

## A G E N D A

**Wichita Public Library Board of Directors Meeting  
Tuesday, October 19, 2021 – 12:00 p.m.  
Conference Room B & C  
Advanced Learning Library, First Floor  
711 W 2<sup>nd</sup>, Wichita KS 67203**

1. Call to Order/Introductions-Jaime Prothro
  - a) Staff Presentation: Staff In-Service, Savannah Ball Rockwell Branch Manager
2. Approval of the Agenda
3. Public Comment
4. Minutes of the September 21, 2021 Meeting
5. Unfinished Business
6. New Business
  - a) September 2021 Finance Report and Bills

General Fund Bills	\$745,209.89
Grant Fund Bills	\$24,834.80
Gift & Memorial Fund Bills	\$2,062.30
<b><u>Total</u></b>	<b>\$772,106.99</b>

- b) Approval of Internet Use Policy Update-ECF ARPA Grant Requirement
  - c) Approval of Materials Invoices over \$10,000 - Newsbank
7. Special Committee Reports -None
8. Support Organization Reports
9. Director of Libraries Report
10. Announcements
11. Adjournment



# Monthly Activity Report

## September 2021

### **Service Highlights**

This month, the Mayor and City Council recognized September as Library Card Sign-Up Month during a proclamation reading at the City Council meeting on September 7.

The Library received ARPA funding from the FCC to add 250 internet bundles into the collection for check out. These internet bundles will include a hotspot with unlimited data and a Chromebook 3100. The American Rescue Plan Act (ARPA) created the Emergency Connectivity Fund program (ECF) to provide funds for libraries and schools to purchase equipment and services to connect customers to the internet in areas 'other than the library.' ECF provides funding for tablets, hotspots, and data services. Providing both a device and a hotspot targets customers with the lowest level of internet and technology access, which is the intent of the ECF.

On September 8, the Library launched a pilot program to increase accessibility to e-collections to those that do not have library cards. Overdrive, the Library's e-book vendor, offers an Instant Digital Card (IDC) that allows community members to sign up to access e-books and audiobooks with a cell phone number. 326 customers sign up for the card by the end of the month. Customers who sign up for a digital card are able to check out a maximum of three items at a time. The IDC authenticates off of zip code, so in the process of signing up for this card, the Library is also receiving email addresses and mailing addresses, which will allow the Library to reach out to encourage these customers to get a regular card to have even more access to our collections.

Staff is working with the City of Wichita Management Fellows on two projects to help better engage and inform the community about Library services:

- A racial equity study to see how the Library can better serve underserved populations, with a focus on areas around the Angelou, Alford and Walters branches.
- A customer experience study to see if the current setup of libraries best serves customers. The focus will be on the Advanced Learning Library, Angelou and Rockwell branches.

Staff is underway with project plans for the State Library of Kansas' "Kansas Reads to Preschoolers" program. This year, the State Library asked the Wichita Public Library to film story times of the selected book, *Grumpy Bird* by Jason Tankard, in English, Spanish and American Sign Language. These videos will be available for libraries and early learning centers throughout the state.

The Library received more than 1,000 renewal and e-card creation requests in September. The success with schools last year continues as staff assist students in connecting to valuable Library resources.

## **Other News**

On September 18, the Library held a ribbon cutting for the Dr. Ronald W. Walters Branch Library. Members of the Walters family joined City and Library staff and members of the Library Board for the dedication. [You can watch the event here.](#)

Communications and Digital Services staff participated in the Sonify conference at Envision. This year, the Library has been working with Sonify and members of the blind and visually impaired (BVI) community to create projects around data-driven storytelling. The purpose is to make data sets more accessible to the BVI community through auditory means, like podcasts and music. The group met with experts in data research and sonification and took a deep dive into this new trend of communication.

Work has begun on the exterior mural at the Maya Angelou Branch Library. The mural will feature a portrait of Maya Angelou and excerpts from her work. The mural was proposed by and is being painted by the youth mentorship program Real Men Real Heroes.

The Library eliminated hold fees for all customers on October 1 as part of this year's budget process to ensure more equitable access to the collection. Previously, materials placed on hold through the catalog were charged 25 cents. The Library still charges a \$1 per item fee if a customer doesn't pick up their holds within the reservation period. Initial response has shown a significant increase in hold volumes at several branches. We have received great feedback from this new policy:

This is great news for Wichita! - *Amy B. on Facebook*

Can the Library be any more amazing? - *Zatica on Reddit*

Woohoo! Just another reason to love the library! - *ArtemisCat33 on Reddit*

As I picked up my first hold request ever... yesterday. Welp. That quarter could have done SO MUCH GOOD for me sitting in a jar on top of my dresser. Seriously though, this is awesome and I wish I had spent more time taking advantage of the library sooner. I'd gladly give them an additional quarter a week if it meant we get more awesome things like this in the future. - *Pobeda\_nad\_Solnstem on Reddit*

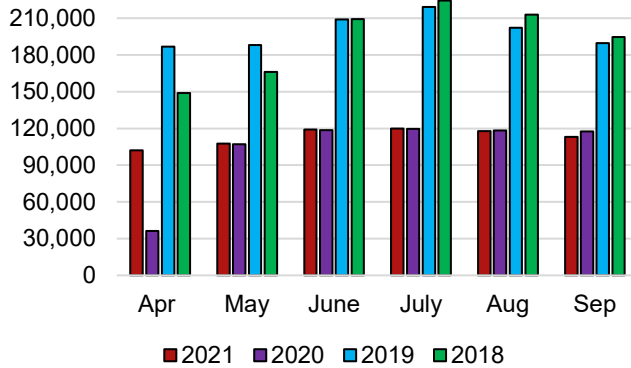
YAY!!!! Trying to pick out books with two toddlers and an infant is IMPOSSIBLE. Holds made getting good books possible, but it was always a little expensive, especially if each kid got a couple of books. This is so amazing for parents of young children who want to make sure their kids get good books without losing their minds chasing them while looking through stacks of books. This is SO SO SO amazing!! Thank you so much! - *Daniele on Instagram*

Technology Trainers completed 170 Book-A-Librarian appointments in September, with assistance provided for unemployment filing, resume posting and printing, passport applications, printing court documents, phone assistance, tax forms and online security issues. Technology Trainers also taught 10 classes on Zoom with more than 74 virtual students in attendance.

## 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 service offerings 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.

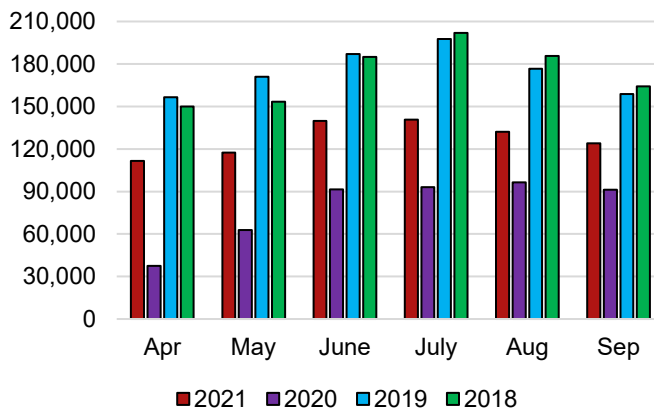
### LIBRARY VISITS (door count, catalog sessions, and website visits)



#### SEPTEMBER

	2021	2020	% change
Door Counts	37,212	38,049	-2.20%
Catalog Log-ins	34,419	38,475	-10.54%
Website Visits	41,424	40,977	1.09%
Total	113,055	117,501	-3.78%

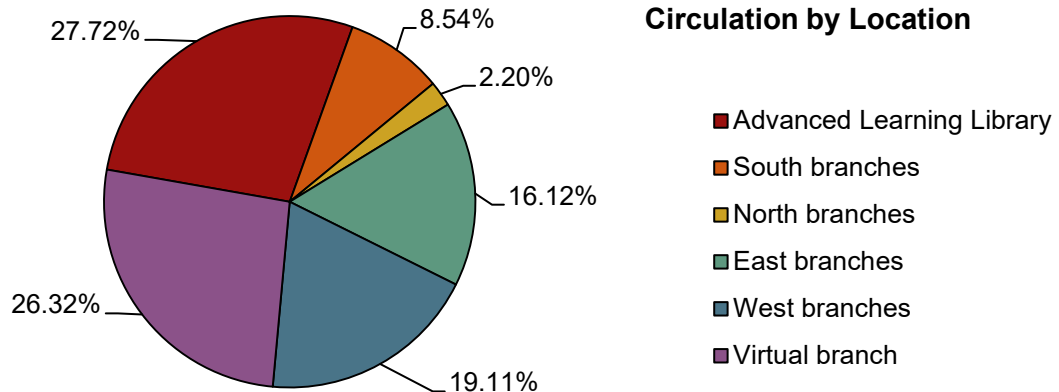
### CHECKOUTS



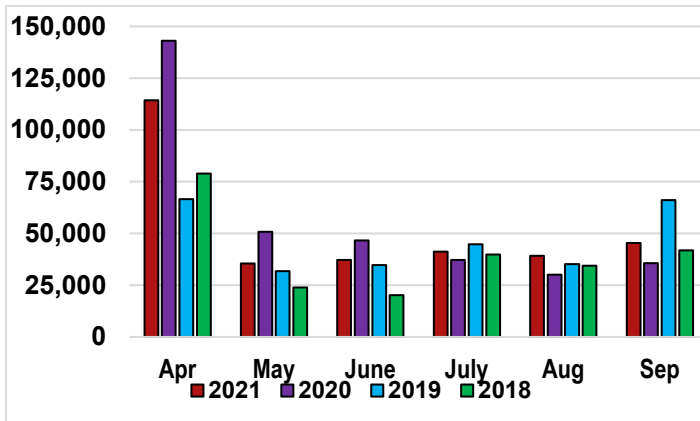
#### SEPTEMBER

	2021	2020	% change
Physical Circ	91,376	59,130	54.53%
Virtual Circ	32,638	32,031	1.90%
WPL	25,690	22,904	12.16%
State	6,948	9,127	-23.87%
Total	124,014	91,161	36.04%

### Circulation by Location



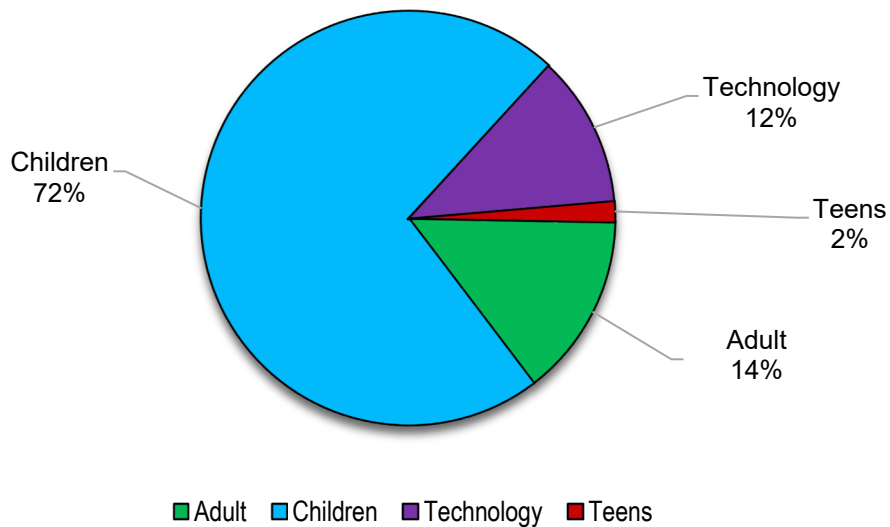
## QUESTIONS ANSWERED (by staff in person/phone and through online services)



SEPTEMBER			
	2021	2020	% change
Reference Questions	5,477	1,616	238.92%
Database Searches	37,725	32,884	14.72%
Technology Assistance	1,976	1,102	79.31%
Book-A-Librarian Appointments	170	72	136.11%
Total	45,348	35,674	27.12%

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

## PROGRAM ATTENDANCE

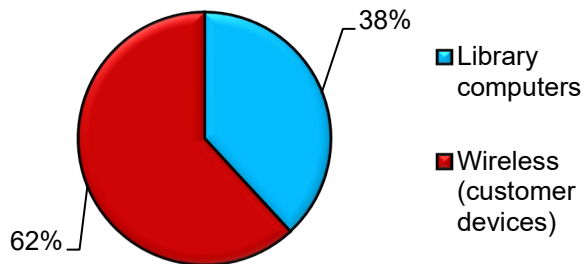


### SEPTEMBER ATTENDANCE

	2021	2020	% change
Adult events	90	317	-71.61%
Children's events	452	0	N/A
Technology training	74	0	N/A
Teen events	10	28	-64.29%
TOTAL	626	345	81.45%

## PUBLIC COMPUTING

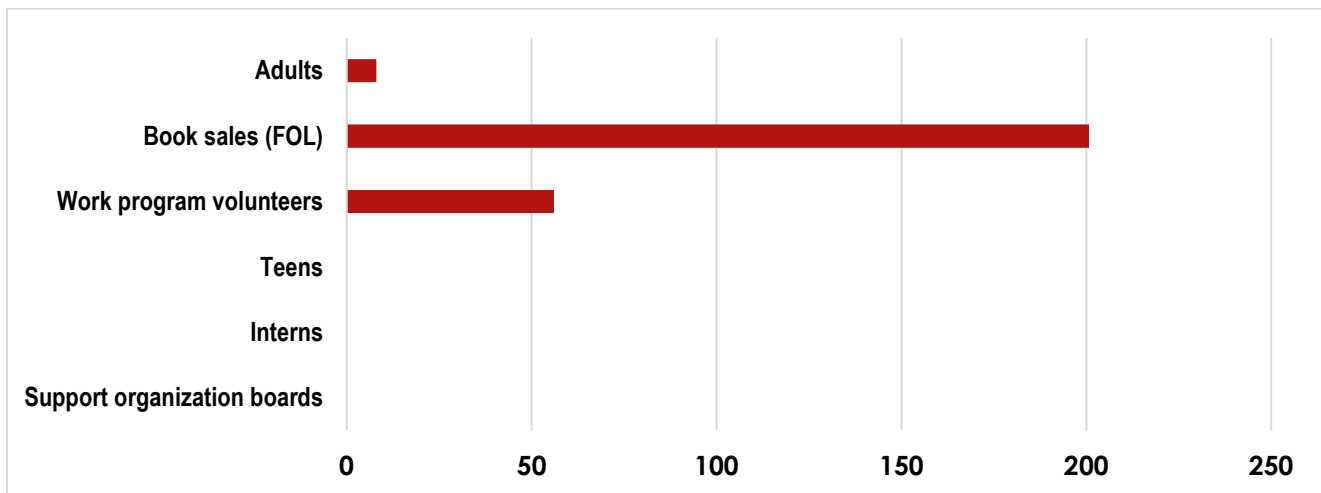
**Method of Computing Access  
(by session)**



### SEPTEMBER

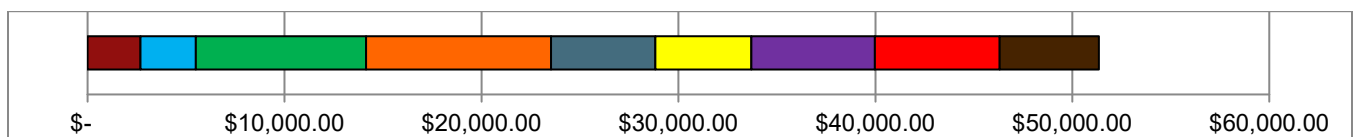
	2021	2020	% change
Workstation Sessions	4,302	4,660	-7.68%
Wi-Fi Sessions	6,971	4,731	47.35%
Number of Users	1,017	586	73.55%
Hours of Access	7,964	5,920	34.53%

## VOLUNTEERS (hours of service)



**Number of volunteers YTD = 54    Hours of service YTD = 1,909**

## MATERIALS DONATIONS (value if purchased)



**Year to date total = \$51,354.34    Items added to Library collections YTD = 2,883**

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

After John Cleary (Advanced Learning Library) helped a Grant STEPS Consulting Group with research on Foundation Directory Online, he received a thank you note: *"If you ever need to make a case to the City of Wichita for why the Library should pay for a subscription to FDO, here's your case. Most of this \$240,000 comes from outside [of] Wichita, and even outside [of] Kansas. So this is a net economic impact to our City."* [Here's an article detailing how the grant funds will be used.](#)

A customer recently visited the Advanced Learning Library looking for a book about printmaking. In conversation with Library staff, it was discovered that the customer is starting an art gallery. Library staff was able to tell the customer about physical and digital resources available for people who wish to start a small business. The customer was really impressed with the business section in the Learning Pavilion, and said they "didn't have a clue" such resources existed.

An adult student visited the Alford Branch with her laptop to work on college coursework. She speaks English with a heavy Spanish accent. She was having trouble working in Microsoft Excel, and Robyn Belt and Anita Schoenecker (Alford Branch) both assisted the customer with her questions. The following day, the customer returned with a thank you note saying she received a great score on her assignment, and appreciated the Library's help.

An elderly customer came to the Westlink Branch needing help setting up auto pay on a utility bill. Eileen Ball (Westlink Branch) helped her to login and navigate the online payment process. The customer was very grateful as she said she lacked the technology skills and a computer to complete this task herself.

A customer came in looking for a directory of Kansas manufacturers, but couldn't find it on the shelf. Jennifer Durham (Library Assistant) used this as an opportunity to introduce the customer how to use the A to Z database, showing him how to locate specific businesses in a geographic area and by business type. The customer was happy to know there was a resource that would be able to help him and told Jennifer it was better than having to look through a heavy reference book.

Storytimes remain essential to many parents and early learners. After a recent storytime, a customer and her daughter told Bill Rohde (Advanced Learning Library) how glad they were that storytime had resumed. They hadn't been to the Library since COVID began and were excited the Library found a way to have storytimes in a safe setting (outdoors) this fall.

## **WICHITA PUBLIC LIBRARY**

Minutes of a Virtual Meeting of the Library Board of Directors  
September 21, 2021.

The hybrid meeting of the Library Board of Directors was held on Tuesday, September 21, 2021 at the Advanced Learning Library with the following present in person: Ms. Abi Boatman, Ms. Donna Douglas, Ms. Lauren Hirsh, Mr. Kevin McWhorter, Ms. Shelby Petersen, and Mr. Jonathan Winkler. The following attended virtually: Ms. Erinn Bock, Ms. Jennifer Goheen, Dr. Justin Henry, Mr. Randall Johnston, Ms. Shannon Littlejohn, Ms. TaDonne Neal, and Mr. Chuck Schmidt.

### **Call to Order**

President Kevin McWhorter called the meeting to order at 12:04 p.m., a quorum being present.

### **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 August 17, 2021 were presented. Lauren Hirsh moved (Petersen) to approve the minutes as included in board packets. **Motion carried unanimously.**

*Ms. TaDonne Neal arrived via virtual connection.*

### **Unfinished Business**

Jonathan Winkler reported that the community has ranked their choices of names for the new Evergreen facility. It is now up to the Library Board as the Naming Advisory Committee to pick one name to send to the City Council for approval. The Board of Directors unanimously determined that the highest community ranked base name of Evergreen would be selected. After a lengthy discussion regarding options for a full name, Evergreen Branch Library and Community Center was decided on.

Jonathan Winkler moved (Hirsh) to recommend the name Evergreen Branch Library and Community Center as the new name for the Evergreen Facility to City Council. The motion **passed** by a vote of 12-1 with Ms. TaDonne Neal opposed.

## **New Business**

On behalf of the Finance Committee, Kevin McWhorter moved (Petersen) to approve the August 2021 finance report and supplemental bills in the following amounts: General Fund bills of \$669,563.82; Grant Fund Bills of \$29,441.14; and Gift and Memorial Fund bills of \$595.87 for a total of \$699,600.83. **Motion carried unanimously.**

On behalf of the Finance Committee, Abi Boatman moved (Winkler) to approve the subscription renewal of the EBSCO Database in the amount of \$24,637.76. **Motion carried unanimously.**

On behalf of the Operations Committee, Jonathan Winkler moved (Petersen) to approve the policy updates as presented by staff. **Motion carried unanimously.**

The policies updated as a result of this action include:

- CIR-001 Customer Registration
- CIR-009 Holds
- CUS-001.2 Suspension of Privileges for Health and Safety Reasons
- ORG-002.1 Collection Development Division
- ORG-002.2 Customer Service Division
- ORG-002.4 Education and Engagement Division
- ORG-002.5 Support Services Division
- PER-007 Staff and Volunteer Benefits
- REF-009 Meeting Room Facilities

## **Finance Committee Report**

No report.

## **Operations Committee Report**

No report.

## **Planning & Facilities Committee Report**

No report.

## **Public Affairs Committee Report**

No report.

## **Special Committee Reports**

*Friends of the Library* – Amanda Shankle reported that due to the Library eliminating hold fees, the Friends is reviewing their benefit offerings for their Gold and Platinum membership tiers. The Friends are reviewing data from past surveys and consulting with board members

and others to decide how the Friends will move forward. However, to coincide with upcoming changes, they have updated the term Friends Member to Friends Advocate to recognize that their contributors are advocates.

Library Foundation – Kristi Oberg reported that work is being done with the Foundation Board to receive matching donations for the end of year fundraising efforts. With help from Library staff, the Foundation has submitted several grants recently.

Wichita Genealogical Society (WGS) – Julie Crawford reported that work continues on their annual conference occurring October 9. So far, 80 people have registered and five exhibitors are planning to be in attendance. Monthly meetings are still be held via Zoom.

### **Director of Libraries Report**

Interim Director Dowell reported that the proposed budget has been adopted by City Council. Parts pertaining directly to the Library includes the elimination of hold fees, an reinstatement of \$100,000 to the materials budget, and funding to support curbside pickup using a new software at the Rockwell and Westlink branches.

The Angelou mural project was approved at the August 24<sup>th</sup> City Council meeting and work began on September 20, 2021. Real Men, Real Heroes advised the work should be finished within a few weeks.

Parking lot maintenance at some of the library branches will be completed by Public Works and Utilities.

### **Announcement**

President McWhorter announced that after an extensive search, Jaime Prothro has been hired as the new Director of Libraries. She will start on October 4<sup>th</sup>.

### **Adjournment**

The meeting was adjourned at 12:56 p.m.

The next regularly scheduled meeting will be October 19, 2021.

Respectfully submitted,

Kristi Dowell

## REVENUE REPORT - SEPTEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	MONTHLY REVENUE TARGET	RECEIVED IN MONTH	RECEIVED YTD	% RECEIVED YTD
422110	Library Desk Receipts (Fines)	\$ 123,595.00	\$ 9,887.60	\$ 18,176.81	\$ 135,147.08	109.35%
423030	Meeting Room Rentals	\$ -	\$ -	\$ (250.00)	\$ (250.00)	0.00%
424011	Copy Charges	\$ 6,270.00	\$ 564.30	\$ 766.90	\$ 6,853.35	109.30%
424101	Public Computing Charges	\$ 11,285.00	\$ 1,015.65	\$ 1,194.40	\$ 10,654.31	94.41%
646981	State Setoff Collections	\$ 75,345.00	\$ 6,027.60	\$ 4,653.27	\$ 55,446.85	73.59%
646990	Other Non-Operating Revenue	\$ -	\$ -	\$ -	\$ 87.47	0.00%
646998	Cash Over/Short	\$ -	\$ -	\$ -	\$ (0.05)	0.00%
	<b>TOTAL</b>	<b>\$ 216,495.00</b>	<b>\$ 17,495.15</b>	<b>\$ 24,541.38</b>	<b>\$ 207,939.01</b>	<b>96.05%</b>

GENERAL FUND SUMMARY REPORT  
SEPTEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
511000	Base Compensation	\$ 5,293,802.00	\$ 351,586.38	\$ -	\$ 3,430,756.94	\$ 1,863,045.06	65%
511950	Year-end Payroll Accrual	\$ -	\$ -	\$ -	\$ (85,303.98)	\$ 85,303.98	#DIV/0!
511999	Planned Savings	\$ (149,688.00)	\$ -	\$ -	\$ -	\$ (149,688.00)	0%
512000	Special Compensation	\$ 1,800.00	\$ 500.00	\$ -	\$ 7,567.21	\$ (5,767.21)	420%
512051	Mileage Reimbursement	\$ -	\$ 205.12	\$ -	\$ 1,096.98	\$ (1,096.98)	#DIV/0!
513020	Premium Overtime	\$ -	\$ 1,264.55	\$ -	\$ 3,720.80	\$ (3,720.80)	#DIV/0!
518200	Employer Wage Taxes & WC	\$ 464,902.00	\$ 29,626.88	\$ -	\$ 288,766.77	\$ 176,135.23	62%
518300	Employer Share EE Insurance	\$ 1,007,785.00	\$ 71,162.70	\$ -	\$ 652,083.75	\$ 355,701.25	65%
518400	Employer Share Pension/Retire	\$ 599,071.00	\$ 39,515.23	\$ -	\$ 381,336.85	\$ 217,734.15	64%
521011	Electricity	\$ 448,449.00	\$ 27,228.24	\$ -	\$ 332,044.82	\$ 116,404.18	74%
521021	Natural Gas	\$ 46,000.00	\$ 2,839.97	\$ -	\$ 64,857.33	\$ (18,857.33)	141%
521030	Water Service	\$ 18,853.00	\$ 4,775.21	\$ -	\$ 19,750.51	\$ (897.51)	105%
521050	Trash Service	\$ 5,404.00	\$ 389.00	\$ -	\$ 3,075.27	\$ 2,328.73	57%
521060	Local Telephone Service	\$ 16,000.00	\$ 610.00	\$ -	\$ 5,734.04	\$ 10,265.96	36%
522010	PBX Line Charges	\$ 11,172.00	\$ 940.50	\$ -	\$ 8,447.08	\$ 2,724.92	76%
522020	PBX Instrument Charges	\$ 18,915.00	\$ 1,576.25	\$ -	\$ 14,181.04	\$ 4,733.96	75%
522030	IT Moves & Changes	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0%
522040	Long Distance & Teleconference	\$ 2,000.00	\$ 27.25	\$ -	\$ 387.30	\$ 1,612.70	19%
522070	Voicemail	\$ 3,912.00	\$ 326.00	\$ -	\$ 2,934.00	\$ 978.00	75%
522080	Automatic Call Distribution	\$ 786.00	\$ 65.50	\$ -	\$ 589.50	\$ 196.50	75%
522990	Other Communications Charges	\$ 1,275.00	\$ -	\$ -	\$ 640.00	\$ 635.00	50%
523010	Building & Contents Insurance	\$ 88,971.00	\$ 21,327.54	\$ -	\$ 44,485.50	\$ 44,485.50	50%
523020	Vehicle Liability Premiums	\$ 870.00	\$ 217.50	\$ -	\$ 435.00	\$ 435.00	50%
524010	Recruitment & Hiring	\$ 3,140.00	\$ 784.99	\$ -	\$ 784.99	\$ 2,355.01	25%
524020	Employee Travel & Training	\$ 1,600.00	\$ -	\$ -	\$ -	\$ 1,600.00	0%
525013	Drug Screening	\$ -	\$ -	\$ -	\$ 384.00	\$ (384.00)	#DIV/0!
525070	Background Checks	\$ -	\$ 192.00	\$ -	\$ 192.00	\$ (192.00)	#DIV/0!
525083	Textile Rental & Laundry Svcs	\$ 2,925.00	\$ 125.80	\$ -	\$ 1,184.79	\$ 1,740.21	41%
525990	Other Professional Services	\$ 22,970.00	\$ 16,590.00	\$ -	\$ 32,253.45	\$ (9,283.45)	140%
526010	Motor Pool Scheduled Charges	\$ 3,720.00	\$ 310.00	\$ -	\$ 2,790.00	\$ 930.00	75%
526020	Building Repair & Maint	\$ 13,630.00	\$ -	\$ -	\$ -	\$ 13,630.00	0%
526042	Pest Control Services	\$ 13,000.00	\$ 1,625.28	\$ -	\$ 5,682.28	\$ 7,317.72	44%
526044	Bldg Security & Fire Services	\$ -	\$ -	\$ -	\$ 420.00	\$ (420.00)	#DIV/0!
526070	Equipment Repair & Maint	\$ 5,421.00	\$ 27.00	\$ -	\$ 2,262.00	\$ 3,159.00	42%
526080	Grounds Maintenance	\$ -	\$ -	\$ -	\$ 4,710.00	\$ (4,710.00)	#DIV/0!

GENERAL FUND SUMMARY REPORT  
SEPTEMBER 2021

OBJECT	ACCOUNT DESCRIPTION	REVISED APPROPRIATION	CURRENT MONTH EXPENDITURES	CURRENT MONTH ENCUMBRANCES	YTD EXPENDITURES	BALANCE	PERCENT EXPENDED
526092	Facility Rental	\$ 52,060.00	\$ 4,088.24	\$ -	\$ 39,294.16	\$ 12,765.84	75%
529010	Bank Charges	\$ 5,000.00	\$ 600.20	\$ -	\$ 4,130.48	\$ 869.52	83%
529020	Postage	\$ -	\$ -	\$ -	\$ 43.21	\$ (43.21)	#DIV/0!
529021	Express Mail	\$ 4,000.00	\$ -	\$ -	\$ -	\$ 4,000.00	0%
529030	Shipping & Freight	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/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	\$ 659.40	\$ -	\$ 7,915.73	\$ 15,556.27	34%
529110	Advertising	\$ -	\$ -	\$ -	\$ 42.00	\$ (42.00)	#DIV/0!
529141	Software License & Maint Fees	\$ -	\$ 547.70	\$ -	\$ 1,095.40	\$ (1,095.40)	#DIV/0!
529150	Data Center Charges	\$ 1,226,529.00	\$ 83,454.29	\$ -	\$ 751,088.61	\$ 475,440.39	61%
529990	Other Contractuals	\$ 92,583.00	\$ 26,231.01	\$ -	\$ 63,906.69	\$ 28,676.31	69%
531010	Computing Supplies	\$ 900.00	\$ -	\$ -	\$ 356.13	\$ 543.87	40%
531020	Office Supplies	\$ 48,575.00	\$ 2,734.22	\$ -	\$ 21,826.25	\$ 26,748.75	45%
531030	Custodial Supplies	\$ 6,000.00	\$ 429.60	\$ -	\$ 2,583.20	\$ 3,416.80	43%
532020	Automotive Parts & Supplies	\$ -	\$ 11.94	\$ -	\$ 167.16	\$ (167.16)	#DIV/0!
532990	Other Equip Parts & Supplies	\$ 450.00	\$ -	\$ -	\$ 23.88	\$ 426.12	5%
539012	Gasoline	\$ 2,996.00	\$ 210.21	\$ -	\$ 2,211.31	\$ 784.69	74%
549010	Furniture & Fixtures <\$5k	\$ 9,990.00	\$ -	\$ -	\$ 5,759.60	\$ 4,230.40	58%
549020	Data Processing Equip <\$5k	\$ 9,665.00	\$ -	\$ -	\$ 2,779.65	\$ 6,885.35	29%
549100	Laboratory Equip <\$5K	\$ -	\$ -		\$ 99.05	\$ (99.05)	#DIV/0!
549110	Library Materials	\$ 727,530.00	\$ 52,404.19	\$ -	\$ 294,166.69	\$ 433,363.31	40%
	Expense Total	\$ 10,159,730.00	\$ 745,209.89	\$ -	\$ 6,426,219.42	\$ 3,733,510.58	63%

**Grant Fund Summary Report**  
**SEPTEMBER 2021**

Grant	Beginning Balance 09/01/2021	Revenue Received	Admin Charges	Contractuals	Materials	Supplies & Petty Cash	Equipment	Total Expenditures	Encumbrances	Remaining Balance 09/30/2021
<b>SCKLS 2020</b>	\$ 53,687.57	\$ 55,961.82	\$ -	\$ -	\$ 13,972.42	\$ -	\$ -	\$ 13,972.42	\$ -	\$ 95,676.97
<b>SCKLS 2021</b>	\$ 182,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,816.00
<b>State Aid 2021</b>	\$ 49,106.86	\$ -	\$ -	\$ 6,027.08	\$ 3,177.96	\$ 152.90	\$ 1,504.44	\$ 10,862.38	\$ -	\$ 38,244.48
<b>Totals</b>	<b>\$ 290,450.54</b>	<b>\$ 55,961.82</b>	<b>\$ -</b>	<b>\$ 6,027.08</b>	<b>\$ 17,150.38</b>	<b>\$ 152.90</b>	<b>\$ 1,504.44</b>	<b>\$ 24,834.80</b>	<b>\$ -</b>	<b>\$ 316,737.45</b>

Org: 10000080

## 10001 - Library - Personnel

## 1B - Base Compensation

## 511000 \_Base Compensation

Payroll, PP09.03.21 \$175,121.56

Payroll, PP09.17.21 \$176,464.82

Total 511000 _Base Compensation	\$351,586.38
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Total 1B - Base Compensation	\$351,586.38
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## 1F - Special Compensation

## 512000 \_Special Compensation

Payroll, PP09.03.21 \$325.00

Payroll, PP09.17.21 \$175.00

Total 512000 _Special Compensation	\$500.00
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## 512051 Mileage Reimbursement

Payroll, 2178 \$13.67

Payroll, 2337 \$59.31

Payroll, 2663 \$50.75

Payroll, 3130 \$81.39

Total 512051 Mileage Reimbursement	\$205.12
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Total 1F - Special Compensation	\$705.12
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## 1J - OT Compensation

## 513000 \_Overtime Compensation

Payroll, PP09.03.21 \$655.43

Payroll, PP09.17.21 \$609.12

Total 513000 _Overtime Compensation	\$1,264.55
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Total 1J - OT Compensation	\$1,264.55
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## 1N - Employee Benefits

## 518200 Employer Wage Taxes &amp; WC

Payroll, PP09.03.21 \$14,772.21

Payroll, PP09.17.21 \$14,854.67

Total 518200 Employer Wage Taxes & WC	\$29,626.88
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## 518300 Employer Share EE Insurance

Payroll, PP09.03.21 \$35,581.31

Payroll, PP09.17.21 \$35,581.39

Total 518300 Employer Share EE Insurance	\$71,162.70
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## 518400 Employer Share Pension/Retire

Payroll, PP09.03.21 \$19,696.16

Payroll, PP09.17.21 \$19,819.07

Total 518400 Employer Share Pension/Retire	\$39,515.23
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Total 1N - Employee Benefits	\$140,304.81
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Total 10001 - Library - Personnel	\$493,860.86
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## 10002 - Library - Contractuals

## 2B - Utilities

## 521011 Electricity - EDI

EVERGY KANSAS CENTRAL INC	\$27,228.24
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Total 521011 Electricity - EDI	\$27,228.24
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## 521021 Natural Gas - EDI

BLACK HILLS UTILITY HOLDING INC	\$70.19
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ONE GAS INC	\$1,031.55
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SYMMETRY ENERGY SOLUTIONS LLC	\$1,738.23
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Total 521021 Natural Gas - EDI	\$2,839.97
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## 521030 Water Service

City of Wichita	\$4,775.21
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Total 521030 Water Service	\$4,775.21
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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	\$35,232.42
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## 2F - Technology Charges

## 521060 Local Telephone Service

City of Wichita	\$610.00
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Total 521060 Local Telephone Service	\$610.00
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## 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 &amp; Teleconference

City of Wichita	\$27.25
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Total 522040 Long Distance & Teleconference	\$27.25
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## 522070 Voicemail

City of Wichita	\$326.00
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Total 522070 Voicemail	\$326.00
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## 522080 Automatic Call Distribution

City of Wichita	\$65.50
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## Wichita Public Library General Fund Bills

September 2021

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

City of Wichita	\$83,454.29
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Total 529150 Data Center Charges	\$83,454.29
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Total 2F - Technology Charges	\$86,999.79
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2J - Insurance Premiums

523010 Building &amp; Contents Insurance

City of Wichita	\$21,327.54
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Total 523010 Building & Contents Insurance	\$21,327.54
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523020 Vehicle Liability Premiums

City of Wichita	\$217.50
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Total 523020 Vehicle Liability Premiums	\$217.50
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Total 2J - Insurance Premiums	\$21,545.04
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2N - Employee Development

524010 Recruitment &amp; Hiring

JEFFREY COLLINS	\$784.99
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Total 524010 Recruitment & Hiring	\$784.99
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Total 2N - Employee Development	\$784.99
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2R - Professional Svcs

525070 Background Checks

TRUVIEW BSI LLC	\$192.00
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Total 525070 Background Checks	\$192.00
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525083 Textile Rental &amp; Laundry Svcs

ARAMARK UNIFORM & CAREER	\$104.84
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APPAREL GRP INC	
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CINTAS CORPORATION	\$20.96
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Total 525083 Textile Rental & Laundry Svcs	\$125.80
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525990 Other Professional Services

JOHN KEISTER & ASSOCIATES LLC	\$15,000.00
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SIGN LANGUAGE INTERPRETING	\$84.00
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SERVICES	
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UNIQUE MANAGEMENT SERVICES INC	\$1,506.00
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Total 525990 Other Professional Services	\$1,590.00
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Total 2R - Professional Svcs	\$16,590.00
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2V - Bldg &amp; Equip Charges

526010 Motor Pool Scheduled Charges

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

## Wichita Public Library General Fund Bills

September 2021

P-CARD ONE-TIME PAY	\$1,625.28
Total 526042 Pest Control Services	\$1,625.28
526070 Equipment Repair & Maint	
DANIKSCO OFFICE INTERIORS	\$27.00
Total 526070 Equipment Repair & Maint	\$27.00
526092 Rent-Real Property	
CO CO PROPERTIES LLC	\$4,088.24
Total 526092 Rent-Real Property	\$4,088.24
Total 2V - Bldg & Equip Charges	\$6,050.52
2Z - Other Contractuals	
529010 Bank Charges	
City of Wichita	\$600.03
P-CARD ONE-TIME PAY	\$0.17
Total 529010 Bank Charges	\$600.20
529070 Printing & Copying	
City of Wichita	\$659.40
Total 529070 Printing & Copying	\$659.40
529141 Software License & Maint Fees	
CDW GOVERNMENT INC	\$547.70
Total 529141 Software License & Maint Fees	\$547.70
529990 Other Contractuals	
ARAMARK UNIFORM & CAREER APPAREL GRP INC	\$56.40
P-CARD ONE-TIME PAY	\$26,156.61
UNDERGROUND VAULTS & STORAGE INC	\$18.00
Total 529990 Other Contractuals	\$26,231.01
Total 2Z - Other Contractuals	\$28,038.31
Total 10002 - Library - Contractuals	\$195,558.87

## 10003 - Library - Commodities

## 3B - Supplies

## 531020 Office Supplies

City of Wichita	\$1,578.68
P-CARD ONE-TIME PAY	\$1,155.54
Total 531020 Office Supplies	\$2,734.22

## 531030 Custodial Supplies

P-CARD ONE-TIME PAY	\$429.60
Total 531030 Custodial Supplies	\$429.60

Total 3B - Supplies	\$3,163.82
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## 3F - Components &amp; Parts

## 532020 Automotive Parts &amp; Supplies

City of Wichita	\$11.94
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Total 532020 Automotive Parts & Supplies	\$11.94
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Total 3F - Components & Parts	\$11.94
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## 3N - Fuel

## 539012 Gasoline

City of Wichita	\$210.21
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Total 539012 Gasoline	\$210.21
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Total 3N - Fuel	\$210.21
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## 4Z - Non-Capital Outlay

## 549110 Library Materials

P-CARD ONE-TIME PAY	\$52,404.19
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Total 549110 Library Materials	\$52,404.19
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Total 4Z - Non-Capital Outlay	\$52,404.19
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Total 10003 - Library - Commodities	\$55,790.16
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**Grand Total****\$745,209.89**

Y0801 - South Central Kansas Library Sys 20		
3 - Commodities		
4Z - Non-Capital Outlay		
549110 Library Materials		
OVERDRIVE INC	\$462.46	
P-CARD ONE-TIME PAY	\$13,509.96	
Total 549110 Library Materials	\$13,972.42	
Total 4Z - Non-Capital Outlay	\$13,972.42	
Total 3 - Commodities	\$13,972.42	
Total Y0801 - South Central Kansas Library Sys 20		\$13,972.42

## 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
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Total 2F - Technology Charges	\$6,027.08
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Total 2 - Contractuals	\$6,027.08
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## 3 - Commodities

## 3B - Supplies

## 531020 Office Supplies

P-CARD ONE-TIME PAY \$152.90

Total 531020 Office Supplies	\$152.90
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Total 3B - Supplies	\$152.90
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## 4Z - Non-Capital Outlay

## 549010 Furniture &amp; Fixtures &lt;\$5k

P-CARD ONE-TIME PAY \$1,504.44

Total 549010 Furniture & Fixtures <\$5k	\$1,504.44
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## 549110 Library Materials

P-CARD ONE-TIME PAY \$3,177.96

Total 549110 Library Materials	\$3,177.96
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Total 4Z - Non-Capital Outlay	\$4,682.40
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Total 3 - Commodities	\$4,835.30
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Total Y1800 - Library-State Grant-in-Aid 2021	\$10,862.38
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Y1801 - South Central Kansas Library Sys 21		
2 - Contractuals		
2N - Employee Development		
524020 Employee Travel & Training		
	(\$230.00)	
P-CARD ONE-TIME PAY	\$230.00	
Total 524020 Employee Travel & Training	\$0.00	
Total 2N - Employee Development	\$0.00	
Total 2 - Contractuals	\$0.00	
Total Y1801 - South Central Kansas Library Sys 21		
		\$0.00
Grand Total		\$24,834.80

## GIFT AND MEMORIAL FUND

**RECEIPTS/REIMBURSEMENTS**

Baird (interest)	\$267.40
Friends of the Library (Monthly Donation)	\$314.00
Staff Honorarium	\$50.00
State of Kansas (KRTP Video Reimbursement)	\$1,488.00
<b>TOTAL RECEIPTS</b>	<b>\$2,119.40</b>

**EXPENDITURES**

Ingram (Memorials)*	\$57.86
Kroger (Staff Flower Fund)	\$136.46
Wichita Public Library Foundation/Amazon.com (Microwave)	\$146.76
Wichita Public Library Foundation/Amazon.com (Wishlist-Megabloks/Legos)	\$325.62
Wichita Public Library Foundation/Cricut (Wishlist)	\$356.89
Wichita Public Library Foundation/Elmo USA (Wishlist-Software)	\$619.47
Wichita Public Library Foundation/Demco (Wishlist-Table with casters)	\$213.22
Wichita Public Library Foundation/Demco (Memorials)*	\$206.02
<b>TOTAL EXPENDITURES</b>	<b>\$2,062.30</b>

\*Reimbursed expenses



## INTEROFFICE

### MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Jeff Tate, Digital Services Manager  
**SUBJECT:** Change to Internet Agreement Policy for Emergency Connectivity Fund Project  
**DATE:** September 30, 2021

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**Background:** The American Rescue Plan Act (ARPA) created the Emergency Connectivity Fund program (ECF) to provide funds for libraries and schools to purchase equipment and services to connect customers to the internet in areas ‘other than the library.’ ECF provides funding for tablets, hotspots, data services, and direct internet connections. The ECF is separate from other ARPA funding projects, such as the State Library’s ARPA grant program.

The section in ARPA that created the ECF, indicated that funds are for those library customers who otherwise do not have sufficient access to the internet. The FCC has ruled that to comply with this section of the law, without creating an undue burden on libraries, any ECF funded projects must include a statement in the library’s internet usage policy that ECF equipment is “intended for library patrons who do not otherwise have access to equipment or services sufficient to meet the patron’s educational needs.”

The Library is using ECF funds to create ‘internet bundles’ consisting of a wireless internet hotspot and Chromebook that customers may check out. Providing both a device and a hotspot targets customers with the lowest level of internet and technology access, which is the intent of the ECF. Internet bundles would check out for a longer than typical period to provide long term internet services to those most in need. Initial discussion would be a check out of three (3) months.

#### Analysis

The funding provided through ECF is a unique opportunity to provide internet and device access to those in the community most in need of these services. The change to the policy is minimal and will not impact the Library’s ability to provide internet services. Further, there is no enforcement mechanism required by the FCC. Therefore, if the Library acts in good faith by posting the appropriate policy requirements, the Library does not need to prove need by the customer.

**Financial Considerations:** If the Library’s internet usage policy is not amended with the required language, the Library would need to return any ECF funds

**Legal Considerations:** The amendment does not alter any other part of the internet usage policy and the amendment can be removed after three years. The amendment to policy REF-004 has been reviewed and approved as to form by the City’s law department.

**Recommendations/Actions:** It is recommended that the Library Board approve the amended language for the Library's Internet Access and Acceptable Use Policy (REF-004.)

Attachment: REF-004 Internet Access and Acceptable Use Policy

## **REF-004      Internet Access and Acceptable Use Policy**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Addendum 1: Equipment or service provided using funds through the Emergency Connectivity Fund (ECF) is intended for library customers who do not otherwise have access to equipment or services sufficient to meet the customer's educational needs.

#### **Related Laws and Policies**

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



## INTEROFFICE MEMORANDUM

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**TO:** Library Board of Directors  
**FROM:** Sarah Kittrell  
**SUBJECT:** Approval of Invoices Exceeding \$10,000 - Newsbank  
**DATE:** October 6, 2021

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**Background:** Newsbank provides Wichita Public Library customers and staff with access to two important products: full-text digital news articles and blog posts from the Wichita Eagle, from 1984 – the current year, as well as archival microfilm copies of the current year’s paper. In 2018, Newsbank rolled out its image edition product, which makes a fully searchable image of the current day’s Eagle available to library customers. In addition to the Eagle, Newsbank also provides access to selected full text news articles, blog posts, and magazine articles from around the country and the world, but the value is in the online, accessible from anywhere, completely searchable Wichita Eagle archive. The subscription expires at the end of 2021.

Previously the invoice brought to the Library Board of Directors for approval has only included online access to the Wichita Eagle and the searchable archives. The 2022 invoice includes the archival microfilm copies of the current year’s paper as well.

**Analysis:** While the digital Wichita Eagle archives are a valuable resource for researchers, providing key-word search functionality to the entire archive from 1984-the present, the true value in 2021 has continued to be the ability to offer customers uninterrupted access to the image edition of the daily paper during the Library’s limited service offerings. This can be seen in the continued increase in usage of the Newsbank product. In the past 12 months, Newsbank has had 43,312 uses, up 14,865 uses from the year before. This is a 52% increase.

**Financial Considerations:** The total renewal cost for fiscal year 2022 comes to \$30,965.00. The digital subscription piece of the invoice is \$22,566, a \$674.00 (3%) increase over 2021. The cost per use for the last 12 months was \$0.50, a decrease of \$0.25 per use from the cost per use of \$0.75 in 2020.

The digital microfilm piece of the invoice is \$8,399.00, a \$244.00 (3%) increase over 2021.

**Legal Considerations:** Wichita Public Library has received written confirmation that the Newsbank license agreement has not been updated.

**Recommendations/Actions:** It is recommended that the Board approve the invoice from Newsbank in the amount of \$30,965.00 for the 2022 renewal of the Newsbank products.

**Attachments:**

Newsbank invoice



397 Main Street, PO Box 1130  
Chester, VT 05143  
Toll Free: (800) 243-7694  
Fax: (802) 875-2904  
custservice@newsbank.com

Renewal Notice:  
Customer Number:

RN1015060  
16181

NB

Bill to: 16181 Wichita Public Library 711 West 2nd St. North WICHITA KS 67203	Ship to: 16181 Wichita Public Library 711 West 2nd St. North WICHITA KS 67203
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Invoice Date 30 SEP 2021	NET 30 DAYS	Ship Via Internet
30 OCT 2021	Salesperson Christopher Nathan	Purchase Order Number
Description Annual Subscription January - December 2022  - Wichita Eagle (KS) Digital Microfilm - - - Wichita Eagle (KS) Collection - Wichita Eagle (KS) - Online Training - Special Reports and News		Quantity 1
		Amount 30965.00
		<b>TOTAL DUE</b> 30,965.00

Federal Tax ID: 06-1084869 • An Equal Opportunity Employer • Currency: USD

The NewsBank license agreement(s) and/or any terms of use provided by NewsBank governs the terms and conditions of use regarding the NewsBank product(s) identified in the invoices issued by NewsBank from time to time. The terms of any document issued by a customer inconsistent with the terms of the NewsBank license agreement(s) and/or any terms of use provided by NewsBank shall not become binding on NewsBank.

## **Media Report: September 2021**

### **Television:**

- September 3, 2021 / KCTU: Library updates
- September 10, 2021 / KAKE Kids Corner <https://www.kake.com/clip/15253988/kids-corner-wichita-public-library>
- September 10, 2021 / KCTU: Library updates
- September 13, 2021 / KSN: "No time for the Library? Wichita offers online options" <https://www.ksn.com/news/local/no-time-for-the-library-wichita-offers-online-options/>
- September 17, 2021 / KCTU: Library updates
- September 18, 2021 / KWCH: "Walters Branch Library holds opening ceremony" <https://www.kwch.com/2021/09/19/walters-branch-library-holds-opening-ceremony/>
- September 20, 2021 / KWCH: "Wichita mentor group begins painting mural honoring Maya Angelou at local library" <https://www.kwch.com/2021/09/21/wichita-mentor-group-begins-painting-mural-honoring-maya-angelou-local-library/>
- September 24, 2021 / KCTU: Library updates

### **Print:**

- September 21, 2021 / Wichita Business Journal: "Prothro chosen to lead Wichita's library system" [https://www.bizjournals.com/wichita/news/2021/09/21/prothro-chosen-to-lead-wichitas-library-system.html?cx\\_testId=40&cx\\_testVariant=cx\\_47&cx\\_artPos=0#cxrecs\\_s](https://www.bizjournals.com/wichita/news/2021/09/21/prothro-chosen-to-lead-wichitas-library-system.html?cx_testId=40&cx_testVariant=cx_47&cx_artPos=0#cxrecs_s)

### **Radio:**

- September 10, 2021 / KMUW: "Late Civil Rights Leader Ron Walters Honored In His Hometown With New Branch Library" <https://www.kmuw.org/community/2021-09-09/late-civil-rights-leader-ron-walters-honored-in-his-hometown-with-new-branch-library>

### **Miscellaneous:**

- September 1, 2021 / American Libraries: "The Twitching Hour: Libraries use live video platform to engage teens, early adults" <https://americanlibrariesmagazine.org/2021/09/01/twitching-hour-library-twitch-streaming/>

From: Julie Crawford, WGS

To: WPL Board

Date: October 8, 2021

Our September meeting on Zoom was presented by WGS board member Jason Felihkatubbe. He focused on American Indian genealogy with an emphasis on tribes currently based in Oklahoma.

As of Oct 8, our annual conference is still scheduled for Oct 9. One bottle of water is being provided to each person for lunch and people are encouraged to bring their own beverage for the morning due to the Boil Water Advisory.

/jac