

A G E N D A

**Wichita Public Library Board of Directors Meeting
Tuesday, August 17, 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: None
2. Approval of the Agenda
3. Public Comment
4. Minutes of the July 20, 2021 Meeting
5. Unfinished Business
 - a) Proposed Exterior Mural-Maya Angelou Northeast Branch
6. New Business
 - a) July 2021 Finance Report and Bills

General Fund Bills	\$640,635.37
Grant Fund Bills	\$32,434.89
Gift & Memorial Fund Bills	\$1,072.73
<u>Total</u>	\$674,142.99

- b) Customer Account Access-Wichita Public Library Foundation
7. Special Committee Reports -None
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment

Monthly Activity Report

July 2021

Service Highlights

The Library began circulating telescopes on Monday, July 12. The Orion StarBlast Astronomical Telescope has been reviewed by a number of astronomical publications and is found to be a great resource for stargazing and learning about the solar system. The telescopes were underwritten by the Georgia Eakins Family.

The Library also began circulating hotspots on Monday, July 19. These hotspots were underwritten in memory of Forrest C. and Frances H. Lattner through the Wichita Public Library Foundation. The hotspots will help provide internet access to customers without immediate access at home.

The Summer Reading Program ended on Thursday, July 29. This year, 592 kids registered for Baby Bookworms, 3,236 kids registered for the Kids Read program, and 778 teens registered for the Teens Read program. Library staff put together a mix of virtual and in-person outdoor programming for kids and teens, including a series of concerts at Naftzger and Clapp Parks.

This summer, in place of the Teen Volunteer Program, Teen Librarian Sara Moesel created the Teen Library Ambassador program. This group of teens created content that will be used on social media and the Library's website throughout the fall. In July, the Ambassadors contributed 120 hours to the library.



More than 80 kids and adults attended the Great Plains Nature Center's "Turtle Tales" program at the Westlink Branch, part of the Summer Reading Program. A representative from the Nature Center read Dr. Seuss' *Yertle the Turtle and Other Stories* and introduced two turtles to attendees: an aquatic, red-eared slider turtle named Chip and a terrestrial, ornate box turtle. Comments from the program were positive, with customers happy that the Library provided safe opportunities for in-person programs during COVID-19.

Youth Services staff at the Westlink Branch created a "Whose Tail Is It?" interactive game in the children's room for the Summer Reading Program. Participants were challenged to find the head and tail that match.

Other News

Work continues on the Children's STEAM garden at the Advanced Learning Library. This month, most of the play equipment was installed. Work is underway for the steel airplanes that will provide overhead shade for the space.



The Library's ARPA grant through the State Library of Kansas was approved in the amount of \$14,286. This funding will update and add functionality to the Laptop Anytime device dispenser at the Advanced Learning Library. The new devices will have needed features for customers, such as webcams, Zoom and similar technologies. The City Council approved this grant submission and award.

Library Communications and Digital Services teams created a back to school/library card campaign that promotes the value of registering for a public library card during the school year. The campaign features a webpage dedicated to teachers and educators with curated resources and services for their classrooms, along with information about getting a library card. Part of the campaign is a 10-day billboard campaign at the following locations:

- Kellogg & E. Zelta
- 135 & 17th Street
- 235 & 31st Street (north / south)
- K15 & 47th Street (north/south)
- Maize & 37th Street
- E. Kellogg @ YMCA

The City Manager has appointed the Wichita Fire Department to oversee work to establish a Continuity of Operations Plan (COOP) for each department utilizing Kansas Planner, a cloud-based system utilized by the Kansas Department of Emergency Management. As a governmental entity in Kansas, the City of Wichita is authorized to utilize Kansas Planner for Continuity Planning. The new COOP is slated to be finished by December 2021.

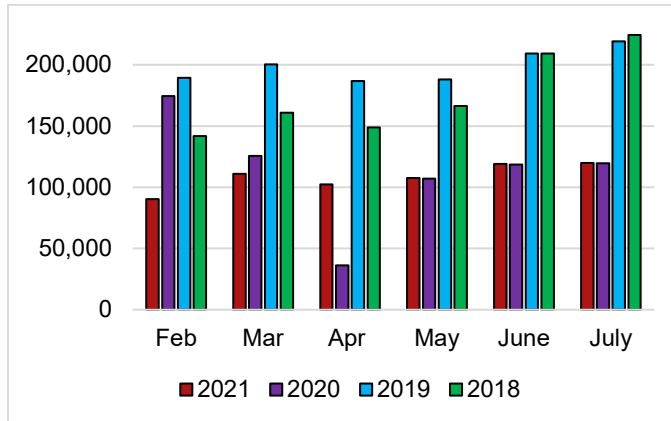
The Library's e-rate was approved in the amount of \$55,961.82.

Rockwell Branch Manager Savannah Ball received a completion certificate for the Wichita State University Mini MPA program during a recent City Council meeting.

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.

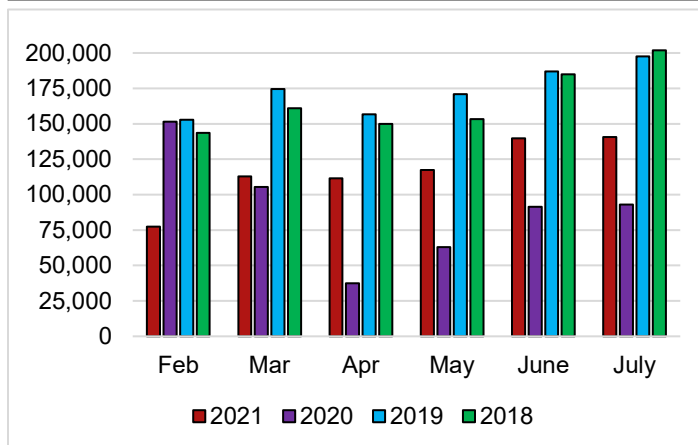
LIBRARY VISITS (door count, catalog sessions, and website visits)



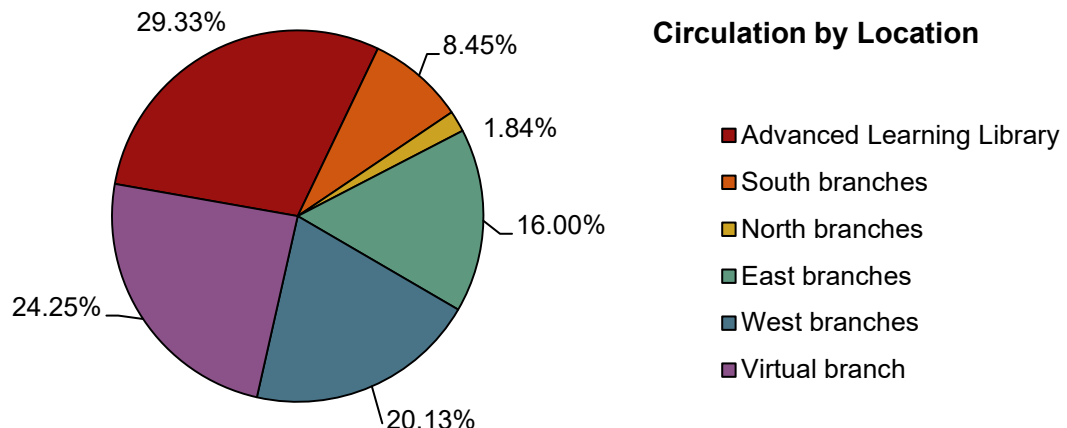
JULY			
	2021	2020	% change
Door Counts	42,231	33,469	26.18%
Catalog Log-ins	35,635	41,471	-14.07%
Website Visits	42,085	44,585	-5.61%
Total	119,951	119,525	0.36%

Due to equipment failure, the door count for the Walters Branch is artificially low in July 2021.

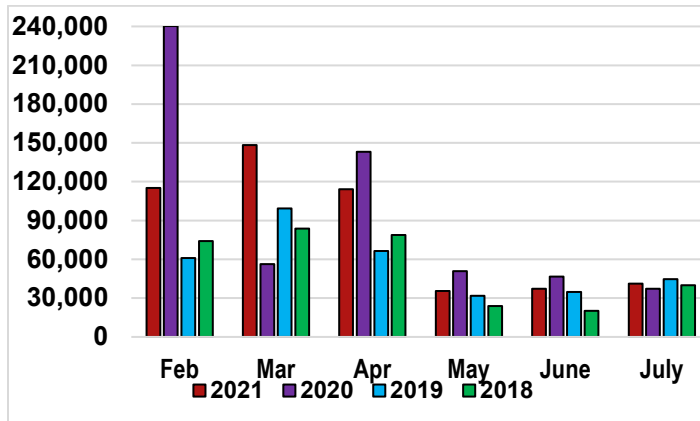
CHECKOUTS



JULY			
	2021	2020	% change
Physical Circ	106,584	59,911	77.90%
Virtual Circ	34,115	33,164	2.87%
WPL	26,511	23,455	13.03%
State	7,604	9,709	-21.68%
Total	140,699	93,075	51.17%



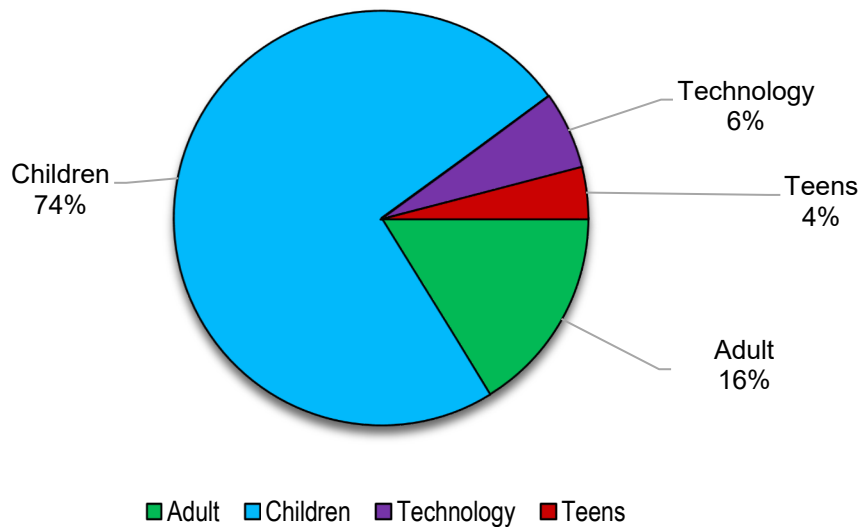
QUESTIONS ANSWERED (by staff in person/phone and through online services)



JULY			
	2021	2020	% change
Reference Questions	7,573	1,187	537.99%
Database Searches	30,191	35,196	-14.22%
Technology Assistance	3,295	775	325.16%
Book-A-Librarian Appointments	216	93	132.26%
Total	41,275	37,251	10.80%

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

PROGRAM ATTENDANCE

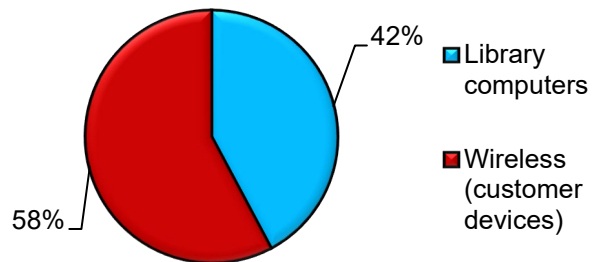


JULY ATTENDANCE

	2021	2020	% change
Adult events	123	201	-38.81%
Children's events	560	0	N/A
Technology training	46	12	283.33%
Teen events	30	6	400.00%
TOTAL	759	219	246.58%

PUBLIC COMPUTING

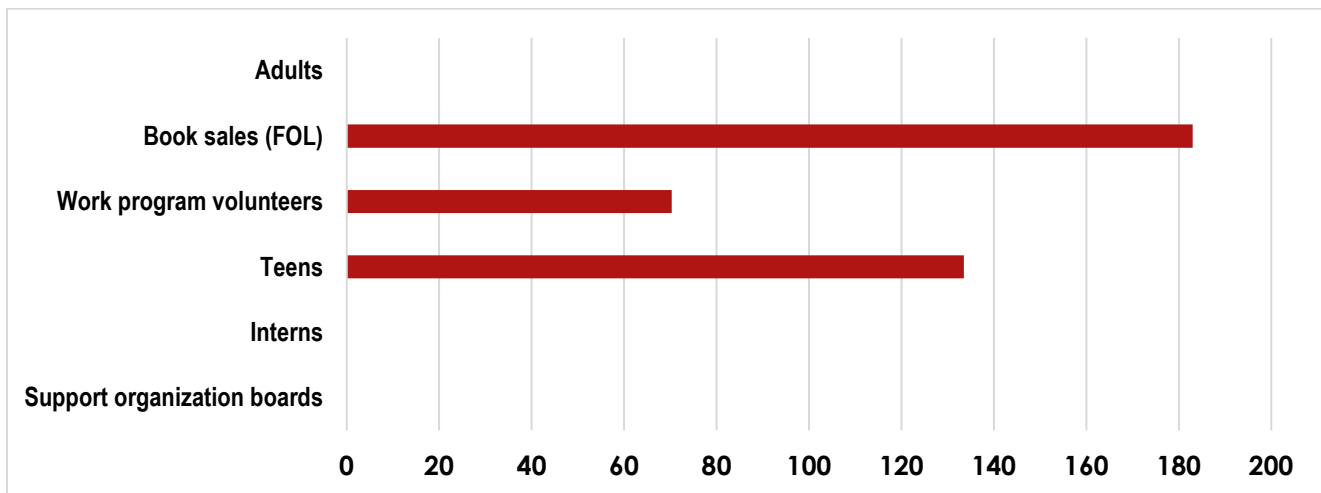
**Method of Computing Access
(by session)**



JULY

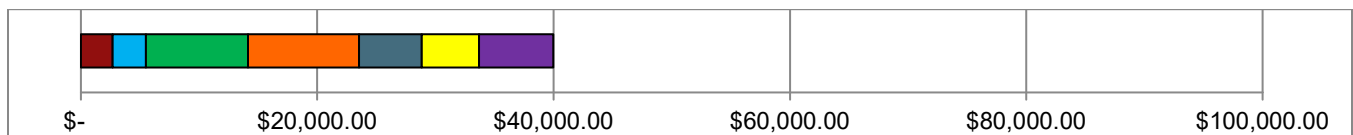
	2021	2020	% change
Workstation Sessions	4,215	4,887	-13.75%
Wi-Fi Sessions	5,765	3,388	70.16%
Number of Users	755	469	60.98%
Hours of Access	6,336	5,591	13.32%

VOLUNTEERS (hours of service)



Number of volunteers YTD = 47 Hours of service YTD = 1,363

MATERIALS DONATIONS (value if purchased)



Year to date total = \$39,975.39 Items added to Library collections YTD = 2,358

Service Snapshot: Recent Raving Fans Stories

A customer at the Westlink Branch was having trouble printing an essay for a summer college class. Library Assistant Jessica Nordyke showed her two different ways to print the document, and also helped check the customer's grammar in the essay. The customer was appreciative.

A customer recently found himself homeless and became a daily visitor to the Library computers. During his time at the Library, he tried to figure out new living arrangements. After a couple of weeks, he let staff know he found a place that would accept his section 8 voucher and had vacancies. He thanked staff for being patient and for assistance as he navigated his personal housing situation.

Special Collections Manager Michelle Enke helped a customer from Louisiana find information about her great grandfather who lived in Wichita in the 1920s-1930s. After Michelle located the requested information, the customer left a comment card that read *"I just wanted to RAVE about Michelle Enke! I came from Louisiana and had, what I thought, was a crazy genealogy question. She was incredible and took the time to work me through a whole bunch of stuff until we hit gold. I told her I wanted to hug her. I was ecstatic because I'd hit this brick wall forever. THANK YOU!"*

A couple from Texas was traveling through town and stopped to research one particular book in Special Collections. They traveled here specifically to view the volume and were so very happy to be able to find it. The book was published in 1955 on the settlement of a small town in south Texas, and we are one of five libraries who own a copy. They were thrilled with our collection on Texas and said they would return to complete additional research.

A Twitter user complimented the Library after the fifth episode of the "Read. Return. Repeat." dropped: *"I'm so excited to learn about this! Downloading all the episodes right now. As someone about to start going to school to get an MLIS and become a librarian who is also a huge podcast fan, this is really inspiring."*

A customer checking out materials at the Rockwell Branch said *"I came in to get four books and I'm leaving with 27. It is so great to be able to come in and browse again!"* The customers' child said *"I want to come here every day!"*

Technology Training Manager Cindy Bailey assisted a customer three times who needed help filling out rehire/onboarding job application for Spirit. The application had 10 sections, including some documents that needed scanned in, and he also had to discontinue his Kansas Works account. He told Cindy that he would never have been able to do all of those processes without help.

Bill Rohde, who works in the Children's Pavilion at the Advanced Learning Library, makes sure to encourage every Summer Reading prize winner so they feel a sense of victory, whether they read 200 or 2000 minutes. His excellent customer service to the littlest customers has been a great example to the rest of the department.

WICHITA PUBLIC LIBRARY

Minutes of the hybrid Meeting of the Library Board of Directors
July 20, 2021

The hybrid meeting of the Library Board of Directors was held on Tuesday, July 20, 2021 at the Advanced Learning Library with the following present in person: Ms. Donna Douglas, Mr. Randall Johnston, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Ms. Abi Boatman, Ms. Erinn Bock, Ms. Daisha Eaton, Dr. Justin Henry, Ms. Lauren Hirsh, Ms. Shannon Littlejohn, and Ms. TaDonne Neal.

Call to Order

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

Staff Presentation

Elizabeth Goltry, Budget Officer from the City Finance Department, presented information about the 2022-2023 proposed City Budget and the 2022-2031 proposed Capital Improvement Program. Specific highlights include the following:

- Recovery from the COVID-19 pandemic is ongoing. Revenue forecasts for sales tax, charges for services, motor fuel tax, franchise fees and other revenues are trending upward.
- The mill levy rate is unchanged. This is the 28th consecutive year that the mill levy has remained stable.
- Funding from the American Rescue Plan Act of 2021 (ARPA) is used. The City of Wichita has been allocated \$72.4 million. Vacant positions will be filled, services that were cut in 2020 will be restored and more. Funding will also be used for Fire stations, Police sub-stations and library branch improvements.

TaDonne Neal arrived

Library specific highlights from the budget include approval to fill 12 vacant positions, reinstatement of the budget for materials, the elimination of hold fees, and additional budget for technology needed to support curbside pick-up. The Operating City Budget and Capital Improvement Program are intended to be adopted on August 24 by City Council.

Approval of the Agenda

Shelby Petersen moved (Douglas) to approve the agenda as published. **Motion carried unanimously.**

Public Comment

None

Approval of Minutes

Minutes of the regular meeting held on June 15, 2021 were presented. Shelby Petersen moved (Winkler) to approve the minutes as included in board packets. **Motion carried unanimously.**

Unfinished Business

Jonathan Winkler reported that surveys have been collected with name suggestions for the new Evergreen Center. Board members provided their top names of choice during a round robin discussion and the top five names were decided. Jonathan Winkler moved (Petersen) to present the following names to the public for the next round of surveys: El Norte, Evergreen, Arteaga, El Pueblo, and Adelante. **Motion carried unanimously.**

New Business

On behalf of the Finance Committee, Kevin McWhorter moved (Douglas) to approve the June 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$690,732.33; Grant Fund Bills of \$42,069.33; and Gift and Memorial Fund bills of \$1,456.52 for a total of \$734,258.18. **Motion carried unanimously.**

On behalf of the Finance Committee, Jonathan Winkler moved (McWhorter) to approve the subscription renewal of the AtoZ Database in the amount of \$16,174. **Motion carried unanimously.**

On behalf of the Finance Committee, Jonathan Winkler moved (Douglas) to receive and file the Semi-Annual Report of the Gift and Memorials Account as included in board packets. **Motion carried unanimously.**

On behalf of the Finance Committee, Kevin McWhorter moved (Hirsh) to receive and file the Semi-Annual Report of Staff Travel and the Semi-Annual Accounting of the Gift and Memorial Fund. **Motion carried unanimously.**

Abi Boatman left
TaDonne Neal left
Erinn Bock left

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 the Friends are hoping to hold an outside book sale at the end of September. Operations Manager Melissa Baum is moving and will be unable to spend a lot of time physically at the library. The Friends Board is planning ways to supplement her presence.

Library Foundation – Kristi Oberg reported that in a partnership with Weigand & Sons, media spots promoting the Foundation and the library have been and will be shown at 16 Wichita Wind Surge games in the future.

Wichita Genealogical Society (WGS) – Julie Crawford reported that the WGS Annual Conference will be an all-day event this year on October 9.

Director of Libraries Report

Interim Director Dowell reported that lighting for the flag poles at the Advanced Learning Library was repaired and the flags are now flying once again. Bike racks at the Walters branch have been installed.

The City of Wichita has updated the mask and social distancing policy. Effective Friday, July 2, there is a revised mask and social distancing policy for all City of Wichita facilities:

- City employees and members of the public who have been fully vaccinated by one of the approved COVID-19 vaccines and are not otherwise at-risk are no longer required to wear a mask within City of Wichita facilities.
- For those employees and others visiting City Hall who have NOT been vaccinated, entrance signs for City facilities strongly encourage them to wear masks while in the building in compliance with OSHA and Centers for Disease Control (CDC) guidance.

The Library has applied for the following three grants as a result of American Rescue Plan Act (ARPA) funds: Institute of Museum and Library Services (IMLS); State Library of Kansas grant (from IMLS ARPA funds); and the FCC's Emergency Connectivity Fund (ECF) grant.

Announcements

None

Adjournment

The meeting was adjourned at 1:27 p.m.

The next regularly scheduled meeting will be August 17, 2021.

Respectfully submitted,

Kristi Dowell

DRAFT

INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Unfinished Business – Maya Angelou Northeast Branch Mural
DATE: August 17, 2021

Background: In March 2020 a request was received from Real Men, Real Heroes seeking permission to paint a mural on the north façade of the Maya Angelou Northeast Branch Library.

In July 2020 the proposal was reviewed by the Design Council at the request of the Library Board. It was the consensus of the Design Council members that the CUP did not prevent consideration of a mural as had been proposed. There also appeared to be general support for the idea of community initiated art projects to be added to public facilities. In lieu of creating a new policy, requiring all proposed projects to be reviewed by the Design Council in advance of any action to approve or deny a request appeared to be the preferred method of ensuring consistency and managing precedents.

Design Council members were supportive of the idea of the mural although many members offered specific recommendations for changes to the piece as it was originally proposed. A motion was made and unanimously approved to recommend incorporation of a more diverse palette of colors, to ensure approvals for likeness and quotes have been obtained from the Angelou estate, to test products on the building materials to ensure integrity, to add graffiti presentation seal over the completed mural, to use stencils for letters and other components to be painted by youth and to consider the building's elevation, existing lighting and multiple materials in determining the size and placement of the mural.

On August 3, 2020, it was reported that work on this project had been postponed until 2021. In addition to the uncertainty of gathering limits as a result of COVID-19, the team found that more time was needed for depth of development of the artistry and for working with the Maya Angelou Foundation on rights to use images and text.

Analysis: On July 12, 2021 Real Men, Real Heroes presented a new design to the Design Council. A motion passed to approve the mural design as presented with the caveat that the artist(s) take into consideration the changes in materials and to avoid altering the portrait of Ms. Angelou due to changes in composition and height differences in the construction materials of the exterior of the building.

Financial Considerations: Mural installation will be funded by Real Mean Real Heroes. Sec.2.15.100 of the City's Code of Ordinances specifies that all public artworks fall under the control and ownership of the City with costs for maintenance charged to the Division of Arts and Culture.

Legal Considerations: Because the project will impact the budget of another department, the City Council has the final authority for project approval.

Recommendations/Action: The Library Board is asked to make a recommendation regarding the installation of the proposed mural. The Board could choose to approve the design as presented, request a change to the proposed mural, or not approve the mural.

Attachments: Rendering of the updated mural design proposed by Real Men, Real Heroes.



REVENUE REPORT - JULY 2021

OBJECT	ACCOUNT DESCRIPTION	BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 310,929.00	\$ 31,092.90	\$ 15,823.32	\$ 94,715.26	30.46%
423030	Meeting Room Rentals	\$ 32,875.00	\$ 2,630.00	\$ -	\$ -	0.00%
424011	Copy Charges	\$ 13,088.00	\$ 1,047.04	\$ 375.60	\$ 3,721.95	28.44%
424101	Public Computing Charges	\$ 34,237.00	\$ 2,738.96	\$ 817.40	\$ 7,126.00	20.81%
646981	State Setoff Collections	\$ 96,500.00	\$ 7,720.00	\$ 6,203.36	\$ 40,540.45	42.01%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ 32.96	\$ 87.47	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (0.05)	0.00%
	TOTAL	\$ 487,629.00	\$ 45,228.90	\$ 23,252.64	\$ 146,191.08	29.98%

GENERAL FUND SUMMARY REPORT
JULY 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,074,464.00	\$ 357,364.85	\$ -	\$ 2,716,728.43	\$ 2,357,735.57	54%
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	\$ 350.00	\$ -	\$ 6,567.21	\$ (4,611.21)	336%
512051	Mileage Reimbursement	\$ 2,400.00	\$ 100.05	\$ -	\$ 734.20	\$ 1,665.80	31%
513020	Premium Overtime	\$ -	\$ 324.52	\$ -	\$ 2,252.71	\$ (2,252.71)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 458,684.00	\$ 30,579.86	\$ -	\$ 228,740.54	\$ 229,943.46	50%
518300	Employer Share EE Insurance	\$ 1,005,737.00	\$ 37,222.38	\$ -	\$ 508,672.32	\$ 497,064.68	51%
518400	Employer Share Pension/Retire	\$ 601,878.00	\$ 40,102.26	\$ -	\$ 301,616.48	\$ 300,261.52	50%
521011	Electricity	\$ 298,449.00	\$ 19,219.49	\$ -	\$ 274,144.83	\$ 24,304.17	92%
521021	Natural Gas	\$ 41,004.00	\$ 8,593.25	\$ -	\$ 59,012.60	\$ (18,008.60)	144%
521030	Water Service	\$ 11,004.00	\$ 2,069.17	\$ -	\$ 12,009.48	\$ (1,005.48)	109%
521050	Trash Service	\$ 4,404.00	\$ 389.00	\$ -	\$ 2,297.27	\$ 2,106.73	52%
521060	Local Telephone Service	\$ 21,636.00	\$ 610.00	\$ -	\$ 4,514.04	\$ 17,121.96	21%
522010	PBX Line Charges	\$ 11,058.00	\$ 940.50	\$ -	\$ 6,566.08	\$ 4,491.92	59%
522020	PBX Instrument Charges	\$ 17,460.00	\$ 1,576.25	\$ -	\$ 11,028.54	\$ 6,431.46	63%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 900.00	\$ 24.10	\$ -	\$ 338.35	\$ 561.65	38%
522070	Voicemail	\$ 1,512.00	\$ 326.00	\$ -	\$ 2,282.00	\$ (770.00)	151%
522080	Automatic Call Distribution	\$ -	\$ 65.50	\$ -	\$ 458.50	\$ (458.50)	#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	\$ 69,474.04	25%
523020	Vehicle Liability Premiums	\$ 870.00	\$ -	\$ -	\$ 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	\$ 174.05	\$ -	\$ 916.75	\$ 2,008.25	31%
525990	Other Professional Services	\$ 37,970.00	\$ 1,490.00	\$ -	\$ 14,934.00	\$ 23,036.00	39%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 2,170.00	\$ 1,550.00	58%
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	\$ 670.50	\$ -	\$ 3,386.50	\$ 9,613.50	26%
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	\$ -	\$ -	\$ -	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT
JULY 2021

OBJECT	ACCOUNT DESCRIPTION	APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 49,060.00	\$ 8,176.48	\$ -	\$ 31,117.68	\$ 17,942.32	63%
529010	Bank Charges	\$ 5,000.00	\$ 551.91	\$ -	\$ 2,938.93	\$ 2,061.07	59%
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	\$ 826.35	\$ -	\$ 6,407.86	\$ 17,064.14	27%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529150	Data Center Charges	\$ 991,088.00	\$ 83,454.29	\$ -	\$ 584,180.03	\$ 406,907.97	59%
529990	Other Contractuals	\$ 77,583.00	\$ 11,319.89	\$ -	\$ 37,173.59	\$ 40,409.41	48%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 3,526.69	\$ -	\$ 16,036.31	\$ 32,538.69	33%
531030	Custodial Supplies	\$ 6,000.00	\$ 77.97	\$ -	\$ 2,153.60	\$ 3,846.40	36%
532020	Automotive Parts & Supplies	\$ -	\$ 47.76	\$ -	\$ 143.28	\$ (143.28)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 1,800.00	\$ 226.40	\$ -	\$ 1,683.97	\$ 116.03	94%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ 1,263.00	\$ -	\$ 5,554.00	\$ 4,436.00	56%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ 2,004.37	\$ -	\$ 2,614.68	\$ 7,050.32	27%
549100	Laboratory Equip <\$5K	\$ -	\$ 99.05		\$ 99.05	\$ (99.05)	#DIV/0!
549110	Library Materials	\$ 627,530.00	\$ 26,559.48	\$ -	\$ 217,080.20	\$ 410,449.80	35%
	Expense Total	\$ 9,239,033.00	\$ 640,635.37	\$ -	\$ 5,011,445.71	\$ 4,227,587.29	54%

**Grant Fund Summary Report
JULY 2021**

Grant	Beginning Balance 07/01/2021	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 07/31/2021
SCKLS 2020	\$ 94,452.64	\$ -	\$ -	\$ 11.10	\$ 22,119.12	\$ -	\$ -	\$ 22,130.22	\$ -	\$ 72,322.42
SCKLS 2021	\$ 182,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,816.00
State Aid 2021	\$ 75,057.93	\$ -	\$ 1,467.14	\$ 6,027.08	\$ 987.78	\$ -	\$ 1,822.67	\$ 10,304.67	\$ -	\$ 64,753.26
Totals	\$ 352,326.57	\$ -	\$ 1,467.14	\$ 6,038.18	\$ 23,106.90	\$ -	\$ 1,822.67	\$ 32,434.89	\$ -	\$ 319,891.68

Wichita Public Library General Fund Bills

July 2021

Org: 10000080

10001 - Library - Personnel

1B - Base Compensation

511000 _Base Compensation

Payroll, ADJ7.23.21 \$178,652.12

Payroll, PP07.09.21 \$178,712.73

Total 511000 _Base Compensation	\$357,364.85
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Total 1B - Base Compensation	\$357,364.85
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1F - Special Compensation

512000 _Special Compensation

Payroll, ADJ7.23.21 \$175.00

Payroll, PP07.09.21 \$175.00

Total 512000 _Special Compensation	\$350.00
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512051 Mileage Reimbursement

Payroll, 184 \$37.60

Payroll, 770 \$62.45

Total 512051 Mileage Reimbursement	\$100.05
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Total 1F - Special Compensation	\$450.05
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1J - OT Compensation

513000 _Overtime Compensation

Payroll, ADJ7.23.21 \$228.99

Payroll, PP07.09.21 \$95.53

Total 513000 _Overtime Compensation	\$324.52
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Total 1J - OT Compensation	\$324.52
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1N - Employee Benefits

518200 Employer Wage Taxes & WC

Payroll, ADJ7.23.21 \$15,599.26

Payroll, PP07.09.21 \$14,980.60

Total 518200 Employer Wage Taxes & WC	\$30,579.86
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518300 Employer Share EE Insurance

Payroll, PP07.09.21 \$37,222.38

Total 518300 Employer Share EE Insurance	\$37,222.38
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518400 Employer Share Pension/Retire

Payroll, ADJ7.23.21 \$20,091.99

Wichita Public Library General Fund Bills

July 2021

Payroll, PP07.09.21	\$20,010.27
Total 518400 Employer Share Pension/Retire	\$40,102.26
Total 1N - Employee Benefits	\$107,904.50
Total 10001 - Library - Personnel	\$466,043.92

10002 - Library - Contractuals

2B - Utilities

521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC \$19,219.49

Total 521011 Electricity - EDI	\$19,219.49
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521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC \$73.51

ONE GAS INC \$1,206.46

SYMMETRY ENERGY SOLUTIONS LLC \$7,313.28

Total 521021 Natural Gas - EDI	\$8,593.25
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521030 Water Service

CITY OF WICHITA \$2,069.17

Total 521030 Water Service	\$2,069.17
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521050 Trash Service

BEST VALUE SERVICES LLC \$389.00

Total 521050 Trash Service	\$389.00
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Total 2B - Utilities	\$30,270.91
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2F - Technology Charges

521060 Local Telephone Service

City of Wichita \$610.00

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

July 2021

522040 Long Distance & Teleconference

City of Wichita \$24.10

Total 522040 Long Distance & Teleconference	\$24.10
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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	\$86,996.64
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2R - Professional Svcs

525083 Textile Rental & Laundry Svcs

ARAMARK UNIFORM & CAREER \$131.05

APPAREL GRP INC

CINTAS CORPORATION \$43.00

Total 525083 Textile Rental & Laundry Svcs	\$174.05
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525990 Other Professional Services

LIQUID ENVIRONMENTAL SOLUTIONS \$530.00
LLC

SIGN LANGUAGE INTERPRETING \$84.00
SERVICES

UNIQUE MANAGEMENT SERVICES INC \$876.00

Total 525990 Other Professional Services	\$1,490.00
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Total 2R - Professional Svcs	\$1,664.05
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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 \$670.50

Total 526042 Pest Control Services	\$670.50
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526092 Rent-Real Property

CO CO PROPERTIES LLC \$8,176.48

Total 526092 Rent-Real Property	\$8,176.48
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Total 2V - Bldg & Equip Charges	\$9,156.98
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Wichita Public Library General Fund Bills

July 2021

2Z - Other Contractuals

529010 Bank Charges

City of Wichita \$551.91

Total 529010 Bank Charges	\$551.91
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529070 Printing & Copying

City of Wichita \$826.35

Total 529070 Printing & Copying	\$826.35
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529990 Other Contractuals

ARAMARK UNIFORM & CAREER \$70.50

APPAREL GRP INC

P-CARD ONE-TIME PAY \$11,231.39

UNDERGROUND VAULTS & STORAGE \$18.00
INC

Total 529990 Other Contractuals	\$11,319.89
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Total 2Z - Other Contractuals	\$12,698.15
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Total 10002 - Library - Contractuals	\$140,786.73
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10003 - Library - Commodities

3B - Supplies

531020 Office Supplies

City of Wichita \$1,010.78

P-CARD ONE-TIME PAY \$2,515.91

Total 531020 Office Supplies	\$3,526.69
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531030 Custodial Supplies

P-CARD ONE-TIME PAY \$77.97

Total 531030 Custodial Supplies	\$77.97
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Total 3B - Supplies	\$3,604.66
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3F - Components & Parts

532020 Automotive Parts & Supplies

City of Wichita \$47.76

Total 532020 Automotive Parts & Supplies	\$47.76
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Total 3F - Components & Parts	\$47.76
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3N - Fuel

539012 Gasoline

City of Wichita \$226.40

Total 539012 Gasoline	\$226.40
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Total 3N - Fuel	\$226.40
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Wichita Public Library General Fund Bills

July 2021

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$1,263.00

Total 549010 Furniture & Fixtures <\$5k	\$1,263.00
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549020 Data Processing Equip <\$5k

City of Wichita \$1,195.80

P-CARD ONE-TIME PAY \$808.57

Total 549020 Data Processing Equip <\$5k	\$2,004.37
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549100 Laboratory Equip <\$5k

P-CARD ONE-TIME PAY \$99.05

Total 549100 Laboratory Equip <\$5k	\$99.05
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549110 Library Materials

P-CARD ONE-TIME PAY \$26,559.48

Total 549110 Library Materials	\$26,559.48
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Total 4Z - Non-Capital Outlay	\$29,925.90
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Total 10003 - Library - Commodities	\$33,804.72
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Grand Total

\$640,635.37

Wichita Public Library Grant Bills

July 2021

Y0801 - South Central Kansas Library Sys 20

2 - Contractuals

2N - Employee Development

524020 Employee Travel & Training

(\$78.00)

P-CARD ONE-TIME PAY

\$89.10

Total 524020 Employee Travel & Training

\$11.10

Total 2N - Employee Development

\$11.10

Total 2 - Contractuals

\$11.10

3 - Commodities

4Z - Non-Capital Outlay

549110 Library Materials

P-CARD ONE-TIME PAY

\$22,119.12

Total 549110 Library Materials

\$22,119.12

Total 4Z - Non-Capital Outlay

\$22,119.12

Total 3 - Commodities

\$22,119.12

Total Y0801 - South Central Kansas Library Sys 20

\$22,130.22

Wichita Public Library Grant Bills

July 2021

Y1800 - Library-State Grant-in-Aid 2021

2 - Contractuals

2F - Technology Charges

521070 Internet Service

COX COMMUNICATIONS INC \$6,027.08

Total 521070 Internet Service \$6,027.08

Total 2F - Technology Charges \$6,027.08

Total 2 - Contractuals \$6,027.08

3 - Commodities

4Z - Non-Capital Outlay

549010 Furniture & Fixtures <\$5k

P-CARD ONE-TIME PAY \$1,822.67

Total 549010 Furniture & Fixtures <\$5k \$1,822.67

549110 Library Materials

P-CARD ONE-TIME PAY \$987.78

Total 549110 Library Materials \$987.78

Total 4Z - Non-Capital Outlay \$2,810.45

Total 3 - Commodities \$2,810.45

5 - Library-State Grants-In-Aid 21

5A - City Admin Charges

551010 City Administrative Charges

City of Wichita \$1,467.14

Total 551010 City Administrative Charges \$1,467.14

Total 5A - City Admin Charges \$1,467.14

Total 5 - Library-State Grants-In-Aid 21 \$1,467.14

Total Y1800 - Library-State Grant-in-Aid 2021 \$10,304.67

Grand Total \$32,434.89

GIFT AND MEMORIAL FUND

RECEIPTS/REIMBURSEMENTS

Baird (interest)	\$21.06	
Flower Fund (Staff Donations)	\$125.00	
Friends of the Library (Monthly Donation)	\$316.72	
Friends Quarterly Memberships	\$365.00	
Staff Honorariums	\$550.00	
Premier Food Service (Vending Commissions)	\$220.52	
Wichita Community Foundation (Data Driven Storytelling Project)	\$1,500.00	
TOTAL RECEIPTS		\$3,098.30

EXPENDITURES

Ingram (Materials)*	\$41.67	
Kroger (Staff Flower Fund)	\$31.16	
Overdrive (Materials)*	\$999.90	
TOTAL EXPENDITURES		\$1,072.73

*Reimbursed expenses



INTEROFFICE MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Dowell, Interim Director of Libraries *Kristi Dowell*
SUBJECT: Request for Library Foundation Access to Customer Contact Information
DATE: August 17, 2021

Background: The Library Foundation has requested access to contact information for a group of library customers for end of year fundraising purposes.

Analysis: As noted in the attached request, the list of customer contact information to be released would be for females 30+ with the adult patron type, who have addresses with zip codes between 67201 and 67229, with YTD checkouts greater or equal to zero (0), who have borrowed at least 150 items since their accounts were created, and who owe less than \$10 outstanding fees and fines. As of August 4th, this would translate into a release of contact information for 6,419 customers.

Financial Considerations: There are no costs associated with generation of the report as requested by the Foundation office.

Legal Considerations: Library policy CIR-015, Confidentiality of Library Records, authorizes the Library Board to direct staff to distribute materials to customers when the action will be mutually beneficial to the Library and the support organization. Costs for the materials distribution will be paid by the support organization. Materials must be prepared in such a manner that a customer will be required to opt in before receiving additional information directly from the support organization.

In order to comply with the requirements of the policy, Library staff would submit the contact information to the direct mail printer and would receive back all of the address updates and corrections. The only names received by the Foundation will be those of individuals who choose to contribute to the campaign or those who ask to be added to the Foundation mailing list.

Recommendations/Actions: It is recommended that the Board authorize staff to support the year-end solicitation of the Library Foundation by providing the requested customer account information.

Attachments: Foundation Solicitation Request; CIR-015



MEMORANDUM

TO: Library Board of Directors
FROM: Kristi Oberg, CEO & President WPLF
SUBJECT: Request for Library Foundation Access to Customer Contact Information
DATE: August 3, 2021

Background: The Library Foundation is requesting access to contact information for a group of library customers for end of year fundraising purposes. Approval has been given in recent years for acquisition mailings which have been an effective source of acquiring new donors. In 2020 the acquisition mailing raised \$4,368 with an average gift of \$64. Acquiring 68 new donors.

Request: Customers targeted for this campaign are females ages 30+ with YTD checkouts greater or equal to zero (0), with lifetime circulation greater than or equal to 150, who owe less than \$10 in fees. Zip codes 67001 to 67299 would be included. This criteria would generate a list of 6,419 names for the Foundation prior to de-duplicating persons already part of the Foundation's donor database. Each customer would receive no more than two mail contacts between November 1, 2021 and December 31, 2021

The WPLF will pay costs for the distribution of the acquisition. If a customer makes a gift or opts-in, they will receive additional information directly from the WPLF. Materials will be presented in a way that the customer may opt-out of receiving future WPLF information.

To comply with the requirements of the Library policy, Library staff would submit the contact information to the direct mail printer and would receive back all of the address updates and corrections. This will ensure that the only names received by the Foundation are those of individuals who choose to contribute to the campaign or those who ask to be added to the Foundation mailing list.

Collaborating for the Future: The Foundation is committed to cultivating new and existing donor relationships to help fund the vital materials and programs of the Wichita Public Library. The Foundation is actively working on several strategies to increase donations, including major gift fundraising, two mass appeals per year, social media and online fundraising, and acquisition mailings to identify new donors. We believe that asking loyal customers of the library to consider a gift to the Library Foundation is a good strategy to gain all levels of donors. During these times, we have seen patrons engaging with the Library in different ways, trying new avenues to access materials and realizing the value a strong library system adds to their lives. Together, the Library and the Foundation can help cultivate long-term relationships that benefit the community.

CIR-015 CONFIDENTIALITY OF LIBRARY RECORDS

The Kansas Open Records Act, Kansas Statutes Annotated (K.S.A.) 45-215, et seq., declares that it is the public policy of the state of Kansas that public records shall be open for inspection by any person. However, the Open Records Act places certain restrictions on this open access. At K.S.A. 45-221, the Act defines what records are not required to be disclosed at the request of citizens or public officials.

Records which libraries are NOT required to disclose include:

1. Customer registration records and circulation or loan records which pertain to identifiable individuals.
2. Library, archive and museum materials, if restrictions have been imposed as conditions of a contribution.
3. Personnel records and performance ratings; however employee names, positions, salaries, and length of service are designated as public information.
4. Building security information.
5. Correspondence between the Library and a private individual, including print and electronic formats.
6. Software programs for electronic data processes; however, each public agency must maintain a register that describes the information that is maintained on computer faculties, and the form in which the information can be made available using existing computer programs.

K.S.A. 45-218, K.S.A. 45-219 and K.S.A. 45-220 define the conditions and procedures related to requesting access including, but not limited to, the charging of fees for providing access or furnishing copies of public records.

It is the policy of the Wichita Public Library that all circulation records and other records identifying the names of library users are confidential. These records will be made available if they can be redacted to eliminate individually identifiable references. Library staff may require advance payment for reproduction costs, including estimated staff time for reproduction, review and redaction of the records requested, before the records are provided. These records will not be made available in original form to individuals (other than the card holder), groups or businesses. These records will not be made available in original form to any local, state or federal agency except pursuant to a subpoena or warrant as may be authorized under the authority of and pursuant to federal, state, and local law relating to civil, criminal or administrative discovery procedures or legislative investigative power. The Wichita Public Library will resist the enforcement of any such order, subpoena or warrant lacking facial validity.

Requests to examine or obtain information relating to circulation or registration records will immediately be referred to the Librarian-in-Charge, who will explain the confidentiality policy.

Upon the receipt of an order, subpoena, or warrant, the Director of Libraries shall consult with the appropriate legal officer assigned to the Wichita Public Library to determine if the subpoena is facially valid, requiring adherence.

The Library Board of Directors may authorize Library staff to distribute materials to customers using Library records, with the cost to be reimbursed by Library support organizations. The Board's authorization will only be given when responsive customer action would be mutually beneficial to the Library and the support organization. Library staff will only distribute materials to addresses within the United States or its political possessions. These materials must be prepared in such a manner that a customer will be required to opt in

before receiving additional information directly from the support organization. Additionally, the customer will have the ability at any time to opt out of distributions from the Library support organizations, the Library, or both.

Media Report: July 2021

Television:

- July 8, 2021 / KAKE: KAKE Kids Corner, Summer Reading Program
- July 9, 2021 / KCTU: ReadICT Reading Challenge
- July 16, 2021 / KCTU: Telescopes and Hotspots
- July 23, 2021 / KCTU: Community Center naming survey
- July 26, 2021 / KSN: Mind Fest 2021
- July 30, 2021 / KCTU: Fall Gardening Series
- July 31, 2021 / KAKE: Baseball Candid Conversations series

Print:

- July 12, 2021 / The Wichita Eagle: Telescopes

Radio:

- July 17, 2021 / KFDI: Library of Things

From: Julie Crawford, WGS

To: WPL Board

Date: August 6, 2021

Our July meeting on Zoom was a presentation by WGS board member Jason Felihkatubbe, a member of the Choctaw Indian Tribe. He told us about records found in the University of Oklahoma's Western History Collections.

Our August meeting will be about the history of country and western music in Wichita. It will be presented by Orin Friesen.

We continue to prepare for our Annual Conference to be held October 9.

/jac