

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, July 20, 2021 – 12:00 p.m.
Conference Room B & C
Advanced Learning Library, First Floor
711 W 2nd, Wichita KS 67203**

1. Call to Order
 - a) Staff Presentation: City Budget Office 2021-2023 Proposed Budget by Elizabeth Goltry
2. Approval of the Agenda
3. Public Comment
4. Minutes of the June 15, 2021 Meeting
5. Unfinished Business
 - a) Evergreen Center Naming-review of name recommendations/narrow to top 5
6. New Business
 - a) June 2021 Finance Report and Bills

General Fund Bills	\$690,732.33
Grant Fund Bills	\$42,069.33
Gift & Memorial Fund Bills	\$1,456.52
<u>Total</u>	\$734,258.18

- b) Approval of Bills Exceeding \$10,000-AtoZ Databases
 - c) Semi-Annual Report of Gift and Memorial fund
 - d) Semi-Annual Report of Travel
7. Special Committee Reports -None
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment

LIBRARY BOARD OF DIRECTORS (2021-2022)

NAME	ADDRESS	PHONE	APPT'D	TERM	EXPIRES
<u>ABI BOATMAN (Whipple)</u> PUBLIC AFFAIRS MEMBER	Home: 244 S Erie (11) E-mail: elleaboatman@hotmail.com	807-0350	06/02/20	1	03/31/22
<u>ERINN BOCK (Frve)</u> SECOND VICE-PRESIDENT FINANCE CHAIR	Home: 1309 W Calvert (17) E-mail: ebock@twpark.com	620-474-5093 (c) 794-8954 (o)	08/07/18*	1	03/31/22
<u>DONNA M DOUGLAS (Tuttle)</u> OPERATIONS MEMBER	Home: 7700 E 13 th Unit 12 (06) E-mail: donnamdouglas2301@gmail.com	708-2218	08/21/18*	1	03/31/22
<u>DAISHA EATON (Johnson)</u> PUB AFFAIRS MEMBER	Home: 1026 N. Ridgewood Dr. (08) E-mail: daishabrown50@gmail.com	882-1119 (c)	05/04/21*	P	03/31/22
<u>JENNIFER GOHEEN (Claycomb)</u> OPERATIONS MEMBER	Home: 1007 N Perry Ave. (03) E-mail: goheen@hitefanning.com	616-4828	09/06/16	2	03/31/22
<u>DR. JUSTIN HENRY (Blubaugh)</u> FACILITIES CHAIR FOUNDATION DIRECTOR	Home: 14330 W Ocala Ct. (35) E-mail: drjbhenry@gmail.com	785-248-9233 (c)	07/01/15	3	03/31/22
<u>LAUREN HIRSH (Clendenin)</u> FACILITIES MEMBER	Home: 3823 E Funston (18) Email: LahirshWichita@gmail.com	644-3915	05/07/19*	1	03/31/22
<u>RANDALL JOHNSTON (Frye)</u> FACILITIES MEMBER	Home: 1237 N Parkridge (12) E-mail: rjohnston@weigand.com	648-9019 (c) 292-3913 (o)	06/02/15	3	03/31/22
<u>SHANNON LITTLEJOHN (Whipple)</u> SECRETARY PUB AFFAIRS CHAIR	Home: 115 N Pinecrest (08) Email: shannon.littlejohn@gmail.com	686-5445 253-8639 (c)	11/05/13	4	03/31/22
<u>KEVIN McWHORTER (Blubaugh)</u> PRESIDENT FINANCE MEMBER	Office: 8535 W 21 st N, Suite 125 (06) Home: 102 S Breezy Pointe Cir (35) E-mail: kevinmcwhorter@yahoo.com kmcwhorter@rwbaird.com	609-5230 207-7471 (c)	07/01/13	4	03/31/22
<u>TADONNE NEAL (Johnson)</u> FIRST VICE-PRESIDENT OPERATIONS MEMBER	Home: 825 N Mathewson (14) E-mail: tadonneneal@outlook.com	302-4481	04/01/18	2	03/31/22
<u>SHELBY PETERSEN (Clendenin)</u> PUB AFFAIRS MEMBER	Home: 2608 Southeast Dr. (16) E-mail: hsmnet@swbell.net	264-1817 655-3639	05/05/15	3	03/31/22
<u>CHUCK SCHMIDT (Tuttle)</u> FINANCE MEMBER	Home: 1922 S Michelle Ct (07) E-mail: cschmidt3131@gmail.com	620-330-4576	2/26/19*	1	03/31/22
<u>JONATHAN WINKLER (Claycomb)</u> TREASURER OPERATIONS CHAIR	Home: 1621 Harlan (12) Email: jonathan.winkler@gmail.com	633-5311 (c)	08/09/16	2	03/31/22

*includes partial term prior to first official term



Monthly Activity Report

June 2021

Service Highlights

The Summer Reading Program began on June 1. There was strong interest from individuals and families who saw different marketing for the program around town. By the end of June, there were 507 registered for Baby Bookworms, 2,791 for Kids Read, and 644 for Teens Read, for a total of 3,942 participants. This is a 41% increase from this time in 2020, although still distant from the 10,033 in 2019. Programs have been held virtually or outdoors.

The Library's #ReadICT podcast, "Read. Return. Repeat.," released its fourth episode discussing category eight, "a book about local history." Librarian Sara McNeil talked with Jami Frazier Tracy, Curator of Collections for the Wichita-Sedgwick County Historical Museum, about Wichita history, the museum and local history books.

The Library began circulating its second "Library of Things" item, radon detectors, on June 7. These are provided through a partnership with Pure State Radon LLC who provides radon detectors to libraries for customer borrowing. Customers are now able to borrow a radon detector kit for 14 days to test radon levels in homes or businesses. According to the EPA, Sedgwick County is considered to be a medium risk zone for radon. [Learn more.](#)

Wichita's Diverse History of Baseball kicked off on June 12th with the first planned program, *The Other Boys of Summer* documentary followed by a discussion with filmmaker Lauren Meyer facilitated by WSU Prof. Wilma Moore-Black. The film highlighted stories of the athletes who played Negro League Baseball prior to integrated baseball leagues. Attendees learned why Meyer chose this particular subject matter and things that surprised her along the way, plus fun stories from her interviews. One attendee wrote, *"I have recently been learning about the Negro Leagues and was especially glad to hear the stories as told by their players themselves. Wichita certainly has had opportunities to participate in the integration of baseball. Excellent programming. I am a great fan of Ken Burns but this was equal to his programs."*

Raymond Olais presented on Mexican American baseball around Wichita, specifically in Newton, where they are about to host the 73rd annual Men's Fast Pitch Tournament. Ray is a retired art teacher who started researching local baseball lore in order to paint a mural celebrating the tournament. Mexican Americans had to build their own stadium to house the tournament because the city eventually made it difficult for them to rent the town park. Because of their ethnicities, Mexican Americans were not allowed to play on the white teams or the black teams, so they started their own. Mr. Olais presentation provided a review of teams, players, coaches and sponsors that helped these leagues endure over the last century. The grant-funded project will continue into August.

Other News

The Digital Services team worked on two funding opportunities through the American Rescue Plan Act (ARPA):

- State Library of Kansas to support digital inclusion efforts and to support library services that meet the needs of the community. The Library will ask for funding to update and add functionality to its Laptops Anytime dispenser at the Advanced Learning Library.
- Emergency Connectivity Fund (ECF) to provide funding for internet connectivity and devices to customers in areas beside library locations. This funding would create a new service to provide long-term internet and device borrowing to customers by providing internet and hotspot bundles for customers.

Human Resources released 12 positions and interviews have begun to fill these vacancies. In addition, recruitment for the Director of Libraries position has begun.

Activity pieces for the Children's STEAM Garden have arrived, and JR Customs started the fabrication of the airplanes that will provide shade for the area.

Librarian John Cleary worked with six SCORE/Small Business Association clients this month, collecting information for business plan start-up, market research and demographic information. Some of the areas researched were freight hauling services, commercial real estate services, traveling nurse services, auto sales services and non-profits.

The Library is a 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. On Wednesday, the Collaborative hosted an online panel discussion about mental health as we begin to emerge from the COVID-19 pandemic. [You can watch it here.](#)

The Library and community partners are thrilled to announce the next selection for the NEA Big Read: Wichita, *The House on Mango Street* by Sandra Cisneros. This book tells the story of Esperanza Cordero, a young Latina girl growing up in Chicago, inventing for herself who and what she will become. The story of Esperanza's childhood is told through a series of heartbreaking and joyous vignettes and discusses childhood and self-discovery. The next installation of the NEA Big Read: Wichita will be February 12-March 27, 2022.

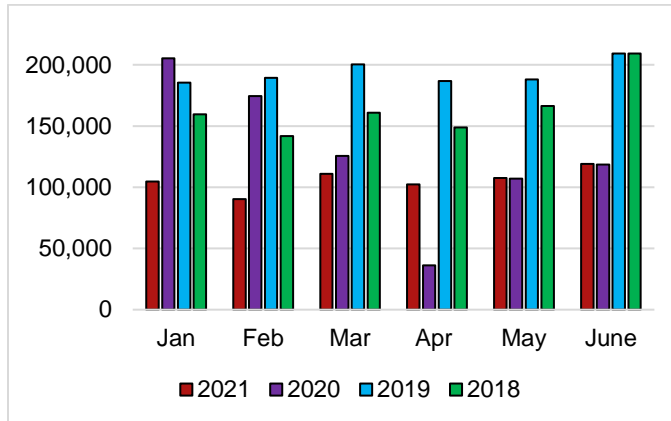
The Teen Library Ambassador program is working well towards its intended purpose, producing many creative posts and art pieces to use on library social media or for future purposes in the Teen Pavilion, as well as building teen skills in workplace-relevant tasks like digital media and using online communication software. In June 2021, the 16 Teen Library Ambassadors collectively contributed over 85 volunteer hours to the library.

Alford and Walters Branches are both jobsites for a summer teen Way to Work employee. The teens are doing a great job learning new job skills at the library and helping staff get work done.

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.

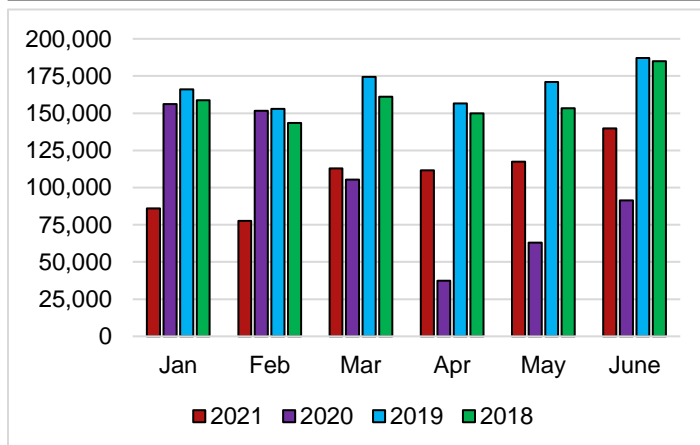
LIBRARY VISITS (door count, catalog sessions, and website visits)



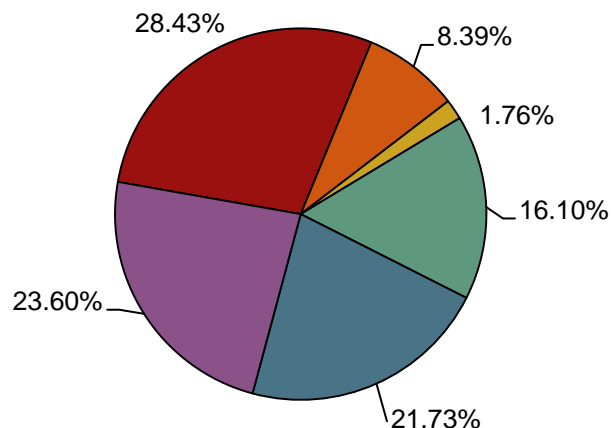
JUNE			
	2021	2020	% change
Door Counts	39,900	30,897	29.14%
Catalog Log-ins	34,854	40,980	-14.95%
Website Visits	44,289	46,680	-5.12%
Total	119,043	118,557	0.41%

Due to equipment failure, the door count for the Angelou Northeast Branch is artificially low in April and May 2021.

CHECKOUTS



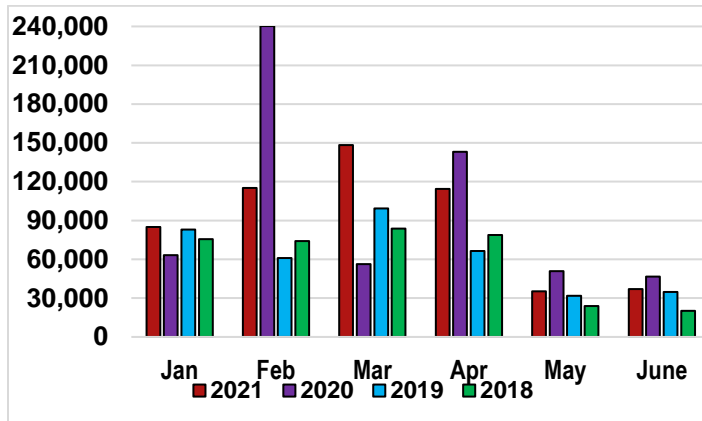
JUNE			
	2021	2020	% change
Physical Circ	106,744	59,256	80.14%
Virtual Circ	32,971	32,227	2.31%
WPL	25,859	23,120	11.85%
State	7,112	9,107	-21.91%
Total	139,715	91,483	52.72%



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)

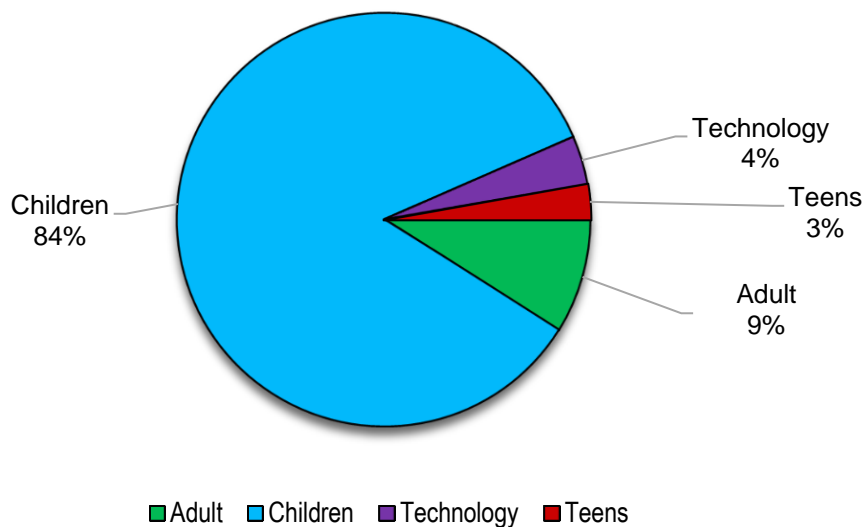


JUNE			
	2021	2020	% change
Reference Questions	6,493	1,629	298.59%
Database Searches	28,122	43,883	-35.92%
Technology Assistance	2,327	999	132.93%
Book-A-Librarian Appointments	190	112	69.64%
Total	37,132	46,624	-20.36%

Database usage for May 2021 was initially under-reported. It has been updated.

Some locations did not report the number of reference questions answered or technology assistance provided between June-December 2020.

PROGRAM ATTENDANCE



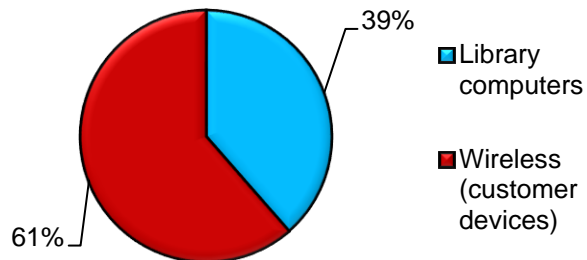
JUNE ATTENDANCE

	2021	2020	% change
Adult events	134	0	N/A
Children's events	1,266	0	N/A
Technology training	57	0	N/A
Teen events	41	0	N/A
TOTAL	1,498	0	N/A

Book-A-Librarian appointments are now counted as Questions Answered rather than Program Attendance.

PUBLIC COMPUTING

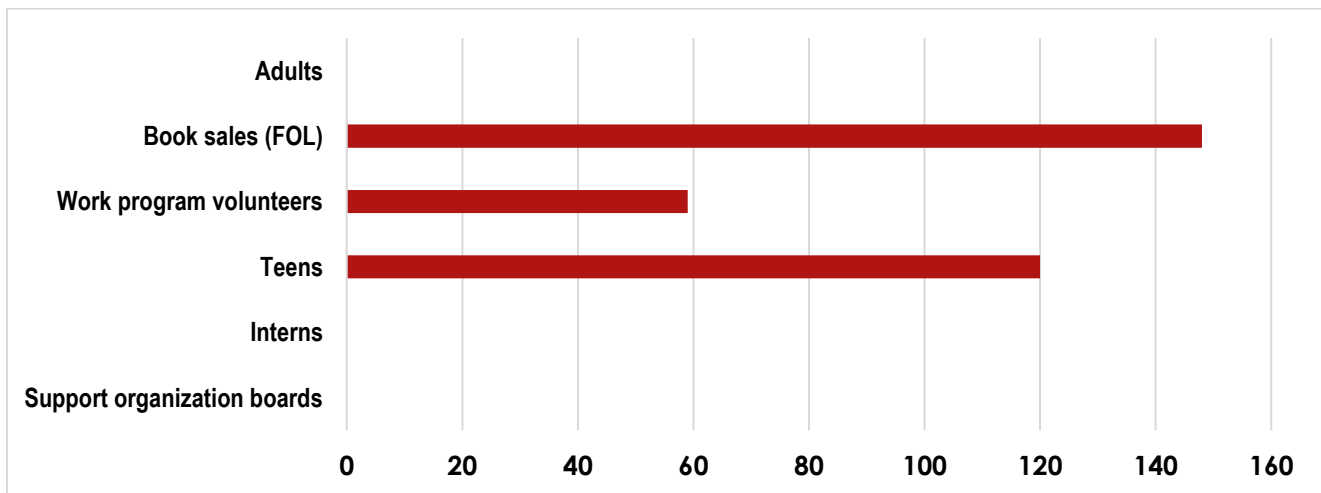
**Method of Computing Access
(by session)**



JUNE

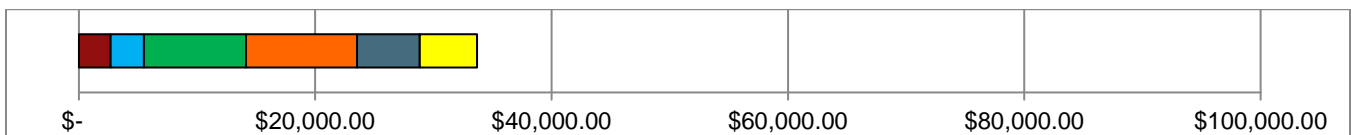
	2021	2020	% change
Workstation Sessions	3,749	4,361	-14.03%
Wi-Fi Sessions	5,849	3,328	75.75%
Number of Users	635	466	36.27%
Hours of Access	5,956	5,542	7.47%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 47 Hours of service YTD = 976

MATERIALS DONATIONS (value if purchased)



Year to date total = \$33,695.79 Items added to Library collections YTD = 1,946

Service Snapshot: Recent Raving Fans Stories

A customer at the Rockwell Branch redeemed the 500 and 700 reward for their child's 1000 Books Before Kindergarten program and gave the following praise: *"Just wanted to let you know that you have a great program with 1000 Books Before Kindergarten. My child isn't even in kindergarten yet, and he can read **because** we've been doing this program. We just had him tested and he's at first grade level!"*

Bill Rohde had a customer come into the Children's Pavilion at the Advanced Learning Library looking for educational DVDs for his fourth grader. Unfortunately, the reading DVDs were for a younger audience and not what he was hoping for. Bill showed him how to get to the homework help page on the library website and walked through a couple of the websites that classroom teachers like to use. The patron was thrilled and expressed his gratitude to Bill for taking the time to walk him through how to find the sites again from home.

A participant in the "Pandemic Pets" program went out of her way to send Noelle an email about the program: *"I wanted to say that I enjoyed the Pandemic Pets program. I was able to use two techniques later that were successful! One, when going home and entering the front door, I backed-up when my puppy wanted to jump on me and gave her the 'sit' command. She did it! Second, a friend came over who is scary like a big spider [referencing an analogy the speaker used], and we had him throw treats over the gate to her and he gave her the 'sit' command also. She stopped barking long enough to go after the treats and sit for him. Both times were successful! Yay!"*

A customer visited the Westlink Branch and told staff his wife is currently in the hospital. When she is released, she will be placed in an assisted living center with memory care. Since he had no computer access, Library Assistant Emma Marlow helped him look at five facilities online that he was interested in getting additional information for, compiled the information and printed it for him.

A customer at the Rockwell Branch Library had a medical emergency while he was in the facility using Wi-Fi. He began feeling pain, shouted out that he was having a heart attack, and then fell from his chair. Library Clerk Sydney Hawkins rushed to the man to check on him, and Library Clerk Jack Welch immediately called 911. Youth Services Librarian Katrina York stayed with the customer until the EMTs arrived, asking him questions to both keep him focused and coherent and to try to build a better understanding of the incident. The EMTs examined the customer, discussing with him his current medical conditions and trying to determine what steps needed to be taken. The customer ended up driving himself to the hospital after being examined by EMTs. The quick action that was taken by all three library staff members and their ability to stay calm during an emergency is commendable.

Two Rockwell Branch Library customers wanted to thank library staff for all they felt that staff have done this last year. One commented that she felt she should be paying the library more money for all the times staff came out and delivered by curbside and drive-thru in the cold and rain. She was glad she was still able to get books. The other commented, *"I consider you all heroes, right up there with all the others."*

WICHITA PUBLIC LIBRARY

Minutes of a Virtual Meeting of the Library Board of Directors
June 15, 2021

The regular meeting of the Library Board of Directors was held on Tuesday, June 15, 2021 at the Advanced Learning Library with the following present: Ms. Erinn Bock, Ms. Donna Douglas, Ms. Daisha Eaton, Ms. Lauren Hirsh, Mr. Randall Johnston, Ms. Shannon Littlejohn, Mr. Kevin McWhorter, Ms. TaDonne Neal, Ms. Shelby Petersen, Mr. Chuck Schmidt, and Mr. Jonathan Winkler.

Call to Order

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

Staff Presentation

Sara Dixon, Programming Manager, presented information about the Library's upcoming program series "Wichita's Diverse History of Baseball." In celebration of baseball's return to Wichita, the Library is partnering with Humanities Kansas, the Kansas African American Museum, Urban Professionals and other organizations to present "Wichita's Diverse History of Baseball," a Candid Conversations series that explores Wichita's storied history of minority baseball, from the Negro Leagues to the Mexican American teams. On Sunday, June 21, 1925, the Ku Klux Klan played an exhibition baseball game against the all-black Monroviaans at the ballpark on Ackerman Island in Wichita. This game is the starting point of discussions and series of programs being presented by the Library and its partners throughout the summer. Media coverage promoting this programming series has been done via announcement at the May 6 Mayor's Briefing, an article in The Community Voice, a news spot on KWCH, and targeted digital ads.

Approval of the Agenda

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

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on May 18, 2021 were presented. Lauren Hirsh 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. Library and City staff have proposed extending the community engagement piece regarding the ranking of the top five names to ensure a thorough job of gathering resident feedback, and the timeline is not as tight as it was for the Walters branch naming process. As of June 4, 129 submissions had been received. The naming recommendation campaign will now end on June 30 with the narrowing down of name recommendations to five being conducted at the July board meeting. The day after the July meeting, the five names will be presented to the community with the top rankings being presented at the September board meeting. The final name recommendation will be presented to City Council on October 5.

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Douglas) to approve the April 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$859,530.86; Grant Fund Bills of \$20,730.56; and Gift and Memorial Fund bills of \$2,351.31 for a total of \$882,612.73. **Motion carried unanimously.**

Jonathan Winkler moved to approve the following policy updates:

CIR-001 Customer Registration
CIR-006 Interlibrary Loan
CIR-007.1 Circulation Parameters
CIR-008 Circulation of Reference Materials
CIR-011.1 Lost and Damaged Items Fee Schedule
COL-002 Materials Selection Policy
REF-009 Meeting Room Facilities
REF-009.2 Advanced Learning Library AV Maker Studio

Shelby Petersen questioned the wording in the first paragraph of CIR-001 Customer Registration in regard to identification required for Library card registration. After discussion, the wording should be as follows: “A Library card will be issued to any registering customer who provides ~~identification~~ **proof of identity** with name and **proof of** current address, and who agrees to abide by the circulation policies of the Library.” Jonathan Winkler moved (Petersen) to accept the policy updates as amended. The motion **passed** by a vote of 10-1 with Ms. Lauren Hirsh opposed.

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 – Kensley Pottebaum reported that hours have been adjusted at the Used Bookstore in the Advanced Learning Library based on customer preferences. There is a used book sale ongoing currently online with pickup at the Library occurring the weekend of June 19.

Library Foundation – Kristi Oberg reported that \$88,905 in funds have been raised directly to benefit the Library exceeding last year's total for the entire year. The Foundation has submitted a cultural arts grant with extensive help from Library staff. Our request is for \$50,400. The Foundation has planned gifts of \$760,000 with a letter of intent signed on \$260,000 and working on details of \$500,000 letter of intent. The Foundation will be approaching the Library Foundation Board to receive approval to do another mailing to Library card holders.

Wichita Genealogical Society (WGS) – Julie Crawford reported the June meeting will focus on creating a research guide for all levels. At the May board meeting it was decided to increase the number of special interest groups to three.

Director of Libraries Report

Interim Director Dowell reported that work on the Children's Garden is ongoing; JR Custom Metal is targeting this week to complete two of the seven planes. Spirit has requested that one plane at a time be sent for painting to help expedite the process. Dondlinger Construction will begin installation once three or four planes are complete.

The sidewalk at the Advanced Learning Library has been completed and is being used regularly. The buffalo grass on the north side of the building is not responding to the shade. Parks and Recreation is looking at possibly planting bushes and adding mulch to this area.

The Walters branch property manager discussed with the owner the possibility of installing a mural on the branch. The owner stated he is not interested in doing so at this time. The bike racks for the branch have been received and Public Works will be installing them soon.

City staff have received OSHA guidance for employers regarding COVID practices. Updated policies will be forthcoming.

The Library received permission to fill some vacancies. The Director of Libraries position has been opened and a recruiting firm is currently accepting applications.

Announcements

None

Adjournment

The meeting was adjourned at 1:16 p.m.

The next regularly scheduled meeting will be July 20, 2021.

Respectfully submitted,

Kristi Dowell

DRAFT



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Evergreen Facility-Narrow to Top Five for Community Input
DATE: July 20, 2021

Background: At the March 16 Wichita Public Library Board of Directors meeting the process for naming the Evergreen facility was kicked off. A timeline was proposed and then later adjusted to provide maximum community engagement.

- April 29-June 30: Kickoff community engagement
- July 1-July 15: Library Board survey to narrow names for discussion July 20
- July 20: Library Board to narrow names to top 5
- July 21-August 31: Community engagement to narrow top 5 name recommendations
- September 21: Library Board select recommendation to go to City Council
- October 5 or 12: Take recommendation to City Council for approval

Analysis: During the community engagement phase the following community engagement occurred:

- A webpage was created on the City of Wichita website with links to the survey in both English and Spanish
- The webpage was linked from the Library website and featured on the homepage
- Posters were placed at all Library locations and the Evergreen Neighborhood Resource Center
- Paper copies of the survey were placed at the Evergreen Neighborhood Resource Center and the Evergreen temporary outlet
- Emails were sent to e-news subscribers through the Library
- Social media posts
- Several media outlets covered the naming campaign, including KSN and KWCH
- The Library presented at the District 6 Advisory Board meeting on May 3
- Door hangers were ordered and placed at homes near the Evergreen complex, and were given out at several community events

The community engagement process garnered 71 unique naming ideas which were narrowed via a survey administered to Library Board members prior to the July 20th Library Board meeting.

Legal Considerations: None

Recommendations/Actions: The Library Board of Directors is being asked to narrow down the list to their top five names. The top five names will then go out for another round of community engagement to determine the three highest ranked naming choices for the September Library Board of Directors meeting. Note: the name with the highest rank from the public does not constitute a winning selection by the Naming Advisory Committee.

Attachment: None

*List of names narrowed down by the Library Board via a survey administered prior to the July Library Board meeting for consideration will be sent as a supplement prior to the Library Board meeting.

REVENUE REPORT - JUNE 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	\$ 17,856.09	\$ 78,891.94	25.37%
423030	Meeting Room Rentals	\$ 32,875.00	\$ 3,616.25	\$ -	\$ -	0.00%
424011	Copy Charges	\$ 13,088.00	\$ 785.28	\$ 441.55	\$ 3,346.35	25.57%
424101	Public Computing Charges	\$ 34,237.00	\$ 2,054.22	\$ 993.50	\$ 6,308.60	18.43%
646981	State Setoff Collections	\$ 96,500.00	\$ 5,790.00	\$ 5,325.54	\$ 34,337.09	35.58%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 54.51	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ (0.05)	\$ (0.05)	0.00%
	TOTAL	\$ 487,629.00	\$ 27,792.20	\$ 24,616.63	\$ 122,938.44	25.21%

GENERAL FUND SUMMARY REPORT
JUNE 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,074,464.00	\$ 357,605.19	\$ -	\$ 2,359,363.58	\$ 2,715,100.42	46%
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	\$ 500.00	\$ -	\$ 6,217.21	\$ (4,261.21)	318%
512051	Mileage Reimbursement	\$ 2,400.00	\$ 136.21	\$ -	\$ 634.15	\$ 1,765.85	26%
513020	Premium Overtime	\$ -	\$ 540.47	\$ -	\$ 1,928.19	\$ (1,928.19)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 458,684.00	\$ 30,035.61	\$ -	\$ 198,160.68	\$ 260,523.32	43%
518300	Employer Share EE Insurance	\$ 1,005,737.00	\$ 73,630.83	\$ -	\$ 471,449.94	\$ 534,287.06	47%
518400	Employer Share Pension/Retire	\$ 601,878.00	\$ 40,060.45	\$ -	\$ 261,514.22	\$ 340,363.78	43%
521011	Electricity	\$ 298,449.00	\$ 26,224.70	\$ -	\$ 254,925.34	\$ 43,523.66	85%
521021	Natural Gas	\$ 41,004.00	\$ 2,813.54	\$ -	\$ 50,419.35	\$ (9,415.35)	123%
521030	Water Service	\$ 11,004.00	\$ 659.43	\$ -	\$ 9,940.31	\$ 1,063.69	90%
521050	Trash Service	\$ 4,404.00	\$ 389.00	\$ -	\$ 1,908.27	\$ 2,495.73	43%
521060	Local Telephone Service	\$ 21,636.00	\$ 606.43	\$ -	\$ 3,904.04	\$ 17,731.96	18%
522010	PBX Line Charges	\$ 11,058.00	\$ 940.50	\$ -	\$ 5,625.58	\$ 5,432.42	51%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 9,452.29	\$ 8,007.71	54%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 22.95	\$ -	\$ 314.25	\$ 585.75	35%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 1,956.00	\$ (444.00)	129%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 393.00	\$ (393.00)	#DIV/0!
522990	Other Communications Charges	\$ (8,120.00)	\$ -	\$ -	\$ 640.00	\$ (8,760.00)	-8%
523010	Building & Contents Insurance	\$ 92,632.00	\$ 23,157.96	\$ -	\$ 23,157.96	\$ 69,474.04	25%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ 217.50	\$ 652.50	25%
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)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 120.56	\$ -	\$ 742.70	\$ 2,182.30	25%
525990	Other Professional Services	\$ 37,970.00	\$ 801.05	\$ -	\$ 13,444.00	\$ 24,526.00	35%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 1,860.00	\$ 1,860.00	50%
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	\$ 1,341.00	\$ -	\$ 2,716.00	\$ 10,284.00	21%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ -	\$ -	\$ 9.00	\$ 5,412.00	0%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!

GENERAL FUND SUMMARY REPORT
JUNE 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 49,060.00	\$ -	\$ -	\$ 22,941.20	\$ 26,118.80	47%
529010	Bank Charges	\$ 5,000.00	\$ 496.53	\$ -	\$ 2,387.02	\$ 2,612.98	48%
529020	Postage	\$ -	\$ -	\$ -	\$ 43.21	\$ (43.21)	#DIV/0!
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ (440.00)	\$ -	\$ -	\$ -	\$ (440.00)	0%
529040	Subscriptions	\$ -	\$ -	\$ -	\$ 480.00	\$ (480.00)	#DIV/0!
529061	Organizational Memberships	\$ 3,195.00	\$ -	\$ -	\$ -	\$ 3,195.00	0%
529070	Printing & Copying	\$ 23,472.00	\$ 832.81	\$ -	\$ 5,581.51	\$ 17,890.49	24%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529150	Data Center Charges	\$ 991,088.00	\$ 83,454.29	\$ -	\$ 500,725.74	\$ 490,362.26	51%
529990	Other Contractuals	\$ 77,583.00	\$ (520.16)	\$ -	\$ 19,297.70	\$ 58,285.30	25%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 2,595.22	\$ -	\$ 12,509.62	\$ 36,065.38	26%
531030	Custodial Supplies	\$ 6,000.00	\$ -	\$ -	\$ 2,075.63	\$ 3,924.37	35%
532020	Automotive Parts & Supplies	\$ -	\$ -	\$ -	\$ 95.52	\$ (95.52)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 1,800.00	\$ 346.36	\$ -	\$ 1,457.57	\$ 342.43	81%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 4,291.00	\$ 5,699.00	43%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 610.31	\$ 9,054.69	6%
549110	Library Materials	\$ 627,530.00	\$ 41,446.15	\$ -	\$ 190,520.72	\$ 437,009.28	30%
	Expense Total	\$ 9,239,033.00	\$ 690,732.33	\$ -	\$ 4,359,544.34	\$ 4,879,488.66	47%

**Grant Fund Summary Report
JUNE 2021**

Grant	Beginning Balance 06/01/2021	Revenue Received	Personnel Services	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 06/30/2021
SCKLS 2020	\$ 110,928.88	\$ -	\$ -	\$ (374.00)	\$ 16,850.24	\$ -	\$ -	\$ 16,476.24	\$ -	\$ 94,452.64
SCKLS 2021	\$ 182,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,816.00
State Aid 2021	\$ 100,651.02	\$ -	\$ -	\$ 25,593.09	\$ -	\$ -	\$ -	\$ 25,593.09	\$ -	\$ 75,057.93
Totals	\$ 394,395.90	\$ -	\$ -	\$ 25,219.09	\$ 16,850.24	\$ -	\$ -	\$ 42,069.33	\$ -	\$ 352,326.57

Wichita Public Library General Fund Bills

June 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, 06.11.21	\$178,526.48
Payroll, ADJ6.18.21	\$503.31
Payroll, PP06.25.21	\$178,539.18
Payroll, RTR6.25.21	\$36.22

Total 511000 _Base Compensation	\$357,605.19
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Total 1B - Base Compensation	\$357,605.19
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1F - Special Compensation

512000 _Special Compensation

Payroll, 06.11.21	\$175.00
Payroll, PP06.25.21	\$325.00

Total 512000 _Special Compensation	\$500.00
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512051 Mileage Reimbursement

Payroll, 9471	\$87.85
Payroll, 9742	\$48.36

Total 512051 Mileage Reimbursement	\$136.21
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Total 1F - Special Compensation	\$636.21
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, 06.11.21	\$436.75
Payroll, PP06.25.21	\$103.72

Total 513000 _Overtime Compensation	\$540.47
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Total 1J - OT Compensation	\$540.47
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, 06.11.21	\$15,009.37
Payroll, ADJ6.18.21	\$44.20
Payroll, PP06.25.21	\$14,979.22
Payroll, RTR6.25.21	\$2.82

Total 518200 Employer Wage Taxes & WC	\$30,035.61
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518300 Employer Share EE Insurance

Payroll, 06.11.21	\$36,408.45
Payroll, PP06.25.21	\$37,222.38

Total 518300 Employer Share EE Insurance	\$73,630.83
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Wichita Public Library General Fund Bills

June 2021

518400 Employer Share Pension/Retire

Payroll, 06.11.21	\$20,046.13
Payroll, PP06.25.21	\$20,009.29
Payroll, RTR6.25.21	\$5.03

Total 518400 Employer Share Pension/Retire	\$40,060.45
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Total 1N - Employee Benefits	\$143,726.89
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Total 10001 - Library - Personnel	\$502,508.76
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10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$26,224.70
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Total 521011 Electricity - EDI	\$26,224.70
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$89.85
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ONE GAS INC	\$2,723.69
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Total 521021 Natural Gas - EDI	\$2,813.54
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521030 Water Service

City of Wichita	\$659.43
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Total 521030 Water Service	\$659.43
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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	\$30,086.67
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2F - Technology Charges

521060 Local Telephone Service

(\$3.57)

City of Wichita	\$610.00
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Total 521060 Local Telephone Service	\$606.43
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522010 PBX Line Charges

City of Wichita	\$940.50
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Total 522010 PBX Line Charges	\$940.50
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522020 PBX Instrument Charges

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

City of Wichita	\$22.95
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Total 522040 Long Distance & Teleconference	\$22.95
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Wichita Public Library General Fund Bills

June 2021

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	\$86,991.92
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2J - Insurance Premiums

523010 Building & Contents Insurance

City of Wichita \$23,157.96

Total 523010 Building & Contents Insurance	\$23,157.96
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523020 Vehicle Liability Premiums

City of Wichita \$217.50

Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$23,375.46
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2R - Professional Svcs

525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$104.84

APPAREL GRP INC

CINTAS CORPORATION \$15.72

Total 525083 Textile Rental & Laundry Svcs	\$120.56
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525990 Other Professional Services

FASTSIGNS \$205.00

SIGN LANGUAGE INTERPRETING \$168.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$428.05

Total 525990 Other Professional Services	\$801.05
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Total 2R - Professional Svcs	\$921.61
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2V - Bldg & Equip Charges

526010 Motor Pool Scheduled Charges

City of Wichita \$310.00

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

P-CARD ONE-TIME PAY \$1,341.00

Total 526042 Pest Control Services	\$1,341.00
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Wichita Public Library General Fund Bills

June 2021

526080 Grounds Maintenance

G-MAC CONSTRUCTION, INC. \$0.00

Total 526080 Grounds Maintenance	\$0.00
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Total 2V - Bldg & Equip Charges	\$1,651.00
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2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$496.53

Total 529010 Bank Charges	\$496.53
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529070 Printing & Copying

City of Wichita \$832.81

Total 529070 Printing & Copying	\$832.81
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$56.40

APPAREL GRP INC

City of Wichita (\$6,556.00)

KANSAS CITY METROPOLITAN LIBRARY \$0.00

P-CARD ONE-TIME PAY \$5,961.44

UNDERGROUND VAULTS & STORAGE
INC \$18.00

Total 529990 Other Contractuals	(\$520.16)
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Total 2Z - Other Contractuals	\$809.18
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Total 10002 - Library - Contractuals	\$143,835.84
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,084.81

P-CARD ONE-TIME PAY \$1,510.41

Total 531020 Office Supplies	\$2,595.22
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Total 3B - Supplies	\$2,595.22
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3N - Fuel

539012 Gasoline

City of Wichita \$346.36

Total 539012 Gasoline	\$346.36
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Total 3N - Fuel	\$346.36
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Wichita Public Library General Fund Bills

June 2021

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY \$41,446.15

Total 549110 Library Materials	\$41,446.15
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Total 4Z - Non-Capital Outlay	\$41,446.15
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Total 10003 - Library - Commodities	\$44,387.73
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Grand Total

\$690,732.33

Wichita Public Library Grant Bills

June 2021

Y0801 - South Central Kansas Library Sys 20

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$374.00)

Total 524020 Employee Travel & Training	(\$374.00)
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Total 2N - Employee Development	(\$374.00)
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Total 2 - Contractuals	(\$374.00)
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3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$16,850.24

Total 549110 Library Materials	\$16,850.24
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Total 4Z - Non-Capital Outlay	\$16,850.24
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Total 3 - Commodities	\$16,850.24
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Total Y0801 - South Central Kansas Library Sys 20

\$16,476.24

Wichita Public Library Grant Bills

June 2021

Y1800 - Library-State Grant-in-Aid 2021

2 - Contractuals

2F - Technology Charges

521070 Internet Service

COX COMMUNICATIONS INC

\$10,537.09

Total 521070 Internet Service

\$10,537.09

Total 2F - Technology Charges

\$10,537.09

2Z - Other Contractuals

529030 Shipping & Freight

City of Wichita

\$6,556.00

Total 529030 Shipping & Freight

\$6,556.00

529061 Organizational Memberships

P-CARD ONE-TIME PAY

\$2,500.00

URBAN LIBRARIES COUNCIL

\$6,000.00

Total 529061 Organizational Memberships

\$8,500.00

Total 2Z - Other Contractuals

\$15,056.00

Total 2 - Contractuals

\$25,593.09

Total Y1800 - Library-State Grant-in-Aid 2021

\$25,593.09

Grand Total

\$42,069.33

GIFT AND MEMORIAL FUND**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$108.05
CD Redeemed	\$121,000.00
Flower Fund (Staff Donations)	\$150.00
Friends of the Library (Monthly Donation)	\$487.58
Friends of the Library (Chat Reference Subscription Reimbursement)	\$1,255.00
Memorial Donations	\$430.00
South Central Kansas Library Service (Digital Access Grant)	\$1,000.00
TOTAL RECEIPTS	\$124,430.63

EXPENDITURES

Emprise Bank/Amazon (Memorials)*	\$19.95
Ingram (Materials)*	\$11.99
Kroger (Staff Flower Fund)	\$51.58
Lytton's Appliance Showroom (Refrigerator and Microwave for Walter's Branch)	\$1,373.00
TOTAL EXPENDITURES	\$1,456.52

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Sarah Kittrell
SUBJECT: AtoZ Invoice – Approval of invoices over \$10,000
DATE: June 30, 2021

Background: The Library Board of Directors must take special action to approve materials purchases when the cost of a single invoice exceeds \$10,000.

Analysis: The AtoZ database is an important resource for current and prospective business owners. The database contains listings for more than 15 million businesses, including contact information for companies and executives, industry profiles, and competitor information. It also provides a searchable telephone directory for individuals – a service that is becoming more valuable as the Library is no longer able to acquire telephone books from outside of the Wichita metro area. There are a limited number of similar products available. Library staff have evaluated these and believe that AtoZ remains the best choice based upon the depth and accuracy of service for the price.

Financial Considerations: The current licensing agreement for this product was signed in 2020. AtoZ allows for a three-year price lock agreement, which the Library accepted at that time. 2021 is the second year in the current agreement, at the current rate of \$16,174.

The cost per use for the last 12 months was \$0.24, making it one of the most affordable products in the Library's digital subscription portfolio.

Legal Considerations: The subscription agreement was reviewed by the Law Department in 2020 and was approved as to form.

Recommendations/Actions: It is recommended that the Board approve the invoice from AtoZ in the amount of \$16,174.00 for the 2021 renewal of the AtoZ database.

Attachments: AtoZdatabases Subscription Agreement

AtoZdatabases Subscription Agreement

Offer Valid Until: _____

Institution Name: Wichita Public Library

Main Contact: Cynthia Berner Title: Director

Email: Cberner@wichita.gov

Phone: 316-261-8500 Fax: _____

Address: 711 W. 2nd

City: Wichita State: KS ZIP: 67203

Select Your Option Below	Term	Savings	Investment	Payment Terms
<input type="checkbox"/> Option 1 (Best Value)	3 Yrs	20%	\$44,112	One-Upfront Payment
<input checked="" type="checkbox"/> Option 2	3 Yrs	12%	\$16,174 /Yr	Invoiced Annually
<input type="checkbox"/> Option 3	2 Yrs	5%	\$17,461 /Yr	Invoiced Annually
<input type="checkbox"/> Option 4	1 Yr		\$18,360 /Yr	Invoiced Annually

Billing Start Date: 6/30/2020 Payable in 30 Days

Subscription Start Date: 6/30/2020

Subscription End Date: Equals Billing Start Date plus Option Term selected above

Subscription includes:

- ✓ 30 million US Businesses & Executives Database
- ✓ 7 million Jobs Database
- ✓ 2 million US New Businesses
- ✓ 12 million Healthcare Professionals
- ✓ 240 million Residents
- ✓ 200,000 New Movers added weekly
- ✓ 50,000 New Homeowners added weekly
- ✓ Spanish Interface
- ✓ 1,000 downloads within the library and remotely
- ✓ Send Emails for Free up to 1,000 per month
- ✓ Executive email addresses
- ✓ iPhone & iPad App
- ✓ Triple Verified Business Database
- ✓ On-Demand Usage Reporting
- ✓ Free Training and Support including AtoZU
- ✓ Future Enhancements

Special Terms:

Accepted by: *Sarah A. Kittrell* Date: 8/3/2020

Name: Sarah A Kittrell Title: Collection Development Division Manager

AtoZdatabases Executive: April Diaz/Jordan LaBorde Phone: 877.428.0101

By signing this Subscription Agreement, you pledge that you will not share any of our product details including pricing, with any third parties. You also agree to use reasonable measures to restrict access to your library's service area, and to work with AtoZdatabases to block malicious users or hackers if necessary. This agreement will commence on the Subscription Start date shown above and shall continue for three years. Wichita Public Library shall have the option to terminate the agreement after the first year if the Library has a reduction in budget. The parties agree that the Exhibit A, City of Wichita Mandatory Contractual Provisions Attachment, attached hereto shall be incorporated and made a part of this Agreement.



FREE:
- Job Search
- Mailing Lists & Sales Leads
- People Look-Up
- Business Profiles

Toll Free: 877.428.0101
Fax: 402.704-7047
Email: sales@atozdatabases.com

11211 John Galt Blvd
PO Box 27757
Omaha, NE 68137-0757

EXHIBIT A

CITY OF WICHITA MANDATORY CONTRACTUAL PROVISIONS ATTACHMENT

1. **Terms Herein Controlling Provisions:** The terms of this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Agreement.
2. **Choice of Law:** This Agreement shall be interpreted under and governed by the laws of the State of Kansas. Any dispute or cause of action that arises in connection with this Agreement will be brought before a court of competent jurisdiction in Sedgwick County, Kansas.
3. **Termination Due To Lack of Funding Appropriation:** If, in the judgment of the City's Director of Finance, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, City may terminate this Agreement at the end of its current fiscal year. City agrees to give written notice of termination to Contractor at least thirty (30) days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided for in the Agreement, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided to City under the Agreement. City will pay to Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any related equipment. Upon the effective termination of the Agreement by City, title to any such equipment shall revert to Contractor. The termination of the Agreement pursuant to this paragraph shall not cause any penalty to be charged to the City or the Contractor.
4. **Disclaimer of Liability:** City shall not hold harmless or indemnify any Contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).
5. **Acceptance of Agreement:** This Agreement shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
6. **Arbitration, Damages, Jury Trial and Warranties:** The City does not ever accept binding arbitration or the payment of damages or penalties upon the occurrence of a contingency, and expressly denies such acceptance for this Agreement. The City never consents to a jury trial to resolve any disputes that may arise hereunder, and expressly denies such consent for this Agreement. Contractor waives its right to a jury trial to resolve any disputes that may arise hereunder. No provision of any document within the Agreement between the Parties will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
7. **Representative's Authority to Contract:** By signing this Agreement, the representative of the Contractor thereby represents that such person is duly authorized by the Contractor to execute this Agreement on behalf of the Contractor and that the Contractor agrees to be bound by the provisions thereof.
8. **Federal, State and Local Taxes:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Agreement. City is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the Agreement. Upon request, City shall provide to the Contractor a certificate of tax exemption.
9. **Insurance:** City shall not be required to purchase any insurance against any liability loss or damage to which this Agreement relates, nor shall this Agreement require the City to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.
10. **Conflict of Interest:** Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any professional personnel who are also in the employ of the City and providing services involving this Agreement or services similar in nature to the scope of this Agreement to the City. Furthermore, Contractor shall not knowingly employ, during the period of this Agreement or any extensions

to it, any City employee who has participated in the making of this Agreement until at least two years after his/her termination of employment with the City.

11. **Confidentiality.** Contractor may have access to private or confidential data maintained by City to the extent necessary to carry out its responsibilities under this Agreement. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 *et seq.*) in providing services and/or goods under this Agreement. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. Contractor must agree to return any or all data furnished by the City promptly at the request of City in whatever form it is maintained by Contractor. Upon the termination or expiration of this Agreement, Contractor shall not use any of such data or any material derived from the data for any purpose and, where so instructed by City, shall destroy or render such data or material unreadable. The parties accept that City must comply with the Kansas Open Records Act, and will produce upon written request all documents pertaining to this Agreement other than those covered by express exceptions to disclosure listed in the Act.
12. **Cash Basis and Budget Laws.** The right of the City to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that the City shall at all times stay in conformity with such laws, and as a condition of this Agreement the City reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.
13. **Anti-Discrimination Clause.** Contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin, ancestry, or age in the admission or access to, or treatment or employment in, its programs and activities; (b) to include in all solicitations or advertisements for employees the phrase "equal opportunity employer;" (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the Contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the Agreement may be cancelled, terminated or suspended, in whole or in part by City, without penalty thereto; and (f) if it is determined that the Contractor has violated applicable provisions of the ADA, such violation shall constitute a breach of the Agreement and the Agreement may be cancelled, terminated or suspended, in whole or in part by City, without penalty thereto.

Parties to this Agreement understand that the provisions of this paragraph 13 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of this Agreement or whose contracts with the City cumulatively total \$5,000 or less during the City's fiscal year.
14. **Suspension/Debarment.** Contractor acknowledges that as part of the Code of Federal Regulations (2 C.F.R. Part 180) a person or entity that is debarred or suspended in the System for Award Management (SAM) shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. All non-federal entities, including the City of Wichita, must determine whether the Contractor has been excluded from the system and any federal funding received or to be received by the City in relation to this Agreement prohibits the City from contracting with any Contractor that has been so listed. In the event the Contractor is debarred or suspended under the SAM, the Contractor shall notify the City in writing of such determination within five (5) business days as set forth in the Notice provision of this Agreement. City shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of the written notice. Contractor shall be responsible for determining whether any sub-contractor performing any work for Contractor pursuant to this Agreement has been debarred or suspended under the SAM and to notify City within the same five (5) business days, with the City reserving the same right to terminate for breach as set forth herein.
15. **Compliance with Law.** Contractor shall comply with all applicable local, state and federal laws and regulations in carrying out this Agreement, regardless of whether said local, state and federal laws are specifically referenced in the Agreement to which this attached is incorporated.



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Toll Free: 877.428.0101
Fax: 402.704-7047
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11211 John Galt Blvd
PO Box 27757
Omaha, NE 68137-0757

Gift and Memorials Account
Report of Activity (January - June 2021)

<u>Item</u>	<u>Disbursements</u>	<u>Receipts</u>	<u>Beginning/ Ending Balance</u>
GENERAL LEDGER STARTING			
BALANCE	January 1, 2021		<u>\$778,359.51</u>
110 - Levand			\$0.00
Receipts:			
Transfer From Foundation		\$62,418.75	
Levand		\$80,000.00	
Expenditures:			
City of Wichita (IT-Laptops)	(24,179.22)		
Copp Media Services (Academy Award Shorts 2021)	(1,000.00)		
Sara Dixon (ReadICT Prizes)	(60.00)		
EBSCO (Materials)	(19,091.52)		
Emprise Bank/Lakeshore Learning (Walters Childrens Room)	(127.88)		
Emprise Bank/Traffic Safety Store (20 Parking Cones)	(614.12)		
Harris Computer Systems (Pressure Seal Machine)	(2,465.00)		
Midwest Tape (Materials)	(2,783.52)		
McClatchy (Academy Award Shorts Ads)	(900.00)		
National Orphan Train Complex (Presenter)	(75.00)		
Overdrive (Deposit on Account for Content Purchases)	(4,571.79)		
QuikPrint (Library Reopening)	(1,198.20)		
Scholastic (Summer Reading)	(1,852.50)		
Shorts International (Oscar Shorts 2021)	(3,500.00)		
Ending Balance:			\$80,000.00
120 - Derby			\$0.00
Receipts:			
Derby Public Library (Academy Award Shorts Reimbursement)		\$500.00	
Expenditures:			
Emprise Bank/Vimeo (Vimeo Business)	(500.00)		
Ending Balance:			\$0.00
130 - Local History Fund			\$5,615.91
Receipts:			
Local History Photo Payments from Customers		\$80.00	
Ending Balance:			\$5,695.91

Gift and Memorials Account
Report of Activity (January - June 2021)

140 - E-Books	\$0.00
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Receipts:

SCKLS (Digital Access Grant)	\$1,000.00	
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Ending Balance:	\$1,000.00
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150 - Technology Fund	\$20,106.55
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Receipts:

CD Sold

E-Rate	\$50,073.34	
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Expenditures:

Emprise Bank/GoPro.com (GoPro for Library)	(372.48)	
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Ending Balance:	\$69,807.41
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150.1 3D Printing	\$200.00
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	\$200.00
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160 - SCKLS Facilities Improvement Fund	\$69,832.10
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Receipts:

CD Redeemed	\$200,000.00	
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Reimbursement from Levand for Laptops	\$24,179.22	
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Expenditures:

Commerce Bank/Amazon (Walters-Barcode Scanner)	(297.75)	
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Commerce Bank/American Floor Mats (Walters)	(196.01)	
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Commerce Bank/Uline (Walters-Step Ladder)	(263.33)	
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Emprise Bank/Amazon (Walters-CPU Tower Holder)	(63.95)	
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Global Industrial (Walters-Lockers)	(203.95)	
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Ending Balance:	\$292,986.33
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210 - Staff Association Fund	\$1,702.68
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Receipts:

Friends Monthly Donation (April/May)	\$487.58	
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Premier Food Service	\$381.69	
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Rockwell Gift from Patron	\$100.00	
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Westlink Gift from Patrons	\$150.00	
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Expenditures:

Emprise Bank/Amazon (Rockwell Gift Items)	(184.63)	
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Kroger (Staff Treats)	(54.36)	
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Lee Reed Engraving (Service Awards)	(191.19)	
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Ending Balance:	\$2,391.77
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Gift and Memorials Account
Report of Activity (January - June 2021)

220 - Employee Training	\$5,201.99
Ending Balance:	\$5,201.99
240 - Staff Flower Fund	\$247.54
Receipts:	
Staff Donations	\$150.00
Expenditures:	
Kroger (Plant - Family Death/Balloons - Employee Illness)	(221.93)
Ending Balance:	\$175.61
320 - WGS	\$226.43
Expenditures:	
Ingram (Materials)	(224.35)
Ending Balance:	\$2.08
330 - Friends of the Library	\$24,019.98
Receipts:	
CD Redeemed	\$50,000.00
Friends of the Library (Chat Reference Subscription Reimbursement)	\$1,255.00
Expenditures:	
Emprise Bank/Nub Games (Annual Subscription/SMS add-on Package)	(1,255.00)
To account for CDs purchased in 2011	(65,000.00)
Ending Balance:	\$9,019.98
330.1 Big Read (Friends)	\$2,517.52
Expenditures:	
Cocoa Dulce (Big Read Refreshments)	(432.96)
The Loud Cicada (Big Read Beanstack Challenge)	(300.00)
McClatchy Company (Big Read Ads)	(53.08)
Julie Sherwood (Big Read)	(79.00)
Foundation (QuikPrint reimbursment-Big Read Postcards)	(54.66)
Ending Balance:	\$1,597.82
330.2 - SR Wed (Friends)	\$1,056.81
Ending Balance:	\$1,056.81
330.3 - 1000Books (Friends)	\$300.00
Ending Balance:	\$300.00

Gift and Memorials Account
Report of Activity (January - June 2021)

340 - Miscellaneous Fund	\$31,090.44
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Receipts: (Transfers)

Baird (Interest)	\$722.84
CD Redeemed	\$171,000.00
EBSCO Industries (Postage Reimbursements)	\$6.17

Expenditures:

Emprise Bank/Amazon (Wireless Extender/Antenna/USB)	(239.99)
Emprise Bank/School Specialty (Walters Childrens Room)	(168.17)
Emprise Bank/Vimeo (Vimeo Business)	(74.00)
FastSigns (Frosted Glass at ALL)	(11,083.00)
Lytton's Appliance (Refrigerator/Ice Maker/ Microwave for Walters Branch)	(1,373.00)
To account for CDs purchased in 2011	(45,000.00)

Ending Balance:	\$144,881.29
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355- FOL Holds	\$2,784.79
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Receipts:

Friends of the Library - Membership Proceeds	\$1,280.00
Transfer from 501 to zero out negative balance	\$37.23

Expenditures:

Ingram Library Services	(425.02)
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Ending Balance:	\$3,677.00
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412 - Outreach	\$364.55
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Ending Balance:	\$364.55
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417 - Wulfmeyer Special Collections	\$86.75
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Expenditures:

Ingram Library Services	(82.80)
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Ending Balance:	\$3.95
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Memorials (500; 502-535)	\$1,667.37
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Receipts:

Miscellaneous Donors	\$2,120.83
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Expenditures:

Brodart	(20.44)
Ingram	(367.74)
Foundation (Amazon Reimbursement)	(19.95)
Transferred to 355 to zero out negative balance	(37.23)
Watermark Books & Café	(38.00)

Ending Balance:	\$3,304.84
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Gift and Memorials Account
Report of Activity (January - June 2021)

<u>Balances:</u>	<u>January 1, 2021</u>	<u>June 30, 2021</u>
Levand (110)	\$0.00	\$80,000.00
Derby (120)	\$0.00	\$0.00
Local History Fund (130)	\$5,615.91	\$5,695.91
E-Books (140)	\$0.00	\$1,000.00
Technology Fund (150)	\$20,106.55	\$69,807.41
3D Printing (151.1)	\$200.00	\$200.00
SCKLS Facilities Improvement Fund (160)	\$69,832.10	\$292,986.33
Staff Association Fund (210)	\$1,702.68	\$2,391.77
Employee Training (220)	\$5,201.99	\$5,201.99
Staff Flower Fund (240)	\$247.54	\$175.61
WGS (320)	\$226.43	\$2.08
Friends of the Library (330)	\$24,019.98	\$9,019.98
Big Read (Friends) (330.1)	\$2,517.52	\$1,597.82
SR Wed (Friends) (330.2)	\$1,056.81	\$1,056.81
1000Books (Friends) (330.3)	\$300.00	\$300.00
Miscellaneous (340)	\$31,090.44	\$144,881.29
FOL Holds (355)	\$2,784.79	\$3,677.00
Outreach (412)	\$364.55	\$364.55
Wulfmeyer Special Collections (417)	\$86.75	\$3.95
Memorials (500; 502-506)	\$1,667.37	\$3,304.84
<u>MONEY MARKET LEDGER BALANCE</u>	\$167,021.41	\$621,667.34

<u>CERTIFICATES OF DEPOSIT</u>	<u>Invested Amount</u>	<u>Coupon Rate</u>	<u>Market Value</u> <u>(6/30/2021)</u>
Safra Natl Bank of NY New York NY Matures 10/25/21 (150-\$50,000/340-\$150,000)	\$200,000.00	0.15%	\$200,070.60
BMW Bank of North Amer Salt Lake City UT Matures 9/19/22 (150)	\$100,000.00	0.20%	\$100,012.20
<u>SECURITIES MARKET VALUE</u>	<u>300,000.00</u>		<u>\$300,082.80</u>
<u>TOTAL ACCOUNT BALANCE</u>			<u>\$921,750.14</u>

SEMI-ANNUAL REPORT OF STAFF TRAVEL
January – June 2021

Name	Job Title	Date(s)	Place	Purpose	Cost	Funding Source
Cynthia Bailey	Library Manager	3/23-25	Virtual	Computers in Libraries Conference 2021	299.00	SCKLS
Jeff Tate	Library Manager	3/23-25	Virtual	2021 Innovative User Group Conference	75.00	SCKLS
		6/9/21	Virtual	E-Rate Emergency Connectivity Fund: Special workshop	89.10	SCKLS

From: Julie Crawford, WGS

To: WPL Board

Date: July 9, 2021

Our June meeting on Zoom was a presentation by board member Rosie Wiley, who discussed how to create a research guide.

Our July meeting will be about the Kansas history records found in the University of Oklahoma's Western History Collections. It will be presented by board member Jason Felihkatubbe, a member of the Choctaw Indian Tribe.

Names found in local cookbooks are being collected and will be posted on our website for members only.

/jac

Media Report: June 2021

Television:

- June 2, 2021 / KSN: Live! in the Park Concert Series;
<https://www.ksn.com/entertainment/wichita-public-library-announces-outdoor-childrens-concert-series/>
- June 2, 2021 / Good Day Kansas: Live! in the Park Concert Series;
<https://www.ksn.com/gooddaykansas/live-in-the-park-family-concert-mr-stinky-feet/>
- June 4, 2021 / KCTU: Library Programs
- June 9, 2021 / KWCH: Baseball Candid Conversations Series
- June 10, 2021 / KAKE: Kids Corner – Summer Reading;
<https://www.kake.com/clip/15224340/kids-corner-sean-jones-wichita-public-library>
- June 11, 2021 / KCTU: Library Programs
- June 11, 2021 / KAKE: Juneteenth & Baseball Candid Conversations Series;
<https://www.kake.com/story/44085497/this-years-juneteenthict-schedule-filled-with-interesting-events>
- June 14, 2021 / KSN: Live! in the Park & Naftzger Park;
<https://www.ksn.com/news/local/naftzger-park-up-and-coming-holding-many-events/>
- June 15, 2021 / Good Day Kansas: Summer Reading Program;
<https://www.ksn.com/gooddaykansas/wichita-public-library-summer-reading-program/>
- June 18, 2021 / KCTU: Library Programs
- June 25, 2021 / KCTU: Library Programs
- June 26, 2021 / KSN & Telemundo Kansas: Mexican American Baseball in Kansas

Print:

- June 10, 2021 / Planeta Venus: Big Read 2022 Announcement;
<https://www.planetavenus.online/post/la-biblioteca-p%C3%BAblica-de-wichita-anuncia-la-selecci%C3%B3n-para-el-programa-big-read-2022?fbclid=IwAR2VTSFc-Ug55SbL0DrHfAdgUi0uRiRZB7zHCV-jf5NAayl6eomFU3TjU2Q>
- June 18, 2021 / The Wichita Eagle: Baseball Candid Conversations Series;
<https://www.kansas.com/news/local/article252108928.html>

Radio:

- June 10, 2021 / KMUW: Big Read 2022 Announcement;
<https://www.kmuw.org/post/house-mango-street-wichita-s-big-read-selection-2022>
- June 11, 2021 / KFDI: Big Read 2022 Announcement;
<https://www.kfdi.com/2021/06/11/wichita-public-library-announces-big-read-selection/>