 54.51	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL	\$ 487,629.00	\$ 27,792.20	\$ 25,724.95	\$ 78,954.76	16.19%

GENERAL FUND SUMMARY REPORT
APRIL 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,074,464.00	\$ 543,141.45	\$ -	\$ 1,634,645.03	\$ 3,439,818.97	32%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ (85,303.98)	\$ 85,303.98	#DIV/0!
511999	Planned Savings	\$ (401,269.00)	\$ -	\$ -	\$ -	\$ (401,269.00)	0%
512000	Special Compensation	\$ 1,956.00	\$ 1,147.69	\$ -	\$ 5,217.21	\$ (3,261.21)	267%
512051	Mileage Reimbursement	\$ 2,400.00	\$ 63.23		\$ 334.21	\$ 2,065.79	14%
513020	Premium Overtime	\$ -	\$ 541.39	\$ -	\$ 850.89	\$ (850.89)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 458,684.00	\$ 45,623.69		\$ 137,319.28	\$ 321,364.72	30%
518300	Employer Share EE Insurance	\$ 1,005,737.00	\$ 110,577.81		\$ 325,814.63	\$ 679,922.37	32%
518400	Employer Share Pension/Retire	\$ 601,878.00	\$ 61,072.00	\$ -	\$ 181,371.95	\$ 420,506.05	30%
521011	Electricity	\$ 298,449.00	\$ 26,123.27	\$ -	\$ 50,907.30	\$ 247,541.70	17%
521021	Natural Gas	\$ 41,004.00	\$ 25,078.17	\$ -	\$ 45,684.37	\$ (4,680.37)	111%
521030	Water Service	\$ 11,004.00	\$ (504.77)	\$ -	\$ 6,791.10	\$ 4,212.90	62%
521050	Trash Service	\$ 4,404.00	\$ 389.00	\$ -	\$ 1,130.27	\$ 3,273.73	26%
521060	Local Telephone Service	\$ 21,636.00	\$ 610.00	\$ -	\$ 2,621.38	\$ 19,014.62	12%
522010	PBX Line Charges	\$ 11,058.00	\$ 940.50	\$ -	\$ 3,744.58	\$ 7,313.42	34%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 6,299.79	\$ 11,160.21	36%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 132.80	\$ -	\$ 259.95	\$ 640.05	29%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 1,304.00	\$ 208.00	86%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 262.00	\$ (262.00)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 640.00	\$ (8,760.00)	-8%
523010	Building & Contents Insurance	\$ 92,632.00	\$ -	\$ -	\$ -	\$ 92,632.00	0%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ -	\$ 870.00	0%
524010	Recruitment & Hiring	\$ 3,140.00	\$ -	\$ -	\$ -	\$ 3,140.00	0%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ 96.00		\$ 96.00	\$ (96.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 183.46	\$ -	\$ 491.10	\$ 2,433.90	17%
525990	Other Professional Services	\$ 37,970.00	\$ 1,265.40	\$ -	\$ 4,594.35	\$ 33,375.65	12%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,240.00	\$ 2,480.00	33%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526041	Janitorial Services	\$ 63,000.00	\$ -	\$ -	\$ -	\$ 63,000.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 1,283.00	\$ -	\$ 1,375.00	\$ 11,625.00	11%
526044	Bldg Security & Fire Services	\$ -	\$ -		\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 9.00	\$ -	\$ 9.00	\$ 5,412.00	0%
526080	Grounds Maintenance	\$ -	\$ -	\$ 4,710.00	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT
APRIL 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 49,060.00	\$ 4,088.24	\$ -	\$ 18,852.96	\$ 30,207.04	38%
529010	Bank Charges	\$ 5,000.00	\$ 498.75	\$ -	\$ 1,427.28	\$ 3,572.72	29%
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529061	Organizational Memberships	\$ 3,195.00	\$ (60.00)	\$ -	\$ -	\$ 3,195.00	0%
529070	Printing & Copying	\$ 23,472.00	\$ 790.20	\$ -	\$ 4,012.75	\$ 19,459.25	17%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529150	Data Center Charges	\$ 991,088.00	\$ 83,454.29	\$ -	\$ 333,817.16	\$ 657,270.84	34%
529990	Other Contractuals	\$ 77,583.00	\$ 7,195.04	\$ -	\$ 18,731.62	\$ 58,851.38	24%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 3,816.83	\$ -	\$ 7,909.07	\$ 40,665.93	16%
531030	Custodial Supplies	\$ 6,000.00	\$ 1,142.28	\$ -	\$ 1,666.53	\$ 4,333.47	28%
532020	Automotive Parts & Supplies	\$ -	\$ 23.88		\$ 71.64	\$ (71.64)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 1,800.00	\$ 314.73	\$ -	\$ 877.40	\$ 922.60	49%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 3,028.00	\$ -	\$ 3,028.00	\$ 6,962.00	30%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 610.31	\$ 9,054.69	6%
549110	Library Materials	\$ 627,530.00	\$ 43,702.55	\$ -	\$ 111,291.01	\$ 516,238.99	18%
			\$ -				
	Expense Total	\$ 9,239,033.00	\$ 968,067.47	\$ 4,710.00	\$ 2,835,547.15	\$ 6,403,485.85	31%

Grant Fund Summary Report
APRIL 2021

Grant	Beginning Balance 04/01/2021	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 04/30/2021
SCKLS 2020	\$ 127,423.46	\$ -	\$ -	\$ 5,738.49	\$ -	\$ 216.36	\$ -	\$ 5,954.85	\$ -	\$ 121,468.61
State Aid 2021	\$ -	\$ 110,841.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,841.85
Totals	\$ 127,423.46	\$ 110,841.85	\$ -	\$ 5,738.49	\$ -	\$ 216.36	\$ -	\$ 5,954.85	\$ -	\$ 232,310.46

Wichita Public Library General Fund Bills

April 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, PP04.16.21	\$179,651.00
Payroll, PP04/02/21	\$179,790.19
Payroll, PP04/30/21	\$182,052.08
Payroll, RP04.30.21	\$1,648.18

Total 511000 _Base Compensation	\$543,141.45
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Total 1B - Base Compensation	\$543,141.45
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1F - Special Compensation

512000 _Special Compensation

Payroll, PP04.16.21	\$175.00
Payroll, PP04/02/21	\$325.00
Payroll, PP04/30/21	\$325.00
Payroll, RP04.02.21	\$322.69

Total 512000 _Special Compensation	\$1,147.69
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512051 Mileage Reimbursement

Payroll, 6804	\$31.33
Payroll, 6939	\$13.78
Payroll, 7165	\$39.96

Total 512051 Mileage Reimbursement	\$85.07
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Total 1F - Special Compensation	\$1,232.76
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, PP04/02/21	\$322.82
Payroll, PP04/30/21	\$218.57

Total 513000 _Overtime Compensation	\$541.39
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Total 1J - OT Compensation	\$541.39
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, PP04.16.21	\$15,075.24
Payroll, PP04/02/21	\$15,085.24
Payroll, PP04/30/21	\$15,310.50
Payroll, RP04.02.21	\$25.01
Payroll, RP04.30.21	\$127.70

Total 518200 Employer Wage Taxes & WC	\$45,623.69
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Wichita Public Library General Fund Bills

April 2021

518300 Employer Share EE Insurance

Payroll, PP04.16.21	\$36,137.40
Payroll, PP04/02/21	\$38,302.56
Payroll, PP04/30/21	\$36,137.85

Total 518300 Employer Share EE Insurance	\$110,577.81
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518400 Employer Share Pension/Retire

Payroll, PP04.16.21	\$20,260.99
Payroll, PP04/02/21	\$20,252.13
Payroll, PP04/30/21	\$20,335.15
Payroll, RP04.30.21	\$223.73

Total 518400 Employer Share Pension/Retire	\$61,072.00
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Total 1N - Employee Benefits	\$217,273.50
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Total 10001 - Library - Personnel	\$762,189.10
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

City of Wichita	\$10,480.25
EVERGY KANSAS CENTRAL INC	\$15,643.02

Total 521011 Electricity - EDI	\$26,123.27
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$594.83
ONE GAS INC	\$801.25
SYMMETRY ENERGY SOLUTIONS LLC	\$23,682.09

Total 521021 Natural Gas - EDI	\$25,078.17
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521030 Water Service

City of Wichita	(\$504.77)
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Total 521030 Water Service	(\$504.77)
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521050 Trash Service

BEST VALUE SERVICES LLC	\$389.00
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Total 521050 Trash Service	\$389.00
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Total 2B - Utilities	\$51,085.67
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita	\$610.00
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Total 521060 Local Telephone Service	\$610.00
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Wichita Public Library General Fund Bills

April 2021

522010 PBX Line Charges

City of Wichita \$940.50

Total 522010 PBX Line Charges	\$940.50
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522020 PBX Instrument Charges

City of Wichita \$1,576.25

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

AT&T \$106.55

City of Wichita \$26.25

Total 522040 Long Distance & Teleconference	\$132.80
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522070 Voicemail

City of Wichita \$326.00

Total 522070 Voicemail	\$326.00
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522080 Automatic Call Distribution

City of Wichita \$65.50

Total 522080 Automatic Call Distribution	\$65.50
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529150 Data Center Charges

City of Wichita \$83,454.29

Total 529150 Data Center Charges	\$83,454.29
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Total 2F - Technology Charges	\$87,105.34
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2R - Professional Svcs

525013 Drug Screening

KELLY COMPLIANCE INC \$96.00

Total 525013 Drug Screening	\$96.00
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525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$157.26

APPAREL GRP INC

CINTAS CORPORATION \$26.20

Total 525083 Textile Rental & Laundry Svcs	\$183.46
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525990 Other Professional Services

LIQUID ENVIRONMENTAL SOLUTIONS \$530.00
LLC

SIGN LANGUAGE INTERPRETING \$84.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$651.40

Total 525990 Other Professional Services	\$1,265.40
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Total 2R - Professional Svcs	\$1,544.86
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Wichita Public Library General Fund Bills

April 2021

2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

Total 526010 Motor Pool Scheduled Charges	\$310.00
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526042 Pest Control Services

P-CARD ONE-TIME PAY \$1,283.00

Total 526042 Pest Control Services	\$1,283.00
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526070 Equipment Repair & Maint

DANIKSCO OFFICE INTERIORS \$9.00

Total 526070 Equipment Repair & Maint	\$9.00
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526080 Grounds Maintenance

G-MAC CONSTRUCTION, INC. \$4,710.00

Total 526080 Grounds Maintenance	\$4,710.00
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$4,088.24

Total 526092 Rent-Real Property	\$4,088.24
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Total 2V - Bldg & Equip Charges	\$10,400.24
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$498.75

Total 529010 Bank Charges	\$498.75
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529061 Organizational Memberships

REFUNDS ONE-TIME PAY (\$60.00)

Total 529061 Organizational Memberships	(\$60.00)
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529070 Printing & Copying

City of Wichita \$790.20

Total 529070 Printing & Copying	\$790.20
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$70.50

APPAREL GRP INC

GOOSE TROOPERS LLC \$900.00

P-CARD ONE-TIME PAY \$6,188.54

UNDERGROUND VAULTS & STORAGE \$36.00
INC

Total 529990 Other Contractuals	\$7,195.04
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Total 2Z - Other Contractuals	\$8,423.99
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Total 10002 - Library - Contractuals	\$158,560.10
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Wichita Public Library General Fund Bills

April 2021

10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,167.69

P-CARD ONE-TIME PAY \$2,649.14

Total 531020 Office Supplies	\$3,816.83
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$1,142.28

Total 531030 Custodial Supplies	\$1,142.28
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Total 3B - Supplies	\$4,959.11
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$23.88

Total 532020 Automotive Parts & Supplies	\$23.88
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Total 3F - Components & Parts	\$23.88
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3N - Fuel

539012 Gasoline

City of Wichita \$314.73

Total 539012 Gasoline	\$314.73
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Total 3N - Fuel	\$314.73
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4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$3,028.00

Total 549010 Furniture & Fixtures <\$5k	\$3,028.00
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549110 Library Materials

P-CARD ONE-TIME PAY \$43,702.55

Total 549110 Library Materials	\$43,702.55
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Total 4Z - Non-Capital Outlay	\$46,730.55
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Total 10003 - Library - Commodities	\$52,028.27
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Grand Total

\$972,777.47

Wichita Public Library Grant Bills

April 2021

Y0001 - Relocation of Linwood Library 2020

2 - Contractuals

2R - Professional Svcs

525990 Other Professional Services

LK ARCHITECTURE INC

\$404.00

Total 525990 Other Professional Services

\$404.00

Total 2R - Professional Svcs

\$404.00

Total 2 - Contractuals

\$404.00

Total Y0001 - Relocation of Linwood Library 2020

\$404.00

Wichita Public Library Grant Bills

April 2021

Y0801 - SCKLS 2020

2 - Contractuals

2F - Technology Charges

521070 Internet Service

COX COMMUNICATIONS INC \$5,738.49

Total 521070 Internet Service	\$5,738.49
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Total 2F - Technology Charges	\$5,738.49
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Total 2 - Contractuals	\$5,738.49
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3 - Commodities

3B - Supplies

531020 Office Supplies

P-CARD ONE-TIME PAY \$216.36

Total 531020 Office Supplies	\$216.36
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Total 3B - Supplies	\$216.36
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Total 3 - Commodities	\$216.36
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Total Y0801 - SCKLS 2020	\$5,954.85
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Grand Total	\$6,358.85
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GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$13.86
Friends Quarterly Memberships	\$635.00
Memorial Donations	\$793.00
<hr/>	
TOTAL RECEIPTS	\$1,441.86

EXPENDITURES

Emprise Bank/Amazon (Rockwell Donation for Staff Room)	\$184.63
FastSigns (Frosted Glass at ALL)	\$11,083.00
Ingram (Materials)*	\$226.99
Lee Reed Engraving (Staff Service Awards)	\$191.19
<hr/>	
TOTAL EXPENDITURES	\$11,685.81

*Reimbursed expenses

Ms. Dowell:

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

_____ President _____ Treasurer

Wichita Public Library Board of Directors
Nominating Committee Report
2021-2022

The Nominating Committee recommends the following slate of officers for the 2021-2022 Board year:

President: Kevin McWhorter

First Vice-President: Tadonne Neal

Second Vice-President: Erinn Bock

Secretary: Shannon Littlejohn

Treasurer: Jonathan Winkler

Assistant Secretary-Treasurer: Kristi Dowell



INTEROFFICE

MEMORANDUM

TO: Library Board of Directors
FROM: Jeff Tate, Digital Services Manager
SUBJECT: Affirmation of Compliance with Kansas Children's Internet Protection Act
DATE: May 8, 2021

Background: The Kansas Children's Internet Protection Act (KS-CIPA, K.S.A. 2013 Supp. 75-2589), passed by the Kansas Legislature in 2013, requires that any public library that provides public access to a computer shall implement and enforce technology protection measures to ensure that no minor has access to visual depictions that are child pornography, harmful to minors or obscene, and to ensure that no person has access to visual depictions that are child pornography or obscene. Compliance with the Act is based upon fulfillment of regulations published by the State Librarian (K.A.R. 54-4-1).

As part of the Act, "the Governing Board shall review its internet access policy at least once every three years." Experience has shown that reviewing the policy annually provides the best safeguards to prevent a lapse in compliance.

Analysis: The Wichita Public Library's compliance with KS-CIPA can be affirmed by this comparison of enforcement regulations for the Act in relation to Library policy.

KS-CIPA Requirement	How Requirement is Fulfilled
Governing Body shall adopt an internet access policy that shall meet four requirements	REF-004 Internet Access and Acceptable Use Policy
1) State that the purpose of the policy is to restrict access to those materials that are child pornography, harmful to minors, or obscene	Paragraph 4 of policy
2) Provide how library will meet the requirements of this act	Paragraphs 4 of policy
3) Require library to inform its patrons of the standards and rule and regulations that library employees follow to enforce the provisions of the act	Paragraphs 5, 7, 9 and 10 of policy
4) Require library to inform its patrons that procedures for the submission of complaints about the standards and rule and regulations, the enforcement thereof, or observed patron behavior, have been adopted and are available for review	Paragraphs 13 and 14 of policy, as part of the Customer Rights and Responsibilities brochure, and online http://wichitalibrary.org/About/Policies
Governing Board shall review its internet access policy at least once every three years.	State Library shows last official review date as August 18, 2020

Financial Considerations: None

Legal Considerations: Libraries in compliance with this act shall not be liable for any damages arising out of or related to a minor gaining access to visual depictions that are child pornography, harmful to minors, or obscene through the use of a computer that is owned or controlled by the library.

Recommendations/Actions: It is recommended that the Library Board affirm the Library's Internet Access and Acceptable Use Policy (REF-004) and direct staff to report completion of the policy review to the State Library of Kansas.

Attachment: REF-004 Internet Access and Acceptable Use Policy

REF-004 Internet Access and Acceptable Use Policy

Internet access is available on public workstations for users of the Wichita Public Library as a resource to be used in the fulfillment of the Library's mission.

Internet access is available at no cost. Related services may be available for a fee (see REF-003).

The Library complies with state and federal laws with a particular awareness of Kansas laws relating to obscenity (K.S.A. 2012 Supp. 21-6401, K.S.A. 2012 Supp. 21-6402 and amendments thereto) and federal laws on copyright (U.S. Code, Title 17). The Library complies with the Children's Internet Protection Act (CIPA), the Neighborhood Children's Internet Protection Act (NCIPA) (codified in pertinent part at 20 U.S.C. § 9134) , and the public library requirements of the Kansas Children's Internet Protection Act (K.S.A. 2013 supp. 75-2589) regarding requirements for use of technology protection measures. Technology protection is not consistently reliable. Every effort will be made by all members of the Library staff to supervise and monitor usage of the public computer network and access to the Internet in accordance with this policy and the Kansas Children's Internet Protection Act. The Library cannot be held responsible for prohibited information that might be displayed.

The Library has in place the operation of technology protection measures that block online access to visual depictions that are child pornography, harmful to minors or obscene as defined in L. 2013, ch. 98, sec.1, commonly known as the Kansas Children's Internet Protection Act. Subject to staff supervision, the technology protection measures may be disabled only for bona fide research or other lawful purpose by adults.

The Library will interrupt or terminate a customer's computer session if material displayed on the screen is not appropriate in a public environment. As all workstations are in view of other customers and staff, users are not permitted to display images containing gratuitous violence or obscenity as defined by Kansas law.

The Internet connects users to resources outside the Library. The Library has no control over these resources. The Library is responsible only for data in files created and maintained by its staff. Customers use the Internet at their own discretion.

As with other library materials, restriction of a minor's access to the Internet is the responsibility of the parent or legal guardian. Parents are encouraged to monitor and supervise their children's access to the Internet.

The Library has no control over computer programs available through the Internet. Any loss of data, damage, or liability that may occur from customer use of programs obtained through library access is not the responsibility of the Wichita Public Library.

Inappropriate use of Internet access will result in cancellation of the individual's use of this service and may result in the loss of other Library privileges. Examples of inappropriate use include, but are not limited to, the following:

- Displaying or disseminating images containing gratuitous violence or obscenity as defined by Kansas law;
- Disclosure, use, or dissemination of personal information that could threaten the safety or security of a minor, any other person, or the Library;
- Attempting unauthorized access to restricted or confidential systems;
- Tampering with computer hardware or software;
- Violation of software license agreements and copyright laws;
- Violation of another user's privacy;
- Any illegal activity, unethical misrepresentation or any form of harassment;

- Use of library workstations for other than their intended purpose.

Illegal acts involving library computer resources may also subject a user to prosecution by local, state, or federal authorities.

Library computer stations are for designated use only. For better service and the security of all users, customers are not permitted to run programs of their own or programs downloaded from the Internet. Other uses that are unavailable in order to ensure security and support of our users include: devices that require software insertion, special purpose browser plug-ins and file storage on public workstations.

The Library's staff will develop rules and procedures as necessary to ensure equitable and reasonable use of public access workstations. The Library reserves the right to terminate a customer's computer session at any time.

Customers who encounter web sites which they believe should be blocked but which are not, or who are prevented from accessing web sites which they believe should not be blocked, may submit a complaint. This should be given in writing to the Digital Services Manager and include the URL of the site in question and whether the request is to block or unblock it. Staff shall examine the site in accordance with this policy and will make changes to the site blocking as may be appropriate.

Complaints about enforcement of this policy or observed customer behavior which may violate this policy shall be submitted in writing to the Director of Libraries, providing as much detail as possible.

The Library maintains subscriptions and links to excellent online information sources that serve all areas of education and research, for minors and adults. Courses in use of electronic resources, Internet safety and computer security are also offered on an ongoing basis. Customers are encouraged to ask Library staff about these very effective, authoritative, and excellent online resources.

Related Laws and Policies

K.S.A. 2012 Supp. 21-6401; K.S.A. 2012 Supp. 21-6402; K.S.A. 2012 Supp. 21-5510; K.S.A. 2013 Supp. 75-2589; K.A.R. 54-4-1; U.S. Code, Title 17; CIPA; NCIPA; 20 U.S.C. § 9134

Media Report: April 2021

Television:

- April 8, 2021 / KAKE: Kids Corner – Teen Library Ambassadors
- April 29, 2021 / KSN: "Wichitans invited to help name new Evergreen community center," <https://www.ksn.com/news/local/wichitans-invited-to-help-name-new-evergreen-community-center/>

Radio:

- April 5, 2021 / KMWU: "Movie Review: It's Oscar Shorts Season," <https://www.kmuw.org/post/movie-review-its-oscar-shorts-season>

From: Julie Crawford, WGS

To: WPL Board

Date: May 7, 2021

Our April meeting on Zoom was a presentation by WGS webmaster Gary Clark about the G.A.R. (Grand Army of the Republic) in Kansas.

Our speaker for May 15 on Zoom will be Susanna Madora Salter, the first female mayor in the U.S.

This week, members received login information for our new website which is powered by WildApricot.

If you want to see the new website, it has the same address as the old one: wichitagensoc.org.

Visitors can now use the research pavilion by making an appointment.

/jac